

BRAMHOPE & CARLTON PARISH COUNCIL
Minutes of the Meeting of the Parish Council held at Bramhope Village Hall
held on 24th February 2021 at 7.30pm via video conferencing.

PRESENT

Chair: Hilary Harris

Councillors: Alan Anslow, David Bryant, Campbell Cowan, Billy Flynn, Martin Fogel, Diane Fox, Marion Rider, Ian Robinson, Amanda Lawrence, Anne-Marie Pickstock.

29/21

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 Cllrs Howard and Gill. Approval given for reasons for absence. Apologies received for late attendance to the meeting by Cllr Anslow.

30/21

2. Declarations of disclosable pecuniary interest or other interest.

There were no declarations of interest.

31/21

3. Public Participation (10 Mins)

There were no members of the public present.

32/21

4. To receive an update from the Neighbourhood Police Team

A representative from the Police was unable to attend the meeting. There has been very little crime recorded in the village in the past 30 days. To the Clerks knowledge just one theft has been reported.

33/21

5. To agree the minutes of the meeting held 27th January 2021

The minutes for the meeting of Full Parish Council held on 27th January 2021 were PROPOSED by Cllr Fogel, SECONDED by Cllr Robinson, and AGREED by ALL.

34/21

6. To receive information on the ongoing issues and Clerks report

6.1 To receive an update regarding future liaison between Bramhope Primary School and the Parish Council and an update on the school expansion consultation

The Chair of School Governors will contact the Chairman or Clerk following the Governors meetings with any updates that may be relevant to the Parish Council and will also contact the Chairman in between meetings if there are any ad hoc issues that arise.

In terms of the proposed school expansion, the public consultation period has now closed, and the school awaits further information from the Local Authority. Several governors attended both online public consultation meetings (December and January). A group (BRACE) set up by local residents to address their concerns regarding traffic issues have been in touch with the school and had a discussion regarding those concerns. An overview of the actions the school is looking to put in place to alleviate/address traffic matters has been shared with the group. Due to the lockdown, most of these actions are on hold until the schools can re-open.

Cllr Flynn requested that the Clerk send him the correspondence received from BRACE which will be discussed at the next meeting. Cllr Flynn will contact BRACE and ask them to write to him individually regarding their concerns.

The Clerk will reply to the Chair of Governors to confirm that the council agree with the arrangements for future liaison.

6.2 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 Clerk has received confirmation from Awards for All that we can use the grant for either a slide or another piece of equipment for the playground if the slide project is unsuccessful.

6.3 Clerks report

The Clerk reported that the cost of installing lighting on Old Lane has been explored so that the council would have an idea of the cost of any future requests to install street lighting in areas of the village. The cost just for Old Lane would be in excess of £100,000.

35/21

7.

Chairs Update

There was no update.

36/21

8.

Correspondence

8.1 To receive correspondence regarding the 2021 census and decide further action

The census will take place in March 2021. The Parish Council has been sent some information to display on noticeboards to assist with publicity. The Clerk will post more information on the website and Facebook page as and when it is received.

8.2 To receive correspondence from LCC regarding the definitive path between The Poplars and The Birches

Notification has been received from LCC asking if the council wish to comment on the proposal to add the path on Jubilee Copse between The Poplars and The Birches onto the definitive map. As the Parish Council made the initial request the Clerk will formally respond to confirm that we support.

8.3 To receive a response from LCC to the letter sent by the Parish Council with regards to the culvert on Jubilee Copse

A response to the letter sent to LCC regarding the culvert on Jubilee Copse has been received. The response noted the following.

- There has been several heavy rainfall events in the last few months with the latest one being on 21/01/21. Surrounding areas were flooded, however the culvert did not overflow or raise any concerns each time.
- Several site visits were made during January, the water was found to be running clean and clear in the culvert.
- Surface water from the Millers site should not enter the culvert unless an error or problem arises. Regrettably, this has happened in the past but fortunately matters were addressed. We have been assured by Millers following this have put measure in place to ensure that the same breach will not occur again.
- The culvert has now been returned to the management of the culvert and they will manage any issues relating to the retention pond and culverts. A request for assistance by the Parish Council to report any issues during the remaining period of the development of the site, has been received.

Cllr Flynn commented that the attenuation pond management has been handed over to a management company. Cllr Flynn has requested that if there is an issue on site should be reported to the FRM team immediately. The drainage system is still temporary until the site is completed. Cllr Harris goes to check the culvert regularly. Although the ponds have overflowed, they did not affect the culvert.

37/21

9.

To appoint the internal auditor for 2021/22

A discussion took place. It was PROPOSED Cllr Robinson and Cllr Fox and AGREED by ALL that Yorkshire Internal Audit Services would be appointed as the council's internal auditor for 2021/22

38/21

10.

To discuss the start time for future Full Parish Council meetings and the number of meetings per annum and decide further action

A discussion took place regarding the start time for Full Parish Council meetings. It was PROPOSED by Cllr Harris, SECONDED by Cllr Fogel and AGREED by ALL that the start time for Full Parish Council meetings should be 7.00pm. The times can be reviewed in the future if required.

A discussion took place regarding issues around not having a meeting in December and the benefits of adding in a meeting to avoid a lengthy meeting in January. It was AGREED by ALL that the earlier start time for meetings may offset the issue of the lengthy meeting in January therefore the matter will be reviewed at the same time next year if required.

38/21

11.

To agree to add Cllr Cowan as a member of the Planning Committee

It was PROPOSED by Cllr Fox, SECONDED by Cllr Rider and AGREED by ALL that Cllr Cowan should be added to the membership of the Planning Committee.

39/21

12.

To agree that the Parish Council meets the eligibility criteria to adopt the General Power of Competence (equals or exceeds two thirds elected members and a CiLCA qualified Clerk)

The council currently has 9 out of its 13 councillors who are elected members and a CiLCA qualified Clerk from 11th February 2021, therefore fulfils the criteria to adopt the General Power of Competence.

The General Power of Competence gives eligible councils “the power to do anything an individual generally may do”, providing other legislation does not prohibit the activity.

It is a ‘power of first resort’ to be considered when seeking a power to act. It gives the council power to do things they would not normally be able to do, including activities outside of the Parish.

e.g. power to assist another authority in its statutory duties, invest in organisations to provide services for residents, trade subject to setting up a suitable delivery body.

It was PROPOSED by Cllr Fogel , SECONDED by Cllr Robinson and AGREED by ALL that the council meets the eligibility criteria to adopt the General Power of Competence.

40/21

13.

To agree to adopt the General Power of Competence.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Fox and AGREED by ALL that the Bramhope and Carlton Parish Council should adopt the General Power of Competence.

The General Power of Competence will then be reviewed at the first meeting following the next ordinary election of the council in 2023.

41/21

14.

To discuss the Annual Parish Meeting and decide further action.

The Annual Parish Meeting will normally be held in May. Due to the current restrictions a face to face meeting is not going to be possible. No guidance regarding Annual Parish Meetings for 2021 has been received. A discussion took place regarding the options which included holding an on-line event in May or holding a face to face public meeting later in the year.

It was AGREED by ALL to defer the Annual Parish Meeting until later in the year.

The Clerk will ask Cllr Howard if this information can be included in the spring newsletter.

42/21

15.

To receive a report on the Climate Change Working Group meeting held on 17th February and decide further action.

Notes from the meeting held on 17th February had been circulated prior to the meeting. A draft statement and policy for the Parish Council on climate change will be discussed at the March meeting of Full Council.

43/21

16.

Planning and Enforcement

16.1 To confirm the minutes from the meeting held on 5th February and 23rd February 2021.

The minutes for the meetings held on 5th February and 23rd February 2021 were PROPOSED by Cllr Fox, SECONDED by Cllr Rider, and AGREED by ALL.

16.2 Update on the development at Breary Lane East

A discussion took place regarding this agenda item being a standing item and whether it is still required. It was AGREED to take this off the agenda as a standing item and included on the Planning Committee agenda. Any specific items relating to the development can be raised as a stand alone agenda item in the future.

Cllr Anslow joined the meeting at 20.08

44/21

17. **Village Maintenance Committee Report**

17.1 **To confirm the minutes from the meetings held on 9th February 2021**

The minutes for the meetings held on 9th February 2021 were PROPOSED by Cllr Bryant, SECONDED by Cllr Fox, and AGREED by ALL.

45/21

18. **Communications Committee report**

There was no report.

Cllr Fox highlighted that the government website indicates that election material should not be delivered by volunteers. It was noted that the situation should be checked nearer the time. No one is under pressure to deliver.

46/21

19. **Personnel Committee report**

19.1 **To receive an update on HR issues**

Cllr Lawrence gave an update to the council on HR issues.

47/21

20. **Finance & Administration Working Party**

20.1 **To Approve payments for February 2021 as per the schedule of payments**

The payments schedule for February 2021 was PROPOSED by Cllr Fogel, SECONDED by Cllr Robinson and AGREED by ALL.

20.2 **To Approve the petty cash statement for February 2021**

The petty cash statement for February 2021 was PROPOSED by Cllr Robinson, SECONDED by Cllr Fogel and AGREED by ALL.

48/21

21. **Leeds City Council update.**

Cllr Flynn has been contacted by a resident on Creskeld Lane regarding concerns of a large extension on a neighbouring property that goes across the watercourse in the gardens in that area. The neighbour has had issues previously with water backing up when building work has taken place over the culvert. Cllr Flynn highlighted the need to ensure that a condition of planning agreement should be that the development should not interfere with the water course. Cllr Flynn will raise the issue with Planning Officers. The Planning Committee has already considered the relevant application at its meeting on 23rd February 2021 and submitted them to Leeds City Council.

Jubilee Copse Culvert - a resident who lives adjacent to the water course has raised concern that there have been two occasions in the last two months when gardens have flooded. Cllr Flynn still considers that surface water drainage from the road is contributing to the issue, as when it rains heavily the speed of the water flowing into the culvert is too great. The historical problem of restricted flow further downstream also contributes to the issue.

Cllr Flynn re-iterated the need to monitor both the culvert and attenuation pond until the development is complete.

It was noted that currently responses from planning officers and highways officers have not been as timely in recent weeks.

49/21

22. **Carlton Village Report.**

Cllr Pickstock has had a request from a local family to re-vamp the Carlton Water Hole in memory of their daughter and have asked if the Parish Council can assist with funding. Cllr Pickstock indicated that Carlton residents would like to have the existing planters replaced and are prepared to help to tend the planters in the future. The matter will be discussed at the next meeting of VMC.

Cllr Flynn indicated that Ward Councillors may be able to help with funding to improve the water hole area.

Cllr Pickstock has started a campaign for a litter free Carlton. To date volunteers have collected 14 bin bags of rubbish. Currently the group are using borrowed litter pickers from Guiseley but would like their own.

The Clerk indicated that the Parish Council have funded litter pickers for Bramhope in the past. It was suggested that the matter be included on the agenda for the next VMC.

Cllr Pickstock asked if it was possible to include a Carlton report in the next newsletter. It was confirmed that previously there had been a report included and that that should continue. The Clerk will ask Cllr Howard to share the call for copy days with Cllr Pickstock.

50/21

23.

Liaison Groups Updates

23.1 Bramhope Village Hall
No report.

Cllr Rider commented that she had not had any updates. Cllr Cowan will ask at the next Village Hall Meeting that updates be communicated with trustees.

23.2 Leeds/Bradford Airport Consultative Committee

Cllr Howard had sent a report from the meeting which had taken place that day.

The key points were:-

A new Chief Executive of the airport has been appointed and would welcome the opportunity to come and speak at Town and Parish Council meetings.

The Chair and Vice-Chair of the ACC have resigned after 25 years of service. The process of finding a new independent chair has begun.

Discussion of the approval for the new terminal and future activity over conditions, appeals etc. Once the minutes of the planning committee are published the council should obtain a that list of conditions attached to the planning application to ensure that it can monitor that LBA are meeting the conditions.

The number of flights is not determined by the outcome of the planning application, that is a matter for the airport and the civil aviation authority. The airport applies for planning permission for facilities and buildings which enable more flights, but they don't apply to increase the number of flights.

23.3 Festival and Events

To discuss the Platinum Jubilee in 2022 and decide further action.

Cllr Harris has contact Cllr Howard to share an idea for the Platinum Jubilee to run along the same lines as the Tour de Yorkshire events with various the village groups being involved.

There will be a need to put something in the newsletter to seek support and get local groups involved.

Any councillors who would like to be involved would be welcome.

The extended Bank Holiday weekend for the Jubilee will take place 2nd to 5th June 2022.

51/21

24.

Any items for discussion at a future meeting.

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

52/21

25.

To confirm the date of the next Full Council Meeting

The date of the next meeting will be 24th March 2021 at the revised time of **7.00pm**.

The meeting closed at 8.46pm
Minutes by Nicola Woodward
Published 24th February 2021.

Signed _____

Dated _____