

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 27th February 2019 at 7.30pm

PRESENT

Chairman: Simon Cooper

Councillors: Alan Anslow, Diane Fox, Hilary Harris, Lesley Hoff, David Bryant, Marion Rider, Amanda Lawrence, Rob Haswell, John Howard, Billy Flynn, Ian Robinson
Nicola Woodward (Clerk)

23/19

1. **Public Participation**

There were no members of the public present.

24/19

2. **To receive apologies**

Apologies received from Cllr Martin Fogel.

25/19

3. **Declarations of disclosable pecuniary interest or other interests**

Cllr Cooper declared an interest in the purchase of bunting materials for the WI to produce bunting for the Parish Council for the Tour de Yorkshire, which is being led by Cllr Coopers wife.

26/19

4. **To confirm the minutes of the meeting held on 23rd January 2019**

The minutes for the 23rd January 2019 were PROPOSED as a true record by Cllr Anslow and seconded by Cllr Bryant and AGREED by ALL.

27/19

5. **To Receive a report from the Neighbourhood Police Team**

There was no update from the neighbourhood police team at the meeting due to a serious road traffic accident.

A written report was received following the meeting.

Crimes reported in the last 30 days include

7 burglaries – items stolen include one vehicle, mobile phone, power tools from shed, jewellery and electricals. Forced entry in three of the properties but either nothing stolen or disturbed and left premises without taking any items.

Theft of a vehicle from hotel car park.

Theft from vehicles at two properties.

Speed checks are ongoing in the village. There has been a recent speed check on Breary Lane.

28/19

6. **To receive information on the ongoing issues**

6.1 To receive an update regarding the extension to Jubilee Copse footpath

The Clerk met with the LCC Public Rights of Way Officers to agree the actions required regarding amending the end of the path extension. The PROW Officer indicated that the last 7 metres of the path should be re-routed along the correct route. This will involve the fencing on the private land needing to be moved as it is not in the correct place.

LCC PROW will contact the land owner to inform them that the fencing and path will be moved. The Clerk has also requested that the path be widened in some areas where it is narrower than the specification and some topping up of the surfacing and tidying up of the edges which will be undertaken by the contractors.

29/19

7. Chairs Report

There was no report from the Chair.

30/19

8. Clerks Report

The Clerk attended the SLCC AGM in Normanton which was an informative and useful networking event.

31/19

9. Correspondence

- 9.1** Correspondence from Bramhope Trust regarding a donation for the replacement slide
The Parish Council have received a donation of £2000 from Bramhope Trust, towards the costs of replacing the slide. The Clerk will write an official letter of thanks on behalf of the Parish Council.
- 9.2** Letter of thanks from OPAL for the donation for Christmas Hampers for the over 90's
Christmas 2018.
This was noted.
- 9.3** Details of LCC Pre-nomination briefings for local council elections
This was noted.
- 9.4** Invite from YLCA to Yorkshire Day Celebrations to be held in Whitby on 1st August
2019
This was noted
- 9.5** NALC briefing note re review of Localism Act
This was noted.
- 9.6** Confirmation that Bramhope Primary School has permission to run as an academy
school.
This was noted.
- 9.7** Information regarding public engagement on A61 bus corridor
This was noted

32/19

10. Matters Arising

- 10.1** To receive a revised Wayleaves Agreement from Northern Power for underground cabling at The Birches for BT Broadband box.
The Clerk received a wayleaves agreement for underground cabling at The Birches for the BT Broadband box. Works were scheduled to take place prior to the meeting therefore the document needed signing in advance of the meeting. The Clerk sought permission from the Chair and Vice Chair to sign the agreement in advance of the meeting, which they agreed.

Cllr Howard raised a separate issue regarding the location of the boxes. A resident has complained that the taller of the boxes is blocking the view from their property and has asked if anything can be done to rectify this. Cllr Howard has passed this to Openreach who will contact the resident concerned. The Parish Council support the re-siting of the boxes, if possible, and accept that this could delay the live date for faster broadband, however it would still be within the previously promised time frame of September 2019.

10.2 To receive information regarding an amendment to the insurance policy for the adopted phone boxes and decide further action.

The phone boxes were not included in the current insurance policy as they were adopted after the policy was taken out. The Clerk has asked for the phone boxes to be added to the policy for the remainder of this year, which has been done at no additional charge.

An additional charge will be levied on next year's premium if the phone boxes are included on the policy. It was AGREED by ALL that the phone boxes should be included on future policies.

10.3 To receive information regarding expenditure on bunting materials for the Tour de Yorkshire

The Clerk received a request for materials for the bunting for the Tour de Yorkshire bunting to be purchased prior to the meeting taking place. Due to the short timescale available for producing the budget the Clerk sought agreement from the Chair and Vice Chair that the materials should be purchased as quickly as possible so that volunteer bunting makers would have sufficient time to produce the bunting, as expenditure on the Tour de Yorkshire had received agreement in principle at the FPC held on 23rd January.

33/19

11. Personnel Working Party Report

There was no report from the Personnel Working Party.

34/19

12. Planning & Enforcement

12.1 To accept the minutes of the meetings held on 23rd January and 20th February 2019

The minutes for the meeting held on 23rd January and 20th February 2019 were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Harris and ACCEPTED by ALL.

12.2 Enforcement issues

There has been once enforcement issue raised with LCC in the past month regarding the erection of a gate exceeding one metre in height adjacent to a highway used by vehicular traffic.

Cllr Cooper asked the Clerk to send details to Cllr Flynn of two longstanding enforcement cases that have not been resolved due to staff shortages.

12.3 Update on the development at Breary Lane East

LCC have written with an update. Works on laying a surface water outfall sewer to drain the site are scheduled to commence in April 2019. Residents, sports clubs and businesses should be contacted by the developer prior to the works commencing.

Main highways works are expected to commence soon after the drainage works are completed.

The Clerk will write to LCC for further details of the works and also raise the issue of the Tour de Yorkshire coinciding with the proposed works.

35/19

13. Village Maintenance Committee Report

13.1 To accept the minutes of the meeting held on 12th February 2019

The minutes for the 12th February 2019 were PROPOSED as a true record by Cllr Hoff and SECONDED by Cllr Anslow and ACCEPTED by ALL.

13.2 To discuss the replacement of Parish Council owned litter bins and decide further action

The majority of the Parish Council owned, heritage style bins are in a poor state of repair and should be programmed for replacement over the coming 12 months.

It was AGREED by ALL that a provision should be included in the 2019/20 budget to replace the bins, and that an application to use S106 monies to replace the bins should be sought to offset the cost.

Cllr Flynn will ask LCC if the Parish Council can purchase bins from LCC at a reduced cost.

36/19

14. Finance and Administration Working Party

14.1 To Approve the payments as per the schedule for February 2019

The payments schedule for February was PROPOSED by Cllr Rider, SECONDED by Cllr Bryant and AGREED by ALL.

14.2 To Approve the Petty Cash statement as per the schedule for February

The Schedule for February was PROPOSED by Cllr Rider, SECONDED by Cllr Howard and AGREED by ALL.

14.3 To receive an update on electronic banking

The first set of electronic payments will be sent following the meeting. Most regular payees have been set up to receive electronic payments in the future.

The Clerk completed the monthly finance actions, which have been double checked by the accountant. No errors were found.

Cllr Howard asked about approving the budget for 2018/19. The Clerk indicated that a final version will be brought to the next meeting for approval, which will include additional budgeted amounts for replacement litter bins and any other expenditure for 2019/20 agreed prior to that meeting.

37/19

15. Communications Working Party Report

15.1 The Newsletter will be published toward the end of March. An insert for the Bramhope Show will be included. Bramhope Show have indicated that they will assist with inserting the additional material prior to the rounds being sorted and distributed in the normal way.

The WI raised an issue with photographs and GDPR. Cllr Howard has done some research and established that photographs can be included without someone's permission but that names should not be included without prior permission.

Cllr Howard includes clear advice on the use of photos and permission on their use in his call for copy.

38/19

16. Cemetery Working Party Report

16.1 To receive and discuss revised Cemetery Rules in relation to memorial plaques and the scattering of ashes

Cllr Harris explained the proposed new rules for memorial plaques and scattering of ashes at the Cemetery. The Cemetery Working Group suggested that the eligibility criteria for the scattering of ashes and purchase of plaques only should be less strict than the rules for burial or interment of ashes plots.

It was proposed by Cllr Harris, seconded by Cllr Bryant and AGREED by ALL that the revised cemetery rules and eligibility criteria, allowing persons with close links to the village will be eligible to scatter ashes and purchase memorial plaques, be accepted. Each request will be considered on its own merit by the Clerk and Cemetery Working Group as required. The new rules and eligibility criteria will take effect from 1st March 2019.

16.2 To receive and discuss cemetery fees in relation to memorial plaques and scattering of ashes

A discussion took place regarding the fees in relation to memorial plaques and scattering of ashes. It was PROPOSED by Cllr Harris, seconded by Cllr Bryant and AGREED by ALL that the revised Cemetery Fees should be accepted and will apply from 1st March 2019.

16.3 To discuss the purchase of four new benches for the memorial plaque area and decide further action

A discussion took place regarding the purchase of four new benches for the cemetery. It was AGREED by ALL that the matter should be referred to VMC, who will research cost and type of benches that would be most appropriate for the area and bring their recommendations back to a future meeting of Full Parish Council. The Clerk will amend the draft budget for 2019/20 to include a provision for the benches.

- 16.4** To accept the minutes of the Cemetery Working Party held on 13th February 2019
The minutes of the Cemetery Working Party held on 13th February 2019 were PROPOSED by Cllr Harris, SECONDED by Cllr Fox and ACCEPTED by ALL.

39/19

17.

Summer Festival and Events

17.1 To receive an update regarding the Tour de Yorkshire 2019

A number of Parish Councillors hosted a meeting at the Britannia Hotel for local organisations wishing to get involved in the Tour de Yorkshire celebrations. The meeting was well attended with around 40 people in attendance. There was a great deal of enthusiasm amongst the group for getting involved with the celebrations. The WI had produced a prototype of bunting and decorations. An initial order of bunting materials was placed by the Clerk in order that the production of bunting on behalf of the Parish Council, for public areas of the village such as bus stops and railings, could commence at workshops co-ordinated by the WI. Some further bunting will be purchased by local businesses wishing to get involved.

A meeting is scheduled to take place with the LCC Tour De Yorkshire representative at which any perceived issues with logistics etc will be raised.

One of the volunteers present at the meeting will produce a logo and social media pages.

A letter will be delivered to all households in the coming weeks to inform residents what is planned for the event and encourage people to get involved

17.2 To receive an update on the Summer Festival 2019

Cllr Harris provided an update of the events that have been booked to date for the Summer Festival 2019, which will take place in June and July.

The Film Club will be showing Bohemian Rhapsody as part of the Festival and The Fox will be hosting a beer festival.

The full programme of events will be completed shortly.

Cllr Harris intends to complete another table tennis challenge as part of the festival and to raise money for Martin House, the Parish Council's nominated charity for the forthcoming year.

40/19

18.

Leeds City Council Update

- 18.1** The Planning Application for former Rosemont site has now been submitted. Comments can be made on-line via the LCC Planning site. The Planning Committee will consider the application at its next meeting.
- 18.2** Cllr Flynn has made a request on behalf a business in Bramhope to have a grassed area outside their property tarmacked as it is in poor condition due to cars parking on it. LCC won't pay for this. There is also an enforcement issue with the grass verge at a neighbouring property which has been reported.
- 18.3** A resident has raised concerns regarding the design of the roundabout at the A660/Kings Road and the inclusion of an inside lane that did not appear on the original plans. Also concerned about the bus stop on the other side and whether it will have a pull in area. Cllr Flynn will request. The response from LCC Officers is that the widening of the carriageway in the southbound (towards Leeds) direction on the approach to the A660 / Kings Road roundabout was found to be necessary through the transport analysis for the scheme, currently approximately 35% of traffic turns left to Kings Road with the remaining 65% heading along the A660 to Leeds, very little traffic uses the Sycamores during the peak hours, the development will add traffic and without the widening to two lanes, traffic queues approaching the junction would have extended significantly along the A660 through Bramhope. The appropriate hatchings on the roads will be in place to ensure that access is maintained to entrance/exits affected by the changes.

- 18.4** The issue of speeding in the 20mph zone has been raised with Cllr Flynn. Highways are also concerned and will undertake a speed survey. This will be followed up with the deployment of a mobile SID.

19.1 Liaison Groups

19.1 Bramhope Village Hall

There was nothing to report.

19.2 Bramhope Primary School

There was nothing to report.

19.3 Leeds/Bradford Airport.

The airport access road consultation has opened and will close on the 16th April 2019. Following the consultation there will still be a lengthy process prior to any final decision being made as plans will need to be reviewed by the Transport Authority.

The Parish Council made comments previously which will require updating. Cllr Flynn indicated that he may have some additional information regarding data on each of the proposed routes which he will circulate to Cllr Howard.

19.4 Parish Council Annual Charity

- (i) To discuss sending a request to Alex Sobel MP to support the Cystic Fibrosis #OrkambiNow campaign and agree further action.
It was AGREED that the letter drafted by Cllr Harris regarding support for the #OrkambiNow campaign should be sent to Alex Sobel MP.
- (ii) Cllr Harris has visited Martin House, the coming years Parish Council nominated charity. There was only access available to the public areas as it is set up like a home. It costs £8 million per year to run the charity, with only £1 million being received from government funding, the rest is made up of donations.
- (iii) Cllr Harris met with the area organiser from Cystic Fibrosis. An official cheque was handed over and photos taken for use by Cystic Fibrosis. £1934.44 has been raised so far this year by Cllr Harris. Thanks were given to Cllr Harris for all her efforts over the last twelve months.

42/19

20. Parish Issues/Any other business

- 20.1** Cllr Haswell highlighted that the LCC Planning Department has moved from the Merrion Centre to the Leonardo Building.

- 20.2** Cllr Anslow has received a letter as a resident, from Cllrs Anderson, regarding feeding of seagulls and issues with seagull guano in certain areas of the village, highlighting that residents could be prosecuted for feeding the gulls.

- 20.3** Cllr Fox shared the dates for the opening of the Puritan Chapel. The dates are 7th July (opened by Cllr Harris), 4th August (opened by tbc), 15th September (opened by tbc) and 22nd September (opened by tbc). On all dates the chapel will be open between 2pm – 4pm. The September openings are in conjunction with heritage open days. Cllr Rider volunteered to open on one of the dates but will confirm nearer the time. Cllr Fox will open on another date. Volunteers required for one more date.

- 20.4** Cllr Fox has been asked to conduct a talk in the Puritan Chapel on 15th May at 11am. All are welcome. The talk will also be used for the History Walks during the Summer Festival.

20.5 Cllr Fox highlighted the LCC Planning Conference on 26th March. Cllr Haswell will attend on behalf of the Parish Council.

43/19

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

The date of the next meeting will be Wednesday 27th March 2019 at 7.30pm

The meeting closed at 9.03pm

Minutes by Nicola Woodward
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