

BRAMHOPE & CARLTON PARISH COUNCIL

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

PRESENT

Chair: Hilary Harris

Councillors: Alan Anslow, Simon Cooper Diane Fox, Lesley Hoff, Ian Robinson, Martin Fogel, Billy Flynn, Marion Rider

Nicola Woodward (Clerk)

151/19

1. Public Participation

There were no members of the public present.

152/19

2. To receive apologies

Apologies received from Cllr Bryant, Haswell, Lawrence and Howard.

153/19

3. Declarations of disclosable pecuniary interest or other interests

There were no declarations of interest.

154/19

4. To confirm the minutes of the meeting held on 24th July 2019

The minutes for the 24th July 2019 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Cooper and AGREED by ALL.

155/19

5. To Receive a report from the Neighbourhood Police Team

PCSO Woods attended the meeting.

In the last 30 days there have been three burglaries and one armed robbery reported.

The armed robbery took place at the Britannia Hotel. A sum of cash was taken. Two men have been arrested and are in custody. The police are appealing for witnesses. The robbery took place at 9.56pm on Sunday 18th August 2019.

One burglary took place during the afternoon with entry through a rear door and, jewellery was taken, the second took place in the evening. A rear door lock was forced. The burglars were disturbed and left without taking anything. Car keys were the target. The third burglary was of a vehicle. A window was smashed. Nothing was taken.

156/19

6. To receive information on the ongoing issues

6.1 To receive an update on the recruitment of a temporary Village Caretaker.

A new temporary Village Caretaker has now been appointed following the resignation of Chris South. Juris Dambetis has taken up the post and started immediately and has already completed some of the tasks that arose from the Annual Property Inspection.

6.2 To receive information regarding the 20mph zone for Bramhope North.

The 20mph zone for Hall Rise is now ready and will be installed in the next two months. An up to date map of the zone was circulated to the Parish Council. The Clerk will put a copy of the map on the website.

157/19

7. **Chairs Report**

Cllr Harris reported that she met MP Alex Sobel when he visited the Bug Hotel on Jubilee Copse during his Environment Week. He also met with some of the people involved with building the hut and representatives from Bramhope in Bloom.

158/19

8. **Clerks Report**

The Clerk attended a Playground Training Seminar on 25th July and a Cemetery Management course on 8th August. Both training events proved to be useful, particularly the Cemetery Management course which clarified some aspects of cemetery management.

The ginnel barriers have now been moved. The Clerk has received one complaint regarding the widening of the gap between the barriers. This will be taken to VMC.

One of the photos of the cemetery supplied to YLCA for the Annual Review is also going to be included on a pop-up banner for the YLCA Annual Conference.

The Clerk will be on annual leave between 6th September and 14th September.

159/19

9. **Correspondence**

- 9.1 White Rose Update mid-July 2019
This was noted.
- 9.2 Updated information regarding Dyneley Arms Junction improvements/consultation
This was noted.
- 9.3 Correspondence from a resident regarding traffic speeds in Bramhope and suggestions for traffic calming measures.
The matter was referred to Cllr Flynn as LCC Ward Councillor.

160/19

10.

- 10.1 **To agree the purchase of a name plate for Cllr Cooper for the Chair's chain of Office**
It was AGREED by ALL that a name plate should be purchased for the Chain of Office.
- 10.2 **To discuss the issue of vehicles parking on the pavement adjacent to the bus stop at Tredgold Avenue and decide further action.**
A discussion took place. It was AGREED by ALL that Cllr Flynn should explore, with LCC Officers, the possibility of siting something such as planters/bollards/bike racks as a preventative measure to ensure sightlines from the bus shelter are maintained at all times.
- 10.3 **To discuss issues in relation to the local infrastructure following the development of the Breary Lane East site and decide further action.**
A discussion took place regarding whether local services such as doctors' surgeries and the school will have taken into consideration an increase in the local population when the development at Breary Lane is completed.
Cllr Flynn indicated that discussions regarding local services were always raised at Planning Meetings when discussing new developments, however LCC Children's & Family Services are only required to provide schooling within a reasonable travelling distance and similar rules apply to GP surgeries.
Cllr Fox suggested inviting someone to speak at the next Annual Parish Meeting regarding how local services cope with changes in population.
- 10.4 **To receive information regarding the Public Consultation for Leeds Local Plan – Tall Buildings Design Guide and decide further action.**

A discussion took place. Bramhope is not affected by the Tall Buildings Design Guide therefore it was agreed that the Parish Council does not need to take part in the consultation.

10.5 To receive information regarding the Local Centres Project and decide further action.

A discussion took place regarding the Local Centres Project. It was highlighted that main shopping areas of the village would benefit from improved car parking; however, Councillors were unsure how this could be achieved.

The Local Centres Project funding is a competitive process with other Wards. The current round of applications has now closed. It was AGREED by ALL that the matter would be given further consideration by the Planning Committee in advance of the next opportunity to apply.

161/19

11.

Finance and Administration Working Party

11.1 To Approve Payments as per the schedule

The payments schedule for August were PROPOSED by Cllr Fogel, SECONDED by Cllr Cooper and AGREED by ALL.

11.2 To Approve the Petty Cash statement as per the schedule

The Petty Cash Schedule for August was PROPOSED by Cllr Fogel, SECONDED by Cllr Cooper and AGREED by ALL.

162/19

12.

Planning & Enforcement

12.1 To accept the minutes of the meetings held on 7th August and 27th August 2019

The minutes for the meeting held on 7th August and 27th August 2019 were PROPOSED as a true record by Cllr Fox , SECONDED by Cllr Robinson and ACCEPTED by ALL.

12.2 Enforcement issues

Enforcement issues were circulated prior to the meeting.

12.3 Update on the development at Breary Lane East

i) To receive information regarding a meeting with LCC Officers/Miller Homes regarding the revised landscaping scheme for the development and decide further action.

Cllrs Flynn, Harris and Fox attended a meeting with LCC Officers and representatives from Miller Homes regarding the revised landscaping scheme for the Breary Lane East Development. The meeting appeared to be productive and the Parish Council's comments regarding the landscaping of the site were taken on board by both LCC Officers and Miller Homes representatives.

LCC Officers supported the Parish Council's view that there should be more mature planting around the perimeter of the site.

It was confirmed that the dry-stone walling would be taken down and the original stones re-instated to form the boundary on the A660 side of the development.

The roundabout will be completed prior to the construction of any properties. The majority of the roundabout works will be done off the A660 as 80% of it will be built on the land purchased by Millers Homes. This will help to reduce the disruption to traffic on the A660 during its construction.

The drainage works should be completed by June 2020.

It is hoped that the boundary planting can be done during the early stages of the development so that it becomes established as more houses are built.

The convenience store will be one of the last things to be built as the area designated for the convenience store will be for works storage whilst the

development is being built. No decisions have been made regarding which company will run the convenience store.

Cllr Cooper asked if there would be a requirement further works on the sewerage system which would affect traffic on the A660. Cllr Flynn will ask LCC Officers for further information.

It was AGREED that the Clerk would send a note of thanks to LCC Officers and Millers Homes representatives for holding the meeting and request that the Parish Council are kept informed of changes to plans and timetable in relation to the development.

163/19

13. Village Maintenance Committee Report

13.1 To receive an update regarding an application for National Lottery Awards for All funding for the new slide and steps at the Knoll.

The grant application to the National Lottery Awards for All for funding towards new slide and steps was agreed and £10,000 has now been received by the Parish Council. Discussions regarding the two quotes received for the slide and steps will take place at the next VMC. A discussion also needs to take place regarding the use of S106 monies for the project and an application will need to be made.

Once all funding streams have been identified the Parish Council will issue a press release for the project in the Wharfedale to acknowledge the funding received from various organisations.

164/19

14. Communications Working Party Report

14.1 The Summer newsletter has now been delivered.

165/19

15. Personnel Working Party Report

15.1 To accept the minutes of the meeting held on 27th August 2019

The minutes from the meeting held on 27th August were Proposed by Cllr Fogel, Seconded by Cllr Harris and ACCEPTED by ALL.

15.2 To discuss and agree sick pay policy for employees on temporary contracts.

It was Proposed by Cllr Fogel, seconded by Cllr Harris and AGREED by ALL that temporary employees would be entitled to Statutory Sick Pay only, subject to meeting the current thresholds in relation to weekly/monthly pay.

If a temporary member of staff is made into a permanent member of staff they will receive continuity of service which would then be recognised in the event of a period of sickness absence.

The Clerk left the meeting for agenda item 15.3 at 8.30pm

15.3 To discuss the Clerks contracted hours and decide further action

A discussion took place regarding the Clerks contracted hours and the additional duties and hours that have been worked following the Councils move to electronic banking. On average the Clerk is working an additional 6 hours per month to cover these duties which has been paid as additional hours on a month by month basis.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Harris and AGREED by ALL that the Clerks contracted hours should be increased to 22 hours per week from 1st September 2019. A letter will be sent to the Clerk to confirm this.

The Clerk re-joined the meeting at 8.35pm

166/19

16. Cemetery Working Party Report

There was no report from the Cemetery Working Group.

167/19

17. Summer Festival and Events

17.1 To receive an update on the Summer Festival 2019

The final event, the Brass Band Concert, has now taken place and was well attended. Cllr Harris has received one response to her article in the Newsletter regarding the festival going forward. The responder offered to hold an orchestra workshop and also a piano and violin recital for the next Festival.

It was agreed that the future of the Summer Festival would be discussed again at the November meeting.

168/19

18. Leeds City Council Update

The grass at the former Rosemont site will be cut in the near future.

169/19

19. Carlton Village Report

Cllr Robinson delivered newsletters in Carlton and took the opportunity to introduce himself to some of the residents. Residents commented how quiet the village had been when the road had been closed.

170/19

20.1 Liaison Groups

20.1 Bramhope Village Hall

The hall is continuing to thrive.

20.2 Bramhope Primary School

There was no report.

20.3 Leeds/Bradford Airport.

There was no report.

20.4 Parish Council Annual Charity

Cllr Harris has raised just over £2000 for the Parish Council's Annual Charity so far this year, boosted by donations from the Methodist Church, St Giles and the Bowls Club. Cllr Harris will be taking the donations to Martin House next week.

171/19

21. Any other urgent business not on the agenda.

There was no other urgent business not on the agenda.

172/19

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

The date of the next Full Parish Council Meeting will be Wednesday 25th September at 7.30pm.

The Meeting closed at 8.50pm
Minutes by Nicola Woodward
Published 2nd September 2019