

# BRAMHOPE & CARLTON PARISH COUNCIL

## MEETING OF THE VILLAGE MAINTENANCE COMMITTEE

Tuesday 11<sup>th</sup> June 2019, 6.30pm at the Bramhope Village Hall

### Present:

Cllr Simon Cooper (Chair)  
Cllr Alan Anslow  
Cllr Hilary Harris  
Cllr Diane Fox  
Cllr David Bryant  
Cllr Lesley Hoff  
Nicola Woodward, Clerk

1. There were two members of the public present from Milford FC with a request to rent the recreation ground for their Sunday League team for the 2019/20 season. Due to late arrival of one member of the public the meeting was Cllr Cooper proposed that the meeting be suspended at 6.55pm in order to allow the members of the public to speak. This was AGREED by ALL.

### 2. To receive apologies

Apologies received from Brian Taylor. A discussion took place and it was AGREED that the Village Caretaker can provide the Clerk with an update prior to meetings so attendance is not required.

### 3. To disclose or draw attention to any disclosable pecuniary interests

There were no declarations of interest

### 4. To receive information on the ongoing issues and decide further action where necessary

#### 4.1 To receive an update on the tree survey reports for Parish Council Properties

The tree survey reports have now been completed. Immediate recommendations include the felling of two trees at the cemetery and two at Jubilee Copse (one high and one medium priority). In addition some small branches touching overhead wires at the Puritan Chapel should be removed. An ash at the recreation ground should be pollarded. An area of Japanese Knotweed requires treatment.

It was AGREED by ALL that the trees that have been highlighted for immediate removal should be dealt with as soon as possible. The Clerk will seek quotes and put in the necessary application to obtain permission from LCC.

Other trees highlighted in the report as possible future risk will be monitored and dealt with as and when required.

#### 4.2 To receive an update and to discuss the re-siting of the Carlton noticeboard and decide further action

Letters have been sent to residents in the immediate vicinity of the proposed location of the noticeboard. No-one has indicated that they have an issue with the proposed location. The Clerk indicated that the Village Caretaker would need assistance with re-siting the noticeboard due to its weight.

A discussion took place regarding which noticeboard to put back up as the existing one is larger than necessary. It was AGREED that a smaller noticeboard will be re-sited in Carlton and a memorial plaque with the wording from the old noticeboard be applied.

It was AGREED that the Clerk would ask an external contractor to undertake the works.

#### 4.3 To receive an update regarding re-pointing at the Puritan Chapel and decide further action

Two further quotes have been requested for the re-pointing of the chapel. The Clerk has asked if the first quote can be amended to using hand tools rather than mechanical tools to remove the existing mortar. The three quotes will be brought to the next meeting for consideration.

The Clerk has looked at National Lottery Heritage Funding. The funding is not available for maintenance so the

Clerk has asked whether or not the re-pointing would be classed as restoration or maintenance.

The Clerk has also approached Cllr Flynn to ascertain whether there might be funding available from the Outer North West Committee to assist with the works.

#### **4.4 To receive an update regarding the replacement steps and slide at The Knoll**

The Clerk has started a lottery funding application and asked for assistance with the statement required for the application. Cllr Anslow agreed to assist the Clerk with the application.

The Clerk has also contacted Cllr Flynn for advice on other sources of funding that the Parish Council could explore. Cllr Flynn has contacted the Bramhope Youth Development Trust who will consider a request for support at their next meeting in September.

The Clerk has met again with a playground equipment supplier and asked them to provide a new quote to include replacement steps and a scaled down slide project.

#### **4.5 To receive an update on the replacement bin for the recreation ground.**

The replacement bin is on order, but no delivery date has been given. The Clerk may require assistance to site the bin when it is delivered. It was AGREED that the bin will be delivered to Cllr Coopers address.

#### **4.6 To receive information regarding book exchange signs**

The Book Exchange signs have been received. The Clerk will arrange with the Village Caretaker to put them in the phone box.

#### **4.7 To receive information regarding acknowledgement plaques for areas maintained by Bramhope in Bloom and decide further action**

A discussion took place regarding the various options available for acknowledgement plaques. It was agreed by all that 6 plaques should be purchased in the first instance. The Clerk will contact Bramhope in Bloom to agree wording prior to ordering in time for Summer judging.

### **5. To receive a report on additional work completed since 8<sup>th</sup> May 2019**

Erected temporary fencing at the Knoll, prior to steps being removed

Repaired vandalised bench at the Knoll

Strimmed around perimeter of car park and cut Lonicera hedges

Strimmed around dog bins and shelter at the Recreation ground.

Put out warning cones following theft of paving slabs, returned floodlights to their correct positions and checked all are working, at the Puritan Chapel

Took delivery of 4 new benches at the cemetery and bolted into position

Put up three new notice boards at the cemetery

### **6. To receive a report from BiB**

There will be a litter pick on Saturday 6 July. Meeting at 1pm at The Parade on Breary Lane. The Clerk will advertise it on the website and Facebook page. Additional checks will be done before judging on 9th.

The Well area has had an initial tidy up . There are concerns re slippery mossy area and also on the Parade. It was AGREED that moss killer can be applied to both areas.

60 begonias have been purchased for the Carlton beds.

The Duke of Edinburgh candidates will wash down the Parade planters.

Bramhope in Bloom are looking to put plants /shrubs to soften the large tree stump at the chapel. Horticultural advice has been sought to take into account the proximity of the wall. The location of a replacement tree will need to be taken into account prior to planting.

NEET, a horticultural charity for mentally affected/ Down's syndrome teenagers & adults, are to build a bug hotel which will be sited on the Jubilee copse. Wild flowers also to be planted.

**The meeting was suspended at 6.55pm to allow members of the public to speak.**

**The meeting resumed at 7.10pm.**

## **7. Matters arising**

### **7.1. To receive information regarding the surfacing at The Knoll and decide further action**

The Chair of VMC, Chair of the Parish Council and the Clerk met with the parents of the child who was injured following a trip at the playground. The parents had expressed concern about areas of the surfacing that were joined and asked if something could be done to highlight the joins. A discussion took place and it was decided that spraying the areas concerned with high visibility paint could encourage other surfaces in the playground to be defaced.

The nature of the site was highlighted to the parents, in that it would not be easy to level the site as the site moves over time and that the surfacing that has been put down is what was recommended to the Parish Council as being suitable for the site when the playground was resurfaced.

The next RoSPA inspection is due in September. The Clerk will ask if this can be brought forward so that the RoSPA inspector can offer advice on the surfacing.

The Clerk will also purchase some more repair kits as the supply previously purchased has been used up so if issues arise they can be dealt with quickly. The surface will continue to be monitored and repairs undertaken when required.

### **7.2. To receive information regarding replacement of paving stones at the Puritan Chapel and decide further action**

The Clerk has reported the theft of stone to the Police and neighbourhood police team. As there is no evidence available the police have filed the report. The insurance company have been notified of the theft. The Clerk has received one quote for replacing the stones and a second quote is awaited

A discussion took place regarding whether or not a claim should be made against the insurance. It was AGREED that a claim will not be made on this occasion due to the value.

It was AGREED that when the second quote has been received the Clerk will arrange for the repairs to reduce the risk of further theft as soon as possible.

### **7.3. To discuss security measures for the Puritan Chapel and decide further action.**

The Clerk has arranged to meet the Crime Prevention officer at the Puritan Chapel for advice and recommendations regarding cost effective security measures for the Puritan Chapel.

Suggested measures to date include Smartwater and etching. It was also suggested gates should be installed at the front of the chapel grounds and both sets of gates should be locked at all times. The Clerk will seek a quote for new gates for the front of the chapel

### **7.4. To discuss a request to hire the Football Pitch for a Sunday league team and decide further action**

Two members of the football club attended the meeting to share further information about their club. The club would require use of the pitch approximately 20 times per season between September and May. The Club will be practicing elsewhere so will not be using the facilities during the week.

A discussion took place. It was AGREED that the team could use the pitch for a trial period of one season on the same terms as the existing teams.

**7.5. To discuss refunds on reserved Cemetery plots and decide further action.**

A discussion took place regarding refunds for reserved Cemetery plots that are no longer required. It was AGREED that refunds should be allowed

**7.6. To receive information regarding Jubilee Copse tree requiring pruning to improve sightline for bus users and decide further action.**

A discussion took place and it was AGREED that the pruning of the tree affecting sight lines should be included in the application for tree works required at Jubilee Copse.

**7.7. To discuss the ramp leading off the public footpath and the top step from Parklands at The Knoll and decide further action.**

A discussion took place regarding the ramp at The Knoll. It was suggested that the cracks in the ramp could be highlighted with yellow lines. The cracks in the ramp are not deteriorating.

A discussion took place regarding the top step from Parklands. It was AGREED that a replacement sleeper should be installed. The Clerk will contact a local contractor to undertake the works.

**7.8. To discuss creating a working party for the replacement steps and slide project at The Knoll**

A discussion took place regarding setting up a Playground Working Party to assist with monitoring condition of the equipment and surfacing and help the Clerk with research to resolve issues as they arise.

The group can be made up from any member of the Parish Council, not just VMC members. This will be raised as an agenda item at the next Full Parish Council meeting asking for volunteers.

**8. To receive Parish Council Properties exception reports.**

a. *Puritan Chapel & Wellsite*

b. *Memorial garden*

c. *Bus shelters*

- i) The soffit board at the bus stop between The Poplars and Wynmore Avenue is loose. The Village Caretaker will be asked to look at it.

d. *Notice-boards*

e. *Carlton Water Hole & Carlton*

f. *Car park*

- (i) There is a small pot hole forming in the car park. The Village Caretaker will be asked to fill it in to prevent it from getting worse.

g. *Jubilee Copse*

- (i) A letter has been received from the owner of part of Jubilee Copse regarding the sale of land. The matter will be raised at the next Full Parish Council meeting.

h. *Cemetery*

i. *Red telephone boxes/bins*

j. *Ginnels/Footpaths*

**9. To receive Recreation Properties report**

k. *The Knoll*

i. *The Recreation Ground*

- (i) To receive an update on the refurbishment of the Pavilion and decide next steps.  
A second quote has been received for the showers which includes the replacement of the pump for a more powerful pump and also to increase the diameter of the pipework. A third official quote will be sought.
- ii) There are a number of branches on the trees bordering the road which have some damage. The Clerk will ask the Village Caretaker to remove any broken branches.

10. To identify any new jobs and agree budget

No additional new jobs were identified.

11. Any other business

- i) A discussion took place regarding temporary arrangements for Village Caretaking. This will be dealt with by Personnel Working Group. A discussion regarding interim arrangements and a request for assistance from Councillors will be on the agenda for the next Full Parish Council meeting.  
Cllr Anslow offered to run the showers weekly at the Pavilion. Cllr Harris volunteered to undertake the weekly playground inspection and empty the bins. Cllr Cooper volunteered to assist with emptying bins at the Recreation Ground.

12. To arrange the date of next meeting

The date of the next meeting will be Tuesday 9<sup>th</sup> July 2019 at 6.00pm

The meeting closed at 8.20pm  
Minutes by Nicola Woodward  
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