

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 22nd May 2019 at 7.30pm

PRESENT

Chair: Hilary Harris

Councillors: Alan Anslow, Simon Cooper Diane Fox, Hilary Harris, Lesley Hoff, David Bryant, Amanda Lawrence, Rob Haswell, Ian Robinson
Nicola Woodward (Clerk)

86/19

1. **Public Participation**

There were no members of the public present.

87/19

2. **To receive apologies**

Apologies received from Cllrs Flynn, Howard, Rider and Fogel.

88/19

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

Cllr Harris declared an interest in a payment to Derrick Harris, band fees for the Cabaret Evening.

89/19

4. **To confirm the minutes of the meeting held on 8th May 2019**

The minutes for the 8th May 2019 were PROPOSED as a true record by Cllr Robinson and seconded by Cllr Cooper and AGREED by ALL.

90/19

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

PCSO Joel Hebden attended the meeting.

In the last 30 days there have been 10 burglaries reported in Bramhope. This is an unusually high spike. 5 of the burglaries happened overnight on the same evening. In the majority attempted entry was made using mole grips to force locks. In most cases no items were taken.

A rear patio door was smashed in once instance and another entry was gained through an insecure rear door.

Sash jammers prevented entry at two of the properties and are recommended as an additional measure that can be put in place.

Two of the ten properties had valuables taken.

One theft from a vehicle which had no signs of forced entry.

There has been attempted theft of items in skips and new items stored outside properties waiting to be installed. PCSO Hebden asked residents to report anyone acting suspiciously, for example going up and down drives. It is useful if residents can make a note of number plates and type of vehicle.

The Police recently had a stop and search initiative in conjunction with other agencies targeting scrap metal dealers.

91/19

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

6.1 To receive information regarding the opening of a savings account for the Parish Council

The Clerk has the application form, but it requires details for the signatories prior to opening the account. Details will be collected over the coming weeks in preparation for opening the account next month.

92/19

7. **Chairs Report**

Cllr Harris received a report of an accident at the playground in which a child has tripped and sustained a broken arm. The Clerk and Cllr Harris have inspected the area but were unable to ascertain exactly where the trip occurred, so are arranging to meet with the parents so the area can be identified.

A request to close the playground was discussed. Following the inspection of the surface and a discussion, the Parish Council agreed that the risk of an accident was low, due to the number of children that play in the area and no accidents being reported for several years. It was AGREED by ALL that the playground should remain open.

The last RoSPA inspection report indicated some worn areas of the surfacing which have been repaired. The worn areas were considered low risk on the report.

It was AGREED that Cllr Harris as Chair of the Parish Council and Cllr Cooper as Chair of the Village Maintenance Committee should meet the parents to look at the area.

The Clerk is contacting a surfacing contractor to come and inspect some areas of the surfacing that would benefit from minor repairs.

The matter will be discussed further at the next meeting of the Village Maintenance Committee.

93/19

8. Clerks Report

The Clerk reported that all Councillors have now signed their Acceptance of Office and Declarations of Interest, and that they have been sent off to Leeds City Council.

The new benches have been installed at the cemetery and the first memorial plaques have been fitted to the kerbstones.

94/19

9. Correspondence

9.1 White Rose Update
This was noted

9.2 The Clerk Magazine – May 2019 edition
This was noted

9.3 Clerks and Councils Direct
This was noted

9.4 To receive the signed Wayleaves Agreement from Northern Powergrid for Jubilee Copse
The signed wayleaves agreement has been received. There will be an annual payment of £2.30 for the power lines running across Jubilee Copse to the BT boxes.

95/19

10. Matters Arising

10.1 To receive feedback from the Annual Parish Meeting

It was agreed that the Parish Council would review what it does for the annual meeting in the future.

The low turnout may have been due to the weather and football but could also be that people had forgotten about it as the notification in the newsletter was several weeks ago as it had been circulated early due to the Tour de Yorkshire.

In future it will be considered whether to place the guest speaker at the start of the meeting rather towards the end.

A resident asked if the path and steps to the rear of Parklands could receive some treatment as they have become slippery over the winter. There is also an issue with overhanging shrubbery from the neighbouring property. The Clerk will speak to the Village Caretaker.

The Communications Working Group could review communications by the Parish Council and incorporate the Annual Meeting into this review.

A resident asked whether the Parish Council had considered crowd funding for the slide and steps and approaching Bramhope Youth Development Trust for a grant.

The Clerk was unsure whether crowd funding was something that would be allowable for a Parish Council and will investigate this further.

- 10.2 To receive a request to sponsor a scarecrow for Bramhope Primary School Scarecrow Hunt and decide further action.**
It was AGREED by ALL that the Parish Council will sponsor a scarecrow. This will be paid from the Chairs Allowance.
- 10.3 To agree funding on Flying Start – New Councillor training for Cllr Robinson**
It was AGREED by ALL that a place on the new councillor training for Councillor Robinson will be funded.
- 10.4 To receive a request to agree funding on Cemetery Training for the Clerk and decide further action**
It was AGREED by ALL that a place on the Cemetery training for the Clerk will be funded.
- 10.5 To receive information regarding YLCA Training Events for 2019 and decide further action**
A discussion took place regarding YLCA Training Events for 2019. Cllr Harris requested funding for a place on the Chairmanship skills training. This was AGREED by ALL.
The Clerk requested funding for a place on the Playground training The Clerk asked if a Councillor could be available to attend in her place should she not be available nearer the time due to personal circumstances. It was AGREED by ALL that a place would be funded. Cllr Bryant AGREED to be a reserve for the place should the Clerk be unable to attend.

Cllr Harris suggested that a Playground Working Group could be formed to assist with the slide and steps project. This will be discussed further at the next VMC.

96/19

11.

Finance and Administration Working Party

- 11.1 To Approve Payments as per the schedule**
The payments schedule for May were PROPOSED by Cllr Anslow, SECONDED by Cllr Cooper and AGREED by ALL.
There were two additional payments. One for Came & Co for the insurance policy renewal (added after 11.3) and one for West Riding Engraving.
- 11.2 To Approve the Petty Cash statement as per the schedule**
The Petty Cash Schedule for May was PROPOSED by Cllr Hoff, SECONDED by Cllr Bryant and AGREED by ALL.
- 11.3 To Approve the renewal for the Parish Councils annual insurance policy.**
The renewal for the Parish Council's annual insurance policy is the third year of a fixed rate deal. All terms remain the same with the inclusion of the phone boxes.
It was AGREED by ALL that the insurance renewal should be accepted. This was added as an additional payment to the payments schedule for May.
- 11.4 To Approve the Annual Governance Statement for 2018/19 audit**
The Annual return was found to be in order and that internal controls are satisfactory.

The Annual Governance statement was reviewed, and the response was AGREED by ALL, and was signed by the Chair and Clerk.
- 11.5 To Approve the Accounting statement for 2018/19 audit**
The Accounting Statement for 2018/19 audit was AGREED by ALL and was signed by the Chair and Clerk.

- 11.6 To Receive the Accounts for 2018/19**
The Accounts were received for 2018/19 and AGREED by ALL
- 11.7 To Receive the Internal Audit Report for 2018/19**
The internal audit has been completed. There were no matters giving cause for concern.
- 11.8 To Confirm the date and request volunteers for the annual property inspection**
The date for the Annual Property Inspection will be Wednesday 19th June at 7.00pm.
The Clerk will send a reminder out nearer the time.

97/19

12.

Planning & Enforcement

- 12.1 To accept the minutes of the meetings held on 1st May 2019**
The minutes for the meeting held on 1st May 2019 were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Cooper and ACCEPTED by ALL.
- 12.2 Enforcement issues**
The latest enforcement update had been circulated prior to the meeting.
A discussion took place regarding enforcement issues and various issues that have been raised in the Conservation Area. There is some concern that the Conservation Area is being ignored when decisions are made by LCC on the issues raised. This will be included as an agenda item for a future meeting for discussion with Cllr Flynn.
- 12.3 Update on the development at Breary Lane East**
i) **To Receive information regarding a revised landscaping scheme for the development and agree further action.**
A revised landscaping scheme has been added to the planning application for the development at Breary Lane East. Cllr Fox will circulate draft comments to all Parish Councillors but highlighted that the latest landscaping scheme does not include some of the items previously requested by the Parish Council such as additional planting on the boundaries
It was AGREED by ALL that the Planning Committee will agree the final comments at its next meeting on 30th May prior to submission to LCC.
Cllr Flynn will also be submitting comments as Ward Councillor.
There is some indication on the landscape plans regarding the phasing of the site, it is anticipated that the area near to the site of the convenience store will be the first phase of the development.

Cllr Cooper asked if the dry-stone wall was still in the plan to rebuilt. Cllr Fox confirmed that it is.

There will be an Ecological Clerk of Works engaged for the duration of the development and will make periodic visits to the site.

98/19

13.

Village Maintenance Committee Report

- 13.1 To accept the minutes of the meeting held on 8th May 2019**
The minutes for the 8th May 2019 were PROPOSED as a true record by Cllr Cooper and SECONDED by Cllr Bryant and ACCEPTED by ALL.

99/19

14.

Communications Working Party Report

There was no report.

100/19

15.

Personnel Working Party Report

There was no report.

101/19

16. Cemetery Working Party Report

There was no report.

102/19

17. Summer Festival and Events

17.1 To receive an update on the Summer Festival 2019

Cllr Harris indicated that ticket sales for the Cabaret Evening were slower than usual. Cllr Harris asked if anyone would volunteer to help at the Cabaret Evening. Cllr Fox and the Clerk volunteered to help.

The Rugby Club asked at the Annual Village Meeting if their Beer Festival could be added to the Festival programme of events on the website. This was agreed. Cllr Harris will include the Rugby Club in her communication next year when putting the programme together. Thanks to Cllr Anslow for producing a revised programme for the website and Facebook page.

103/19

18. Leeds City Council Update

There was no update from Leeds City Council.

104/19

19.1 Liaison Groups

19.1 Bramhope Village Hall

There was no update.

19.2 Bramhope Primary School

There was no update.

19.3 Leeds/Bradford Airport.

There was no update.

19.4 Parish Council Annual Charity

Cllr Harris is continuing to fundraise for the Annual Charity and has accepted the offer of a stall at BPS Summer Fayre.

105/19

20. Parish Issues/Any other business

20.1 Cllr Haswell expressed his thanks to Cllr Fox for her assistance with research on the various planning issues discussed at Planning Committees and at Full Parish Council.

20.2 Cllr Robinson commented that the Tour de Yorkshire bikes had now been removed.

20.3 Cllr Robinson commented on an overhanging hedge over the footpath on Kings Road. An informal approach will be made to try and get the hedging cut back without the need to involve LCC.

20.4 Cllr Fox highlighted an area on Leeds Road, adjacent to one of the bus stops, which has overhanging hedging. Cllr Fox will confirm the address to the Clerk.

20.5 Cllr Robinson raised that Think Like A Pony are holding a fundraising event on Sunday 26th May as they are trying to raise funds for the new building.

20.6 Cllr Harris asked whether the Tour De Yorkshire bunting should be taken down. It was agreed that so that the bunting can be used for a future event it should be taken down in the next week or so as it is already beginning to fade. Councillors with bunting near their homes offered to take some of it down. Cllr Cooper will remove other areas. The Clerk will ask the Village Caretaker if he can assist.

20.7 The Post Office service in the village is closing on 20th May. A discussion took place regarding whether a formal comment should be sent to the Post Office on this matter. It was AGREED by ALL that a comment would not be sent.

106/19

21.

To confirm the date of the next Full Council Meeting

The date of the next Full Parish Council Meeting will be Wednesday 26th June at 7.30pm.

The Meeting closed at 9.15pm
Minutes by Nicola Woodward
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