

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 25th July 2018 at 7.30pm

PRESENT

Chairman: Hilary Harris

Councillors: Alan Anslow, Diane Fox, John Howard, Rob Haswell, Martin Fogel and Anna Hollings, Nicola Woodward (Clerk)

- 137/18** A proposal for an additional agenda item under Planning and Enforcement Committee was proposed by
1. Cllr Haswell and seconded by Cllr Fox and AGREED by ALL to agree a comment, discussed at the Planning Committee held on 25th July, on behalf of the Parish Council for the A660 Adel to Leeds consultation, due to the closing date being 27th July 2018.
- 138/18**
2. Public Participation
There were no members of the public present.
- 139/18**
3. To receive apologies
Apologies received from Cllrs David Bryant, Simon Cooper, Marion Rider, Billy Flynn, Amanda Lawrence.
- 140/18**
4. Declarations of disclosable pecuniary interest or other interests
Cllr Harris declared an interest in a payment to herself for re-imbusement for refreshments for Festival events.
- 141/18**
5. To confirm the minutes of the meeting held on 27th June 2018
There was one amendment to the publication date from 28th April to 28th June. The minutes for the 27th June 2018 were PROPOSED as a true record by Cllr Howard and seconded by Cllr Fox and AGREED by ALL.
- 142/18**
6. Update from Neighbourhood Police Team.
The police are continuing to check vans in the area and emphasised that some of the vans sighted in the village are legitimate scrap metal collectors with the appropriate paperwork.
There have been reports of youths in the park but when the police have visited there hasn't been a presence.
There has been one attempted burglary and seven thefts from motor vehicles (all overnight), some from unsecured vehicles, others entry gained by unknown means. The Police recommend keeping car keys in a tin as thieves have a device which can open vehicles using the owners key. High value vehicles such as Audi, BMW, Mercedes and high-end VW are being targeted. To assist with protecting vehicles owners can fit a post behind the vehicle at night. A reminder to also ensure that your vehicles and property are secure.
Cllr Howard requested that the Neighbourhood Police Team provide an article for the next Newsletter, which should be forwarded to the Clerk.
- 143/18**
7. To receive information on the ongoing issues
6.1 To discuss lighting at The Birches/Southfields ginnel and decide further action where necessary.
It was AGREED that this be referred to VMC for discussion and recommendation. It was suggested that depending on the outcome of the discussions a general communication would need to be published regarding this issue.

144/18

8. Chairs Report

There was no update from the Chair.

145/18

9. Clerks Report

The new Bramhope signs have been installed.
The Clerk has passed the ILCA qualification.
There have been no applications for the vacant Parish Councillors position, so a further advert has been placed with a closing date of 17th August 2018.

146/18

10. Correspondence

- 10.1 Clerks & Councils Direct 2018
This was noted
- 10.2 White Rose Update June 2018
The content was noted.
- 10.3 The Clerk Magazine – July 2018
This was noted.

147/18

11. Matters arising

11.1 To discuss a proposal for a 'Little Free Library' and agree further action as required.

Cllr Hollings has been approached by a resident of Carlton suggesting a Little Free Library would be a good idea for Carlton. A discussion took place and those present at the meeting supported the idea in principal. It was AGREED that it would be included as an idea in the Summer Newsletter with a request for Carlton residents to contact Cllr Hollings with their views regarding the proposal prior to further discussion taking place. The matter will be referred to a future VMC meeting for discussion following consultation. A location for the library would need to be found and depending on location planning permission/permission to erect a structure on the highway would need to be sought from LCC.

11.2 To discuss a request from Leeds City Council for funding support for Golden Acre Car Park extension.

A discussion took place and ALL AGREED that the Clerk will write to LCC to indicate that the Parish Council are not supportive of the proposal to extend the rear car park at Golden Acre, or the use of S106 monies allocated to the village for this purpose. The Parish Council believes it is important to preserve the current visual aspect of the car park and of Arthington Road and that a sustainability report should be carried out if one hasn't already been completed.

148/28

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

The final event for the festival, the brass band concert, will take place on Saturday. Most of the festival events have been well attended. Financially the events that make a profit have covered the costs for other events. Thanks to all those that have helped Cllr Harris to organise the events and make the festival a success, particularly Cllr Fox. Additional help would have been beneficial at a couple of the events.

Cllr Harris has currently raised £1600 for the Parish Councils annual nominated charity, Cystic Fibrosis Trust, from donations and raffles at festival events and from a sponsored table tennis marathon which Cllr Harris undertook on 17th July. Cllr Howard congratulated Cllr Harris on her exceptional fund-raising achievements this year. An article will be included in the Wharfedale in the next few weeks.

Cllr Harris commented that she would advocate continuing to nominate smaller charities as the Annual Parish Council charity.

149/18

13. Personnel Working Party Report

There was no report from the Personnel Working Party.

Cllr Fogel highlighted that an action from the Finance Working Group for the Personnel Working Group needed to be communicated to Cllr Lawrence.

150/18

14. Planning & Enforcement

14.1 Enforcement issues

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

14.2 Update on the development at Breary Lane East

The approval for the landscape plan for the development is still outstanding. The archaeological dig has now been completed. There is still no confirmed start date for highways works commencing in relation to the new roundabout.

14.3 To receive an update on the Leeds Site Allocation Plan Hearings.

Cllr Fox has attended three days of the hearings. Additional reading was required as new papers were published throughout the hearings. The site at Greenacres and the land behind 45 Creskeld Lane were discussed. Cllr Fox spoke to the Inspector about the field to the south of Spring Wood and stressed the importance of the field remaining in the Green Belt. Reference was made to a statement from Historic England which requests a substantial buffer zone along the southern boundary of the site with the A660. The site landscape plans show a convenience store and houses, with a narrow buffer, adjacent to the A660 between the new access roundabout and High Ridge Way. This could be mitigated by retaining the field to the south of Spring Wood in the Green Belt.

LCC Planning Officer, Carol Cunningham indicated that planning approval is for the area to be a park. Cllr Fox requested that it should be a park in the Green Belt to prevent the area from development in the future.

Reference was made to the mitigating transport scheme as the site should not be developed until such a scheme is in place. When asked if there a Park and Ride will be included or whether the current proposals for the A660 Leeds to Adel Route are the mitigating scheme, LCC officers indicated that the latter was the case.

The Chair thanked Cllr Fox on behalf of the Parish Council for attending the hearings on its behalf.

14.4 To discuss and agree comment regarding the proposals for the A660 Leeds to Adel route consultation.

Following a discussion at the Planning Committee a comment had been formulated to submit for the consultation on the A660 Leeds to Adel route, which closes on 27th July. It was AGREED by all that the Parish Council comment will be in support of a Park and Ride scheme near Boddington in view of the new developments proposed along the A660 corridor as far away as Otley.

151/18

15. Village Maintenance Committee Report

15.1 To accept the minutes of the meeting held on 4th July 2018

The minutes of the meeting held on 4th July were PROPOSED as a true record by Cllr Fogel and seconded by Cllr Fox and ACCEPTED by ALL.

152/18

16. Finance and Administration Working Party

- 16.1 To Approve the payments as per the schedule for July 2018**
The payments schedule for July 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 July 2018**
The Schedule for July was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.
- 16.3 To accept the minutes of the Finance Working Group Meeting held on 18th July 2018**
The minutes of the meeting held on 18th July were PROPOSED as a true record by Cllr Fogel and seconded by Cllr Harris and ACCEPTED by all.
- 16.4 To receive and agree the revised Standing Orders**
The revised Standing Orders were discussed. Changes that have been made are in relation to the GDPR.
Cllr Howard asked if the liaison roles and responsibilities should be added. Finance Working Group recommended that this should be a separate document, which had been delegated to the Personnel Working Group to compile. It was AGREED that a document indicating roles and responsibilities for the RCMH, school and airport liaison roles would be compiled. Cllr Howard will supply some information for the airport role.

It was PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and AGREED by ALL that the revised Standing Orders would be approved.
- 16.5 To receive information regarding Parish Council investments and agree further action.**
The Finance Working Group recommended to Full Parish Council that investment accounts are explored to attract a higher interest rate to invest a sum of money in a long-term account which should not need to be withdrawn within a minimum of 3 years. It was AGREED by all that the Clerk should explore options to be presented at a future meeting.
- 16.6 To receive information regarding electronic banking and agree further action.**
Finance Working Group recommended to FPC that the Clerk should be instructed to ascertain the cost of electronic banking which incorporates dual authorisation prior to any further consideration being given. It was AGREED by ALL that the Clerk will research options to be presented at a future meeting.
- 16.7 To receive information regarding allocation of capital expenditure against capital income and agree further action where necessary.**
The Finance Working Group recommended to Full Parish Council that any capital purchases during 2018/19 should be offset against the CIL monies in the first instance, S106 monies in the cases where the Parish Council obtains consent from LCC Ward Councillors/Officers to receive S106 monies towards projects and the remainder should be offset against the capital income from the sale of land. An application for a grant from the Outer Northwest Wellbeing fund can also be made to assist with the purchase of the new slide
It was PROPOSED by Cllr Howard and SECONDED by Cllr Fogel and AGREED by ALL that all capital expenditure should be offset against CIL monies and capital income from the sale of Parish Council land, until it has been depleted.

153/18

17. Communications Working Party Report

- 17.1 To receive an update regarding GDPR regulations and actions required.**
The Clerk has circulated the agreed Privacy notices, which are also displayed on the website. Work on outstanding items including the data audit continue.
- 17.2 To receive and approve the draft Data Retention Policy**
Cllr Howard and the Clerk reviewed the draft Data Retention policy, however due to the short timescales for Councillors to review the document it was AGREED that the policy will be reviewed at the next meeting.

17.3 Broadband

Cllrs Howard and Flynn are meeting with WY Superfast and BT in the coming week to review the position for Bramhope and Carlton in relation to obtaining superfast broadband. Cllr Howard will provide an update at the next meeting.

There is currently a consultation taking place on the digital framework for WY. Cllr Howard will research this further and forward information to other Councillors.

17.4 Summer Newsletter

The newsletter is in progress. Some clarification of detail may be required from the Clerk. Cllr Howard requested further information regarding plans for the Cemetery. A contribution from the school is outstanding. Cllr Howard indicated including something regarding the proposals to join an academy should be included in the newsletter.

154/18

18. Cemetery Working Party Report

A working party took place at the cemetery. A further discussion regarding maintenance at the cemetery going forward will take place at VMC.

A meeting is required to discuss plans for the Cemetery development.

155/18

19. Carlton Village Report

The 30mph speed limit is now active. Further discussions regarding an additional stretch being reduced to 40mph is ongoing.

The light on the defibrillator cabinet is not working. Cllr Hollings will report to CHT.

156/18

20. Liaison Groups

20.1 Bramhope Village Hall

The minutes from the Village Hall Committee Meeting were circulated prior to the meeting and the content noted.

20.2 Bramhope Primary School

There was no update from the Primary School liaison.

20.3 Leeds/Bradford Airport

There was no update from Leeds Bradford Airport liaison.

20.4 Parish Council Annual Charity

The Annual Charity update was provided under the Summer Festival update agenda item.

157/18

21. Parish Issues/Any other business

21.1 Cllr Howard highlighted that the works on Old Pool Bank would continue until the end of September. This has already been advertised on the website and LCC have updated signage.

21.2 Cllr Howard asked if there were any objections to the size of a For Sale sign in the village. It was agreed this was not an issue for the Parish Council as the sign is temporary.

21.3 Cllr Fox highlighted that a sign for a car boot sale has been erected near the roundabout. A request will be made to LCC to ascertain if planning permission is required should the sign be

- a permanent fixture.
- 21.4** A temporary sign on the railings near the Tredgold Crossing should be removed. The Clerk will make appropriate arrangements.
- 21.5** Cllr Fox informed the meeting that the new National Planning Policy Framework was published on 24th July 2018.
- 21.6** Cllr Harris raised on behalf of Cllr Bryant that he had received complaints from neighbouring properties regarding the increase in noise from the village hall. The village hall committee are aware.

158/18

22. To confirm the date of the next Full Council Meeting

The date of the next meeting will be Wednesday 22nd August 2018 at 7.30pm

The meeting closed at 9.30pm

Minutes by Nicola Woodward
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