

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall
held on 24th January 2018 at 7.30pm

PRESENT

Chairman: Simon Cooper

Councillors : Hilary Harris, Diane Fox, Amanda Lawrence, John Howard, Marion Rider, and Rob Haswell,
David Bryant, Martin Fogel, Anna Hollings

Nicola Woodward (Clerk)

1/18

1. Public Participation

There were three members of the public present. The issue of lighting of The Birches/Southfields ginnel was raised by the public, with a request that the Parish Council re-consider the possibility of installing solar powered lighting in the ginnel. The Parish Council agreed to discuss this during agenda item 14.3.

2/18

2. To receive apologies

Apologies received from Billy Flynn, Richard Ellis

3/18

3. Declarations of disclosable pecuniary interest or other interests

There were no declarations of interest.

4/18

4. To confirm the minutes of the meeting held on 22nd November 2017

The minutes for the 22nd November 2017 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Bryant and AGREED by ALL.

There was a temporary adjournment to the meeting to allow agenda item 1, public participation to take place, following the entry of 3 members of the public at 7.33pm

5/18

5. To Receive a report from the Neighbourhood Police Team

There was no report from the Neighbourhood Police Team.

6/18

6. To Consider two applications and co-option for the vacancy for Parish Councillor

Prior to the meeting one of the applicants had withdrawn their application. A vote was taken and Alan Anslow was co-opted on to the Parish Council. Cllr Anslow signed the Declaration of Acceptance of Office.

7/18

7. To receive information on the ongoing issues

7.1 To receive an update on the sale of Parish Council land

The sale of the land is still going through. There have been delays due to requests for information from the buyers solicitors. The Clerk will continue to monitor the progress of the sale.

7.2 To discuss Community Speedwatch training and volunteers

Cllr Haswell has arranged for a training session for the mobile SID with the Community Speedwatch team on Friday 26th January at 10.20am. Cllr Fox will attend the training with Cllr Haswell.

8/18

8. To Agree the date and venue for the Annual Parish Meeting

It was AGREED that the Annual Parish Meeting will take place on Wednesday 9th May at 7pm at Bramhope Village Hall.

9/18

9. To discuss and agree the nominated Parish Council charity for 2018/19

There was one nomination from Cllr Harris for the Parish Council Charity for 2018/19. Cllr Harris proposed the Cystic Fibrosis Trust should be the nominated Charity for 2018/19 and it was AGREED by ALL.

Marie Curie, as the charity for 2017/18 will be asked to provide a final report of the funds raised by the Parish Council during the year for inclusion in the Spring Newsletter.

10/18

10. To receive, discuss and agree the Complaints Policy for the Parish Council

The Complaint Policy was discussed and minor amendments agreed. Cllr Howard PROPOSED and Cllr Fogel SECONDED the proposal to adopt the Complaints policy. The policy will be adopted with immediate effect.

Following the discussions it was suggested that an article should be included in the next newsletter highlighting the functions of Parish Council to dispel some of the myths regarding the Parish Council.

11/18

11. To receive and discuss a request from Otley Town Council re Citizens Advice Bureau support for costs

A discussion took place regarding the request from Otley Town Council for assistance towards the costs of providing the Citizens Advice Bureau based in Otley, which is used by people from neighbouring areas including Adel & Wharfedale.

It was agreed that the Clerk will confirm that the Parish Council can legally provide support for the service prior to further discussion at the next meeting in February.

12/18

12. Chairs Update

The Chair expressed thanks to the Councillors who attended and assisted with the organisation of the annual carol service at the Puritan Chapel in December.

The Chair and Vice Chair were due to meet with the leader of Leeds City Council and the Chief Executive during a Ward visit, however the content of the visit was amended which meant that they would not be visiting Bramhope, therefore the meeting did not take place.

13/18

13. Clerks Report

Spare keys for the noticeboards are now available in the office

Further to a complaint received in December the Clerk has responded in full to the email received. No further correspondence has been received.

A resident, who is an experienced archivist, previously involved with sorting through the archives has kindly agreed to finish the job and is currently working her way through the archive boxes to put everything in order.

14/18

14. Correspondence

14.1 Correspondence from a tenant regarding possible sale of land adjacent to 1 Hillcrest. A discussion took place regarding ownership of the land. The land now lies in Pool Parish and should have already been transferred to Pool. The Clerk will liaise with Pool Parish Council regarding transfer of ownership.

14.2 YLCA White Rose Update

14.3 Correspondence from a resident regarding light in the Southfields/Birches ginnel. A discussion took place regarding reconsidering the decision to not supply lighting in the ginnel. The Clerk will arrange for the Parish Council to discuss the issue with the Community Police team with regards to safeguarding prior to the next Parish Council meeting. The Clerk will research solar lighting and the issue will be discussed again at the February meeting.

- 14.4 Correspondence from the British Legion regarding World War 1 Centenary commemoration
Cllr Fox and Cllr Howard will put together a two page spread in each of the 2018 editions of the newsletter to commemorate the World Ward 1 Centenary.
Bramhope in Bloom will be planting poppies around the village.
- 14.5 Invitation to Candlelighters soiree
Cllr Harris volunteered to attend the Candlelighters soiree on behalf of the Parish Council on 14th March 2018.
- 14.6 Correspondence from a resident re New Years Honours list nominee
A discussion took place and it was AGREED that it would not be appropriate for the Parish Council to nominate individuals for a New Year Honours nomination. Previous requests have been declined as the Parish Council should remain neutral.
- 14.8 PCC Annual Report
- 14.9 Correspondence from YLCA regarding Data Protection Officers
The Clerk is continuing to monitor correspondence from SLCC regarding GDPR and Data Protection Officers. A provision has been included in the budget for 2018/19 in case there is a need to appoint an external Data Protection Officer.

15/18

15.

Personnel Working Party Report

There was no report from the Personnel Working Party.

16/18

16.

Planning & Enforcement

16.1 To confirm the minutes from the meetings held on 22nd November, 14th December and 9th January 2018

The minutes for the meeting held on the 22nd November, 14th December and 9th January 2018 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Harris and AGREED by ALL.

16.2 Enforcement issues

There were no new enforcement issues to report.

16.3 Update on the development at Breary Lane East

Cllr Harris reported that the requested traffic survey has commenced on The Poplars.

16.4 To receive an update on Site Allocations Plan and the Core Strategy and agree action required

Cllr Fox provided an explanation of latest consultation on the Site Allocations Plan and the Green Belt. The green belt sites at Greenacres and behind 45 Creskeld Lane are being proposed to become broad locations on the site allocations plan. This means that the land will remain in the green belt until such a time as when it may be required to be released. The site allocations plan is still working on 66,000 new dwellings. No new sites will be considered. The consultation period for comment ends on 26th February. It was AGREED that the Planning Committee will consider and formulate comments at it's next meeting to submit prior to the deadline.

17/18

17.

Village Maintenance Committee Report

17.1 To approve the minutes of the meeting held on 5th December 2017.

The minutes for the meeting held on the 5th December 2017 were PROPOSED as a true record by Cllr Bryant and seconded by Cllr Fogel and AGREED by ALL.

17.2 To receive the Annual Risk Assessment Report

It was AGREED that the Parish Council owned ginnels should be added to the annual risk assessment report.

18/18

18.

Finance And Administration Working Party

18.1 To Approve the payments as per the schedule for December and January

The payments schedule for December and January were PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and AGREED by ALL.

18.2 To Approve the Petty Cash statement as per the schedule for January

The Schedule was PROPOSED by Cllr Bryant, SECONDED by Cllr Fox and AGREED by ALL.

18.3 To receive the Grant Application for Bramhope Village Hall and to discuss and agree the grant.

A discussion took place regarding the grant application received from Bramhope Village Hall. It was PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and AGREED by ALL that the grant for £12,000 for 2017/18 would be awarded to assist the Village Hall with the renovations required to the roof.

18.4 To receive a report and agree the precept for 2018/19

A report was presented to the meeting with a recommendation that the precept should not be increased for 2018/19. It was AGREED by ALL that the precept would not be increased.

18.5 To receive the second draft budget for 2018/19

Cllr Fogel highlighted some suggested changes to draft budget for 2018/19 including an additional line to cover potential Data Protection Officer costs, the line for contingency should be removed due to sufficient reserves. Under project & capital expenditure the lined for public meetings, consultancy costs for housing, the trim trail will be removed. Costs relating to Christmas lights rental and the defibrillator annual maintenance charge will move from capital to revenue expenditure for future years. A discussion took place regarding the Trim Trail. It was AGREED due to the current lack of interest in the Trim Trail that it would be removed from the budget. All other amendments were also AGREED.

18.6 To receive and approve minutes of Finance Working Group held on 10th January 2018

An amendment will be made to the wording of minute regarding a 3 year budget for the Village Hall. Subject to the amendment the minutes for the meeting held on the 10th January 2018 were PROPOSED as a true record by Cllr Fogel and seconded by Cllr Howard and AGREED by ALL.

19/18

19.

Communications Working Party Report

19.1 A communications meeting will be organised shortly.

19.2 A meeting will be arranged with John Bullivant from WY Superfast, the Clerk, Cllrs Howard and Flynn to discuss Broadband issues in Bramhope & Carlton.

20/18

20.

Cemetery Working Group

There was no report from the Cemetery Working Group

21/18

21.

Leeds City Council Update

There was no Leeds City Council update

22/18

22.

Carlton Village Report

The defibrillator has been deployed. The relevant checks have taken place and the defibrillator is ready for use.

There was an issue with the phone box door sticking which has now been resolved.

The 30mph zone is still on track, however the extension along Carlton Lane has been withdrawn and will be kept as a 60mph zone. Cllr Hollings has written to Cllr Campbell regarding this.

23/18

23.

Liaison Groups

23.1 Bramhope Village Hall

Bramhope Village Hall have a new Treasurer. The lighting on the stage has been updated

and the area at the back of the hall has been cleared.

The main focus for the Committee is the repair of the roof, which will be progressed as soon as grant funding has been agreed.

Cllr Harris will attend the Village Hall Social Group meeting next week. There have been a lot of positive comments regarding the Christmas lights switch on, which also raised funds for the Village Hall. Thanks to Cllr Flynn for the funding for additional lights for the Hall.

23.2 Bramhope Primary School

There has been no formal meeting yet this year. The school is looking at the History of Bramhope. Cllr Bryant gave thanks to Cllr Fox for supplying historical information for the school, which they are using in conjunction with their history lessons.

23.3 Leeds/Bradford Airport

A meeting of the Airport Consultancy Committee was held on 14th December 2017. Cllr Howard gave a briefing to the meeting of the key points covered, as the minutes have not been issued to date.

- The airport has been sold by Bridgepoint, a private equity company, to AMP, an Australian financial services company providing banking, insurance and investment. AMP have owned and run Melbourne airport for 20 years (as well as other Australian airports) and own 49% of Newcastle airport. So significant experience in the airport business. Expect a change in focus to a better customer experience and potentially more freight.

- The loss of Monarch and the reduction in BA flights to Heathrow is counterbalanced by continuing increase in Jet2 flights.

- Work has started on the car park off Warren House Lane

- The airport is committed to the park and ride rail station at the tunnel end and is pressing the WYCA for early development

- No news on the road link.

- A very slight increase in overall noise levels when averaged across the monitored area (a 25 mile radius around the airport) over 6 months. No identified impact on our area.

24/18

24.

Parish Issues/Any other business

24.1 Cllr Haswell raised the issue of blocked gullies and will contact Cllr Flynn direct with details.

24.2 Cllr Harris will be contacting local organisations next week regarding events that can be incorporated into the Summer Festival 2018.

24.3 Cllr Rider highlighted the pothole at the entrance to the recreation ground car park which requires further repair.

24.4 Cllr Rider attended a meeting, on behalf of the Methodist Church, regarding the possibility of setting up a Good Neighbours Scheme in Bramhope. The invitation for the Parish Council was not received prior to the meeting, so hadn't sent a representative. At the meeting it was suggested that a request be made for a 1 page article in the next Village Newsletter. This will be discussed at the February Full Parish Council meeting.

24.5 Cllr Rider has received a request from Catherine Birkby to attend the next Parish Council meeting to speak to the Parish Council about Bramhope becoming a dementia friendly village. Cllr Rider will invite Catherine to attend at the start of the next meeting on behalf of the Parish Council.

24.6 Cllr Howard raised whether or not a communication needs to be sent to residents regarding the revised LCC Site Allocations Plan in relation to the Green Belt. It was AGREED that information will be displayed on the website and noticeboards.

24.7 Cllr Fogel gave apologies for missing the Chapel service and gave thanks to Cllr Harris for covering his reading.

24.8 Cllr Fogel requested that the Annual Parish Meeting date be included in the schedule of meetings circulated by the Clerk in November of each year to try and avoid clashes with holidays.

- 24.9** Cllr Anslow asked whether the Parish Council would consider looking at lighting the second ginnel off Wynmore Avenue in conjunction with the Southfields/Birches ginnel. Cllr Harris suggested that she ask the Neighbourhood Police Team look at and advise on both ginnels.
- 24.10** Cllr Fox highlighted that there have been a number of thefts of stone and also an increase in poaching activity in the area. If anyone sees lights in fields that should not be there they should contact the police immediately.

25/18

25.

To confirm the date of the next Full Council Meeting

The date of the next meeting will be Wednesday 28th February 2018 at 7.30pm

The meeting closed at 9.39pm

Minutes by Nicola Woodward (Clerk)
Published 26 January 2018