

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 23rd October 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, Lesley Hoff, Martin Fogel

Nicola Woodward (Clerk)

196/19

1. Public Participation

There was one member of the public present.

197/19

2. To receive apologies

Apologies received from Cllrs Robinson and Flynn.

198/19

3. Declarations of disclosable pecuniary interest or other interests

There were no declarations of interest.

199/19

4. To confirm the minutes of the meeting held on 25th September 2019

The minutes for the 25th September 2019 were PROPOSED as a true record by Cllr Cooper and seconded by Cllr Anslow and AGREED by ALL.

200/19

5. To Receive a report from the Neighbourhood Police Team

PCSO Becky Nielson attended the meeting.

In the last 30 days there has been one burglary and two thefts from vehicles.

Entry to the property was made by snapping of a Europrofile lock. A vehicle was stolen but was later recovered. Two people have been arrested and the investigation is ongoing.

Both vehicles had their windows smashed and property taken. The crimes took place during the day. One was at The Parkway hotel and the other at West Park Rugby Club.

201/19

6. To receive information on the ongoing issues

6.1 To receive an update on the content of the Annual Carol Service and decide further action.

Cllrs Harris and Howard have met with Reverends Smith and Lusty to discuss revisions to content of the Annual Carol Service.

The meeting was very helpful, and some good ideas were discussed. The service will include 5 readings, three of which will be from the bible and two will be secular readings.

Volunteers for the readings are Cllrs Harris, Howard, Fogel and Anslow.

The Clerk will ask Cllr Robinson if he would be willing to do the fifth reading.

The St Giles Choir will sing, and the St Giles band will also be asked to sing.

The traditional Christmas hymns will be sung by the congregation. There will be no change to the hymns.

Cllr Lawrence will decorate the tree.

Cllrs Fox, Hoff and Cooper will prepare the refreshments.

6.2 To discuss the storage of Parish Council Archive Minute Books and associated documents and decide further action.

A discussion took place. The Clerk has received re-assurance that issues with conditions at WY archives have been resolved. It was suggested that prior to sending off any minute books to the archives that volunteers will look through the minute books and note down any interesting or important decisions so that the Parish Council have a record locally of the content of the minute books.

The first 7 minute books were taken by Councillors.

202/19

7. Chairs Report

Cllr Harris has received a request to do a radio interview for a Masters student. The subject of the interview will be the housing development and the impact on the village. The interview will be submitted as part of the student's coursework and will not be broadcast.

The Methodist Church are having a display of the work that local organisations undertake in the village and have asked the Parish Council to contribute. Cllr Howard is putting a display together.

Cllr Harris has attended the second dementia friendly meeting. The next meeting will be on 20th November at Walker Smales office. Anyone wishing to join the meeting would be very welcome.

Cllr Harris expressed her thanks to Councillor Flynn on behalf of herself and the Parish Council for work he has been doing in the background to deal with concerns raised by residents in relation to the Millers site.

203/19

8. Clerks Report

The Clerk reported that an S106 application for the slide and steps has now been submitted.

204/19

9. Correspondence

- 9.1** White Rose Update October 2019
This was noted. Cllr Howard highlighted a change to the Community Fund which could be another potential source of funding.
- 9.2** To receive guidance for Parish & Town Councils on climate actions
This was noted.
- 9.3** To receive the consultation feedback report and revised plans for Dynley Arms junction improvements.
This was noted.
- 9.4** To receive an invitation to the Otley Remembrance Day Parade and Service
This was noted. As the parade is the same day as the Bramhope parade there will no representation from Bramhope Parish Council.

205/19

10.

10.1 To receive information regarding the Remembrance Day Service Parade and decide further action.

The Remembrance Sunday parade will take place on Sunday 10th November. The parade will take place in the morning at approximately 10.30. The Clerk is awaiting confirmation of timings and details of church reading and will send details round to Councillors. Cllr Bryant will take photographs.

- 10.2 To receive information regarding the Christmas Lights switch on.**
Cllr Harris reminded Councillors that the Christmas lights switch on will take place on Saturday 23rd November at 5.30pm. Cllr Bryant agreed to be available to switch on the tree lights at The Cross.

**Item 10.3 was taken at the end of the meeting.
Motion to exclude members of the public for agenda item 10.3**

- 10.3 To receive a request for the Parish Council to consider the sale of land at Cross Sykes**
A request has been received by owners of properties that have a right of way across Cross Sykes to access their properties, if the Parish Council will consider a transfer of ownership.
A discussion took place. Cllr Howard indicated that he had done some initial research into the disposal of assets and it is within its power to do this without exploring the open market. Some further research will be undertaken. It was AGREED that the Parish Council would be willing to sell the land at Cross Sykes. Initially the Clerk will arrange a valuation and check land registry documentation.
- 10.4 To receive details of Highways and Transportation Planned Maintenance for Local Roads for 2020/21 and 2022/23.**
No further roads were identified as requiring maintenance at this time.

206/19

11.

Finance and Administration Working Party

- 11.1 To Approve Payments as per the schedule**
The payments schedule for October 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 October was PROPOSED by Cllr Fogel, SECONDED by Cllr Bryant and AGREED by ALL.
- 11.3 To receive the forecast year end figures for 2019/20**
Cllr Fogel highlighted areas that the forecast figures are in line with the original budget.
- 11.4 To confirm the minutes of the meeting held on 15th October 2019.**
The minutes for the meeting held on 15th October were PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and AGREED by ALL.

207/19

12.

Planning & Enforcement

- 12.1 To accept the minutes of the meetings held on 15th October 2019**
The minutes for the meeting held on 15th October 2019 were PROPOSED as a true record by Cllr Fox, SECONDED by Cllr Anslow and ACCEPTED by ALL.
- 12.2 Enforcement issues**
An update on enforcement issues had been circulated prior to the meeting. A discussion took place regarding the buffer zone between the development and High Ridge Way. Cllr Fox commented that at the original meetings held with LCC officers in 2017 that they had indicated that there was no obligation on Millers part to provide a 5 meter buffer zone.
- 12.3 Update on the development at Breary Lane East**
The Clerk has forwarded the Parish Council's comments on the revised Landscaping Plan to LCC officers. Overall the plan had been considerably improved following previous comments by the Parish Council.

- 12.4 To receive information regarding a notice of Landowner deposit in relation to land adjacent to Manor Gates/Parklands/Cross Sykes and decide further action.**
A group of residents have formed a group and are applying to have some of the paths on the land as designated on the definitive map as the land has been used for recreational purposes for more than 20 years.
The residents have asked for support from the Parish Council.
It was AGREED by ALL that the Parish Council would support the residents' group.

208/19

13. Village Maintenance Committee Report

- 13.1 To confirm the minutes from the meeting held on 15th October 2019.**
The minutes from the meeting held on 15th October were Proposed by Cllr Cooper, seconded by Cllr Anslow and ACCEPTED by ALL
- 13.2 To receive information regarding free tree planting.**
The trees will be delivered before 22nd November. A day for planting the trees needs to be arranged. The primary school will plant some of the trees and Bramhope in Bloom volunteers have previously agreed to be involved. A request was made for all Councillors to assist with the planting if available. The Clerk will arrange a date as soon as the trees are delivered. Areas for planting include Jubilee Copse, the Cemetery, Puritan Chapel and Recreation Ground.
- 13.3 To receive an update to replace the embankment slide at The Knoll and decide further action**
The S106 application has been submitted to LCC. Cllrs Billy Flynn, Barry Anderson and Caroline Anderson have all given their support to the application.

The Clerk is awaiting a drawing for the slide so that a planning application can be submitted. A drawing for the steps has already been received. VMC agreed that an application for both Phase 1 and Phase 2 will be submitted.

An application for a grant from Bramhope Youth Development Trust has been declined.

209/19

14. Communications Working Party Report

- 14.1** The call for copy for the winter newsletter will be sent out early November.

210/19

15. Personnel Working Party Report

- 15.1 To confirm the minutes of the meeting held on 15th October 2019.**
The minutes for the meeting held on 15th October were proposed by Cllr Lawrence, seconded by Cllr Fogel and ACCEPTED by ALL
- 15.2 To discuss the salary for the Village Caretaker and decide further action**
This agenda item was deferred to a future meeting.

211/19

16. Cemetery Working Party Report

There was no report from the Cemetery Working Group.

212/19

17. Playground Working Party Report

- 17.1 To accept the minutes of the Playground Working Party Report held on 15th October.**

The minutes of the meeting held on 15th October were proposed by Cllr Bryant, seconded by Cllr Anslow and ACCEPTED by ALL.

213/19

18. Festival and Events

18.1 To receive an update regarding an event for the village for the Bramhope Tunnel Film and decide further action.

Cllr Howard has explored the possibility of hold the event in November, however two of the key people are unavailable so dates in January are now being explored. The most likely date is Friday 31st January. The event can now be publicised in the Newsletter. The venue will be the Methodist Hall as they have the appropriate equipment. There will be a small entry charge. The proceeds will go to the Navvies memorial fund. Tickets and programmes will need to be printed.

214/19

19. Leeds City Council Update

There was no update from Leeds City Council.

215/19

20. Carlton Village Report

The defibrillator pads have now been replaced as the initial set had reached their expiry date.

216/19

21.1 Liaison Groups

21.1 Bramhope Village Hall

The Village Hall are submitting a grant application to Sport England to assist with the hall refurbishment costs.

The Village Hall have asked the date for submitting their next grant application. The Clerk will contact their Treasurer to inform her of the date.

There will be a Halloween party this coming weekend. There will be no Christmas parties this year.

21.2 Bramhope Primary School

The DFE have approved BPS for academy status. BPC joined Prince Henry's in the Collaborative Learning Trust on 1st November. A third school, Hunslet St Mary's is also joining the CLT. There will be no transfer of funds or staff between the three schools.

21.3 Leeds Bradford Airport

There was no report. The next meeting of the LBA Consultative Committee will be held on 10th December.

21.4 Parish Council Annual Charity

Cllr Harris will be selling Martin House Christmas cards at the Christmas lights switch on. An additional £40 donation has been sent to Martin House.

217/19

22. Any other urgent business not on the agenda.

22.1 To discuss a request from Leeds City Council to take ownership of Parish Council land for footway works at Jubilee Copse.

An urgent request had been received from Leeds City Council regarding the works to the highway in relation to the relocated bus stop between The Poplars and Wynmore Avenue. Following a safety audit, the recommendation to LCC is that the footway needs to be made wider in the area of the relocated bus stop in order to provide a safe cycle path past the bus stop.

The works will require a 1 metre wide, 22 metres long strip of Parish Council land to be transferred to LCC ownership. It is not anticipated that any additional trees will be affected by the works to those already discussed with the Parish Council.

It was PROPOSED by Cllr Cooper, SECONDED by Cllr Bryant and AGREED by ALL that the request to take ownership of the specified area of land be fulfilled.

22.1 To discuss a request from Leeds City Council to erect roadworks signage

A discussion took place. Concerns were raised regarding the grass cutting in the area and whether it was an appropriate position for the sign to be placed. A more suitable site would be the developers land.

It was AGREED by ALL that the request would be declined.

22.3 To discuss a notification received from Yorkshire Water regarding the re-routing of the clean water main.

Yorkshire Water have contacted the Parish Council to inform them that the clean water main will need to be re-routed in order to avoid it being damaged during the construction works on the A660.

The re-routing will be along the round of the footpath at Jubilee Copse.

Cllr Fox has researched the re-routing of mains services. Permission is not required for the works to take place as Yorkshire Water are a statutory body, however it was agreed that a meeting should take place between Yorkshire Water and the Parish Council to determine the exact nature of the works and how it will affect Jubilee Copse.

Cllr Fox suggested that Yorkshire Water also have a tree planting scheme so may be able to assist with some planting after the works are completed.

Cllr Howard asked whether a wayleave agreement would be required. The Clerk will check this.

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 27th November at 7.30pm.

The Meeting closed at 8.50pm

Minutes by Nicola Woodward

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