

# BRAMHOPE & CARLTON PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 25<sup>th</sup> September 2019 at 7.30pm

### PRESENT

Chair: Hilary Harris

Councillors: Alan Anslow, Simon Cooper, Diane Fox, Billy Flynn, Amanda Lawrence, Marion Rider, David Bryant, Rob Haswell, John Howard

Nicola Woodward (Clerk)

**173/19**

**1. Public Participation**

There were no members of the public present.

**174/19**

**2. To receive apologies**

Apologies received from Cllrs Hoff, Robinson and Fogel. Apologies for late arrival received from Cllrs Rider and Cooper.

**175/19**

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

There were no declarations of interest.

**176/19**

**4. To confirm the minutes of the meeting held on 27<sup>th</sup> August 2019**

The minutes for the 27<sup>th</sup> August 2019 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Anslow and AGREED by ALL.

Cllr Harris asked Cllr Flynn if there had been any update from LCC regarding cars parking adjacent to the noticeboard at Tredgold Avenue, obscuring the view from the bus shelter. No response had been received. Cllr Flynn will follow this up.

**177/19**

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

PCSO Joel Hebden attended the meeting.

In the last 30 days there have been three burglaries and two thefts from vehicles.

The burglaries involved forcing a patio door whilst occupants were away on holiday. Nothing was taken, entry through an insecure downstairs window, car keys and two vehicles stolen, a forced window and property stolen.

One vehicle broken into at Britannia hotel and fuel syphoned off, a second vehicle had a smashed window and laptop stolen. PCSO Hebden reminded residents that they should keep valuables out of sight in their vehicles, ensure they lock windows and doors. Check the type of locks on patio doors, install sash jammers.

The PCSO's and Police Officers have been carrying out speed checks in various areas of the Village including Moor Road. PCSO Hebden asked that if residents are aware of repeat offenders to report them to the Outer Northwest team (email [outernorthwest@westyorkshire.pnn.police.uk](mailto:outernorthwest@westyorkshire.pnn.police.uk)) with vehicle details and the PCSO's/Police will contact the vehicle owner.

**178/19**

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

**6.1 To receive and discuss information regarding Definitive Rights of Way claims and decide further action.**

Cllr Fox has checked the Definitive Map against OS maps and concluded that everything that should be listed is listed.

There were five paths/BOATs for discussion as to whether there is a need to claim as additional public rights of way, including

- The right of way from the end of The Sycamores to Camp House Farm is shown in green - only claimed, but not listed as being claimed This is a BOAT - byway open to all traffic (including vehicles).
- The continuation of Staircase Lane to Pool is shown in green - only claimed, but not listed as being claimed. This is also a BOAT.
- The ginnel path from Meadow End to Wynmore Avenue is not shown or claimed.
- The ginnel path from Southfield to The Birches is not shown or claimed.
- The path through the part of Jubilee Copse between The Birches and the Poplars is not shown or claimed.

A discussion took place regarding the five paths. Cllr Harris indicated that the Public Rights of Way Officer had previously indicated that they would start the process for claiming the path through Jubilee Copse between The Birches and The Poplars as a PROW, but nothing seemed to have happened.

It was Proposed by Cllr Howard, Seconded by Cllr Bryant and AGREED by ALL that the Parish Council should start the process to claim the Jubilee Copse path between The Birches and The Poplars as a Public Right of Way. The remaining will be left as they are.

Cllr Harris gave thanks to Cllr Fox for her research into the PROW's.

#### **Cllr Cooper joined the meeting at 7.50pm**

**179/19**

**7.**

#### **Chairs Report**

Cllr Harris attended the Dementia Friendly meeting. There were eight attendees including Cllr Cooper, two from local businesses and people with relatives who have/had dementia.

The initial aim is to make local business dementia friendly and to also set up a dementia café in the village.

Cllr Harris had been contacted by BBC Radio Leeds presenter, Andrew Edwards, who presents a programme called Secret Spaces to ask her if she would record a programme with the Puritan Chapel as the subject. It will be broadcast on either a Saturday or Sunday morning between 6am and 9am. This will give publicity to the chapel.

Cllr Harris asked if any papers for Full Parish Council could be sent to the Clerk prior to the day of the meeting as not all Councillors are able to read papers sent on the day of the meeting due to their other commitments.

**180/19**

**8.**

#### **Clerks Report**

The name bar for Cllr Coopers tenure as Chair has been received and added to the Chair's chain of office.

The Clerk reported that the permanent Village Caretaker is continuing to recover and that the temporary Village Caretaker is slowing catching up with outstanding work.

The Clerk will be unavailable next week.

**181/19**

**9.**

#### **Correspondence**

**9.1** White Rose Update August & September 2019  
This was noted.

**9.2** Response from LCC to correspondence from a resident regarding traffic speeds in Bramhope and suggestions for traffic calming measures.  
A comprehensive reply had been provided by an LCC Officer to correspondence from a resident regarding traffic speeds in Bramhope. Cllr Cooper asked if a note of thanks could be sent to the officer for providing a detailed response.

- 9.3** Correspondence regarding school bus route along Old Lane.  
A discussion took place regarding the use of Old Lane for the school bus. Cllr Flynn has contacted Connexions regarding the matter. The Parish Council agreed that the Old Lane is unsuitable for a double decker bus due to its width in places and that the matter should be explored further.
- 9.4** Pool Neighbourhood Plan Consultation  
This was discussed and agreed that there was no content that the Parish Council would object to, therefore no need to comment. The Clerk will include details on the website for members of the Public to view.
- 9.5** NALC Policy Consultation Independent Review into Local Government Audit.  
Cllr Howard indicated that there was little meaningful feedback that the Parish Council could supply but will investigate it further.

**182/19**  
**10.**

- 10.1** **To agree the date of the Annual Village Carol Service, discuss content and decide further action.**  
It was AGREED by ALL that the date of the Annual Village Carol Service would be 18<sup>th</sup> December. Reverend Lusty and Reverend Smith have already indicated that they are available that evening. St Giles Church Hall will be booked for refreshments. The content of the service was discussed. It was AGREED by ALL that Cllrs Harris & Howard would arrange to meet or email Reverend Lusty and Smith to discuss the content and bring ideas to the next meeting for approval.

**Cllr Rider joined the meeting at 8.10pm**

- 10.2** **To discuss the storage of Parish Council Archive Minute Books and associated documents and decide further action.**  
It is a legal requirement to keep all Parish Council Minute books and audit records for ever.  
The fire safe is full of old minute books that are very rarely accessed. Ideally some space needs to be freed up in the safe in order that other important documents such as the Cemetery records can be kept in a fireproof area.  
The Clerk suggested sending archive minute books to the WY Archive which would then be stored under the appropriate conditions. The Clerk understands that other Parish Councils do this.  
Cllr Flynn suggested that he find out further information regarding the WY Archives and feedback to the next meeting.  
The alternative would be to purchase another fireproof cabinet and retain the records in the Parish Office.

**183/19**  
**11.**

**Finance and Administration Working Party**

- 11.1** **To Approve Payments as per the schedule**  
The payments schedule for September were PROPOSED by Cllr Anslow, SECONDED by Cllr Howard and AGREED by ALL.
- 11.2** **To Approve the Petty Cash statement as per the schedule**  
The Petty Cash Schedule for September was PROPOSED by Cllr Howard, SECONDED by Cllr Cooper and AGREED by ALL.
- 11.3** **To Receive the External Auditor Report & Certificate for 2018/19**  
The external auditors report and certificate have been received for 2018/19 and have been displayed on the noticeboard and website as required. There were no concerns raised by the external auditor.

184/19

12. **Planning & Enforcement**

- 12.1 **To accept the minutes of the meetings held on 23<sup>rd</sup> September 2019**  
The minutes for the meeting held on 23<sup>rd</sup> September were PROPOSED as a true record by Cllr Fox, SECONDED by Cllr Cooper and ACCEPTED by ALL.
- 12.2 **Enforcement issues**  
There were no updates on enforcement issues.
- 12.3 **Update on the development at Breary Lane East**  
The Clerk has forwarded the Parish Council's objections to LCC officers regarding the proposal to include a path through Spring Wood. To date no response has been received. Cllr Flynn will follow up on a response.

185/19

13. **Village Maintenance Committee Report**

- 13.1 **To confirm the minutes from the meeting held on 3<sup>rd</sup> September 2019.**  
The minutes from the meeting held on 3<sup>rd</sup> September were Proposed by Cllr Cooper, seconded by Cllr Fox and ACCEPTED by ALL
- 13.2 **To receive estimates and recommendation from VMC for the re-pointing work at the Puritan Chapel and decide further action.**  
Three quotes have been received. VMC recommended the contractor which represented best value was appointed to undertake the works, subject to a test patch, satisfactory to both the Parish Council and LCC Conservation Officer.  
The Clerk has submitted a grant application to the Outer Northwest Wellbeing Fund but was unsure whether it would be approved due to other applications.  
A discussion took place regarding the funding of the works. It was AGREED by ALL that the Parish Council will meet 50% of the cost of re-pointing the whole chapel and that the contractor recommended by VMC should be appointed.  
As the outcome of the grant application will be unknown until December it was agreed that the works should be undertaken March 2020 (subject to weather conditions).
- 13.3 **To receive a quote to replace the steps at The Knoll and decide further action.**  
A discussion took place regarding replacement steps for The Knoll. VMC recommended to FPC that a quote to replace the steps should be accepted, subject to the appropriate Planning Permission being granted. It was suggested that the Clerk visit a site where a similar job has been carried out prior to confirming acceptance of the quote.  
It was PROPOSED by Cllr Cooper and SECONDED by Cllr Bryant and AGREED by ALL that the quote should be accepted subject to planning permission and site visit.
- 13.4 **To receive an update to replace the embankment slide at The Knoll and decide further action**  
A discussion took place regarding the search for a replacement embankment slide and steps and the difficulties in obtaining three like for like quotes for the slide and steps. Numerous suppliers have been approached but only two have been able to provide a bespoke solution for the slide which is required due to the nature of the area designated for the slide.  
In order to move the project forward a motion to suspend Standing Orders temporarily and agree to accept two quotes for consideration was discussed. A vote was taken on the motion and AGREED by ALL.  
  
Two quotes were discussed and considered by the Parish Council. VMC recommended that the quote from Playscheme be the preferred supplier. Cllr Cooper Proposed, Seconded by Cllr Fox and AGREED by ALL that the quote from Playscheme be accepted, subject to the appropriate planning permission being obtained.

- 13.5 To agree an application to use S106 monies held by Leeds City Council should be submitted to assist with costs of the new slide and steps.**  
A discussion took place regarding the use of S106 monies held by Leeds City Council, to assist with the costs of new slide and steps. It was Proposed by Cllr Lawrence, Seconded by Cllr Fox and agreed by ALL that an application should be submitted for £15,000.

The Clerk informed the meeting that an application for a grant from Bramhope Youth Development Trust had not yet been discussed. The next meeting takes place in November.

**186/19**

**14. Communications Working Party Report**

- 14.1 To accept the minutes of the Communications Working Party meeting held on 18<sup>th</sup> September 2019.**

The minutes of the meeting held on 18<sup>th</sup> September 2019 were proposed by Cllr Bryant, seconded by Cllr Howard and ACCEPED by ALL.

- 14.2 To discuss obtaining Parish Council email addresses for all Parish Councillors and decide further action.**

A discussion took place regarding best practice highlighted in the GDPR toolkit published by the ICO. It recommends that Parish Councillors obtain a separate email address for Parish Council business only. It was suggested by the Communications Working Group that having a .gov.uk email address for each of the Parish Councillors.

It was Proposed by Cllr Howard, Seconded by Cllr Cooper and AGREED by ALL that separate email address for Parish Council business should be explored for all Parish Councillors.

At this stage the costs involved in doing this are unclear and will be explored further by the Clerk and Cllr Howard.

- 14.3 To discuss the proposal to produce a leaflet for Bramhope History Walk and decide further action.**

A discussion took place. It was PROPOSED by Cllr Lawrence, Seconded by Cllr Howard and AGREED by ALL that a leaflet should be produced.

**187/19**

**15. Personnel Working Party Report**

There was no report from the Personnel Working Group.

**188/19**

**16. Cemetery Working Party Report**

There was no report from the Cemetery Working Group.

**189/19**

**17. Playground Working Party Report**

- 17.1 To accept the minutes of the Playground Working Party Report held on 17<sup>th</sup> September.**

The minutes were proposed by Cllr Bryant, seconded by Cllr Anslow and ACCEPED by ALL. Feedback from the Playground Working Party will be given to the next meeting of VMC.

**190/19**

**18. Festival and Events**

- 18.1 To discuss a proposal to hold an event for the village for the Bramhope Tunnel Film and decide further action.**

A film about the Bramhope Tunnel has been produced to coincide with the re-dedication of the Bramhope Tunnel Memorial in Otley. Two well attended events have been held in Otley in July. It has been suggested that the film and the speakers who presented at the Otley events would be of interest to Bramhope residents and that a similar event should be held in Bramhope. The

Clerk has contacted the film maker prior to the meeting and he and others would be willing to run the same event in Bramhope. Cllr Howard volunteered to co-ordinate organising an event. It was Proposed by Cllr Lawrence, seconded by Cllr Anslow and AGREED by ALL that an event should be organised.  
Any costs will be supported by the Events budget.

191/19

19. **Leeds City Council Update**

Cllr Flynn had received a complaint from a resident via the Clerk regarding parking issues on Eastgate and a request for resident parking permit scheme to be explored.  
Cllr Flynn has spoken to LCC Officers who have indicated that residents parking areas are limited to areas such as rail stations and the University. A small area such as Eastgate would not be considered for such a scheme.  
As there is a village car park close by there is very little that can be done.

The grass at Rosemont has now been cut.

There is still no news on ownership of Rosemont but there are some signs that initial works are commencing.

192/19

20. **Carlton Village Report**

There was no report from Carlton village.

193/19

21.1 **Liaison Groups**

21.1 **Bramhope Village Hall**

The flat roof at the back of the hall has been leaking and is being replaced. This has taken priority over internal works. The hall is continuing to apply for grants for the internal refurbishment programme.

21.2 **Bramhope Primary School**

Two new governors have been appointed. The governing body will be dissolved when the school joins the academy trust and will become a governing committee.

The headmistress is happy to take up the offer of some of the free trees from the Woodland Trust so that the children can be involved with the planting.

21.3 **Leeds/Bradford Airport.**

Cllr Howard reported from the LBA Consultative Committee last week. Areas covered included

**Business and volumes**

The airline industry is suffering weak demand. Passenger numbers at Leeds Bradford Airport are at about the same levels as the last year.

**Action against Laser attacks / National Police Air Service**

New legislation on laser attacks became law in 2018. There is no longer a need to prove intent. Merely dazzling or being likely to dazzle the driver or pilot of a vehicle is an offence. Shining a laser at an aircraft is potentially extremely dangerous and can temporarily blind or disorientate the pilot.

Video evidence filmed by the Police helicopter provides a continuous chain of evidence which has resulted in successful prosecutions and prison sentences, even for first time offenders.

**New Terminal Development**

Detailed computer modelling of passenger flows is still in progress. No contractor has yet been selected to start construction. Work is unlikely to start until later this year. (This is significantly behind the original schedule which saw the terminal in operation in mid/late

2020.)

**Park and Ride Rail Station**

The Business Case will be presented to the West Yorkshire Combined Authority in October or November this year. Approval will be required from the Department for Transport and funding will have to be confirmed. (It is unlikely that we will see this station until 2025.)

**Access Road**

Way behind schedule. The results of the consultation are still being assessed. LCC Highways are still modelling traffic flows as part of a much larger exercise in modelling traffic across Leeds.

**Airport Environmental Strategy**

Due for completion 31 October. Will be presented at the next ACC meeting in December.

**21.4 Parish Council Annual Charity**

Cllr Harris has taken the donations for Martin House and received a receipt. The total for the year so far is £2099.20.

There will be an open day at Martin House on 6<sup>th</sup> October.

Cllr Harris will be selling Martin House Christmas Cards at the Christmas Lights switch on.

194/19

**22. Any other urgent business not on the agenda.**

There was no other urgent business not on the agenda.

195/19

**23. To confirm the date of the next Full Council Meeting**

The date of the next Full Parish Council Meeting will be Wednesday 23<sup>rd</sup> October at 7.30pm.

The Meeting closed at 8.50pm  
Minutes by Nicola Woodward  
Published 2<sup>nd</sup> September 2019