

# BRAMHOPE & CARLTON PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 27<sup>th</sup> June 2018 at 7.30pm

### PRESENT

Chairman: Simon Cooper

Councillors : Alan Anslow, Diane Fox, Hilary Harris, John Howard, David Bryant, Martin Fogel, Marion Rider, Amanda Lawrence, Billy Flynn and Anna Hollings, Nicola Woodward (Clerk)

**114/18** A request was made by the Clerk to include the Leeds City Council update at 19 on the agenda, as it had  
**1.** been omitted in error when the agenda was set. Cllr Howard PROPOSED and Cllr Flynn SECONDED that the agenda item should be included. This was AGREED by ALL.

**115/18**  
**2. Public Participation**  
There were no members of the public present.

**116/18**  
**3. To receive apologies**  
Apologies received from Cllr Rob Haswell.

**117/18**  
**4. Declarations of disclosable pecuniary interest or other interests**  
Cllr Harris declared an interest in a payment to Derrick Harris for payment for the band for the Summer Festival Cabaret Evening.

**118/18**  
**5. To confirm the minutes of the meeting held on 23<sup>rd</sup> May 2018**  
The minutes for the 23<sup>rd</sup> May 2018 were PROPOSED as a true record by Cllr Bryant and seconded by Cllr Fox and AGREED by ALL.

**119/18**  
**6. Update from Neighbourhood Police Team.**  
In the last 30 days 2 crimes have been reported.  
Both crimes were burglaries in adjacent properties, which took place during the day. Entry was made by snapping a door lock on one and breaking glass in the door on the other. Various items were stolen.

Prior to the two burglaries above there had been no break-ins in Bramhope for a month. Current crime levels in the area are therefore generally very low so keep up the good work of good security and reporting incidents to the police.

The Neighbourhood Police Team are carrying a vacancy which they hope to fill over the summer.

The Clerk has requested that the team visit the children's playground when they are in the village to discourage reported anti-social behaviour and vandalism of the play equipment.

**120/18**  
**7. To receive information on the ongoing issues**  
**7.1 To Receive confirmation that the elected chairman for 2018 has signed the declaration of acceptance**

The elected Chair for 2018, Cllr Simon Cooper signed the declaration of acceptance on 31<sup>st</sup> May 2018.

**7.2 To receive the report form the Annual Property Inspection and decide further action.**

The annual property inspection was received and noted and referred to VMC to take up any issues and actions required.

### **7.3 To agree the location of the SID for Moor Road.**

A discussion took place regarding the location for the SID for Moor Road. It was AGREED by ALL that location 3 was the preferred location. This is location that was suggested as the most suitable by Leeds City Council that is in closest proximity to the junction of Moorland Road and the start of the 30mph speed limit. Comments from a resident requesting the SID be located closer to the 20mph zone were discussed; however LCC Highways did not recommend this as a suitable location.

Cllr Howard raised as a separate issue that he has received comments regarding speeding on Church Hill, particularly on a Sunday morning and whether a recommendation could be made to the Police to bring a speed camera to the location. A discussion took place and it was AGREED by ALL that a request should be sent to Leeds City Council for a speed survey on Church Hill to ascertain the extent of the issue. Cllr Flynn will action this request.

### **7.4 To discuss and agree action regarding the archiving of the original Puritan Chapel Cemetery records.**

Following a suggestion from a local archivist, who is assisting with the Bramhope Archives, it was AGREED that the Puritan Chapel Cemetery records should be sent to Leeds Library archives in order that they can be kept under the correct conditions.

### **7.5 To receive an update on the recruitment of a new Parish Councillor**

There have been no applications received. A further advert has been displayed with a closing date of 16<sup>th</sup> July 2018. The Clerk suggested that the inclusion of an article in the Summer newsletter about the sort of things a Parish Councillor does may assist in generating some interest. It was AGREED that an article should be included with contributions from Councillors.

**121/18**

#### **8. Chairs Report**

The Chair thanked the Parish Council for re-electing him as Chair for 2018 at the May meeting. The Chair attended a YLCA meeting which was an opportunity to meet other local Parish Councillors and discuss issues affecting Parish Councils. Issues covered included the airport and GDPR.

**122/18**

#### **9. Clerks Report**

The Clerk reported that she had received a phone call from a resident regarding the possibility of having outdoor gym equipment at the recreation ground. The resident indicated to the Clerk that there would be interest locally and would ask interested parties to get in touch.

A resident has been in touch regarding the slide and its replacement. She indicated that there was a lot of support locally for having a replacement in the same location. The Clerk informed the resident that a replacement was being looked in to and would be actioned as soon as possible.

The Clerk notified the Parish Council that due to the urgent nature of the repairs to the downpipes at the Puritan Chapel, permission had been sought from the Chair and Vice Chair to accept a quote for the supply and fit of new downpipes from a local contractor. The price for the supply of the pipes was comparable with the prices the Clerk had sought independently. It was AGREED by ALL that work was a priority and should progress.

The new Bramhope signs should be installed by the end of the week.

**123/18**

#### **10. Correspondence**

**10.1** PCC Newsletter April 2018  
This was noted.

**10.2** White Rose Update June 2018  
The content was noted. Cllr Howard indicated that there were some points on electronic banking and standing orders which would be of interest to the Finance Working Group, GDPR for the Communications group and fundraising which may be of interest to third parties such as the Village Hall.

- 10.3** Correspondence from a resident regarding additional signage at The Cross for traffic calming.  
The correspondence was noted but no further action will be taken at this time.
- 10.5** Correspondence from the Parkway Hotel with a request to submit an article for the Newsletter promoting the benefits of healthy eating and exercise to residents  
A discussion took place. It was AGREED that it would not be appropriate for an article to be included in the newsletter as the Parish Council are required to remain impartial therefore have a policy not to promote local businesses.

**124/18**

**11.**

**Matters arising**

**11.1 To approve expenditure on new Councillor Training for Cllr Anslow**

The request to approve expenditure on two training events for Cllr Anslow was discussed and AGREED by ALL.

**11.2 To receive an update and discuss issues arising from Phase 1B Consultation for Leeds bus routes**

Cllr Harris attended a recent consultation event. Unfortunately the event did not cover the A660 corridor as described in the invitation. However there are 5 further events which are specifically for the A660 Corridor and will take place as follows:

Thursday 28<sup>th</sup> June from 5pm to 8pm at North Leeds YMCA  
Saturday 30<sup>th</sup> June from 10am to 2pm at St Chads Parish Centre  
Tuesday 3<sup>rd</sup> July from 5pm to 8pm at Leeds City Academy  
Wednesday 4<sup>th</sup> July from 5pm to 8pm at Headingley Enterprise & Arts Centre (HEART)  
Thursday 5<sup>th</sup> July from 5pm to 8pm at North Leeds YMCA

More information is available by visiting [www.leeds.gov.uk/connectingleeds](http://www.leeds.gov.uk/connectingleeds) .

Representatives would be willing to attend a Parish Council meeting to discuss proposals and answer any questions.

Cllrs Harris and Cooper will attend on 28<sup>th</sup> June.

**125/28**

**12.**

**To receive an update on the Events/Summer Festival Schedule for 2018**

The Summer Festival events that have taken place to date have been well attended. Thanks to all those involved. The mini-breeze event was not as well attended as last year; however the organiser's feedback to Cllr Harris was that the event was still worthwhile.

- (i) To discuss and agree the Chorus Choir event tickets sales beneficiary  
Following a discussion it was agreed that St Giles would be the beneficiary from the ticket sales for the Chorus Choir event. Sales are low, however it is hoped that additional advertising for the event will generate more interest.
- (ii) To discuss and agree a budget for the Christmas lights switch on for 2018  
A discussion took place and it was AGREED by ALL that the Parish Council would pay the cost for a manned switch on of the Christmas lights.

**126/18**

**13.**

**Personnel Working Party Report**

There was no report from the Personnel Working Party.

**127/18**

**14.**

**Planning & Enforcement**

**14.1 To accept the minutes of the meetings held on 31<sup>st</sup> May and 26<sup>th</sup> June 2018**

The minutes of the meetings held on 31<sup>st</sup> May and 26<sup>th</sup> June were PROPOSED as a true record by Cllr Fox, SECONDED by Cllr Lawrence and ACCEPTED by ALL.

**14.2 Enforcement issues**

An update was circulated prior to the meeting. There were no new issues to report.

**14.3 Update on the development at Breary Lane East**

There is no fixed date for the commencement of highways works relating to the A660 and new roundabout for the development.

**14.4 To receive an update regarding the proposed 20mph zone for Bramhope North and decide further action.**

A discussion took place. It was AGREED that the Clerk will write to LCC on behalf of the Parish Council with a request that no additional signage, other than that which is required by legislation, be erected. As the proposed zone area is predominantly in the Conservation Area a request for signage to be discreet as possible will also be made. .

**128/18**

**15.**

**Village Maintenance Committee Report**

**15.1 To accept the minutes of the meeting held on 6<sup>th</sup> June 2018**

The minutes of the meeting held on 6<sup>th</sup> June were PROPOSED as a true record by Cllr Fogel and seconded by Cllr Bryant and ACCEPTED by all.

**15.2 To discuss and agree further action regarding the refurbishment of The Cross name plates**

The refurbishment of The Cross is underway. There is an issue with the existing name signs in terms of their removal and re-instatement, and concern that should they be removed there will be issues in re-securing them. An alternative of aluminium signs to be fixed over the existing signs has been suggested by the contractor carrying out the works. There will be an additional cost for the supply and fitting of the signs. The Clerk provided a sample of the sign. It was AGREED by ALL that the quote should be accepted for the replacement name plates.

**15.3 To discuss a proposal to change the Bradford name plate on The Cross to Carlton**

A discussion took place regarding a proposal to change the Bradford name plate on The Cross to Carlton, as it is within the Parish Councils boundary and is the next neighbouring village. A vote was taken by a show of hands. Ten were in agreement and two disagreed. The PROPOSAL was AGREED.

**15.4 To receive an update regarding the slide and steps at The Knoll and agree further action**

One company has indicated that they will be unable to provide a quote for a replacement slide on the embankment and have provided a quote for a stand-alone slide. Further quotes are still outstanding from two companies.

**129/18**

**16.**

**Finance And Administration Working Party**

**16.1 To Approve the payments as per the schedule for June 2018**

There was one additional payment for YLCA for two training events for Cllr Anslow. The payments schedule for June were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

**16.2 To Approve the Petty Cash statement as per the schedule for June 2018**

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

**16.3 To accept the minutes of the Finance Working Group Meeting held on 16<sup>th</sup> May 2018**

The minutes of the meeting held on 16<sup>th</sup> May were PROPOSED as a true record by Cllr Fogel and seconded by Cllr Howard and ACCEPTED by all.

**16.4 To receive the internal audit report**

The internal audit raised no concerns. There was a reminder included in the report with regards to the new data protection legislation requirements. A request will be made to the internal auditor to address future correspondence to the Parish Council in the first instance and copy in the accountant and amend their records regarding current personnel.

130/18

**17. Communications Working Party Report**

**17.1 To receive an update regarding GDPR regulations and actions required.**

The Parish Council thanked the Clerk for the amount of work that has been carried out so far to ensure that the Parish Council is compliant with new regulations. Work is ongoing and will continue over the coming weeks.

**17.2 To agree the proposed Privacy notices and consent form for Bramhope & Carlton Parish Council**

It was PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and AGREED by ALL that the content of Privacy notices and consent form for Bramhope & Carlton Parish Council should be adopted with immediate effect. There are some minor typing and formatting errors to amend.

**17.3 To receive the draft Data Retention Policy and agreed action required**

Cllr Howard and the Clerk will review the draft Data Retention policy for discussion and approval at the next meeting.

**17.4 Summer Newsletter**

Cllr Howard will send out a call for copy next week with a deadline of 23<sup>rd</sup> July, with a return from the printers approximately 8<sup>th</sup> August. Cllr Harris will provide a summary of year to date for the annual charity at the end of the Summer Festival events.

**17.5 Broadband**

Cllr Howard has been in touch with Cllr Barry Anderson regarding broadband issues in Bramhope. Cllr Anderson has arranged a meeting with Superfast WY to discuss whether anything further can be done to bring the schedule forward, and has referred to a new funding scheme. Cllr Howard is unable to attend the meeting but will contact Superfast WY prior to the meeting to discuss local issues.

131/18

**18. Cemetery Working Party Report**

There was no Cemetery Working Party report.

132/18

**19. Carlton Village Report**

Cllr Hollings made a request for an additional area of grass cutting in Carlton. This has been included on the agenda for VMC in July for further discussion and a decision.

133/18

**20. Leeds City Council Update**

Rosemont site update from Cllr Flynn. The developers and LCC planning department are having preplanning discussions, which have affected the original design. A modified design is currently underway. The design will need to be mindful that the development will be adjacent to the Conservation Area.

134/18

**21. Liaison Groups**

**21.1 Bramhope Village Hall**

The minutes from the Village Hall Committee Meeting were circulated prior to the meeting. Work on the roof is continuing following a decision to undertake all the work at the same time. The next meeting of the Village Hall Committee will be on 16<sup>th</sup> July.

**21.2 Bramhope Primary School**

The school has applied for Primary Science Quality Mark. The consultation regarding the school joining an academy trust with Prince Henry's has ended. There has been some opposition from Otley Town Council and Otley schools. There will be a separate consultation exercise regarding admissions policy. In the meantime the existing policy will apply. School sports day will take place on 28<sup>th</sup> June. All Councillors are welcome to attend. The Summer Fayre and Scarecrow Hunt will take place on 30<sup>th</sup> June. All members of the public are welcome to attend.

The school is advertising for a new school governor.  
All of the Year 6 pupils who had selected Prince Henry's as their first choice of secondary school have now been awarded places.

### **21.3 Leeds/Bradford Airport.**

Cllr Howard attended the Airport Consultative Committee on 21st June 2018 and presented the following report.

Presentations were given on the responsibilities and activities of the Border Force and of the Police stationed at the airport, including immigration, terrorist threats, safeguarding vulnerable people and drunken behaviour.

From 31 July drones cannot be flown within 1 km of an airport, or above 400 feet. Detailed legislation planned.

#### **Airspace Change Proposal**

These are proposed changes to the flightpaths around the airport, triggered by national changes to airspace. The feedback from the public consultations (June-December 2017) has now been consolidated into a report. Main concerns:

- From local residents
  - the changes will lead to an increase in noise and pollution,
  - the expansion will benefit airlines to the detriment of local residents
- From the General Aviation Community (Gliding Clubs, local airfields)
  - The planned airspace is too large and impacts other users of the airspace

In response, the airport will continue to engage with local communities to reassure them that the changes will produce lower noise levels and reduce pollution. The final design of the airspace will be modified to balance the requirements of the airport and those of the General Aviation Community.

#### **Noise**

No significant issues or breaches in the last 6 months. 97% Track keeping accuracy.

The higher volume of aircraft noise in recent weeks in the period 6.30am to 8 am has been caused by a prolonged period of high pressure which makes sound carry further. There have been no changes to aircraft frequency or flight paths.

If small aircraft are a noise nuisance, the airspace controller is happy to discuss and see if changes can be made to mitigate the noise.

#### **Park and Ride Railway Station**

The Department for Transport (DfT) has expressed its support for £173.5million of funding to be invested in an integrated package of improvements in transport in Leeds. This is the money originally allocated for the NGT trolley bus scheme. Leeds City Council put forward a range of measures including new park and ride services, bus priority lanes, low emission buses and improvements to transport facilities across the city. This gives the green light to developing the proposals for the new parkway station on the Leeds-Harrogate line to serve Leeds Bradford Airport and also act as a park and ride in both directions.

#### **Airport Relief Road**

LCC are drawing up detailed plans for all 3 routes for public consultation Autumn 2018. A business case then goes to the West Yorkshire Combined Authority (WYCA)

### **21.4 Parish Council Annual Charity**

Fundraising for the Parish Councils annual charity, The Cystic Fibrosis Trust, is going exceptionally well. There are still several large events during the Summer Festival which will provide fundraising opportunities. Councillor Harris will be undertaking a sponsored table tennis marathon on the 17<sup>th</sup> July at the Village Hall.

**135/18**

**22. Parish Issues/Any other business**

- 22.1** Cllr Lawrence informed Cllr Flynn that there were continuing to be issues with Yorkshire Water on the Creskelds and raw sewage on the bridle path.
- 22.2** Cllr Harris shared with the meeting an LED torch which provided an excellent light for use around the unlit areas of the village.
- 22.3** Cllr Howard asked for confirmation that the Parish Council had a Code of Conduct. The Clerk confirmed that this is correct.
- 22.4** Cllr Fox asked the Clerk to send a copy of the Newsletter rounds for checking prior.

**136/18**

**23. To confirm the date of the next Full Council Meeting**

The date of the next meeting will be Wednesday 25<sup>th</sup> July 2018 at 7.30pm

The meeting closed at 9.50pm

Minutes by Nicola Woodward  
Published 28<sup>th</sup> June 2018