

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall
held on 26th February 2020 at 7.30pm

PRESENT

Chair: Hilary Harris

Councillors: Alan Anslow, David Bryant, Simon Cooper, Diane Fox, Billy Flynn, Lesley Hoff, John Howard, Marion Rider, Ian Robinson.

Nicola Woodward (Clerk)

24/20

1. Public Participation

There were two members of the public present, who left the meeting after agenda item 5.

25/20

2. To receive apologies

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

Cllr Hoff joined the meeting at 7.32pm

26/20

3. Declarations of disclosable pecuniary interest or other interests

There were no declarations of interest.

27/20

4. To confirm the minutes of the meeting held on 22nd January 2020

The minutes for the 22nd January 2020 were PROPOSED as a true record by Cllr Howard and seconded by Cllr Fox and AGREED by ALL.

28/20

5. To Receive a report from the Neighbourhood Police Team

PCSO's Becky Nielson and Jackie Andrews attended the meeting.

In the last 31 days there has been three reported burglaries. Entry was gained via a smashed patio door, broken rear door lock and forcing a bedroom window.

The tyres on a vehicle have been slashed.

Theft from a vehicle parked at the Britannia Hotel by smashing the car window to take items left on view.

A set of ladders has been stolen from their storage area on a side path of a property.

The Police have been out with mobile speed guns in The Poplars and Creskeld Lane. There were no instances on those occasions of people exceeding the speed limit.

29/20

6. To receive information on the ongoing issues

6.1 To receive an update on the venue for the Annual Parish Meeting to be held on 20th May 2020

The venue of St Giles Church Hall was agreed at a previous meeting. The Clerk has been informed that the venue will not be available for setting up until after 5.30pm.

A discussion took place and it was AGREED that the venue should remain as St Giles Church Hall.

6.2 To receive an update on the Chairman Chain of Office

The options for replacing or remodelling the chairman chain of office were discussed. It was PROPOSED by Cllr Cooper, SECONDED by Cllr Howard and AGREED by ALL that a replacement chain should be produced to incorporate the full title of the Parish Council. The cost of replacement will be £1300 purchased from Thomas Fattorini.

6.3 To receive and update on V.E. day and V.J. Day commemorations.

Cllr Robinson has spoken to the Bramhope branch of the Royal British Legion regarding V.E. and V.J. Day. The Bramhope branch have no specific arrangements, but the Leeds Branch will be organising some events.

A discussion took place regarding planting a commemorative tree on Jubilee Copse. The matter was referred to the Village Maintenance Committee for further discussion and action.

Cllr Fox proposed that an article could be included in the Spring Newsletter asking if any residents have any photos of Bramhope from the 1940's or from V.E/V.J. day celebrations that they would be willing to share for inclusion in a centre spread in the Summer Newsletter. This was AGREED by ALL.

6.4 To receive an update on the organisation of future Remembrance Sunday events and decide further action

Cllr Robinson has spoken to the Bramhope Branch of the Royal British Legion regarding the organisation of future Remembrance Sunday Events. The RBL indicated that it would welcome support from the Parish Council in that it would like to share knowledge of the process for organising the event to ensure that it continues in the future. Cllr Robinson volunteered to liaise with the RBL to ensure that this took place. This was AGREED by ALL. The Chair gave thanks to Cllr Robinson for volunteering.

30/20

7. Chairs Report

There was no report from the Chair.

31/20

8. Clerks Report

The Planning Application for the new slide and steps has now been re-submitted. The Clerk is seeking advice on the use of CIL payments to assist with the funding of both. A decision on an S106 application for funding is still outstanding. The Clerk will ask Cllr Flynn to follow this up.

The Clerk has received a note of thanks from the village hall committee for the grant awarded by the Parish Council.

The Clerk has circulated details of Councillor training events. Cllr Anslow has asked if he can attend the Planning training. Cost is £115 + VAT. The Clerk asked that the expenditure could be authorised by the meeting as an exceptional expenditure under the Clerks delegated powers in order to secure a place on the event. The expenditure is within the £500 limit of the Clerks delegated budget expenditure.

The Clerk has made enquiries regarding enrolling on CILCA. The format is being changed slightly for this year and a start date of either April or July 2020 is still to be agreed by YLCA.

The Clerk reminded Councillors that she would not be available between 11th and 27th March 2020. The Clerk thanked those Councillors who have agreed to undertake some tasks in her absence. A detailed schedule of tasks will be circulated to all members prior to 10th March.

32/20

9. Correspondence

- 9.1** White Rose Update 24th & 31st January and 10th & 17th February 2020
The Clerk indicated that the WRU is now circulated weekly and asked if Councillors had a preference for it being circulated as it is received or on a monthly basis with the FPC summons. It was AGREED by ALL that the preference would be to receive it on a weekly basis.
Cllr Howard highlighted that there were often useful items included in the White Rose Updates that required action. In the February 10th edition contained some model documents that should be looked at by the PC for adoption, information on the Sport Community Asset fund and a consultation on the Practitioners Guide. The Clerk will comment on the consultation and look at the policies for agreement at a future meeting.

- 9.2** Invite to Parish Charter Launch Meeting – 17th March 2020

Cllr Harris will attend the launch meeting on behalf of the Parish Council. Cllr Cooper may attend, subject to work commitments.

- 9.3** Yorkshire Day – official civic celebration Saturday 1st August, Rotherham
This was noted.
- 9.4** Letter to Cllr Barry Anderson regarding Bramhope News and communication with the Parish Council.
A letter has been sent to Cllr Anderson to request that the Parish Council be included in all communications such as Bramhope News, circulated by Cllr Anderson, to avoid duplication of effort in communication information to residents and avoid confusion.
- 9.5** YLCA new website launch and logging on information.
YLCA have launched a new website for Clerks and Councillors. Log on details have been circulated to all Councillors. The Chair and Clerk have separate log on details.

Cllr Flynn joined the meeting at 7.57pm

**33/20
10.**

- 10.1 To discuss the proposed project for the Recreation Ground and Pavilion facilities included in the Parish Councils three year budget planning and decide further action.**

Cllr Howard shared with the meeting the timetable for the receipt of CIL monies from the Breary Lane East development and the time limits for the expenditure of the monies. Following meetings of the Finance Working Group and Village Maintenance Committee it was felt that a discussion about possible options for refurbishment or replacement of the Pavilion should be had at Full Parish Council prior to any further exploration of costs into the different options.

Additional funding options could also be explored such as Sport England funding.

All Councillors were invited by the Chair to share their opinion on refurbishment or replacement of the Pavilion.

Cllr Cooper offered his knowledge and expertise in matters relating to refurbishment/building of properties and indicated that the cost of rebuilding would be in the region of £1600 per sq metre, therefore likely to be prohibitive for the Parish Council.

Cllr Anslow also suggested that a feasibility study would be required prior to any decision making.

Following discussion it was agreed that Cllr Cooper will explore costings at a high level and share at the next VMC.

Cllr Harris highlighted that one of the suggestions from the Finance Working Group was to consider bringing the project for refurbishment of the Pavilion forward. This was supported.

- 10.2 To discuss additional projects for the use of CIL monies, not already included in the three year budget.**

A discussion took place regarding possible projects for the use of CIL monies. It may be possible to assist other organisations in the village with funding for projects, such as the Scout Hut, St Giles Church Hall roof, the Village Hall.

An agenda item for the next meeting of FPC is to discuss obtaining a valuation on land at Jubilee Copse.

Included in VMC planning is purchase of replacement benches and noticeboards.

- 10.3 To discuss Phase Two of the slide project and decide further action.**
A discussion took place regarding phase two of the slide project and the use of CIL monies for the project. Also discussed were the merits of completing phase one and phase two at the same time to avoid two lots of disruption at the playground within a few months.
It was PROPOSED by Cllr Cooper, SECONDED by Cllr Hoff and AGREED by ALL that the quote from Playscheme for Phase 1 and Phase 2 be accepted and be completed concurrently, subject to receiving planning permission. CIL monies will be used to fund the outstanding amount required for the project.
- 10.4 To receive an amended quote for the new steps at The Knoll and decide further action.**
Following advice from the Arboriculture report commissioned for the planning application for the new slide and steps, the proposed location of the new steps has been changed. This has increased the length of the flight of steps, which has increased the cost slightly. It was PROPOSED by Cllr Rider, SECONDED by Cllr Howard and AGREED by ALL that the revised quote should be accepted.
- 10.5 To discuss changing the Playground Working Group to the Projects Working Group and agree terms of reference.**
A discussion took place regarding changing the name of the Playground Working Group to the Projects Working Group, as there will be several mixed projects to work on over the coming years.
It was PROPOSED by Cllr Robinson, SECONDED by Cllr Rider and AGREED by ALL that the Playground Working Group will be replaced by the Projects Working Group.
Cllr Anslow will draft a terms of reference for the new working group for discussion and approval at a future meeting.
- 10.6 To receive the membership renewal information for CPRE and decide further action.**
The renewal notice for the CPRE membership has been received. The cost will be £36 for the year. A discussion took place on the work that CPRE undertake. It was PROPOSED by Cllr Howard, SECONDED by Cllr Fox and AGREED by ALL that the membership should be renewed.
- 10.7 To receive a draft Business Continuity Plan and decide further action.**
A discussion took place. It was AGREED by ALL that the Business Continuity Plan should be adopted by the Parish Council with immediate effect.
The Clerk indicated that there was further work to be undertaken to supplement the Business Continuity plan with a Clerks handbook/process document. Cllr Howard indicated that he would be happy to assist the Clerk with this task.
The Clerk indicated that there is some existing documentation that can be collated to start a handbook.
- 10.8 To receive an update on issues relating to the culverts on Jubilee Copse and decide further action.**
A discussion took place regarding the issues on Jubilee Copse and The Trees estate following two storms. During the first storm there were issues with the culverts and sewage drainage in the area being inundated, causing flooding on the Copse and also in private gardens.
Following the issues LCC officers responded very quickly to determine what the issues were. The main issues were buckets stuck in the culverts, causing 90% blockages, now rectified, and the sewers being inundated. Following a meeting with the Clerk, Cllrs Harris and Fox and LCC officers on site, the culvert on The

Wynmore/Poplars side of Jubilee Copse will now be included on the LCC cleaning schedule.

With regards to a discussion regarding the culvert at the rear of the Rowans and possible works to alleviate issues downstream of Jubilee Copse, this was referred to VMC for further discussion.

Cllr Flynn will be writing to the Director of the Flood Risk Management Department at LCC to express thanks for the prompt action above and beyond the remit of LCC Officers in resolving the issues following the storms, at a time when they were inundated with requests from across the city.

The Parish Council will also send a letter of thanks.

Cllr Fox has written an article for the Spring Newsletter regarding riparian responsibilities to raise awareness amongst residents of their responsibilities.

34/20

11. Finance and Administration Working Party

11.1 To Approve Payments as per the schedule for February

There was one additional payment for CPRE, £36.00. The payments schedule for February was PROPOSED by Cllr Howard, SECONDED by Cllr Cooper and AGREED by ALL.

11.2 To Approve the Petty Cash statement as per the schedule

The Petty Cash Schedule for February was PROPOSED by Cllr Robinson, SECONDED by Cllr Howard and AGREED by ALL.

11.3 To Accept the minutes of the meeting held on 18th February 2020

The minutes for the meeting held on 18th February 2020 were PROPOSED by Cllr Howard, SECONDED by Cllr Harris and ACCEPTED by ALL.

35/20

12. Planning & Enforcement

12.1 To confirm the minutes from the meeting held on 22nd January and 5th February 2020

The minutes for the meeting held on 22nd January and 5th February 2020 were PROPOSED as a true record by Cllr Fox, SECONDED by Cllr Anslow and ACCEPTED by ALL.

12.2 Enforcement issues

Two enforcement issues have been reported by the Clerk in the last month. There were no further updates on previous enforcement issues.

Cllr Harris asked Cllr Flynn if he could seek an update on an outstanding enforcement issue.

12.3 Update on the development at Breary Lane East

There was no update from Millers representatives.

Tree surgeons have been on site near the duck pond, but no information was available regarding the works that they were there to complete. Cllr Fox indicated that there is another hedge that is due to be removed from the Phase 2 area of the site.

Cllr Howard asked about Saturday working times, as work had been taking place on a Saturday afternoon on the roadworks at the end of The Poplars. The Chair and Clerk had been made aware, as had residents in the affected area, that works to drainage under the A660 had been delayed due to the weather, so additional hours were worked on the Saturday to ensure that the works were completed as quickly as possible to avoid further inconvenience to residents.

36/20

13. Village Maintenance Committee Report

13.1 To confirm the minutes from the meeting held on 11th February 2020.

The minutes from the meeting held on 11th February 2020 were Proposed by Cllr Cooper, seconded by Cllr Hoff and ACCEPTED by ALL

37/20

14. Communications Working Party Report

14.1 To accept the minutes of the meeting held on 29th January 2020

The minutes from the meeting held on 29th January 2020 were Proposed by Cllr Howard, seconded by Cllr Hoff and ACCEPTED by ALL

Cllr Howard has been exploring costs for printing the Bramhope walks leaflet. Estimates currently received are for £384 and £320. Another quote is being sought, but a mock up of the leaflet is required prior to a quote being given. Cllr Howard will continue to look in to this.

14.2 To discuss the format of the Annual Parish Meeting and decide further action

A discussion took place regarding the draft agenda for the Annual Parish Meeting. Cllr Flynn proposed that a representative from Millers/Gallaghers be invited to speak at the meeting regarding an update on progress on the BLE development and to respond to questions from residents. This was AGREED by ALL.

The main focus of the meeting will be to explain to residents what the CIL monies are and what they can be used for and present proposals for expenditure.

Information regarding the Annual Parish Meeting will be included in the Spring newsletter.

The call for copy will be sent out in the first week of March with a return date of 27th March. The newsletter will be ready either just before or just after Easter for delivery.

38/20

15. Personnel Working Party Report

15.1 To discuss the job evaluation/pay banding for the Clerk role.

There was no report from the Personnel Working Party. This agenda item was postponed until the next meeting. .

15.2 To receive information regarding the payment of holiday pay for annual leave accrued during period of long term sickness and decide further action.

The Clerk explained the legal obligations of the Parish Council to pay accrued holiday pay. It was PROPOSED by Cllr Rider, SECONDED by Cllr Anslow and AGREED by ALL that annual leave accrued during periods of long term sick should be paid in full.

39/20

16. Cemetery Working Party Report

16.1 To confirm the minutes of the meeting held on 11th February 2020.

There was one amendment to the minutes, brass was amended to bronze. A further meeting will be arranged to discuss Cemetery fees in relation to memorial plaques.

The minutes were PROPOSED by Cllr Hoff, SECONDED by Cllr Fox and ACCEPTED by ALL.

40/20

17. Festival & Events

17.1 To receive an update regarding the village Bramhope Tunnel Film event and discuss/decide further action with regards to a future event.

The cost of holding the event was £108 plus printing costs. £355 was raised in ticket sales for the Navvies Memorial Fund. Cllr Howard is discussing organising a repeat event to accommodate those people who were unable to attend the first event.

Although there is not a formal Summer Festival being organised in 2020 Cllr Harris has received a

request from the Royal British Legion to assist with publicising its annual brass band concert and printing of tickets. Support for both was agreed. The concert will be held at the Rugby Club on 25th July at 7.30pm.

18. Leeds City Council Update

- 18.1** Cllr Flynn has visited a resident on High Ridge Way regarding the close proximity of the new houses to existing properties. A change in design of property is more imposing than on the original plans. Cllr Flynn has asked the developer if anything can be done to alleviate the impact of the new property. No response has been received to date.
- 18.2** An enforcement issue involving the partial removal of a stone wall will be reported by Cllr Flynn.
- 18.3** The proposals with the developer for the Rosemont site have been agreed. There is no news on a start date.
- 18.4** Cllr Flynn has asked LCC Officers if it would be feasible to install cycle racks in the vicinity of the Tredgold noticeboard to prevent vehicles from parking on the pavement in front of the noticeboard and blocking the sight lines from the bus shelter.

42/20

19. Carlton Village Report

There was no report from Carlton Village.

43/20

20. Liaison Groups

20.1 Bramhope Village Hall

There was no report

20.2 Bramhope Primary School

The governing board has now been renamed the governing committee.

The school have had enquiries from prospective buyers for the Spring Wood development about places at the school.

20.3 Leeds Bradford Airport

Cllr Robinson will attend the next ACC Meeting on 26th March on behalf of the Parish Council in Cllr Howards absence.

20.4 Parish Council Annual Charity

Donations from the collection at the Bramhope Tunnel event totalled £166.63. To date Cllr Harris has raised and collected from other events during the year £2460.10 plus some additional gift aid is to be added to the total.

Cllr Harris has decided that she will hold another table tennis challenge this year. The length of the challenge will be increased to 7 hours and will take place on 28th July between 10am and 5pm.

Information regarding the fundraising for Martin House will be included in the newsletter and next years' annual charity and the table tennis challenge will also be included.

44/20

21. Any other urgent business not on the agenda.

There was no other urgent business.

45/20

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

The date of the next Full Parish Council Meeting will be Wednesday 25th March 2020 at 7.30pm.

The Meeting closed at 9.46pm
Minutes by Nicola Woodward
Published 28th February 2020