

# **BRAMHOPE & CARLTON PARISH COUNCIL**

## **MEETING OF THE VILLAGE MAINTENANCE COMMITTEE**

Wednesday 6<sup>th</sup> June 2018, 6.00pm at the Bramhope Village Hall

### **Present:**

Cllr Simon Cooper (Chair)  
Cllr Diane Fox  
Cllr David Bryant  
Cllr Hilary Harris  
Cllr Martin Fogel  
Cllr Alan Anslow  
Nicola Woodward, Clerk

### **1) To receive apologies:**

Apologies were received from Brian Taylor – Village Caretaker & David Bryant (for late arrival, arrived at 6.20pm).

### **2) To disclose or draw attention to any disclosable pecuniary interest**

No interests were declared.

### **3) To receive information on the ongoing issues and decide further action where necessary**

#### **3.1 To receive an update on the replacement of Bramhope signs**

The first sign has been completed. It was AGREED the Clerk will arrange for the sign at the Puritan Chapel to be removed and the ground prepared at both sites ready for installation when the second sign is completed.

#### **3.2 To receive an update regarding drainpipes at the Puritan Chapel and decide further action where necessary**

The Conservation Officer from LCC has confirmed that if a like for like replacement is used for the drainpipes then no permission is required. A second quote for the drainpipes has been received. A quote from a contractor to install the drainpipes is still outstanding. The Clerk has asked for the cleaning of the gutter brushes to be included in the quote and a minor repair to the gutter on the front elevation of the building. It was agreed that due to some issues arising with damp in the chapel the completion of this work should be undertaken urgently.

#### **3.3 To receive and approve the Annual Risk Assessment for 2017/18**

A discussion took place regarding the revised Annual Risk Assessment, initially completed in December 2017 and the additions that have been made. The Risk Assessment was approved.

#### **3.4 To receive a structural appraisal report for the Puritan Chapel and decide further action where necessary.**

A discussion took place regarding the recommendations made in the report with reference to the ventilation and keeping rainwater away from the fabric of the building. The Clerk raised an issue with some plaster that has come loose around one of the windows. The group visiting the Chapel on the Annual Property Inspection will take some photographs to be shared at the next meeting.

#### **3.5 To receive information regarding the proposed extension to the footpath at Jubilee Copse and decide**

#### **further action.**

The Public Rights of Way Officer has been in contact regarding the proposed extension to the footpath at Jubilee Copse. A detailed quote for the works has been requested by LCC and notification that the Parish Council wish to allocate funding to the scheme.

A discussion took place and it was agreed that the Clerk would seek three quotes for the work prior to selecting a contractor.

Once agreed LCC will write to the landowner to notify that surface improvement works are planned and that the Parish Councils contractor will be authorised to carry out the works.

#### **4) Work completed since 1<sup>st</sup> May 2018**

Erected a barrier at top of slide whilst waiting for removal, re-positioned when slide was removed to make area safe  
Removed asphalt pieces from along front of Knoll.  
Strimmed path to Hilton Grange, along Leeds Road and path to Parklands Crescent.

#### **5) To receive BiB Report**

Summer bedding is arriving Friday 8 June and possibly the hayracks for the Cross.

Shrubs and trees down Moor Road are over hanging the pavement and will need cutting back soon as they are restricting access for pedestrians. The Clerk will report this to LCC.

There is fly tipping (bags, steps etc) amongst the trees behind the compost area at the Puritan Chapel, on the hotels land. The Clerk has reported this to the hotel.

There will be a litter pick in the morning of Saturday 14 July. The Clerk will put a notification on the Parish Council website

A connector for the tap at the cemetery is still outstanding.

There was a camper van parked at the cemetery lay by which could have restricted access for a hearse. Whilst this van left on the second day, so was not a problem, it was noted that the cemetery is not well signed and as camper vans are allowed to park in lay bys, should this be addressed?

#### **6) To receive Parish Council properties exception reports**

##### **6.1 Puritan Chapel**

Further to a previous discussion regarding the repainting of the railings in the alter area of the Puritan Chapel, Cllr Harris shared a historical document regarding the refurbishment of the Chapel in the 1960's. The railings were painted at that time, with ordinary black metal paint. It was AGREED that the railings should be repainted.

##### **6.1 Noticeboards**

- (i) To discuss the condition of the noticeboard at Wynmore Avenue/A660 junction and decide further action.

The noticeboard back is rotten and requires a replacement. Cllr Cooper will provide suitable materials for the Village Caretaker to undertake the repair.

- (ii) The top layer of shingles is missing and the ridge board is rotten on the right hand side of the Hilton Grange noticeboard.

##### **6.2 Car Park**

Cllr Harris asked if there had been any update on a sign for the Car park. The Clerk is still awaiting a response and will follow this up.

### **6.3 Jubilee Copse**

- (i) To discuss the grass cutting on Jubilee Copse and decide further action where necessary  
An area of Jubilee Copse previously cut by LCC is no longer being done. It was AGREED that the area should be included in the Parish Council contract. The Clerk will arrange a first cut as soon as possible.

### **6.4 Cemetery**

- (i) To discuss planting and maintenance of shrubs on graves at the cemetery

Cllr Harris raised an issue with graves that have shrubs and how they should be maintained, also graves without grass. It was AGREED that turf should be purchased for two graves that require grass. The Clerk will keep a 6 monthly digital record of the cemetery and arrange maintenance as appropriate.

## **7) To receive Recreation Properties report**

### **7.1 The Knoll**

- (i) To discuss the replacement of the slide and decide further action  
The Clerk has received correspondence from RoSPA in relation to the steps. Following any repair to the steps a risk assessment should be completed in order to fulfil a duty of care. The steps do not necessarily need replacing as previously thought.

### **7.2 The Recreation Ground**

- (i) To receive information regarding the replacement of the door on the cricket club garage  
A discussion took place regarding the proposed replacement of the garage door by the cricket club. It was agreed that the cricket club can go ahead with the replacement they think is suitable. The replacement will need to be white.
- (ii) To discuss and agree further action regarding the application of weedkiller to the recreation ground  
A discussion took place and it was agreed that no action was required at this time.
- (iii) To receive information regarding a memorial bench at the recreation ground and agree further action  
It was agreed that the memorial bench that has been offered for the recreation ground can be installed near the Pavilion. It will need to be anchored and fixed as the other benches are.
- (iv) A discussion took place regarding grass cuttings on the recreation ground. It was AGREED that the Clerk would seek quotes for cutting the grass and collecting the cuttings to establish what the additional cost would be prior to any further discussion taking place.

## **8) Identify new jobs and agree budget/Any other business.**

The hedge at the car park needs cutting. It should be cut back quite hard on the right hand side near the gate.  
The timer on the lights at the cross needs changing as the lights are on all day.  
There will be 2 banners displayed for the mini Breeze event, one at the Knoll and one near Cairns & Hickey.

## **9) Date of Next Meeting**

Wednesday 4<sup>th</sup> July 2018 at 6:00pm.

The meeting closed at 7.00pm