

BRAMHOPE & CARLTON PARISH COUNCIL

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

PRESENT

Chair: Hilary Harris

Councillors: Alan Anslow, Simon Cooper, Diane Fox, Billy Flynn, Marion Rider, David Bryant, Rob Haswell, John Howard, Martin Fogel, Ian Robinson.

Nicola Woodward (Clerk)

219/19

1. Public Participation

There were no members of the public present.

220/19

2. To receive apologies

Apologies received from Cllrs Amanda Lawrence & Lesley Hoff

221/19

3. Declarations of disclosable pecuniary interest or other interests

There were no declarations of interest.

222/19

4. To confirm the minutes of the meeting held on 23rd October 2019

The minutes for the 23rd October 2019 were PROPOSED as a true record by Cllr Cooper and seconded by Cllr Fox and AGREED by ALL.

223/19

5. To Receive a report from the Neighbourhood Police Team

PCSO Joel Hebden attended the meeting.

In the last 30 days there has been four burglaries. Two took place at the same property, one was an overnight break in to a shed, nothing was taken, and the fourth was during the early evening, a vehicle was stolen but has since been recovered.

There have been no robberies or vehicle crimes reported.

PCSO Hebden has been undertaking speed checks in the village and will continue to undertake further speed checks.

224/19

6. To receive information on the ongoing issues

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

The programme for the Annual Carol service was discussed and finalised. The Clerk has displayed posters on the noticeboards and on the website and Facebook.

Volunteers from the Councillors, present at the meeting, for cleaning the chapel were Cllrs Fox, Rider, Harris and Bryant.

Volunteers for setting up the church hall were Cllrs Fox, Harris, Fogel and Howard.

Volunteers for lighting candles and handing out programmes were Cllrs Robinson and Harris and the Clerk.

6.2 To receive an update regarding the potential sale of land at Cross Sykes and decide further action.

A quote for a RICS valuation has been received. The Clerk highlighted that the valuer had asked if the Parish Council have considered that future owners of the access road may decide to sell the land to a developer wishing to gain access to other areas of land.

The Clerk informed the Parish Council that the land will need to be registered with the Land Registry and that the prospective purchasers should be contacted to confirm the extent of the area that they are interested in purchasing.

There is an existing agreement in place for the owners of Moor House Farm to have access over the road to adjoining fields that will also need to be taken into consideration by the Parish Council/prospective purchasers.

It was AGREED that the Clerk will commence the process to register the land and seek advice from a solicitor if required.

6.3 To receive information regarding the grant request to the Outer North West Wellbeing Fund for financial assistance with the Puritan Chapel pointing and decide further action.

The Clerk received notification from Leeds City Council that match funding would be required for any grant assistance from Leeds City Council for the Puritan Chapel pointing. It was PROPOSED by Cllr Anslow and SECONDED by Cllr Cooper and AGREED by ALL that the Parish Council would match fund 50% of the cost of pointing the Puritan Chapel.

225/19

7. Chairs Report

Cllr Harris attended the Remembrance Day Parade. Cllr Harris thanked the other Councillors for attending.

Cllr Harris and Cllr Howard attended the Dementia Friendly group meeting. The group have named the dementia café 'Care for a Cuppa' which will open in March 2020 and be held at the Village Hall.

Cllr Harris also attended the Christmas lights switch on and helped with planting the free trees.

226/19

8. Clerks Report

The Clerk asked if Cllr Haswell could help with a planning application and Listed buildings consent for the proposed gate for the Puritan Chapel. Cllr Haswell agreed.

The Clerk attended a Climate Conversation event held by Leeds City Council. Further details were discussed under agenda item 10.1.

227/19

9. Correspondence

- 9.1** White Rose Update November 2019
This was noted.
- 9.2** To receive correspondence regarding an additional pedestrian crossing on Leeds Road
Cllr Flynn has been in correspondence with LCC regarding the possibility of an additional pedestrian crossing on Leeds Road. LCC have indicated that there is no prospect of an additional crossing at this time or a lowering of the speed limit, however consideration is being given to widening one of the crossing islands.
- 9.3** The Clerk Magazine – November 2019
This was noted.
- 9.4** Clerks & Council Direct – November 2019
This was noted.
- 9.5** Guide to tackling loneliness
This was noted. Cllr Flynn shared information about an initiative set up in Leeds to help with tackling loneliness. The initiative is an app which can be used to anonymously refer potentially lonely individuals who may benefit from support from social services.

228/19

10.

- 10.1 To receive information regarding LCC Big Climate Conversation**
The Clerk attended the Big Climate Conversation event on behalf of the Parish Council. The event was informative and interesting. Slides from the event were circulated to Parish Councillors. The Clerk has also put information on the website and Facebook page to encourage people to complete LCC's online questionnaire. Areas that the Parish Council could look at to reduce its carbon footprint and benefit the environment are planting more trees, using renewable energy in its properties, using low energy lightbulbs, solar powered heating/hot water at the Pavilion, using recycled and recyclable products (e.g. recycled plastic benches). Suggestions for use of CIL monies from another council included purchasing land to plant trees, creating cycle path (e.g. Pool, Otley and Burley are working together to create a greenway along the Wharfe valley with a spur off to Menston station).
- The Clerk highlighted on behalf of the Parish Council that a new rail station and park and ride facilities had previously been planned but have not progressed further at this stage.
- Cllr Bryant has contacted LCC and requested a banner to discourage cars idling outside the school premises.

- 10.2 To receive information regarding the schedule of meetings for 2020.**
The Clerk distributed a schedule of meetings for 2020. The suggested date for the Annual Parish Meeting is 20th May 2020. This was agreed by ALL.

- 10.3 To agree a request from Cllr Robinson to enrol on webinar training event for Website Accessibility Regulations**
Cllr Robinson has completed a first draft of website accessibility statement. The training event will assist Cllr Robinson in ensuring that the Parish Councils statement contains all the necessary information to comply with legislation.
- The request to fund a place on the training event for Cllr Robinson was agreed by ALL.

229/19

11.

Finance and Administration Working Party

- 11.1 To Approve Payments as per the schedule**
There were two additional payments. One for Broxap and one for St Giles. The payments schedule for November was PROPOSED by Cllr Fogel, 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 November was PROPOSED by Cllr Fogel, SECONDED by Cllr Fox and AGREED by ALL.
- 11.3 To confirm the minutes of the meeting held on 19th November 2019**
The minutes for the meeting held on 19th November were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.
- 11.4 To receive information regarding CIL monies**
The Clerk circulated information regarding expenditure of CIL monies outlining the areas that the money received can be spent on. CIL monies cannot be spent on the day to day running costs of the Parish Council. Cllrs Fox and Fogel highlighted that if any CIL monies not spent within 5 years can be requested back by LCC. In addition, all CIL receipts and expenditure is required to be published on the website and an annual return submitted to LCC each December.

- 11.5 To receive the draft budget for 2020/21- and two-year budget plan for 2021/22 & 2022/23**
Cllr Fogel outlined the draft budget for 2020/21 and the two-year budget plan for 2021/22 and 2022/23 and highlighted areas of income and expenditure. Planned capital projects were discussed. It was AGREED that proposed capital projects should be included on the agenda for the Annual Parish Meeting in May as part of the consultation process for the expenditure of CIL monies from the Miller Homes development. It was also agreed that a flyer would be delivered to each household this year to encourage more residents to attend the meeting.
- 11.6 To receive reviewed and revised Standing Orders and decide further action**
The Standing Orders have been reviewed and revised by the Finance Working Group and recommendations made to Full Parish Council that the suggested amendments should be accepted. The amendments to the Standing Orders were proposed by Cllr Howard and SECONDED by Cllr Fogel and AGREED by ALL.
- 11.7 To receive reviewed and revised Finance Procedures and decide further action**
The Finance Procedures have been reviewed and revised by the Finance Working Group and recommendations made to Full Parish Council that the suggested amendments should be accepted, The amendments to the Finance Procedures were proposed by Cllr Howard and SECONDED by Cllr Fogel and AGREED by ALL.
- 11.8 To review the Parish Council's direct debits and discuss an additional direct debit for the Information Commissioners Office and decide further action**
The Parish Councils direct debits were reviewed. An additional direct debit to the Information Commissioners Office was discussed. It was PROPOSED by Cllr Robinson and SECONDED by Cllr Howard and AGREED by ALL that the direct debit for the Information Commissioners Office should be set up.
- Cllr Fox left the meeting at 8.20pm and re-joined the meeting at 8.24pm during agenda item 11.9.**
- 11.9 To discuss the refurbishment of the Pavilion and decide further action**
A discussion took place about proposals to refurbish the Pavilion and other capital projects. It was agreed that VMC would discuss a full refurbishment of the Pavilion rather than completing the refurbishment in small parts.
- A discussion took place regarding other capital projects. It was agreed that further discussion would take place at VMC regarding capital projects for the forthcoming year and reported back to Finance Working Group for incorporation into the next version of the draft budget, which will be considered by Full Parish Council in January.

230/19

12. Planning & Enforcement

- 12.1 To confirm the minutes from the meeting held on 6th November and 19th November**
The minutes for the meeting held on 6th and 19th November 2019 were PROPOSED as a true record by Cllr Fox, SECONDED by Cllr Haswell and ACCEPTED by ALL.
- 12.2 Enforcement issues**
There were no additional items.
- 12.3 Update on the development at Breary Lane East**
Several complaints have been received regarding noise from the site, however as works are taking place within the correct times this is not an enforcement issue.
- The Clerk will forward contact details for the Miller Homes site and associated roadworks to Cllr Howard for inclusion in the Winter newsletter.

231/19

13. Village Maintenance Committee Report

- 13.1 To confirm the minutes from the meeting held on 12th November 2019.**
The minutes from the meeting held on 12th November were Proposed by Cllr Cooper, seconded by Cllr Fox and ACCEPTED by ALL
- Cllr Howard will include a small piece in the newsletter about the Puritan Chapel.

232/19

14. Communications Working Party Report

- 14.1** The deadline for copy for the winter newsletter has now passed. The newsletter is in progress should be ready to go to the printers on Monday or Tuesday with delivery of the completed newsletter expected December 9th or 10th.

A leaflet will be produced by the Dementia Friendly group to insert in the Winter newsletter. Volunteers from Dementia Friendly will insert the leaflet into the newsletters and assist with delivery.

A question was raised over the use of glossy paper for the newsletter and whether it could be recycled. Cllr Harris agreed to check this. (N.B. Cllr Harris confirmed following the meeting that glossy paper can be recycled in residents green recycling bins).

233/19

15. Personnel Working Party Report

The Clerk reported that Cllr Lawrence had conducted the Clerk's appraisal earlier in the week.

The three month review for the temporary village caretaker is due to take place on 10th December.

234/19

16. Cemetery Working Party Report

There was no report from the Cemetery Working Group.

235/19

17. Playground Working Party Report

There was no report from the Playground Working Party. The next meeting will take place in the New Year.

236/19

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 organised the film event to take place on the evening of 31st January 2019. Volunteers will be required on the evening of the event to assist with the box office, sales of book and DVDs. Cllrs Fox, Harris and Rider volunteered to assist. Cllr Howard will look after ticket sales.

Cllr Harris will collect for Martin House at the end of the evening.

As previously agreed, the festival budget will be used to cover the costs for the event. All proceeds from the sale of tickets will go to the Navvies Memorial Fund which supports the upkeep of the memorial. The event will have the capacity for 120 people. Refreshments will be provided.

Cllr Howard will arrange printing of posters, leaflets etc.

- 18.2** Cllr Harris asked the Clerk to include a discussion about the 2020 Summer Festival on the agenda for January's meeting of the Full Parish Council. Cllr Harris indicated that she did not wish to take the lead on the organising of the summer festival for 2020.

Cllr Harris also asked the Clerk to include a discussion about the Chairs chain of office on the agenda for January 2020.

237/19

19. Leeds City Council Update

19.1 To receive information regarding a request to LCC Ward Councillor to amend the speed limit on Otley Old Road and decide further action

Cllr Flynn has been in discussion with LCC and residents at St Helena's Caravan park and neighbouring properties regarding reducing the speed limit from 60mph to 40mph on the section of road near the entrance to the park.

There have been 6 accidents in this location in the past few months. Speed surveys indicate that most vehicles are already travelling at 40mph. However, Cllr Flynn is continuing to discuss the matter with LCC Officers and will provide further updates as and when information becomes available.

19.2 Cllr Flynn has received a request to cut back vegetation on a small piece of footpath at the bottom of Church Hill on the left-hand side. The Parish Council felt that it should not be cut back as it is not a safe place to cross the road and is not an official footpath. Also, the area is planted with daffodils and grass.

238/19

20. Carlton Village Report

There was no report from Carlton Village.

Cllr Robinson left the meeting at 9.06pm

239/19

21.1 Liaison Groups

21.1 Bramhope Village Hall

There has been no meeting since the last meeting of Full Parish Council.

The Christmas light switch on event has taken place. The volunteers worked very hard on the event which was well attended. Cllr Howard asked if anyone had taken photographs at the event. Unfortunately, none were available from Parish Councillors.

21.2 Bramhope Primary School

The next meeting of the governors will take place later in the week. The meeting is being held to re-assign the roles of the governors now that the status of the school has changed.

21.3 Leeds Bradford Airport

There was no report. The next meeting of the LBA Consultative Committee will be held on 11th December.

21.4 Parish Council Annual Charity

Cllr Harris sold Christmas Cards on behalf of Martin House at the Christmas lights switch on and took some more donations.

240/19

22. Any other urgent business not on the agenda.

There was no other urgent business.

241/19

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

The date of the next Full Parish Council Meeting will be Wednesday 22nd January 2020 at 7.30pm.