BRAMHOPE & CARLTON PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held at Bramhope Village Hall
held on 27th January 2021 at 7.30pm via video conferencing.**

**PRESENT**

Chair: Hilary Harris

Councillors: Alan Anslow, David Bryant, Campbell Cowan, Martin Fogel, Diane Fox, John Howard, Marion Rider, Ian Robinson, Amanda Lawrence.

Cllr Flynn joined the meeting at 7.40pm and left at 8.15pm.

Nicola Woodward (Clerk)

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| **1.** |  | **To receive apologies for absence given in advance of the meeting and to consider the approval of reasons given for absence.**Apologies received from Cllr Maria Gill |
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| **Declarations of disclosable pecuniary interest or other interests**There were no declarations of interest.  |

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| **3.** |  | **Public Participation (10 Mins)** There were no members of the public present.  |
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| **4.** |  | **To receive an update from the Neighbourhood Police Team** The police were not present at the meeting. In the last 30 days there has been one theft of a vehicle.  |
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| **5.** |  | **To agree the minutes of the meeting held 25th November 2020** |
|  |  | The minutes for the meeting of Full Parish Council held on 25th November 2020 were PROPOSED by Cllr Howard, SECONDED by Cllr Bryant, and AGREED by ALL. |
| **6.** |  | **To receive information on the ongoing issues and Clerks report** |
|  | **6.1** | **To consider application and co-option for the Parish Councillor vacancy for Carlton Ward**There were two applications for the position of Parish Councillor for Carlton Ward. A vote was taken by a show of hands and Anne-Marie Pickstock was co-opted on to the Parish Council. Cllr Pickstock signed the declaration of acceptance of office on camera.   |
|  |  | **Cllr Flynn joined the meeting at 7.40pm****The Chairman indicated that agenda items 8.2, 12 and 13 would be taken after agenda item 17 as they are all interlinked.** |
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|  | **6.2** | **To receive an update regarding future liaison between Bramhope Primary School and the Parish Council**The Clerk and Chairman held a meeting with the chair of school governors. No formal arrangement has been agreed for liaison between the school, just an agreement that the chair of governors will be a contact point for sharing information about activities at the school. It was agreed that the Clerk should contact the school suggesting that the school communicate with a point of contact at the council in order that Councillors are informed when speaking to residents. A discussion took place regarding the current consultation regarding the proposed expansion of the school and concerns raised by residents for emergency access for vehicles during pick up and drop of times. Cllr Howard has been in contact with some residents. He has indicated that the residents should contact the Ward Councillors to express their views. Cllr Flynn indicated that all the information collected from the online survey and various other forms of communication will be collated and taken to the executive board prior to going to planning and consideration by highways. Cllr Flynn will send round a copy of all the papers relating to the executive board.  |
|  | **6.3** | **Clerk report**LCC Highways have responded to the letter from the Parish Council indicating that they will include the PC on the circulation list for the results of any speed surveys undertaken in the Parish. The Clerk has been in correspondence with vegetable stall business following complaints from residents regarding the vegetable stall. The owner is addressing the issues raised to try and reduce the level of congestion in the area, parking of the van and rubbish. The owner has formally requested that the Parish Council consider allowing the stall to set up in the car park. The matter could not be discussed and agreed upon as it was not raised in sufficient time to be included on the agenda. The matter will be discussed at a meeting of Bramhope Village Property Trust, which owns the village car park. Cllr Rider requested additional information prior to the meeting. The Clerk has received a response from Network Rail to confirm that the damage to the entrance of the Bramhope Tunnel has now been repaired.  |
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| **7.** |  | **Chairs Update**The Chairman and the Clerk had received a request from St Giles to do a gospel reading for its Sunday service on behalf of the Parish Council. Cllr Harris agreed and received a note of thanks.  |
| **8.** |  | **Correspondence**  |
|  | **8.1** | **To receive correspondence regarding streetlighting in Bramhope and decide further action.** Two pieces of correspondence have been received regarding streetlighting. One concerned street lighting in ‘The Trees’ estate. The issue with installing lighting columns in this area would be that the verges are not owned by highways so all households would need to be in agreement to do this. The second request was for the path from Hilton Grange down Old Lane towards the village. It is unlikely that street lighting would be considered as it would be urbanising a rural scene. The cost of both proposals is likely to be prohibitive, particularly at this time due to Leeds CC financial situation. Cllr Flynn indicated that two previous surveys indicated that the majority of residents did not wish to have street lighting installed. It was suggested that it would be useful to ascertain the cost per 100 metres of installing street lighting for reference. Cllr Flynn agreed to contact LCC Officers to request this information. The Clerk will respond. **Agenda item 8.2 was discussed after Agenda item 13.** |
|  | **8.2** | **To receive correspondence regarding air quality and the use of woodburning stoves/open fires in the village and decide further action.**The resident would like the PC to assist with raising awareness of pollution from open fires and woodburning stoves. A discussion took place. It was agreed that the Parish Council should follow Leeds City Council policy. At this time Bramhope is not included in the smoke control orders for Leeds. It was agreed that without speaking to LCC the Parish Council are unable to tell residents in an area that is not under a smoke control area what should and should not be burned on fires and that it would not be a matter to include in the newsletter as the newsletter does not include articles relating to the personal views of residents. The resident is welcome to post information on village noticeboards and to contact Leeds City Council regarding this matter. There are likely to be national legislation regarding the type fuels that can be burned (i.e., only seasoned wood).The Clerk will respond to the resident.   |
|  | **8.3** | **To receive correspondence regarding the 2021 census**The census will take place in March 2021. The Clerk has received further correspondence indicating that the PC has a role to play in promoting this and will be discussing this with the person co-ordinating the census for this area next week. Further information will be shared at the February meeting.  |
|  | **8.4** | **To receive a note of thanks from Bramhope Village Hall**A note of thanks has been received for the CIL grant to assist with new doors, blinds and refurbishment of the floor at the Village Hall.  |
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| **9.** |  | **To receive and discuss the five year action plan for the Parish Council and decide further action.**  A discussion took place. Cllr Howard PROPOSED, SECONDED by Cllr Fogel and AGREED by ALL that council 1. Formally adopts the concept of 5 year plan, 2, Adopt the draft 5 year plan presented to council. 3. Quarterly working group meetings attended by the Chairman, Vice Chairman, and a representative from each committee are included in the membership. |
| **10.** |  | **To receive information regarding the Awards for All lottery grant received in 2019 to support the installation of a new embankment slide and decide further action.**The council received a grant in 2019 to support the installation of a new slide. One of the conditions of receiving the grant was it should be used within 12 months of receipt. Due to issues with obtaining planning permission and COVID-19 the grant has not been spent. It was agreed that the Clerk should write to Awards for All outlining the issues and to seek advice on what the options for the council are.  |
| **11.** |  | **To receive quotations for the Cemetery project and decide further action.**A discussion took place. Cllr Fogel PROPOSED, SECONDED by Cllr Howard and AGREED by ALL that Quote 1 be accepted for the full project. Total cost £19,172 + VAT **Agenda item 12 was discussed after agenda item 17.** |
| **12.** |  | **To discuss tree planting on Jubilee Copse and other areas of Parish Council owned land and decide further action** .A proposal for additional planting on Jubilee Copse was discussed and also a rolling programme of tree planting in other areas of the village in the future following trees that require replacement following bi-annual inspections. . The proposal includes engaging a consultant to draw up a planting scheme, procure and oversee planting of a mixture of standard trees and whips on the area of Jubilee Copse between the public right of way and the A660, leaving the other side as grass for dog walkers who wish to exercise their dogs on a long lead. Residents should also be encouraged to plant additional trees. Ideally the planting will be undertaken before end March 2021. Concerns were raised about grass cutting. It was envisaged that the grass will be cut less and can either be either strimmed or cut by machines. It was PROPOSED by Cllr Harris, SECONDED by Cllr Fox and AGREED by ALL that a budget of £2000 be allocated to engage a consultant to draw up a planting proposal, and to oversee the procurement and planting of additional trees. **Agenda item 13 was discussed after agenda item 12.**  |
| **13.** |  | **To receive information regarding wildflower planting on Parish Council owned land and decide further action.**A discussion took place regarding wildflower planting on Parish Council land. It would need to be well thought out and planned properly in a clearly marked area. Consideration needs to be given to location and implications. The RHS website has information about wildflower planting. It was AGREED that further research is undertaken, and Bramhope in Bloom should be contacted for advice on the matter and their thoughts on location. A budget provision of £2000 will be included for the 2021/22 budget for this project.  |
| **14.** |  | **To discuss seeking specialist VAT advice with regards to the Pavilion project and the Recreation Ground Charitable Trust and decide further action.**Some initial advice had been obtained from YLCA regarding VAT and the Pavilion project. The advice suggested that the Recreation Ground Charitable Trust should be operating its own bank account to receive its income, not the Parish Council account. Further in depth advise would be beneficial, to understand the appropriate way to manage the Recreation Ground finances and to ensure that the Parish Council can recover VAT from expenditure on the Pavilion project. Further discussion to take place at next Finance Committee. This matter will be discussed at a future meeting.  |
| **15.** |  | **To receive a CIL grant application from Think Like a Pony and decide further action.**A discussion too place. The project includes improvements to the public footpath and create a picnic area for use by the public and centre users. It was suggested that some publicity should be included in the newsletter. It was highlighted that the organisation will need to publicise for 12 months after the grant has been awarded that the Parish Council contributed towards the project and that a notice should be displayed by the picnic area indicating it is for the use of all. The finger post off Occupation Lane needs to be replaced. Public Rights of Way should be contacted about this. Cllr Anslow PROPOSED, SECONDED by Cllr Fogel and AGREED by ALL that the grant for £5000 should be awarded to Think Like a Pony. |
| **16.** |  | **To consider a request from Bramhope Trust for the Parish Council to adopt an area of land adjacent to the newsagents on Eastgate.**A request to adopt an area of land on Eastgate was discussed. Cllr Fox highlight that as a property owner adjacent to an unadopted right of way you are responsible for the maintenance and upkeep of the area. It was agreed that the Parish Council would not explore this request further.  |
| **17.** |  | **To receive feedback from Climate Emergency webinar and correspondence regarding the Climate and Ecological Emergency and decide further action.**Cllr Harris attended a Climate Emergency and shared information on the various things a council can do to improve its carbon footprint, such as additional tree planting, wildflower areas, use of renewable energy for Parish Council owned properties etc. YLCA have also circulated some information on climate emergency. It was AGREED that a separate working group should be set up, and a meeting held to discuss the matter of climate change and the action plan for Parish Councils. The Clerk will forward the White Rose Update and Action plan prior to the meeting.  |
| **18.** |  | **To discuss the provision of a grit bin for Church Hill**A request for the Parish Council to request a grit bin for Church Hill has been received. It was agreed that this matter be referred to Cllr Flynn to explore.  |
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| **19.** |  | **Planning and Enforcement** |
|  | **19.1** | **To confirm the minutes from the meeting held on 25th November 7th December 17th December 2020 and 12th January 2021.**The minutes for the meetings held on 25th November 2020, 7th December 17th December 2020 and 12th January 2021 were PROPOSED by Cllr Fox, SECONDED by Cllr Howard, and AGREED by ALL. |
|  | **19.2** | **Update on the development at Breary Lane East**  Cllrs Fox and Harris have met with LCC Officers to confirm the site for the new noticeboard and to verify that the snagging list on PC land has been completed.  |
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| **20.** |  | **Village Maintenance Committee Report** |
|  | **20.1** | **To confirm the minutes from the meetings held on 8th December 2020 and 12th January 2021.**  The minutes for the meetings held on 8th December 2020 and 12th January 2021 were PROPOSED by Cllr Anslow, SECONDED by Cllr Bryant, and AGREED by ALL. |
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| **21.** |  | **Communications Committee report**There was no report.  |
|  |  | **Motion to Exclude the Press and Public – there were no press or members of the public present.**  |
| **22.** |  | **Personnel Committee report** |
|  | **22.1** | **To confirm the minutes of the meeting held on 14th January 2021.**  The minutes for the meetings held on 14th January 2021 were PROPOSED by Cllr Howard, SECONDED by Cllr Fogel, and AGREED by ALL |
|  | **22.2** | **To receive an update on advice on HR advice received from YLCA and decide further action.**The advice was discussed and agreed.  |
|  | **22.3** | **To receive information regarding the Clerks contractual salary increment on the successful completion of CiLCA.** It was PROPOSED by Cllr Fogel, SECONDED by Cllr Robinson and AGREED by ALL that the Clerk will be awarded a contractual increment on successful completion of CiLCA.  |
|  | **22.4** | **To discuss salary increments for Parish Council employees from 1st April 2021.**It was PROPSED by Cllr Harris, SECONDED by Cllr Howard and AGREED by ALL that Parish Council employees should receive an additional increment from 1st April 2021**.** |
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| **23.** |  | **Finance & Administration Committee** |
|  | **23.1** | **To Approve payments for December 2020 and January 2021 as per the schedule of payments**  - The payments schedule for December 2020 and January 2021 was PROPOSED by Cllr Robinson, SECONDED by Cllr Howard and AGREED by ALL. |
|  | **23.2** | **To confirm the minutes of the meeting held on 19th January.**  The minutes for the meeting held on 19th January 2021 were PROPOSED as a true record by Cllr Howard, SECONDED by Cllr Fogel and ACCPETED by ALL. |
|  | **23.3** | **To agree the precept for 2021/22**It was PROPSOED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL that a precept of £60,730 be agreed for 2021/22. This represents a 0% increase per household in the precept for the forthcoming year.  |
|  | **23.4** | **To receive the draft budget for 2021/22 and 2 year budget plan for 2022/23/24 and decide further action.** It was PROPOSED by Cllr Fogel , SECONDED by Cllr Howard and AGREED by ALL that budget for 2021/22 be approved.  |
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| **24.** |  | **Leeds City Council update**Cllr Fox reported that LCC have been out cutting overgrown vegetation on the Ebor Way. |
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| **25.** |  | **Carlton Village Report**Cllr Pickstock highlighted issues in Carlton with fly tipping and litter has increased in lockdown.  |
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| **26.** |  | **Liaison Groups Updates** |
|  | **26.1** | **Bramhope Village Hall**There was no update. |
|  | **26.2** | **Leeds/Bradford Airport Consultative Committee**The next meeting of the ACC will be held on 24th February. There is a new Chief Executive at the airport. The current chair of the ACC will be resigning.A public consultation has opened on the parkway station for LBA and is open until 21st February. The matter of a response to the consultation was referred to the Planning Committee to discuss and agree a formal Parish Council response. The Clerk has shared information regarding the consultation on Facebook and the website.  |
|  | **26.3** | **Festival and Events**To discuss the Platinum Jubilee in 2022 and decide further action. There was no report.  |
| **27.** |  | **Any items for discussion at a future meeting**Cllr Harris asked if the start time for Full Parish Council could be discussed at the next meeting, and also whether to amend the schedule of meetings to increase the number of Full Parish Council meetings to 12 per annum. |
| **28.** |  | **To confirm the date of the next Full Council Meeting**The date of the next meeting will be 24th February 2021.The meeting closed at 9.59pmMinutes by Nicola WoodwardPublished 28th January 2021. |