

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held via video conference call (under powers defined in Statutory Instrument 2020 No. 392) held on 22nd April 2020 at 7.30pm

PRESENT

Chair: Hilary Harris

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

Nicola Woodward (Clerk)

56/20

1. **Public Participation**

There were no members of the public present.

57/20

2. **To receive apologies**

Apologies received from Cllr Amanda Lawrence.

58/20

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

There were no declarations of interest.

59/20

4. **To formally agree the discussion and decisions made and minutes of the meeting held on 25th March 2020 under new powers defined in Statutory Instrument 2020 No. 392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.**

A discussion took place regarding the new regulations relating to holding meetings remotely. Cllr Howard has revised the appendix to Standing Orders to incorporate the new legislation and continuity of Parish Council business during the Coronavirus outbreak. In addition to recommendations made by NALC and YLCA, the Parish Council's financial arrangements have also been incorporated.

A discussion took place regarding what would happen if Councillors are unable to attend meetings, rendering the meetings not quorate, and the absence of either the Chair, Vice Chair or Clerk to make delegated decisions. It was AGREED that under these circumstances any two other Councillors and the Clerk should make a decision.

Cllr Howard PROPOSED, SECONDED by Cllr Cooper and AGREED by ALL that the appendix to Standing Orders incorporating the powers defined in Statutory Instrument 2020 No. 392 be adopted with immediate effect.

Cllr Howard PROPOSED, SECONDED by Cllr Cooper and AGREED by ALL that the discussions and decisions made, and the minutes of the meeting held on 25th March 2020 be approved following the new powers defined in Statutory Instrument 2020 No. 392.

60/20

5. **To receive an update from the Neighbourhood Police Team**

In the last 30 days there have been two burglaries and one attempted burglary to businesses including two on the building site and one on a farm. Property was taken from the building site and farm. There has been one attempted burglary on a residential property, no property was taken. There has been the theft of one vehicle.

With regards to the Coronavirus police have advised members of the public at Golden Acre park of the need to social distance and not take unnecessary journeys.

There are several people being housed at the Britannia Hotel due to the current pandemic. They are being supported by staff and security at the hotel. Council staff are visiting daily, and members of the local neighbourhood police team are also visiting on a regular basis. Any anti-social behaviour should be reported to the Police in the normal way.

Cllr Flynn will make enquiries regarding why people are being brought from North Yorkshire to West Yorkshire to be housed.

The Police have undertaken some speed checks on Kings Road and have also visited a local haulage company regarding the inconsiderate driving of some of its employees and have been issued with a warning.

61/20

6. To receive information on the ongoing issues

6.1 To receive an update on the Chairman's chain of office

The order has been placed for the replacement chain of office and will be delivered shortly. The cost will be borne from the 2020/21 budget and was included in the approved budget for 2020/21.

6.2 To receive information regarding an application for use of S106 monies for the new slide and steps

The funding has been agreed and allocated to the project but due to issues with the planning application for the slide the Clerk has requested that the funds be held by Leeds CC until further notice. Following consultation with LCC Planning Department the current planning application is on hold until a site meeting can be arranged to discuss issues with the location and possible options.

6.3 To discuss revised provisions for the continuity of business of the Parish Council under new powers defined in Statutory Instrument 2020 No. 392. and decide further action

An appendix to Standing Orders to incorporate the powers defined in Statutory Instrument 2020 No. 392 and the Parish Council's provision for the continuity of business during the Coronavirus outbreak was discussed and AGREED under agenda item 4.

62/20

7. Chairs Update

There was no update from the Chair.

63/20

8. Clerks Report

The Clerk highlighted that it is business as usual for much of her role, for example ensuring that year end accounts are completed and information for the Internal and External Audit is collated and sent within the appropriate timescales. The Clerk expects things to become quieter and will use the current situation to catch up on some of the outstanding tasks such as creation/revision of policies, updating the website etc.

64/20

9. Correspondence

9.1 To receive a request from LCC for CIL monies to be used for car park works at Golden Acre Park and decide further action

A discussion took place regarding the request from LCC for CIL monies to be used for car park works at Golden Acre park. A similar request has been received previously and was rejected as the Parish Council do not support the extension of the car park on Arthington Lane as it will encourage an increase in traffic. Only a small area of the park lies within the Parish boundary and is for the benefit of the whole of Leeds.

It was AGREED by ALL that the request for CIL monies be rejected. The Clerk will write to LCC including the reasons why the Parish Council does not support the request.

9.2 To receive a letter from a resident requesting a skate park at the recreation ground and decide further action

A discussion took place regarding the request to consider a skate park at the recreation ground. This has been requested previously and at the time there were insufficient funds and concerns about a suitable location to provide a skate park that would be large enough to provide a skate park that is fit for purpose. However due to a change in circumstance with regards to CIL payments due over the next two years it was AGREED by ALL that there is a shortage of facilities in the village for



teenagers and that further exploration of possible locations should be followed up with the appropriate officers from LCC prior to more detailed discussions taking place.
Cllr Flynn will contact LCC on behalf of the Parish Council.
The Clerk will write to the resident.

9.3 Correspondence from a resident regarding applying for funds from criminal activities to purchase speed cameras

A discussion took place regarding applying for funds from criminal activities to purchase speed cameras. It was agreed that this is not within the remit of the Parish Council and that it should be a matter for ward councillors.

Cllr Flynn agreed to make enquiries with the Police & Crime Commissioner and LCC Highways regarding the matter.

9.4 Correspondence from a resident regarding improvements to the area adjacent to The Sycamores/A660.

This matter was referred to the Village Maintenance Committee for discussion.

65/20

10.

10.1 To discuss a proposal to seek a valuation on land at Jubilee Copse

A discussion took place and it was agreed that no further action would be taken.

10.2 To receive and discuss a request from Shared Access to site a telecommunications mast on the Recreation Ground and decide further action

A discussion took place regarding the request to acquire land at the recreation ground for a telecommunications mast. It was AGREED by ALL that the request would be declined.

10.3 To discuss the Annual Meeting of the Parish Council and decide further action.

A discussion took place regarding the new legislation which gives individual Parish Councils the choice of whether they wish to hold their Annual Meeting of the Parish Council this year or not. It can be held via video call or if the decision is not to hold it this year all positions remain the same until the Annual Meeting of the Parish Council next year.

A discussion took place and both Cllrs Harris and Howard indicated that they would be happy to remain as Chair and Vice-Chair for another twelve months if the Parish Council were in agreement not to hold the Annual Meeting of the Parish Council this year.

A discussion took place and it was AGREED by ALL that the Annual Meeting of the Parish Council would not take place and all the positions will remain the same until the Annual Meeting of the Parish Council next year.

10.4 To accept the resignation of Cllr Lesley Hoff

The resignation from Cllr Hoff was accepted.

The Clerk has posted the initial notice regarding a Councillor vacancy. The period for written requests to hold an election closes on 11th May 2020. Should no requests be received by LCC the vacancy will be advertised as a co-option.

66/20

11.

Finance & Administration Working Party

11.1 To Approve payments for April 2020 as per the schedule

The payments schedule for April was PROPOSED by Cllr Fogel, SECONDED by Cllr Cooper and AGREED by ALL.

11.2 To Approve the Petty Cash statement for April 2020 as per the schedule

There was no Petty Cash statement for April.

11.3 To Accept the minutes of the Finance Working Group meeting held on 4th March 2020

The minutes for the meeting held on 4th March 2020 were PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and ACCEPTED by ALL.

11.4 To Approve the Annual Risk Assessment for 2020

The Annual Risk Assessment for 2020 was PROPOSED by Cllr Robinson, SECONDED by Cllr Howard and AGREED by ALL.

Cllr Robinson confirmed with the Clerk that the showers at the Pavilion are continuing to be run on a regular basis. The Clerk confirmed that this is the case.

11.5 To receive quotes for the Parish Council Annual Insurance Policy and decide further action

Three quotes have been received for the Annual Insurance Policy. It was PROPOSED Fogel, SECONDED by Cllr Robinson and AGREED that the quote from Pen Underwriting Limited for a 3-year fixed price deal be accepted.

67/20

12.

Planning and Enforcement

12.1 To confirm the minutes from the meetings held on 10th March 1st April and 18th April 2020

The minutes for the meeting held on 10th March, 1st April and 18th April 2020 were PROPOSED by Cllr Cooper, SECONDED by Cllr Anslow and ACCEPTED by ALL.

12.2 Enforcement Issues

No further updates

12.3 Update on the development at Breary Lane East

The signing of the landscape masterplan is still awaited.

Colas are continuing with the roundabout works.

Cllr Robinson highlighted that the entrance to the public footpath off the A660 adjacent to Cairns & Hickey has been blocked off. There have also been issues with the blocking of the entrance to Cairns & Hickey which have been addressed by LCC Officers.

68/20

13.

Village Maintenance Committee Report

13.1 To confirm the minutes from the meetings held on 10th March and 14th April 2020

The minutes for the meeting held on 10th March, 14th April 2020 were PROPOSED by Cllr Cooper, SECONDED by Cllr Bryant and ACCEPTED by ALL.

69/20

14.

Communications Working Party

14.1 The Spring newsletter has been produced and following a lot of deliberation has been delivered to most households with appropriate precautions being taking by those carrying out delivery. In addition, a flyer was delivered with the newsletter on behalf of the Coronavirus group of volunteers. Cllr Harris thanked Cllr Howard for another excellent newsletter which has been very well received and was both informative and uplifting. Many comments have been received thanking the PC for producing the newsletter.

14.2 Cllr Robinson has circulated a useful advice note regarding computer security. The Clerk suggested to the Communications Working Group it would be useful to include it in a wider Communications policy and strategy. Cllrs Howard and Robinson have kindly agreed to start work on a policy.

70/20

15.

Personnel Working Party Report

There was no report.

71/20

16.

Cemetery Working Party Report

There was no report. The next meeting of the Cemetery Working Group will be held on 29th April 2020.



It was noted that a change in advice regarding the closure of cemeteries has been received therefore the notices informing visitors that the cemetery is closed have now been removed.

72/20

17. **Festival and Events**

Cllr Fox asked if she should register the Puritan Chapel for the heritage open days in September. It was agreed to go ahead and register as it is unknown at this stage whether the heritage events will take place or not.

73/20

18. **Leeds City Council update**

18.1 Bramhope Primary School/Medical centre provisions

A request has been received from a member of the public asking for details of plans for the primary school and medical centre as the new development is built.

Currently there are two options being considered, an extension to the existing school or building a new 1 form entry school on the development site. There are no known plans regarding medical centre provisions.

Cllr Flynn also commented that due to a higher birth rate there would be a temporary bulge in admissions to Bramhope PS in September to accommodate this.

As more information is received it will be shared with the Parish Council.

74/20

19. **Carlton Village Report**

There was no report.

75/20

20. **Liaison Groups**

20.1 Bramhope Village Hall

The hall is currently closed. Nothing further to report.

20.2 Bramhope Primary School

Currently there are around 10 children attending school as their parents are key workers. The school remained open over the Easter holidays.

The next meeting will be at the end of April.

20.3 Leeds/Bradford Airport

The meeting due to take place on 26th March did not go ahead. A detailed briefing note was sent instead, which Cllr Howard included in the Spring Newsletter.

Discussion are ongoing between the airport and LCC Planners regarding the proposed terminal building extension plans and an increase to night time flying. Once plans are ready to be submitted there will be a 16-week consultation period.

There were around 1000 responses following the last airport consultation.

20.4 Parish Council Annual Charity

Cllr Harris had planned to visit Martin House with the final donations and to return merchandise but due to the lockdown this has not been possible. The final donations have been sent by Cllr Harris via bank transfer. The merchandise will be returned at the earliest opportunity.

76/20

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

There was no other urgent business not on the agenda.

77/20

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

The date of the next Full Parish Council Meeting will be Wednesday 27th May 2020 at 7.30pm.

The Meeting closed at 8.41pm

Minutes by Nicola Woodward

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