

Minutes of the Meeting of Bramham cum Oglethorpe Parish Council held on 14 February 2024 at the Bramham Parish Centre

Councillors Present M Corrigan, P Corrigan, M Tozer, H Buck, K Huggins, T Prest, J Ingham (from agenda item 8.4)

Also present Ward Cllrs Lamb, Stables and Harrington, 3 residents and the Clerk

Public Session

- The residents in attendance have made an application to LCC to divert a footpath on their land at Oglethorpe Hall Farm. However, two objections have been made and LCC have advised that the application will now be referred to the Planning Directorate. Ward Cllr Lamb agreed to assist the residents with this issue.
- Cllr Harrington has contacted 3 LCC departments re the possibility of filling in the quarry at the Tenter Hills Allotments. She will update the council as soon as she receives a response.
- Cllr Lamb advised that the improvements to the access to Bramham Primary School are now scheduled to take place in the summer rather than the Easter holidays.
- Cllrs Harrington & Stables have raised concerns with LCC Highways about the poor condition of the surface of Bar Lane and flooding on the lane. Cllr Stables advised that LCC have devised a solution to deal with the flooding.
- Residents on Prospect Bank have contacted Cllr Stables about flooding onto their gardens from adjacent land. LCC are trying to establish who owns the land and whether the drains are adequate.
- Residents have complained to Cllr Stables about LCC not cutting the grass bank on Croft Drive. LCC have advised that, due to the steepness of the bank, it is not safe to cut it when the ground is wet and slippery. The grass will be cut when it is safe to do so.

1. **Apologies**

Apologies were received from Cllr Richards. It was **resolved** to approve the reasons for her absence.

2. **Declarations of Pecuniary Interests or other Interests**

None

3. **Minutes of the Parish Council meetings on**

It was **resolved** that the minutes of the Council meeting held on 10 January 2024 be approved and signed by the Chair.

4. **Crime Report**

Cllrs M and P Corrigan attended the PACT meeting on 6 February 2024. No significant offences were recorded in Bramham during December 2023 and January 2024. 250 offences were recorded in the Wetherby and Harewood Wards in December 2023 and January 2024. Most of the offences involving assault occurred in the two prisons within the Ward. Two people have been charged in relation to the quad bike thefts and no further thefts of quads have been reported. Cllr M Corrigan noted that residents need to ensure that all offences are reported to the police. The police personnel numbers are dependent, in part, on the level of crime and if a crime is not reported then it is deemed not to have occurred. Cllr Stables advised that the police conducted a speed enforcement operation in the Wetherby Ward on 6th January 2024. 18 motorists were either charged or received a warning.

5. It was **resolved** to appoint Cllr Prest as Vice Chair of the Council.

6. It was **resolved** to appoint Cllr M Corrigan as Webmaster.

7. It was **resolved** to advertise the vacancy on the Parish Council with a closing date for applications of 7 March 2024. Applications will be considered at the council meeting on 13 March 2024.
8. Finance Working Group
 1. The notes of the FWG meeting on 1 February 2024 were received.
 2. The Q3 Internal Controls Checklist was received and the corrective action noted.
 3. It was **resolved** to approve the Risk Register. It was **resolved** that Cllr Huggins will undergo training in routine playground inspections.
 4. The Assets Register will be approved at the March 2024 meeting. It was agreed that Cllr Tozer will check the assets at the Parish Centre, the Clerk will check the assets held at her premises and Cllrs M & P Corrigan will check the assets at the Pavilion. The street furniture has been checked by Cllrs Richards and Buck.
Cllr Ingham joined the meeting.
 5. Some users of the Parish Centre have left small cash donations in the Centre's letter box. It was agreed that, due to the risk of theft, a box for cash donations will not be installed at the Parish Centre. The clerk was instructed to find out how much it will cost to install a SumUP machine at the Parish Centre for online donations.
 6. It was **resolved** to approve allowing all councillors read only access to Scribe.
9. Football Pitch Management Working Group
 1. The notes of the FPMWG meeting on 27th January 2024 were received.
 2. The resignation of Cllr P Corrigan from the Working Group was noted.
 3. It was **resolved** to approve the appointment of Cllr Huggins to the Working Group. It was **resolved** that Cllr Huggins will lead the group.
10. Tenter Hill Allotments
 1. Cllrs Buck and M Corrigan met with 3 members of the Allotments Committee to discuss the fire safety compliance and rubbish removal at the site. There are ongoing issues with 3 plots. Formal letters are being issued under the disputes procedures to the involved plot holders. Arrangements will need to be made to clear the plots if they are vacated and not left in an acceptable condition.
 2. Clearance /infilling of the quarry. It was already noted under the public participation session that Cllr Harrington is liaising with LCC about this.
11. The Fire Risk Assessments for the Pavilion and Parish Centre were received. It was agreed to purchase a fire extinguisher for the Parish Centre and install signage advising users what to do in the event of a fire. It was agreed not to allow the use of electrical equipment and barbeques or similar in the marquee.
12. To approve the following:
 1. It was **resolved** to approve the Biodiversity Policy.
 2. It was **resolved** to approve the Business Continuity Policy. This will not be published on the website as it contains confidential information.
13. It was **resolved** to approve the purchase of a defibrillator for the Parish Centre.
14. It was **resolved** to approve the cost of a plaque to mark the opening of the Parish Centre on 8 October 2023 and a plaque to acknowledge those who funded the building of the Parish Centre.
15. The data from the Static SID for January 2024 was received and will be added to the website.
16. It was **resolved** to approve the purchase of two Ikea armchairs, a coffee table, a noticeboard and a lamp for the Parish Centre.
17. **Financial Matters RFO**
 1. The receipts for January 2024 were noted as £228.64.

2. It was **resolved** to approve the following payments, :

		Payee	Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries Incl HMRC	816.30		816.30	
2	BACS	Team Clean Cleaning	225.00		225.00	
3	BACS	London Hearts (Defibrillator)	750.00		750.00	
4	DD	Pavilion Water Rates (21 10 2023 – 20 01 2024	0.92		0.92	
5	BACS	Leeds City Council (grass cutting)	1310.07	262.01	1572.08	
6	DD	SSE (Pavilion gas (01 10 2023 – 16 12 2023)	466.55	23.33	489.88	
7	DD	ID Mobile	4.17	.83	5.00	
8	DD	BT (Parish Centre Broad band)	32.95	6.59	39.54	
9	BACS	J Patterson (Parish Centre garden plants)	65.60		65.60	
10	BACS	The Sign Shed (Pavilion signs)	21.20	4.24	25.44	

3. The bank reconciliations as at 31 January 2024 were received.

4. The bank balances as at 31 January 2024 were noted as:

Unity Trust	31,185.01
Skipton BS 992755645	77,321.24
Total	108,454.35

18. Planning Matters

a) Decisions received.

23/07167/FU Part retrospective application for new enclosed storage area including canopy linking post office to enclosed year to rear at Bramham Post Office, Front Street, Bramham. Approved.

23/07499/FU Two storey extension to the side, including car port and dormer windows to front and rear at Farfield Court, Wetherby Road, Bramham. Refused.

b) Applications received.

None

c) Update regarding ongoing planning matters.

Alms House Hill building site. It was noted that the site is not secure. The Clerk was instructed to contact LCC Environmental Services about this.

19. Clerk's Report

- The Clerk has completed the 2023 Financial Audit of the Tenter Hill Allotments Association.
- A schedule of the meeting dates for 2024 has been added to the Notice Board and the meetings dates are also listed on the website.
- An application has been submitted to the Community Fund for a grant to cover the cost of cleaning and repairing the War Memorial. Also, a request has been made to carry over the balance of the grants for the Parish Centre soft landscaping and the Tenter Hill Allotments.

20. Correspondence

944- 47 Re the Bramham House planning application. For information only.

948 Resident re Farfield House planning application. For information only.

949 LCC Waste Management – invitation to visit the recycling and energy receiver plant at Cross Green. The clerk will put a news post on the website about this.

950 LCC re the Leeds Local Plan Site Allocation – for information only.

951 Hedgehog Highway Project. The clerk will put a news post on the website about this.

952 Request for a dog poo waste bin outside the entrance to Bramham Park. The clerk was instructed to contact LCC to confirm the cost of purchasing a bin and if LCC would add the bin to the collection route.

953 Request to reconsider the decision not to install a memorial plaque at the Parish Centre for a former member of Bramaction. It was agreed that the decision will not be revisited. The clerk will advise the correspondent of this.

954 Resident noting the co-option of Cllr Huggins.

21. Minor Matters

- The Battle of Bramham Moor picture has been framed and will be installed in the Parish Centre.
- It was noted that BiB are planning to install a bench outside Farfield. The clerk was instructed to advise BiB that permission will be required from LCC Highways as they own the verge.

22. Date of next meeting

The date of the next meeting was noted at 7.00 pm Wednesday 13 March 2024 at the Bramham Parish Centre. Any agenda items or reports to be sent to the clerk by 5pm on Tuesday 5 March 2024.

The meeting concluded at 9.05pm