

Minutes of the Annual Meeting of Bramham cum Oglethorpe Parish Council held on 8 May 2024 at Bramham Parish Centre

Councillors Present Cllr M Corrigan, T Prest, P Corrigan, L Richards, M Tozer, H Buck, A Pumfrey and K Huggins.

Also present Ward Cllr Harrington, Ward Cllr Lamb and the Clerk

Public Session

1. It was **resolved** to elect Cllr M Corrigan Chair as of the Parish Council for 2024/2025 and their Declaration of Acceptance of Office was received.
2. It was **resolved** to elect Cllr Prest as Vice Chair as of the Parish Council for 2024/2025 and their Declaration of Acceptance of Office was received.
3. **Apologies** were received from Cllr Ingham. It was **resolved** to approve the reasons for his absence.
4. **Declarations of Pecuniary Interests or other Interests**
None
5. **Minutes of the Parish Council meetings on 10 April 2024**
It was **resolved** that the minutes of the Council meeting held 10 April 2024 be approved and signed by the Chair.
6. **Crime Report**
The number of crimes reported in the Wetherby Ward during April 2024 has increased. This was mainly due to a shoplifting spree and offences in the prison. The 3 main perpetrators of the shop lifting offences have been arrested. The number of serious offences, including burglaries, continue at a lower level than previously. A new PCSO is in place. The PCSOs know the area well and have responded positively when Councillors have raised issues relating to the Parish Centre and Alms House Hill.
7. It was **resolved** to approve the Committee & Working Group structure and appointments for 2024/2025 as follows.
 1. Assets & Amenities Committee – P Corrigan, T Prest, Linda Richards, H Buck
 2. Employment Committee – M Corrigan, L Richards, T Prest, A Pumfrey
 3. Complaints Committee – P Corrigan, J Ingham, T Prest, J Ingham
 4. Finance Working Group – M Corrigan, L Richards, M Tozer, A Pumfrey, T Prest
 5. Planning Advisory Working Group – L Richards, J Ingham, K Huggins
 6. Traffic Management Working Group – M Corrigan, J Ingham, K Huggins, A Pumfrey
 7. Football Pitch Management Working Group – K Huggins, M Corrigan, M Tozer
 8. Neighbourhood Plan Review Working Group – J Ingham, T Prest, A Pumfrey, K Huggins
 9. Webmaster – M Tozer
 10. LCC Leeds Festival Working Group Representative – L Richards
 11. YLCA Representatives– K Huggins & M Corrigan
 12. Tenter Hill Allotments Liaison – H Buck
8. It was **resolved** to approve the following policies
 1. Standing Orders
 2. Code of Conduct
 3. Training Statement of Intent Policy
 4. Complaints Policy

Approval of the Financial Regulations was deferred to the June meeting as NALC have just issued an amended template.

9. Football Pitch Management Working Group
 1. It was **resolved** to approve the football contracts for 2024/2025 for Clifford FC and Bramham FC. The Clerk was instructed to send these to Clifford and Bramham FC and to advise Collingham FC and Five Star that they will not be able to hire the pitches at weekends.
Cllr Huggins will check the cost of the Council marking out the pitches.
10. Traffic Management Working Group
 1. The data from the SID on Clifford Road for April 2024 was received. There has been no significant changes in average speeds in recent months.
 2. It is anticipated LCC will install the fixed SIDS within the next 6-8 weeks.
11. The Parish Centre usage was considered. It was noted that most days the centre is used during the day. Users include local rambling groups and the Bramham art group. It is being booked in the evenings by a range of community groups. There have been some minor acts of vandalism and anti-social behaviour. This will be monitored over the next few weeks and the option of installing external CCTV will be considered at the June meeting.
12. It was noted that the electricity supplier for the Parish Centre and Pavilion have been switched from SSE to Yorkshire Gas and Power (YGP) effective from 1 May 2024. The gas contract for the Pavilion will be reviewed in September 2024.
13. Finance Working Group Meeting
 1. The notes of the Finance Working Group meeting on 26 April 2024 were received.
 2. The Q4 Internal Controls Check List was received and the clerk's comments noted.
 3. The Investment Report was received. It was **resolved** to transfer reserve funds to the Skipton Building Society up to the FCSC protection limit of £85,000 and to set up a deposit account with Unity Trust Bank for the remaining reserve funds.
14. It was noted that the council will receive a legacy of £1,000 from the estate of Peter Clayton
15. **2023/2024 Audit Chair**
 1. The Internal Auditors Report was received.
 2. It was **resolved** to approve and sign the Annual Governance Statement for 2023/2024 (AGAR Part 3 p 4)
 3. It was **resolved** to approve and sign the Financial Statements for 2023/2024 (AGAR Part 3 p 5)
 4. The period for the Exercise of Public Rights to inspect the unaudited accounts for 2023/2024 was noted as 3 June to 12 July 2024.
16. **Financial Matters RFO**
 1. The receipts for April 2024 were noted as £33,228.76
 2. It was **resolved** to approve the following payments:

		Payee	Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries Incl HMRC	777.40		777.40	
2	BACS	Team Clean Cleaning	255.00		255.00	
3	BACS	K Hogg (Pavilion refund)	100.00		100.00	
4	DD	BT (Parish Centre broadband)	35.72	7.14	42.86	
5	DD	ID Mobile	4.13	.83	5.00	
6	BACS	Elkerlodge Services Ltd (Internal Audit)	350.00	70.00	420.00	
7	BACS	Stationery	9.62	1.92	11.54	
8	BACS	YLCA (Training – Cllr Huggins)	70.20		70.20	
9	DD	SSE Parish (Centre Electricity 15 01 2024 – 14 04 2024)	101.77	18.00	119.77	
10	DD	SSE (Pavilion Electricity 10 01 2024 - 14 04 2024)	257.83	12.90	270.73	
11	DD	Business Stream (Pavilion water 21 01 2024 – 30 04 2024)	35.78		35.78	

3. The bank reconciliations as at 30 April 2024 were received.
4. The bank balances as at 30 April 2024 were noted as:

Unity Trust	53,688.96
Skipton BS 992755645	77,321.24
Total	131,010.20

17. Planning Matters

- a) Decisions received
 - 24/01795/FU/NE First floor side extension; single storey rear extension; new window to side at ground floor; demolition of existing conservatory at 12 Firbeck Road, Bramham. Approved
 - 24/00863/FU Two storey side extension incorporating car port with dormer windows to front and rear at Pasture Cottage, 3 Farfield Court, Bramham. Refused
 - 24/01246/FU Conversion of garage to habitable room including replacement of garage door with window and new door to side at 1 Milnthorpe Garth, Bramham. Approved.
- b) Applications received
 - 24/02025/FU/NE The erection of two sculptures within the grounds of Bowcliffe Hall at Bowcliffe Hall, Paradise Way, Bramham. It was **resolved** to support the application.
- c) Update regarding ongoing planning matters
 - Alms House Hill. It was noted that the site is for sale but has no planning permission.

18. Clerk's Report

- The start date for the War Memorial cleaning has been pushed back to 3 June 2024. Parking restrictions will be in place around the War Memorial during the work.
- The grass cutting quote of £1349.47 from LCC has been accepted.
- Business Stream have now opened an account for the Parish Centre.
- Play Inspection Co advised that there will be a delay in carrying out their inspection due to a back log of work.
- Team Clean have increased their hourly rate from £15.00 to £17.00.
- The Parish Centre Retention Report has been received from Thompsons Architects.

19. Correspondence

968 Resident re anti-social behaviour at the Parish Centre. The clerk has responded.

969 Resident noting road closures in Bramham for the Tadcaster 10 k. The clerk has acknowledged.

970 Northern Power Grid Foundation – for information only.

971 Boston Spa, Wetherby and Villages Green Group Newsletter – for information only.

20. Minor Items

- Updated photos of the Parish Centre and the Pavilion will be added to the website.
- Bramham FC are holding a Commemorative football match on 11 August 2024. Cllr Huggins will confirm with the club that the holes by the goal mouth will be repaired in time for the match.

21. Date of next meeting

The date of the next meeting was noted as 12 June 2024 at 7.00 pm Wednesday at the Bramham Parish Centre. Any agenda items or reports to be sent to the clerk by 5pm on Tuesday 4 June 2024.

The meeting concluded at 8.52 pm

Signed.....

Dated