

**BRAMHOPE & CARLTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held at Bramhope Village Hall**  
**held on 24<sup>th</sup> June 2020 at 7.30pm**

**PRESENT**

Chair: Hilary Harris

Councillors: Alan Anslow, David Bryant, Simon Cooper, Diane Fox, Billy Flynn, Martin Fogel, Rob Haswell, John Howard, Marion Rider, Ian Robinson, Maria Gill (after co-option during agenda item 6)

Nicola Woodward (Clerk)

**100/20**

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

There was one members of the public present. The member of the public wished to raise concerns regarding speeding on Kings Road, the lack of a safe crossing point between Kings Drive and Kings Road and flooding issues. The resident has commissioned an independent speed survey which showed average speeds of vehicles driving in an easterly direction of 39.8mph and in a westerly direction of 41.8mph.

**101/20**

**2. To receive apologies**

Apologies received from Cllr Lawrence. Apologies for late arrival received from Cllr Haswell and Flynn.

**102/20**

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

There were no declarations of interest.

**103/20**

**4. To agree minutes of the meeting held on 27<sup>th</sup> May 2020**

The minutes for the meeting held on 27<sup>th</sup> May 2020 were PROPOSED by Cllr Rider, SECONDED by Cllr Fogel and AGREED by ALL.

**104/20**

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

The was no update from the Neighbourhood Police Team. The Clerk will circulate any information that is sent.

**105/20**

**6. To consider an application and co-option for the vacancy for Parish Councillor**

There was one application for the vacancy of Parish Councillor. A vote was taken and Maria Gill was co-opted on to the Parish Council. Cllr Gill signed the Declaration of Acceptance of Office and joined the meeting.

**106/20**

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

**7.1 To receive an update on the use of CIL monies for footways between East Carlton and Bramhope and decide further action .**

Cllr Harris thanked Cllr Fox for the research undertaken on this matter.

Following consultation of the LCC Public Rights of Way Definitive Map it has been determined it is possible to walk from Carlton to Bramhope via existing public rights of way without having to walk on roadside verges at the side of roads such as Otley Old Road. Although these are cross country paths they would be more suitable and safer than walking at the side of the highways with speeding vehicles. Some of the cross country paths may require some improvement, via sign posting or rebuilding of stiles etc, but the rights of way are there and marked as definitive paths.

The route is:

Carlton 4 - Home Farm to Harrogate Road.

Carlton 5 - Harrogate Road to Greengaits Farm

Bramhope 9 - Greengaits Farm to Occupation Lane

Bramhope 10 - Occupation Lane, via Sugar Lane, to Old Lane (just below the recreation ground).

Since the last meeting communication has been received from LCC Public Rights of Way which indicated that any surfacing of highway verges to create a better path would need to be supported by LCC Highways. LCC Highways previously indicated that they would be reluctant to do this.

It was suggested that the route, using the existing public rights of way above, should be walked by Councillor (s) in the near future to establish any repairs that may be needed to stiles or signposting so that they can be reported to the appropriate body.

There would be the potential to use CIL funding to support any repairs.

## **7.2 To receive an update on applying for Village Green status for land between Manor Gates/Parklands and decide further action**

A discussion took place regarding the land south of Parklands and applying for Village Green status. Any claim will have to be registered with Leeds City Council by 28/08/2020.

For a claim to be successful it has to be demonstrated that the land has been used for at least 20 years, by a significant number of inhabitants from a locality or a neighbourhood within a locality for lawful sports and pastimes as of right.

The only pastime that the Parish Council are aware of that take place on the land is walking and dog walking and not any other village green activities.

The land is likely to remain in the Green Belt until 2033.

It would be likely that any application for Village Green status would be challenged by the owners of the land.

The application and submission of evidence for the footpaths is in the hand of Leeds City Council to decide if the paths should be a designated footpath. There is nothing further that the Parish Council can do at this stage to assist with that process.

It was AGREED that the Clerk will send the information on registering a claim to the residents who made the request and that the Parish Council will not take the matter any further.

### **Cllr Flynn joined the meeting at 19:59**

## **7.3 To receive an update on changing the direction of the Kings Road SID and decide further action**

The Clerk has requested the invoice to change the direction of the SID. Once payment is made the request to change the direction will be actioned.

## **7.4 To receive SID data for Kings Road and Moor Road and receive an update on speeding issues on Kings Road and decide further action**

SID data for Kings Road for the past two months had been circulated prior to the meeting. The Clerk had experienced a technical issue when downloading the Moor Road data. This has now been resolved and the data will be circulated following the meeting.

LCC Highways have responded regarding speeding on Kings Road and possible measures that may be suitable. The response indicates that there are no recommended measures that would be explored at this time.

The private survey done by residents will be forwarded on to LCC Highways.

LCC are reluctant to introduce measures on Kings Road such as speed humps or raising the level of the pavements as this would create the need to raise the level of a large section of the road. In addition the SID data does not provide sufficient evidence that there is a safety risk due to speed and despite



concerns about speed and pavements being narrow there have not been any significant crashes or injuries.

Cllr Flynn indicated that it has been widely acknowledged across Leeds that speed has increased on roads during lockdown, therefore it would make sense to undertake a survey when traffic returns to its normal levels and/or the SID could be turned off and the P.C. to commission it's own survey, as the SID slows down a high proportion of the vehicles.

Cllr Robinson suggested that a chicane could be a solution rather than looking at humps.

The issues of a safe crossing point between Kings Drive and Kings Road was also raised and whether it would be considered by Highways to put in a crossing point.

Cllr Flynn highlight that if a full review of the speed limit on Kings Road took place it may end up with the speed limit being increased to 40mph, therefore caution must be taken when pursuing issues such as this. The last formal survey taken approximately 2 years ago recorded the average speed at around 35mph. Unless it can be proven that the average speed limit has significantly increased then LCC would not take any further action.

Cllr Howard will include a small article in the next newsletter regarding speeding.

The Clerk will check how far away from the SID it takes its reading from.

The Parish Council recognises the concerns of residents. When the SID has been turned round this will provide data from a different perspective. The Parish Council will continue to monitor the information provided by the SID when it has been turned round and will review again.

#### **Cllr Haswell joined the meeting at 20:10**

#### **7.5 To receive an update on the Annual Property Inspection**

The Clerk has received some reports back from Councillors and reminded those that were outstanding with their reports that the deadline is 30<sup>th</sup> June.

It was AGREED that the Clerk would circulate a date for an informal feedback session on the inspection.

**107/20**

#### **8. Chairs Update**

There was no update.

**108/20**

#### **9. Clerks Report**

The Clerk reported that she has started her CiLCA qualification. Initially the time frame was twelve months to completion but YHTRP have scheduled the cohort to complete in seven months. This will mean approximately 20 additional hours per month for the Clerk.

The Clerk has completed the forms for the new savings account and obtained authorised signatories. The account will be opened with an initial £5000. Further funds will be transferred once the account is set up. Research for a second new account is ongoing.

The Clerk indicated that playgrounds will be allowed to re-open from 4<sup>th</sup> July 2020 but has not received any further guidance on the matter. The Clerk raised concerns that it will not be practical to clean the equipment on a daily basis, therefore it may be considered unsafe. A risk assessment will need to be carried out once more information is available regarding under what conditions playgrounds can be re-opened.

**109/20**

#### **10. Correspondence**

##### **10.1 Correspondence from the Coronavirus Support Group regarding a volunteers group for the village.**

A discussion took place regarding the continuation of a group of Bramhope Volunteers following the success of the Coronavirus Support Group. It was agreed that the existing operation had

been very effective and well supported and should be encouraged to continue as it is already up and running. The Parish Council would like to make it clear that they formally support the group if it carries on and the group could be helped financially through the Parish Council grant scheme and with advertising/printing costs etc.

The Clerk will feedback to the Coronavirus Support Group.

**10.2 Correspondence from a resident regarding changes to the X84 service**

This matter was discussed in conjunction with agenda item 11.1.

**10.3 Correspondence from LCC on the West Yorkshire Devolution Deal and consultation**

Parish Councils are invited to take part in the consultation on the West Yorkshire Devolution Deal. The consultation period ends on July 19<sup>th</sup>. Individuals are also invited to comment. The information about the consultation has already been widely circulated on the website and Facebook.

A discussion took place and it was AGREED that the Parish Council would not comment on the consultation.

**10.4 NALC Model code of Conduct Consultation**

Parish Councils are invited to take part in the consultation for the NALC Model Code of Conduct Consultation. A response is required by 17<sup>th</sup> August.

It was AGREED that the matter should be referred to the Finance and Administration Working Group for discussion prior to a response being agreed at a future meeting of the Full Parish Council.

**110/20**

**11.**

**11.1 To receive information regarding changes to temporary changes to the X84 service and decide further action.**

A discussion took place regarding the temporary changes to the X84 service which mean it does not now stop between Weetwood and Woodhouse Lane in either direction. Anyone needing to go to Headingley will need to change at Weetwood and catch a second bus.

The Parish Council have received a number of complaints regarding the changes and the difficulties that this is causing, particularly for some of the more vulnerable residents who prefer to use Headingley, and may not wish to travel to central Leeds for some time.

The X84 is also used by many younger residents in the village to go to Headingley on a Friday and Saturday evening rather than going in to Leeds. This is a group of residents that are often forgotten but are a major section of the community that use the bus services.

Cllr Flynn suggested approaching Pool Parish Council to send a dual response.

It was AGREED that Cllr Harris will write to First Bus on behalf of the Parish Council with a request that the temporary changes be reviewed as soon as possible and to request that stops in Headingley, Far Headingley and the LGI be reinstated as this service is a lifeline for many residents.

**11.2 To receive a draft policy for memorial trees in the village and decide further action**

A discussion took place regarding the draft policy for memorial trees in the village. The policy will allow the planting of memorial trees on Parish Council land. Each request will be dealt with on a case by case basis and suitable locations and species discussed with the purchaser. The Parish Council is unable to provide regular watering service for newly planted trees therefore this will be the responsibility of the purchaser to arrange. Trees will need to be planted in late autumn/winter during the dormant season.

This policy is a reference document to support any requests received and will not be pro-actively advertised.



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

29 June 2020

It was AGREED by ALL that the policy for memorial trees should be accepted. The policy will be reviewed annually.

**11.3 To receive a draft policy for memorial benches and decide further action**

A discussion took place regarding the draft policy for memorial benches in the village. Memorial benches will be considered for existing benches as they reach the end of their useful life and require replacement.

This policy is a reference document to support any requests received and will not be pro-actively advertised.

It was AGREED by ALL that the policy for memorial benches should be accepted. The policy will be reviewed annually.

**111/20**

**12. Finance & Administration Working Party**

**12.1 To Approve payments for June 2020 as per the schedule**

The payments schedule for June were PROPOSED by Cllr Fogel, SECONDED by Cllr Cooper and AGREED by ALL. There was one additional cheque for £5000 to open a new savings account.

**12.2 To receive an update on the new Grant Schemes**

The Clerk has received three initial enquiries following an email to local organisations about the new grant schemes agreed at the May meeting of the Parish Council. No formal applications have been received to date. Enquiries have been received from the Village Hall, Cricket Club and Think Like a Pony.

**112/20**

**13. Planning and Enforcement**

**13.1 To confirm the minutes from the meetings held on 10<sup>th</sup> June 2020**

The minutes for the meeting held on 10<sup>th</sup> June 2020 were PROPOSED as a true record by Cllr Cooper and SECONDED by Cllr Anslow and ACCPETED by ALL.

**13.2 Enforcement Issues**

There were no new updates.

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

A gas pipe which delivers gas to approximately 300 houses, mainly on The Trees estate, possibly by the contractor undertaking the roadworks had been damaged the previous day. This has now been repaired. A comment was made that the gas engineers entering peoples houses were not wearing protective masks which was a concern to some residents.

The landscaping plans have yet to be approved. To date the Parish Council have not commented on the issue of roadside planting including the new roundabout on the A660. This area will be under the management and control of LCC.

Previously agreement had been obtained that daffodils will be planted on the verges to replicate those that have been removed due to the roundabout works. Agreement on a new stone bus shelter was also obtained at the same time.

The planting scheme for the roundabout is for a meadow grass mix which will be kept short.

It was AGREED that the Parish Council should send a reminder about the planting of daffodils, request a design for the proposed bus shelter at The Poplars (Leeds bound) and contact LCC Planning Officers and ask for some suitable planting such as small trees, large shrubs or rock on the roundabout.

**(Note it was observed the day after the meeting that the new bus shelter was being built therefore a letter on this matter was not required).**

**13.4 To discuss the Parish Council comment in relation to Planning Application 20/02559 Leeds Bradford Airport and decide further action.**

The Planning Committee have discussed the planning application. A briefing document compiled by Cllr Howard was circulated prior to the meeting incorporating background of the airport, information from recent Airport Consultative Committee meetings and details of the latest planning application.

The application is for a new replacement terminal building built to the east of the existing terminal, which would then be demolished. It includes an application to extend night-time flying hours from the current 7am – 11pm to 6am to 11.30pm. It is not an application for an increased number of flights, though the new terminal building may enable this.

The main drivers for the new application are:

- Easier build
- New security and border control requirements post Brexit can't be accommodated by the previous planning application approved in January 2019
- It will enable wide bodied and more modern planes to use the airport so reducing ATMs and noise
- State of the are sustainable building enabling total airport operations (not the planes) to be carbon neutral.
- Capacity

If the planning application is rejected then the previously agreed application would still be in place so the new terminal could still be built.

There is roughly 46% of comments in support and 54% against the planning application in the comments to date on the planning application.

The Planning Committee recommends to Full Parish Council that the comment submitted by the Parish Council should neither oppose or support the application. Local opinion is divided. The decision will be an LCC decision between economic development and green initiatives at a time of climate change.

The PC should restrict its response to comments on aspects directly affecting Bramhope & Carlton. Many of the comments made in response to the 2019 terminal building and to the access road proposals are still valid and will be re-used.

The comments will include:

1. Visual impact of the approach to the airport and the terminal itself in breach of LCC requirements and requires significant landscaping and border planting
2. Traffic impacts and car parking are underestimated, and work needs to be done to contain them
3. Significant concerns about rat running
4. Strong support for the rail station and public transport
5. Against the increase in night time flying hours

Councillors should submit their own responses if they wish.

It was AGREED by ALL that the Planning Committee should formulate and submit a comment on behalf of the Parish Council to include the five issues highlighted above.

**113/20**

**14. Village Maintenance Committee Report**

**14.1 To confirm the minutes from the meetings held on 9<sup>th</sup> June 2020**

The minutes for the meeting held on 9<sup>th</sup> June 2020 were PROPOSED as a true record by Cllr Cooper and SECONDED by Cllr Anslow and ACCPETED by ALL.



114/20

15. **Communications Working Party**

Cllr Howard sent out a request for stories about life in lockdown. Some have been received and some usual contributors have also sent their regular articles in. A further call for copy will be sent out shortly.

115/20

16. **Personnel Working Party Report**

The Clerk has enrolled Cllr Anslow on a Planning Webinar run by the YLCA, which replaces one that was cancelled due to the Coronavirus. It was AGREED that Cllr Robinson will be booked onto the same webinar.

116/20

17. **Cemetery Working Party Report**

17.1 **To confirm the minutes from the meetings held on 3rd June 2020**

The minutes for the meeting held on 9<sup>th</sup> June 2020 were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Fogel and ACCPETED by ALL.

117/20

18. **Festival and Events**

There was no update.

118/20

19. **Leeds City Council update**

Cllr Flynn commented that the Parish Council remote meetings worked very well compared to meetings at larger councils.

119/20

20. **Carlton Village Report**

There was no report.

120/20

21. **Liaison Groups**

21.1 **Bramhope Village Hall**

The central heating, toilets near tennis court have been completed. The next project is the main hall which will include the renovation of the wood panelling and painting full room, insulating and plastering of the ceiling and to replace rotten external wooden doors. Trustees have given the go ahead for the works to be completed but this will reduce the Village Hall financial reserves significantly, however it will still be within their agreed threshold for reserves.

21.2 **Bramhope Primary School**

Have held a virtual meeting. All the staff are working normally. A high proportion of the children in the categories who have been invited to return to school are attending.

Additional capacity is required at the school from September to accommodate a 'bulge'. Works will be carried out to the existing school buildings to accommodate the bulge. The school is also hoping to submit a planning application build to build two permanent classrooms.

21.3 **Leeds/Bradford Airport**

No further report.

21.4 **Parish Council Annual Charity**

There was no report.

121/20

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

There was no urgent business not on the agenda.

122/20

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

The date of the next Full Parish Council Meeting will be Wednesday 22<sup>nd</sup> July 2020 at 7.30pm.