

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 22nd January 2020 at 7.30pm

PRESENT

Chair: Hilary Harris

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

Nicola Woodward (Clerk)

01/20

1. Public Participation

There were no members of the public present.

02/20

2. To receive apologies

There were no apologies received.

03/20

3. Declarations of disclosable pecuniary interest or other interests

There were no declarations of interest.

04/20

4. To confirm the minutes of the meeting held on 27th November 2019

The minutes for the 27th November 2019 were PROPOSED as a true record by Cllr Cooper and seconded by Cllr Fox and AGREED by ALL.

05/20

5. To Receive a report from the Neighbourhood Police Team

PCSO's Sam Wilder and Megan Woods attended the meeting.

In the last 31 days there has been one attempted burglary in which the owners were alerted by their security doorbell and a burglary making use of a ladder to gain access to the upstairs of a property. Property was taken. There have been several burglaries in the Leeds area by someone using a ladder to gain access to property.

There has been one attempted theft and vandalism of a vehicle and tools stolen from a van whilst the owner was unloading it.

There has been one theft of property from a garden.

06/20

6. To receive information on the ongoing issues

6.1 To receive an update regarding land at Cross Sykes and decide further action

The Clerk has started the process for registering the land at Cross Sykes.

The prospective purchasers have indicated that they wish to purchase the full area owned by the Parish Council, not just the access road.

6.2 To receive an update regarding the transfer of Parish Council land to LCC Highways for the new bus stop on the A660

The Clerk, Cllr Harris and Cllr Fox met with LCC Highways officers prior to Christmas to discuss the area of Jubilee Copse that LCC have asked to use for the new bus stop on the A660. The area will be a strip of land approximately 1 metre deep and 20 – 30 metres long. LCC Highways will mark out the area for final approval.

Three trees will be affected by the works. Leeds City Council will carry out the works to trees prior to road works commencing.

There will be some works undertaken to dredge the stream on Jubilee Copse between The Poplars and The Birches so a new pipe can be installed in the culvert. LCC will ensure that suitable ground protection is in place as this will involve machinery being parked on Jubilee Copse land. There will be some minor trimming of bushes and trees required for access for the machinery.

LCC have decided that The Poplars bus stop Leeds bound will remain closed until it is moved to its new location.

07/20

7. Chairs Report

Cllr Harris gave thanks to all the Councillors involved in the preparation and delivery of the Annual Civic Carol service at the Puritan Chapel. The Chair has received numerous compliments on the service. Cllr Howard's reading of The Christmas Carol was well received.

The Chairs interview with Radio Leeds on the subject of the Puritan Chapel was repeated over the Christmas period.

The Chair has been invited to speak at the St Giles Men's supper club in March 2021. The Chair has accepted the invitation subject to her remaining as Chair at the next election.

07/20

8. Clerks Report

The Clerk has hosted a meeting of Adel and Wharfedale Clerks in the Parish Office. This was a useful networking event.

The Clerk informed the meeting that some additional information was needed for the planning application for the new slide and following a tree survey the location of the steps is being revised. The application will be re-submitted following the next VMC meeting.

Councillor Howard asked whether or not areas included in the Conservation Area could be removed. This will be discussed at a future meeting of the Planning Committee.

09/20

9. Correspondence

- 9.1** White Rose Update December 2019 and January 2020
This was noted. Cllr Harris reminded Councillors that there were various training events available should anyone be interested in attending any.
- 9.2** The Clerk Magazine – January 2020
This was noted.
- 9.3** Clerks & Council Direct – December 2019
This was noted.
- 9.4** Correspondence from a resident proposing a rail station for Bramhope
This was noted. Cllr Howard indicated that he would send a response to the resident with the latest information available on the subject.
- 9.5** Letter of thanks from Martin House for sale of Christmas cards and donations.
This was noted.
- 9.6** Statement of Matters – Transport Supplementary Planning Documents Consultation.
This was noted. It was agreed that no comment is required.
- 9.7** Letter from Leeds Bradford Airport Chief Executive regarding new terminal project.
This was noted. Further details discussed under agenda item 21.3
- 9.8** Bramhope News

It was noted that some residents have received Bramhope News from Ward Councillors which the Parish Council were unaware of. It would be helpful if the Parish Council could be included in the circulation of any communication relating to Bramhope matters sent by Ward Councillors to the residents so that when approached they are aware of the subject matter and can assist with any questions raised and to help avoid confusion.

It was AGREED by ALL that a request would be sent to Ward Councillors to ask that the Parish Council are included in future communications.

10/20
10.

10.1 To discuss the Summer Festival for 2020 and decide further action

Cllr Harris indicated that she would like to step down from organising the Summer Festival in 2020. It was suggested that the Festival could become a bi-annual event in the future.

A discussion took place and it was agreed that if organisations are planning events around Summer this year that the Parish Council would support putting together the programme and advertising events but it would not be organising any events.

Cllr Fox would be happy to include two history walks on the programme.

10.2 To agree the venue for the Annual Parish Meeting on 20th May 2020

A discussion took place regarding the venue for the Annual Parish Meeting on 20th. It was AGREED by ALL that the meeting would take place at St Giles Church Hall on 20th May subject to availability.

10.3 To discuss the Chairs Chain of Office and decide further action

Cllr Harris highlighted to the meeting that the current Chairs chain of office is only for Bramhope Parish Council and not Bramhope & Carlton Parish Council. A discussion took place regarding the chain and whether it should be replaced with a new chain of office or the existing chain refurbished.

It was AGREED by ALL that a chain that includes Carlton should be produced.

A budget of £1300 was AGREED by ALL. The Clerk and Chair will review the designs available to be shared and agreed at the next meeting of Full Parish Council

10.4 To discuss the organisation of future Remembrance Sunday Events

A discussion took place regarding the organising of Remembrance Sunday Parade. The Parish Council were unaware that the event is a Civic event and that the Royal British Legion (Bramhope branch) have been organising the event on its behalf. It was agreed by all that the Parish Council need to ensure that the event continues.

Cllr Harris thanked the Royal British Legion for undertaking the organisation of the event in the past.

Cllr Robinson highlighted that the guidance on the internet was not clear about where the responsibilities lie. The Clerk indicated that following a conversation with other Clerks that the majority do not get involved in the organisation of Remembrance events other than organising a wreath on behalf of the Parish Council, however it was noted that Otley Town Council send an invitation to the Parish Council for their annual events.

Cllr Robinson volunteered to liaise with the Royal British Legion to discuss future

events and the need for the Parish Council to have details of the organisation process in case the British Legion are not in a position to organise the event in the future.

It was AGREED by ALL that Cllr Robinson will contact the Royal British Legion to discuss.

10.5 To discuss the Parish Council's nominated annual charity for 2020/21

Councillor Harris indicated that she was happy to continue to lead on the Parish Council's Annual Charity for 2020/21.

A discussion took place regarding a charity for the forthcoming year.

Cllr Harris PROPOSED, SECONDED by Cllr Robinson and AGREED by ALL that a local charity, Carers Leeds, should be the Annual Charity for 2020/21. The Charity is a small charity based in Leeds which supports carers of those with a form of dementia.

10.6 To discuss V.E. day, 8th May 2020 and VJ day, 15th August 2020 and decide further action

It was highlighted that the May Day Bank Holiday has been moved this year from a Monday to Friday 8th May in order to coincide with V.E. Day Commemoration Events. A discussion took place regarding how the Parish Council can contribute to the commemorations.

It was suggested that a display could be put together with information about the local impact of World War II including a list of those service men and women from the village killed during the conflict.

The British Legion are planning a brass band concert in between the two dates to link them together and there will be a church service held in the village.

It was AGREED by ALL that Cllr Robinson will liaise with the British Legion regarding V.E and V.J. Day.

11/20

11. Finance and Administration Working Party

11.1 To Approve Payments as per the schedule for December and January

There were two additional payments. One for D. Clapham and one for Leeds City Council. The payments schedule for December and January 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 January was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

11.3 To confirm the minutes of the meeting held on 20th January 2020

The minutes for the meeting held on 20th January 2020 were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

11.4 To receive the grant application from Bramhope Village Hall and decide further action

Anne Barrowman had attended the FWG meeting on 20th January to give an update on the Village Hall in support of the grant application.

A discussion took place and it was noted that the Village Hall Committee have been working tirelessly to seek additional funding for its capital projects and also on its day to day bookings to cover its annual running costs.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Rider and AGREED by ALL that the Village Hall should be awarded a grant of £7000 for 2019/20.

11.5 To discuss grant provisions for Bramhope Village Hall for 2021/22 and 2022/23 and decide further action.

Bramhope Village Hall have made a request to the Parish Council for a letter of support to send with their grant application for ACRE. This needed to be done with expediency that it was needed in time to submit with the grant application. A discussion took place between Cllrs Harris, Howard, Fogel and the Clerk regarding the letter and it was agreed that due to the letter being required prior to the next meeting of Full Parish Council, that the letter should be drafted in readiness and forwarded to the Village Hall, with the caveat that the content of the letter would be subject to agreement at the January meeting of Full Parish Council. The letter did not make any firm commitment with regards to future funding from the Parish Council and that it can be subject to change.

It was AGREED by ALL that the letter in support of Bramhope Village Hall and a commitment to financial support for the next three years be approved.

11.6 To receive the draft budget for 2020/21 and two year budget plan for 2021/22 and 2022/23.

There were no significant changes to the Revenue Income and Expenditure budget since the previous draft.

Cllr Fogel highlighted some amendments to the proposed capital project for the forthcoming three year period as a result of discussions by VMC.

It was highlighted that a discussion regarding proposals for the Pavilion refurbishment/replacement should be a discussion for Full Parish Council at the February meeting as this is a major expenditure that is being considered that should be debated by all.

11.7 To agree the precept for 2020/21

The precept for 2020/21 was discussed. The proposed figure will represent a decrease in contributions from residents by 1%.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL that the precept should be set at £57,524 for the year 2020/21.

12/20

12.

Planning & Enforcement

12.1 To confirm the minutes from the meeting held on 16th December 2019 and 8th January 2020

The minutes for the meeting held on 16th December 2019 and 8th January 2020 were PROPOSED as a true record by Cllr Fox, SECONDED by Cllr Robinson and ACCEPTED by ALL.

12.2 Enforcement issues

The Clerk has received an updated list of enforcement issues which will be circulated for information following the meeting.

12.3 Update on the development at Breary Lane East

Cllrs Flynn and Fox attended a meeting with Cllrs Barry and Caroline Anderson, representatives from Millers Homes, Yorkshire Housing and LCC Planning with regards to the proposed additional affordable homes being built by Millers on behalf of Yorkshire Housing on the Spring Wood development.

Eleven additional houses will be built on the site as a result of this taking the total number of houses to 330. A number of detached houses will now become semi-detached houses to create the additional homes. It was noted that the planning permission for the site is for up to 380 homes.

The houses will be valued at local prices and be sold on a 50/50 between shared ownership or rented. The homes are for those people wanting to get on the housing ladder.

The proposed landscaping scheme will not be affected by the additional houses.

Following the meeting Cllrs Fox and Flynn held a separate meeting with Millers regarding the buffer zone. There are currently discussions underway regarding the buffer zone in proximity to homes on High Ridge Way and future ownership and maintenance. No decisions have been made at this time as possible options are being explored.

Cllr Harris highlighted a notification of a road closure affecting The Poplars in order that essential drainage works can be carried out. The works will take place in early February. Confirmation of exact dates is expected within the next day or so. Residents affected by the works will be informed by letter from Gallaghers. The Clerk will share the information on the Parish Council website and Facebook pages.

Cllr Robinson commented that the road/cones outside the site had needed to be cleaned and this had been reported and subsequently the works have been carried out. The site will be monitoring cleanliness of the road and will ensure it is addressed on a regular basis.

Cllr Flynn informed the meeting that there will be a Site Manager on site from the end of January so queries can be directed through the Site Manager going forward.

Millers are proposing to update the PC on a monthly basis, on any relevant issues (should there be any in that month) concerning the site.

13/20

13. Village Maintenance Committee Report

13.1 To confirm the minutes from the meeting held on 14th January 2020.

The minutes from the meeting held on 14th January 2020 were Proposed by Cllr Cooper, seconded by Cllr Fox and ACCEPTED by ALL

14/20

14. Communications Working Party Report

- 14.1** There will be a meeting of the CWP on 29th January. The primary focus of the meeting will be to discuss the Annual Village Meeting and the format for 2020. The main topic will be CIL monies. Proposals will be fed back at the next meeting of FPC in February.

15/20

15. Personnel Working Party Report

15.1 To discuss a request from the Clerk to enrol on CILCA and decide further action

The Clerk would like to enrol on the 12 month course to complete CILCA. The qualification will be of benefit to the Parish Council and the Clerk as it will help to highlight any procedural issues and policies that can be improved. Having a qualified Clerk will also assist the Parish Council in gaining the General Power of Competence, should it wish to do so. This power gives the Parish Council more freedom as it becomes the first power of resort and gives more freedom as to which organisations the council can support.

Additional hours will be required to support the Clerks study time. A discussion took place and it was suggested that a provision of 3 hours per week should be included in the budget for 2020/21. The actual number of hours will be reviewed once the Clerk commences the course.

It was AGREED by ALL that the Clerk should enrol on CILCA and that a provision of 3 additional paid hours per week should be included in the 2020/21 budget.

16/20

16. Cemetery Working Party Report

There was no report from the Cemetery Working Group.

It was noted that the Cemetery Fees are due for review therefore a meeting will take place prior to the next meeting of the Full Parish Council.

Cllr Harris noted that a member of Bramhope in Bloom had weeded the central flower bed at the

Cemetery. This is the responsibility of the Parish Council. A note of thanks will be sent on behalf of the Parish Council.

17/20

17. Playground Working Party Report

There was no report from the Playground Working Party.

Cllr Hoff suggested that following a conversation with the Clerk that the Playground Working Party should be titled Projects Working Group in light of the number of projects happening over the next few years that are not specific to the playground.

Cllr Harris highlighted that different people may have different skills to offer depending on the project of the time so membership of the group will fluctuate depending on the skills required. It was also highlighted that the Clerk will need additional assistance to fulfil the increased number of large projects planned.

It was agreed that the renaming of the Playground Working Party be discussed at a future meeting.

18/20

18. Festival and Events

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

The event is now fully booked. Cllr Howard is exploring the possibility of hosting a second event as there is a waiting list of 30 people who cannot be accommodated at the event on 31st January. Cllr Fox and the Clerk will help at the event.

19/20

19. Leeds City Council Update

19.1 The pathway between the roundabout and Golden Acre park has been cleared.

20/20

20. Carlton Village Report

There was no report from Carlton Village.

21/20

21.1 Liaison Groups

21.1 Bramhope Village Hall

Cllr Rider reported that the Village Hall will be concentrating on the replacement of the central heating system and toilets in the coming year. The proposed refurbishment of the remainder of the building will take place in the following year subject to funding.

21.2 Bramhope Primary School

There was no report from Bramhope Primary School.

21.3 Leeds Bradford Airport

Cllr Howard has attended two Airport Committee Meetings since the last meeting of Full Parish Council

Key Points

- Leeds City Council have rejected all 3 proposed routes for a new / improved access road to the airport
- LCC- Heavy endorsement of the train station as a more sustainable access route – outlook is 2023/24
- There will still be a new road from the A658 to the train station, the new terminal and the Business Enterprise Zone to the north of the airport – also 2023/24
- The proposed terminal redevelopment has been withdrawn and replaced by a £150 million new terminal and additional departure/arrival gates for completion 2023

- As part of the planning application, the airport will ask for night time flying to be extended
- The airport targets net zero carbon emissions from airport operations in 2023
- Environmental issues and trade-offs are more complex than people wish to believe

Plans Timetable:

- 30 January 2020 The new plans will go to for a pre-application hearing to the LCC plans panel on
- 8-10 February Public consultation event at the Mercure Parkway
- March 2020 formal planning application followed by 16 weeks for comments from the public

21.4 Parish Council Annual Charity

Cllr Harris will be collecting for Martin House at the end of the Bramhope Tunnel event.

22/20

22. Any other urgent business not on the agenda.

There was no other urgent business.

23/20

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

The date of the next Full Parish Council Meeting will be Wednesday 26th February 2020 at 7.30pm.

The Meeting closed at 9.38pm
Minutes by Nicola Woodward
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