

**BRAMHOPE & CARLTON PARISH COUNCIL**  
Minutes of the Meeting of the Parish Council held at Bramhope Village Hall  
held on 26<sup>th</sup> August 2020 at 7.30pm via video conferencing

**PRESENT**

Chair: Hilary Harris

Councillors: Alan Anslow, Diane Fox, Martin Fogel, John Howard, Ian Robinson, Maria Gill

Nicola Woodward (Clerk)

**145/20**

- 1. Public Participation (10 Mins)**  
There were no members of the public present

**146/20**

- 2. To receive apologies**  
Apologies received from Cllrs Haswell, Lawrence, Rider, Flynn and Bryant

**147/20**

- 3. Declarations of disclosable pecuniary interest or other interests**  
There were no declarations of interest.

**148/20**

- 4. To agree the minutes of the meeting held on 22<sup>nd</sup> July 2020**  
The minutes for the meeting held on 22<sup>nd</sup> July 2020 were PROPOSED by Cllr Howard, SECONDED by Cllr Robinson, and AGREED by ALL.

**149/20**

- 5. To receive an update from the Neighbourhood Police Team**  
PCSO Joel Hebden provided an update. In the last 30 days there have been three burglaries and a robbery from a shop. Investigations are ongoing.

Speed checks have been carried out on Kings Road, Moor Road, Old Lane, and Wynmore Avenue. Cllr Howard requested that a 6-month breakdown of the results of speed checks carried out be provided for the winter newsletter.

Reports of dangerous driving in the village have been actioned. Officers have spoken with the individuals concerned.

There are carrying out regular patrols at both hotels in the village. A weekly contact point has been set up at the Mercure to engage with the residents.

The police will contact the owner of the vehicle that has driven into and moved one of the stones at The Cross.

**150/20**

- 6. To receive information on the ongoing issues**
- 6.1 To receive an update on the recruitment of a Parish Councillor**  
Notices have been put up advertising the current vacancy. The closing date is 11th September. There has been one enquiry for further information.
- 6.2 To receive an update on the closure of the playground and book exchange and decide further action**  
VMC discussed whether to continue to keep the playground and book exchange closed. As there has been little change in the guidance from the government and LCC and Bradford play areas remain closed VMC recommends that the Bramhope playground and book exchange remain closed. The decision will be reviewed monthly. Cllr Anslow will continue to monitor guidance and has also been in contact with Leeds City Council to obtain information regarding its approach to re-opening play areas.

A RoSPA playground inspection has been requested and will take place during September or October. To date the Parish Council have received one official comment asking when the playground will be re-opened and a second comment supporting the playground remaining closed.

**6.3 To receive an update on the drainage and flooding issues on Jubilee Copse and neighbouring property and decide further action**

VMC discussed the issues with drainage and flooding on Jubilee Copse and agreed to send a letter to LCC on the matter, particularly with reference to the additional pipe that has been installed on Parish Council land without formal permission being requested. Concerns regarding the volumes of water flowing into the culvert will also be raised and that the Parish Council would welcome a review of the drainage. A letter has been drafted and will be sent shortly as the matter needs to be resolved prior to LCC Highways finishing on site.

**151/20**

**7. Chairs Update**

Cllr Harris thanked the Councillors for assisting with the delivery of the Summer newsletter. Cllr Harris has attended a meeting of Bramhope in Bloom held at the Rugby Club. Cllr Harris and Cllr Howard attended the VJ ceremony at the memorial garden. An invitation has been received from the Village Hall Committee to view the renovations to the village hall on 14<sup>th</sup> September. Cllrs Harris, Howard, Rider and Flynn will attend.

**152/20**

**8. Clerks Report**

The annual meetings for Bramhope Village Property Trust and Recreation Ground Trust will take place prior to the September meeting. The Clerk explained to Cllr Gill that all Councillors are trustees of both.

The Clerk highlighted the training calendar from the YLCA. Cllr Howard has indicated that he would like to attend four of the webinars on offer.

The Clerk suggested that due to the short lead time of notification for some of the events it would be useful if the Parish Council developed a short training policy so that some training can be booked without the need to seek approval from Full Parish Council. The matter was referred to a future meeting of the Finance Working Group, although it was highlighted that there is a crossover between Finance Working Group and Personnel Working Group.

**153/20**

**9. Correspondence**

**9.1 Correspondence from LCC - updated plan of Dynley Arms junction improvement scheme**  
This was noted.

**9.2 Correspondence from LCC regarding speed limit on Otley Old Road**  
A discussion took place. Cllr Flynn has been involved and is progressing this matter as Ward Councillor. It was agreed that the Parish Council do not need to take any action at this time.

**9.3 Correspondence from a resident regarding speeding on Moor Road**  
This was noted.

**9.4 Correspondence from a resident regarding the closure of the playground**  
This was noted.

**9.5 Correspondence from a resident regarding road safety measures**  
This was noted.

**154/20**

**10.**

**10.1 To receive rental prices for the 2020 Christmas motifs and decide further action**

There will be 10 festive motifs and 1 Tommy light for Christmas 2020. The cost of the hire of motifs this year is £219 each and the Tommy light is £200. Total cost £2395 + VAT.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Anslow and AGREED by ALL that the quote for 10 festive motif and 1 tommy light should be accepted.

**10.2 To discuss Remembrance Day parade and service for 2020 and decide further action**

To date no plans have been made by the Royal British Legion for Remembrance Day. A communication from RBL had been received on the day of the meeting indicating that any parades are now the responsibility of the civic authority to arrange.

Cllrs Harris, Anslow, Howard and Robinson agreed to hold a working group meeting to discuss the documentation received from RBL and liaise with the local branch prior to a further discussion on the matter at the next meeting of Full Parish Council.

The Clerk indicated that a road closure order would take around six weeks to be processed therefore if a parade is taking place this would need to be actioned before the end of September. The Clerk will obtain costs for a road closure order and arrange a date for a working group meeting.

**10.3 To receive information regarding the Christmas Lights Switch on event for 2020 and decide further action**

There are no plans for a large scale event at the village hall but some initial plans to maybe do a Christmas themed scarecrow type hunt around the village instead on 6<sup>th</sup> December that families can take part in. Cllr Fox suggested a snowman hunt.

The lights will be switched on by timers on the 28<sup>th</sup> November 2020 at dusk.

155/20

11.

**Finance & Administration Working Party**

**11.1 To Approve payments for August 2020 as per the schedule**

The payments schedule for August were PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and AGREED by ALL.

**11.2 To Approve the re-stated accounts as at 31<sup>st</sup> March 2020 and for the period April 2020 to July 2020.**

As per the Clerks report in July historically the tax reclaim figure as at 31<sup>st</sup> March has been included in the year end accounts, and the monies received in the new financial year. The auditor has indicated that this is not the correct procedure. The restated accounts as at 31<sup>st</sup> March 2020 and for the period April to July were circulated prior to the meeting. Section 2 of the AGAR has also been restated with amended figures for VAT reclaim for the last 2 years included.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Anslow and AGREED by ALL that the restated accounts as at 31<sup>st</sup> March and for the period April 2020 to July 2020 and Section 2 of the AGAR be approved.

156/20

12.

**Planning and Enforcement**

**12.1 To confirm the minutes from the meeting held on 22<sup>nd</sup> July 2020**

The minutes for the meeting held on 22<sup>nd</sup> July 2020 were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Anslow and ACCPETED by ALL.

**12.2 Enforcement Issues Update**

There were no further updates.

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

Progress is being made on the works at the end of The Poplars. The road will be re-opened in the next two weeks. The roundabout is also approaching completion.

There has been an accident on the section of roundabout with an adverse camber. Following a complaint from a victim of the accident the speed limit has been reduced to 20mph in that section of roadworks.

**12.4 To receive information regarding the government white paper 'Planning for the Future' consultation and decide further action with regards to the Parish Council's response to the consultation**

This matter was referred to next meeting of the Planning Committee to formulate recommendation for the September meeting of Full Parish Council.

The Parish Council can respond on the consultation. NALC have also asked for comments on the consultation by 15<sup>th</sup> October and will consolidate comments from all Parish Councils.

157/20

**13. Village Maintenance Committee Report**

**13.1 To confirm the minutes from the meetings held on 11th August 2020**

The minutes for the meeting held on 1<sup>th</sup> August 2020 were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Anslow and ACCPETED by ALL.

158/20

**14. Communications Working Party**

**14.1 To confirm the minutes from the meeting held on 12<sup>th</sup> August 2020**

The minutes for the meeting held on 12<sup>th</sup> August 2020 were PROPOSED as a true record by Cllr Howard and SECONDED by Cllr Robinson and ACCPETED by ALL.

Cllr Harris noted that the agenda item regarding noticeboards had not been discussed due to a time constraint on the meeting and would be discussed at a future meeting. Cllr Harris suggested that following the discussion the matter should be referred back to VMC prior to recommendations being submitted to Full Parish Council. This was agreed.

Action on replacing The Knoll noticeboard previously agreed will continue.

The 20-page bumper edition of the Summer newsletter has been well received.

**14.2 To receive information regarding obtaining a .gov.uk domain and .gov.uk email addresses for the Clerk and all Parish Councillors and decide further action**

The Parish Council have previously agreed that it would explore providing parish council email addresses for all Councillors and the Clerk and that the preferred option would be to have a .gov.uk domain name and email addresses.

The Clerk outlined the requirements that the Parish Council needs from a hosting supplier. This includes a supplier who can process a .gov.uk domain request, mailbox capacity for all councillors and the clerk to have a parish council email address and appropriate support to migrate from the existing supplier to new supplier.

Three suppliers have been recommended and research has been undertaken on all three suppliers and quotes obtained.

There is a strict naming convention for .gov.uk domain names for Parish Council. The preferred option of the four suggested by suppliers is bramhopecarlton-pc.gov.uk. This will also be used for email addresses.

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Howard, and AGREED by ALL that the quote from Freethought should be accepted.

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Howard, and AGREED by ALL that the domain name bramhopecarlton-pc.gov.uk should be the domain name for the Parish Council.

**14.3 To receive a draft accessibility statement for the website and decide further action**

In order to comply with government accessibility regulations the website needs to be checked for accessibility issues and a statement published on the site to highlight where any issues lie and provide details of how to obtain alternative formats of documents that are not accessible. There is some further testing required and amendments will be made to the website and accessibility statement following the testing.

The draft accessibility statement was PROPOSED by Cllr Howard, SECONDED by Cllr Robinson, and AGREED by ALL.

159/20

**15. Personnel Working Party Report**

There was no update from the Personnel Working Party.

160/20

**16. Cemetery Working Party Report**

There was no update from the Cemetery Working Party.

161/20

**17. Festival and Events**

There was no update on festival or events.

162/20

**18. Leeds City Council update**

There was no update from Leeds City Council.

163/20

**19. Carlton Village Report**

There was no report from Carlton village.

164/20

**20. Liaison Groups Updates**

**20.1 Bramhope Village Hall**

The hall is planning to be re-open on 28<sup>th</sup> September and have issued guidance to all its users. Currently the Parish Council could not meet in its usual room without the need to wear masks. Current guidance is that face to face meetings should be avoided if possible.

**20.2 Bramhope Primary School**

Cllr Anslow noted that there are some works taking place near the entrance to the school.

**20.3 Leeds/Bradford Airport**

The next quarterly meeting of the Airport Consultative Committee will take place on 23<sup>rd</sup> September 2020. Cllr Howard will attend.

**20.4 Parish Council Annual Charity**

There was no update.

165/20

**21. Any items for discussion at a future meeting.**

There were no additional items for discussion at a future meeting.

166/20

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

The date of the next Full Parish Council Meeting will be Wednesday 23<sup>rd</sup> September 2020 at 7.30pm.

The meeting closed at 20:53  
Minutes by Nicola Woodward  
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