

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 26th June 2019 at 7.30pm

PRESENT

Chair: Hilary Harris

Councillors: Alan Anslow, Simon Cooper Diane Fox, Lesley Hoff, David Bryant, Amanda Lawrence, Rob Haswell, Ian Robinson, John Howard, Martin Fogel, Billy Flynn

Nicola Woodward (Clerk)

107/19

1. **Public Participation**

There were no members of the public present.

108/19

2. **To receive apologies**

Apologies received from Cllr Rider.

109/19

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

Cllr Hilary Harris declared an interest in a payment to herself for the purchase of refreshments for the cabaret evening.

110/19

4. **To confirm the minutes of the meeting held on 22nd May 2019**

The minutes for the 22nd May 2019 were PROPOSED as a true record by Cllr Bryant and seconded by Cllr Cooper and AGREED by ALL.

Cllr Lawrence joined the meeting at 7.35pm.

111/19

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

PCSO Dave Mallard attended the meeting.

In the last 30 days there have been 5 burglaries. Forcing doors or smashing glass were the means of entry in most cases, and the theft of car keys and cars seemed to be the main reasons for the burglaries. In addition there has been a theft of paving flags.

There has been a sexual assault on a woman at Golden Acre Park. Whilst type of crime is disturbing to local residents it is all a rare occurrence and it's likely that the perpetrator has left the area. The Police will continue to follow any lines of enquiry and interview witnesses.

PCSO Mallard encouraged people, walking around at night in the village, to not take risks by using short cuts and to stick to the main routes wherever possible and not to walk alone.

A discussion took place regarding the number of burglaries. PCSO Mallard indicated that there had been an increase recently.

Cllr Harris raised the issue of the increase in petty vandalism in the village, such as vandalism to the Tour de Yorkshire bikes and removal of plants in several locations in the village. PCSO Mallard will include some of the areas mentioned on his patrol whenever possible.

112/19

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 application form has been completed and the account will be opened with a £5000 deposit. Once the account is opened the Clerk and Finance Working Group will calculate the surplus funds that can be invested in the account for the next 6 months.

6.2 To receive an update on the replacement of stone flags at the Puritan Chapel

The paving flags will be replaced at the end of the week. It has been suggested that having the grouting re-done will assist with deterring future thefts.

It was AGREED by ALL that the grouting should be re-done, subject to whether or not etching would be needed on both sides of the slabs, should that be something that the Parish Council wish to consider doing in the future.

6.3 To receive an update on the playground surfacing

Following a meeting at the playground VMC agreed that it would be appropriate to seek advice from the ROSPA inspector regarding the surface at the playground. The earliest inspection date available was 12th August, which has been booked by the Clerk. The Clerk and Cllr Harris will meet the inspector.

113/19

7. Chairs Report

There was no report from the Chair.

114/19

8. Clerks Report

The Clerk has submitted the grant application for lottery funding for the new slide. It will be early September before the outcome is known. In addition a further donation of £1500 has been received from Bramhope Trust.

Bramhope Youth Development Trust will consider an application at its September meeting.

The Clerk will send a letter of thanks to the Bramhope Trust.

The Clerk is in the process of completing an application form for financial assistance from the LCC outer North West Wellbeing Fund to assist with the re-pointing works at the Chapel. Cllr Anslow agreed to check over the application prior to it being sent.

115/19

9. Correspondence

9.1 White Rose Update June 2019
This was noted

9.2 Invitation to YLCA One day conference at YLCA 75th Anniversary Celebration.
The YLCA conference and anniversary celebrations will take place on 13th September 10am to 5.45pm in York. Councils are invited to attend and have a display if they wish.
This was noted.

116/19

10. Matters Arising

10.1 To receive correspondence from the owner of land at Jubilee Copse and decide further action.

A letter has been received from the owner of land at Jubilee Copse requesting final offers by 21st June. The Parish Council discussed whether an offer would be made. It was AGREED by ALL that the Parish Council's position has not changed since the last letter sent in that it is unable to make an offer above the market value, and the market value has not been determined by the vendor. No further action will be taken at this stage.

10.2 To receive feedback from the Annual Property Inspection.

The report from the Annual Property Inspection was circulated prior to the meeting. It was AGREED by ALL that the report will be taken to VMC for action and recommendations to FPC.

Cllr Cooper noted that most of the wooden structures such as noticeboards and wooden elements of the bus shelters are coming to the end of their lives so there will need to be a programme of replacement/refurbishment in the near future.

10.3 To receive information regarding the baby swing at The Knoll and decide further action.
The newest baby swing has been vandalised several times and is now beyond repair. In addition the previous RoSPA inspection highlighted the need to monitor the condition of the chains and hangers on all swings as they were starting to wear. It was AGREED by ALL that the damaged swing should be removed as soon as possible and that quotes be sought for a suitable replacement and new hangers/chains for all swings for discussion at VMC.

10.4 To discuss forming a Playground Working Group and decide further action
A discussion took place regarding forming a playground working party. It was AGREED by ALL that a Working Party will be formed. The Working Party is open to all members of the Parish Council not just VMC. The purpose will be to assist the Clerk/Village Caretaker with monitoring the condition of the playground equipment an surfacing and assisting the Clerk as required with sourcing replacements and repairs. Cllrs Hoff, Robinson, Bryant and Anslow agreed to be members of the Working Group

10.5 To Receive Correspondence regarding the Well Site at Rose Cottage and decide further action.
A request has been received to drain clean water from a domestic sewage treatment plant into the outflow drain which runs along the boundary of the Well Site at Rose Cottage. This drain carries surface water from Occupation Lane and Old Lane.
It was AGREED by ALL that permission would be given for the works to be carried out.

117/19

11. Finance and Administration Working Party

- 11.1 To Approve Payments as per the schedule**
The payments schedule for June were PROPOSED by Cllr Fogel, SECONDED by Cllr Cooper and AGREED by ALL.
There were two additional payments. One from the HSBC account to Unity Account and one from the Unity Account to open the Hampshire Trust Bank Savings Account.
- 11.2 To Approve the Petty Cash statement as per the schedule**
The Petty Cash Schedule for June was PROPOSED by Cllr Fox, SECONDED by Cllr Bryant and AGREED by ALL.

118/19

12. Planning & Enforcement

- 12.1 To accept the minutes of the meetings held on 30th May and 20th June 2019**
The minutes for the meeting held on 30th May and 20th June 2019 were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Haswell and ACCEPTED by ALL.
- 12.2 Enforcement issues**
There has been two enforcement issue reported in the last 30 days one relating to incorrect use of materials and non-compliance with submitted plans and the other regarding trading at a private address.
- 12.3 Update on the development at Breary Lane East**
The Parish Council's comment on the revised landscaping scheme for the development has been submitted to LCC Planning Officers.

119/19

13. Village Maintenance Committee Report

- 13.1 To accept the minutes of the meeting held on 11th June 2019**
The minutes for the 11th June 2019 were PROPOSED as a true record by Cllr Cooper and SECONDED by Cllr Bryant and ACCEPTED by ALL.

- 13.2 To receive information regarding the re-pointing at the Puritan Chapel and decide further Action**
In addition to the comments in the Clerks report Cllr Cooper indicated that the revised quotes were for removing the pointing by hand in order to minimise damage to the stones. This is more costly but is the recommendation from the LCC Conservation Officer.
- 13.3 To receive an update regarding funding for the new slide and steps at the Knoll.**
There were no additional comments to those made in the Clerks report.

Cllr Bryant gave apologies for the remainder of the meeting and left at 8.30pm

120/19

14. Communications Working Party Report

- 14.1** The Communications Working Party met on 25th June 2019. The minutes had been circulated prior to the meeting. Areas of discussion were the website in general and new accessibility laws, Wordpress subscription and the Parish Councils. communications strategy including publicising the Annual Parish Meeting.

The Communications Working Group recommended that the website should be re-vamped with a more up to date format and structure. The new accessibility laws to make websites more accessible for people with disabilities which will be introduced for existing websites in September 2020 will be taken into account in any work done on the website. Cllr Robinson has volunteered to draft an accessibility statement.

The current site is on a free Wordpress subscription which now has numerous adverts on it. For a small fee the subscription can be upgraded to one that eliminates adverts.

Cllr Howard PROPOSED, SECONDED by Cllr Cooper and AGREED by ALL that the website will be re-vamped by the Clerk. Cllr Howard highlighted the need to provide some cover for the Clerk when the work on the website is being undertaken.

Cllr Howard PROPOSED, SECONDED by Cllr Fogel and AGREED by ALL that the Wordpress subscription be upgraded to either the Personal level or Premium level, subject to the requirements in terms of storage determined by the re-vamp, at the time of upgrade.

With regards to the Communications strategy it was AGREED by ALL that the planning for next years Annual Parish Meeting should commence in January.
Additional communication will be used via local business/community groups made through the Tour de Yorkshire and newsletter contacts to share details of the event with their groups and ask what people would like to see at the APM.

Processes such as how the newsletter is produced, access to update the website etc will also be produced.

- 14.2** The Summer newsletter call for copy will be sent out this week with a closing date of 21st July. It should be sent to the printer by 4th August so will be back for delivery around 13th/14th August. Cllr Howard will check with the Village Hall Committee regarding any information they may want to include for the Village Show.

121/19

15. Personnel Working Party Report

- 15.1 To accept the minutes of the meeting held on 19th June 2019**
The minutes for the 19th June 2019 were PROPOSED as a true record by Cllr Fogel and SECONDED by Cllr Howard and ACCEPTED by ALL.
- 15.2 To discuss recommendations regarding the Parish Council's sick pay policy and decide further action.**
A discussion took place regarding the Parish Council's current sick pay policy. The Personnel Working Group had looked at a number of policies across different sectors and recommended that the LCC Policy should be adopted.
It was PROPOSED by Cllr Anslow, SECONDED by Cllr Lawrence and AGREED by ALL that

the Parish Council should adopt the same policy as Leeds City Council with regards to sick pay for all employees with immediate effect. A letter will be sent to both employees informing them of a change in their contractual terms.

15.3 To discuss the recommendations regarding interim and temporary short term Village Maintenance Cover and decide further action

A discussion took place regarding cover for the Village Caretaker. It was AGREED by ALL that a temporary position of 10 hours per week for an initial period of 4 months should be advertised. It will be advertised on noticeboards, the website and local Facebook pages initially. Depending upon the response an advert will be placed in the Wharfedale or on job websites.

A provision in the budget to cover the additional hours and cost of advertising was AGREED by ALL.

In the interim period Councillors who are able to will assist with weekly tasks that are required. The Clerk will send out a list of what is required and when, asking for volunteers.

Cllr Harris volunteered to undertake the weekly playground inspection and emptying of playground bins. Cllr Anslow will check the Pavilion and run the showers. Cllr Cooper will assist with emptying bins at the Recreation Ground. All Councillors were asked to note any issues to pass on to the Clerk.

Local contractors will be used to undertake ad hoc tasks.

122/19

16. Cemetery Working Party Report

It was noted that the new memorial plaques are already looking tarnished. The Clerk will ask the engravers if they can be lacquered and make appropriate arrangements in conjunction with discussions with relatives.

123/19

17. Summer Festival and Events

17.1 To receive an update on the Summer Festival 2019

Cllr Harris indicated that there has been less support than usual for the Festival events and suggested that perhaps the Summer Festival should perhaps not take place every year if the number of attendees is on the decline. Cllr Howard suggested consulting with other organisations prior to any further discussion taking place.

124/19

18. Leeds City Council Update

18.1 The works on The Sycamores are almost complete. On the whole they have been completed whilst maintaining access for residents.

18.2 Cllr Flynn has been advised that groups of door to door sellers are back in the area selling household items. If residents feel threatened in any way they should notify the Police.

125/19

19. Carlton Village Report

There was no report.

126/19

20.1 Liaison Groups

20.1 Bramhope Village Hall

There was no report.

20.2 Bramhope Primary School

There was no report.

20.3 Leeds/Bradford Airport.

Cllr Howard circulated a report prior to the meeting.

There is a new CEO at the airport who will continue with the current strategic direction. Key steps are more efficient aircraft and flying local rather than travelling to Manchester.

Passenger growth at the airport is currently flat after years of growth, reflecting the current economic downturn.

Airspace change proposals have been rejected and a new set of proposals will be drawn up.

Preliminary works on the new terminal building have been completed. Completion expected Autumn 2020.

There have been no violations of noise or night time flying in the past 6 months.

A 3 year project to replace runway lights with LED lights is complete and will reduce energy consumption by 80%.

There was no update on the LBA Parkway station or link road.

Cllr Fox asked Cllr Howard to check if LBA have any Community Grant Scheme that the Parish Council could apply to for assistance with projects in the village such as re-pointing of the Puritan Chapel.

20.4 Parish Council Annual Charity

Fundraising is continuing to go well. The Methodist Church nominated Martin House to receive the proceeds from its quizzes at the Tour de Yorkshire and 50% of the profit from the sale of mocktails. Cllr Harris has raised in the region of £380 at summer festival events to date through sale of raffle tickets, name the bear and donations.

127/19

20. Parish Issues/Any other business

20.1 Cllr Howard notified the meeting that the crash barrier on Hall Rise has been replaced.

20.2 Cllr Howard will circulate an article by the BBC on Parish Council and precept charges/increases to Cllr Fogel for information.

20.3 Cllr Anslow asked if the grass at the Rosemont site could be cut as the area is looking overgrown with grass and weeds. Cllr Flynn will send a request to LCC.

20.4 Cllr Fox has noted that there are often cars parked at the noticeboard adjacent to the Tredgold Shops making it inaccessible. Also it prevents anyone sitting in the bus shelter from seeing approaching buses.

20.5 Cllr Harris has received a letter from an organisation called Nextdoor Wharfedale Villages and whether any other Councillors had received the same. Only one other Councillor had received one to date.

128/19

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

The date of the next Full Parish Council Meeting will be Wednesday 24th July at 7.30pm.

The Meeting closed at 9.40pm
Minutes by Nicola Woodward
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