

## 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) on 27<sup>th</sup> May 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)

**78/20**

**1. Public Participation (10 Mins)**

There were no members of the public present.

**79/20**

**2. To receive apologies**

Apologies received from Cllr Lawrence. Apologies received from Cllr Cooper to leave the meeting at 8.30pm.

**80/20**

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

Cllr Robinson declared an interest in agenda item 10.1 as a resident of Kings Road.

**81/20**

**4. To confirm the minutes of the meeting held on 22<sup>nd</sup> April 2020**

The minutes for the meeting held on 22<sup>nd</sup> April 2020 were PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and ACCEPTED by ALL.

**82/20**

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

There was no update from the Neighbourhood Police Team.

**83/20**

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

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

The new Chairman's chain of office has now been received. The Clerk will show the chain to councillors at the next face to face meeting of the Parish Council.

**6.2 To receive an update on the recruitment of a new Parish Councillor**

Notices have been posted for co-option with a closing date of 12<sup>th</sup> June. To date there is one applicant.

**84/20**

**7. Chairs Update**

There was no update from the Chair.

**85/20**

**8. Clerks Report**

The Clerk will be commencing the CILCA course in June.

**86/20**

**9. Correspondence**

**9.1 To discuss correspondence from a resident regarding the use of CIL monies for footways between East Carlton and Bramhope and decide further action**

A discussion took place regarding the suggestion to use CIL monies for a footway between East Carlton and Bramhope. Concerns were raised regarding both cost and LCC Highways policy. Cllr Flynn suggested that he seek advice from LCC Highways and the Local Access Forum regarding the request as any action would need to be supported/permitted by LCC Highways.

**Cllr Rider left the meeting during agenda item 9.1 at 19.44pm and returned at 19.47pm**

**9.2 To discuss a request from residents regarding applying for Village Green status for land between Manor Gates/Parklands and decide further action**

A group of residents has submitted PROW applications for the paths in the field between Manor Gates and Parklands and have asked if the Parish Council would assist with an application for Village Green status for the land. The owners of the land lodged the Deposit under the Highways Act 1980 and stated that they do not intend to dedicate additional public rights of way and wish to end a period of use as a town or village green. There is a deadline of 28<sup>th</sup> August 2020 for submitting a challenge to this as there is a 12 month time limit from when the deposit is lodged for it to be challenged. No update has been received on whether the submission regarding the additional public rights of way across the land have been accepted by LCC.

Cllr Cooper commented that the land has used for a hay crop in the past and there is evidence that it has also been used for cattle previously.

It was noted that it is possible that any application could go to an inquiry which would then incur legal costs.

A discussion took place and it was agreed that if local residents were able to present sufficient evidence and have a sound case then the Parish Council would offer it's support.

87/20

10.

**10.1 To discuss a proposal from Cllr Robinson to change the direction of the Kings Road SID and decide further action**

A discussion took place regarding the proposal to change the direction of the Kings Road SID. When the SID was installed it was the intention that the direction would be changed periodically.

The cost for changing the direction is £60.

Cllr Cooper PROPOSED, SECONDED by Cllr Howard and AGREED by ALL that the direction of the SID should be changed and then reviewed in six months time.

**10.2 To discuss speeding issues on Kings Road and decide further action**

Cllr Flynn has been dealing with numerous complaints regarding speeding on Kings Road and pedestrians feeling at risk due to low kerbs, width of footpath and speed of vehicles, particularly large lorries. Information from the Kings Road SID has been sent to LCC Highways. Unfortunately based on the data from the SID and accident data Kings Road would not meet the qualification criteria for a speed camera at this time. Cllr Flynn has asked LCC Officers if there is anything that can be done to improve the situation on Kings Road with regards to the width of the footpath or height of the kerbs. This would require the whole road to be dug up to accommodate this. Cllr Flynn is waiting for a further response from LCC.

LCC Highways indicated that they would be willing to set up a traffic speed survey which would require the SID to be switched off, as when the SID is operational it does not give a true picture of the speed of road users.

**10.3 To receive and discuss a draft Equal Opportunities Policy and decide further action**

A draft Equal Opportunities Policy, based on a model document from NALC was discussed. Cllr Howard commented that the policy refers to a Dignity at Work Policy, this will need to be developed or the reference removed. There may be a need to train people in the use of the policy and monitor the use of the policy. The question of how to publish and communicate it was also raised.

Cllr Howard PROPOSED, SECONDED by Cllr Fogel and AGREED by ALL that the Equal Opportunities Policy should be adopted by the Parish Council.

**10.4 To discuss membership of Parish Council Committees/Working Groups and decide further action**



Mrs Nicola Woodward, Clerk to the Council  
Tel 07530 900 934

05 June 2020

Cllr Bryant has offered to join the Communications Working party with immediate effect. All other Committee and Working Party Membership will remain the same for the next 12 months.

This was AGREED by ALL.

88/20

11.

#### **Finance & Administration Working Party**

##### **11.1 To Approve payments for May 2020 as per the schedule**

There was one additional payment to YHRTP for CILCA study support fees of £250. The payments schedule for May was PROPOSED by Cllr Fogel, SECONDED by Cllr Cooper and AGREED by ALL.

##### **11.2 To confirm the minutes of the meeting held on 5<sup>th</sup> May and 26<sup>th</sup> May 2020**

The minutes for the meeting held on 5<sup>th</sup> May and 26<sup>th</sup> May 2020 were PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and ACCEPTED by ALL.

##### **11.3 To receive the annual grant application from Bramhope in Bloom and decide further action -**

A discussion took place regarding the annual grant application from Bramhope in Bloom. It was PROPOSED by Cllr Fogel, SECONDED by Cllr Robinson and AGREED by ALL that a grant of £2000 be awarded to Bramhope in Bloom. The grant will be paid at the end of June.

##### **11.4 To receive information for a new savings account for the Parish Council and decide further action**

A new bank account is required to hold the first instalment of CIL monies. Very few banks have the facilities required by the Parish Council in terms of multiple signatories. Three options have been considered. The preferred option is the Teachers Building Society 90 day saver account which currently offers 0.45% interest rate which is similar to others on offer. The account is straight forward to set up and once set up can be managed by post or on-line. A second new account is also required. Two possible banks have been identified, Nationwide or Yorkshire Bank. Further information is being sought from Yorkshire Bank prior to making a decision on the second account.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Anslow and AGREED by ALL that a 90 day notice account with Teachers Building Society be opened as soon as possible using the existing group of bank signatories.

##### **11.5 To discuss and receive draft proposals and eligibility criteria for creating additional Community Grant Schemes to support local community organisations for two purposes. Requests for funding for larger projects eligible under the CIL scheme and funding for community organisations disadvantaged financially by Coronavirus.**

The Parish Council has received a Small Business Support Grant due to the Coronavirus which could be allocated to any claims made against the Coronavirus grant scheme.

The following proposals were shared with Full Parish Council for discussion.

1. That the money from the Small Business Support Grant be used to support community organisations that would otherwise be unable to carry out their core activities through a shortfall in revenue. The maximum grant would normally be £1000, (though this could be increased in special circumstances) and the scheme run until either the funds are exhausted or 31 May 2021.
2. That CIL money be used to fund significant community grants up to a level of £5,000
3. That the grant system be expanded to enable applications for CIL money and for an income support grant
4. That the Budget be amended to reflect the new conditions

New application forms for the proposed Covid-19 Emergency Support Grant and CIL grant schemes have been developed by Finance Working Group and shared with Full Parish Council for discussion.

A discussion took place regarding the proposal for the two additional grant processes.

It was highlighted that the Parish Council are aware of its responsibilities when spending public funds and that appropriate measures are built into the grant systems to ensure that funds are allocated responsibly.

CIL funding is allocated for the benefit of the community and can be used for a variety of purposes, but not for the day to day running costs of the Parish Council.

**Cllr Cooper left the meeting at 8.30pm.**

1. It was PROPOSED by Cllr Howard, SECONDED by Cllr Anslow and AGREED by ALL that the money from the Small Business Support Grant be used to support community organisations that would otherwise be unable to carry out their core activities through a shortfall in revenue. The maximum grant would normally be £1000, (though this could be increased in special circumstances) and the scheme run until either the funds are exhausted or until 31 May 2021.
2. It was PROPOSED by Cllr Howard, SECONDED by Cllr Rider and AGREED by ALL that CIL money be used to fund significant community grants up to a level of £5,000
3. It was PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and AGREED by ALL that the grant system be expanded to enable applications for CIL money and for an income support grant
4. It was PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and AGREED by ALL that the Budget be amended to reflect the new conditions with a new income and expenditure line for the Small Business Support (Covid-19) Grant and that CIL income should be separated out into a new line with a new expenditure line for grants only.
5. The new grant schemes will be communicated to local organisations who may be eligible by a direct email and also advertised on the website and Facebook page.

**11.6 To Approve the Annual Governance statement for 2019/20 audit**

The Annual return was found to be in order and that internal controls are satisfactory.

The Annual Governance statement for 2019/20 was reviewed, and the response was AGREED by ALL, and will be signed by the Chair and Clerk on Thursday 28<sup>th</sup> May 2020. (social distancing rules will be observed).

**11.7 To Approving the Accounting statement for 2019/20**

The Accounting Statement for 2019/20 audit was AGREED by ALL and will be signed by the Chair and Clerk on Thursday 28<sup>th</sup> May 2020. (social distancing rules will be observed).

**11.8 To receive the accounts for 2019/20**

The Accounts were received for 2019/20 and AGREED by ALL

**11.9 To receive the Internal Audit Report for 2019/20**

The internal audit has been completed. There were no matters giving cause for concern.

The Clerk has had a discussion with the internal auditor regarding some suggested areas for improvement in the way that information is presented going forward.

In response to the issues discussed she has reviewed the presentation of bank statements for the forthcoming year and has added a reference system for paid invoices as suggested.

Where possible invoices are in the name of the PC but it is not always possible to achieve this with some of the items purchased on expenses, however the Clerk will make it as clear as possible that items are for the PC.

The Fidelity Guarantee limit had already been increased with the new insurer to £300K for next years policy and the limit has been increased with the existing insurer to £300k for the remainder of the policy them at no additional cost.



- 11.10 To discuss carrying out the Annual Property Inspection for 2020 and decide further action -**  
The options for carrying out the annual property inspection for 2020 were discussed. It was agreed that the inspection should go ahead. Properties will be shared out amongst pairs of councillors and will be carried out whilst adhering to social distancing rules at all times.

Cllr Fox volunteered to inspect Carlton.

The Clerk will select pairs, share out properties and give a deadline date for completion. An online meeting will be held to discuss the findings of the inspection.

**89/20**

**12.**

### **Planning and Enforcement**

**12.1 To confirm the minutes from the meeting held on 5<sup>th</sup> May 2020**

The minutes for the meeting held on 5<sup>th</sup> May 2020 were PROPOSED as a true record by Cllr Fox, SECONDED by Cllr Haswell and ACCEPTED by ALL.

Cllr Howard shared with the meeting that the planning application for Leeds Bradford Airport has a short closing date for comments of 16<sup>th</sup> June 2020. This will be discussed at the next Planning Committee Meeting due to take place on 10<sup>th</sup> June 2020. Cllr Flynn indicated that Ward Councillors have requested an extension to the deadline date. Cllr Howard will forward information that he has on the planning application to the Planning Committee.

**12.2 Enforcement Issues**

There were no updates on existing cases.

**12.3 Update on the development at Breary Lane East**

Work has commenced on The Poplars side of the A660. The entrance to The Poplars will need to be closed again at some point in the near future. Residents will be advised of the details by LCC in the form of a letter in the coming days.

**90/20**

**13.**

### **Village Maintenance Committee Report**

**13.1 To confirm the minutes from the meetings held on 12<sup>th</sup> May 2020**

The minutes for the meeting held on 12<sup>th</sup> May 2020 were PROPOSED as a true record by Cllr Anslow and SECONDED by Cllr Bryant and ACCEPTED by ALL.

**91/20**

**14.**

### **Communications Working Party**

Cllrs Robinson and Howard have put together a structure for a Communications Strategy document. The details still needs to be written.

Cllr Howard has started collating material for the Summer newsletter including material relating to VE Day and Life under Lockdown. The call for copy will be sent out in July with publication anticipated to be the first week in August.

**92/20**

**15.**

### **Personnel Working Party Report**

There was no update.

**93/20**

**16.**

### **Cemetery Working Party Report**

**16.1 To confirm the minutes of the meeting held on 29<sup>th</sup> April 2020**

The minutes for the meeting held on 29<sup>th</sup> April 2020 were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Fogel and ACCEPTED by ALL.

**16.2 To discuss the pricing for memorial plaques at the cemetery and decide further action.**

Following a review of costs for the memorial plaques it was PROPOSED by Cllr Anslow, SECONDED by Cllr Fogel and AGREED by ALL that the price to purchase a memorial plaque in the cemetery would increase from £100 to £140. The charge for the kerbstone and scattering ashes remains the same.

94/20

17.

**Festival and Events**

There was no update.

95/20

18.

**Leeds City Council update**

Cllr Flynn checked that letters have been received from LCC advising residents of changes to the date of brown bin collections. Councillors confirmed that they have received letters.

96/20

19.

**Carlton Village Report**

There was no update.

97/20

20.

**Liaison Groups**

**20.1 Bramhope Village Hall**

Refurbishment works at the hall have commenced, with the replacement of the toilets at the tennis club end of the hall and the replacement of the central heating system. In addition there will be some works to the flat roof at the rear of the hall and the panelling in the main hall will be painted. Some jobs have been put on hold until the hall is operational and receiving a regular income again.

**20.2 Bramhope Primary School**

As far as Cllr Bryant was aware the school is due to re-open with the suggested year groups on Monday 1<sup>st</sup> June, but no formal meeting has been held. A meeting is likely to be called after the government briefing on 28<sup>th</sup> May.

**20.3 Leeds/Bradford Airport**

No further update.

**20.4 Parish Council Annual Charity**

There was no update

98/20

21.

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

Cllr Lawrence has raised an issue with damage to the Bramhope Tunnel entrance. Cllr Howard volunteered to follow this up.

99/20

22.

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

The date of the next Full Parish Council Meeting will be Wednesday 24<sup>th</sup> June 2020 at 7.30pm.

The Meeting closed at 9.06pm  
Minutes by Nicola Woodward  
Published 28<sup>th</sup> May 2020



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05 June 2020