

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council

held on 24th March 2021 at 7.00pm via video conferencing.

PRESENT

Chair: Hilary Harris

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

53/21

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 Cllr Gill. Approval given for reason for absence.
Apologies received from Cllr Flynn for late arrival due to another meeting.
Apologies received from Cllr Robinson for late arrival.

54/31

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

There were no declarations of interest.

Motion to adjourn the meeting to allow members of the public present to speak at 7.05pm

55/21

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

There were two members of the public present.
A representative from BRACE (Bramhope Residents against Congestion Expansion) addressed the meeting to inform the Parish Council of its purpose and give an update on what they do. A request for assistance from the Parish Council with ideas as to how to progress reducing the health and safety issues in relation to traffic and the school expansion. The group meet regularly and would welcome a single a point of contact with the Parish Council. BRACE thanked Cllrs Flynn, Anderson and Howard for their support to date.

Cllr Flynn joined the meeting at 7.10pm

56/21

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

PCSO Joel Hebden was unavailable at the start of the meeting but was able to join after the meeting ended to give an update. There have been two thefts in the village in the last 6 weeks and an act of vandalism. It was noted that the Parish Council were aware of further vandalism which had not been reported to the police. Residents are encouraged to report crimes.

Meeting reconvened at 19.14pm

57/21

5. **To agree the minutes of the meeting held 24th February 2021**

The minutes for the meeting of Full Parish Council held on 24th February 2021 were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard, and AGREED by ALL.

58/21

6. **To receive information on the ongoing issues and Clerk's report**

6.1 **To receive an update on the slide and steps project and discuss seeking pre-planning advice for a new proposal and decide further action**

The Clerk has met with a company who may be interested in quoting for the new slide and steps. It has been suggested that rather than steps and informal path up the banking could be formed. Seeking pre-planning advice was discussed.
It was PROPOSED by Cllr Fogel, SECONDED by Cllr Anslow and AGREED by ALL that pre-planning advice is sought when the appropriate information is available. Cost £90.

6.2 **Clerk's report**

Additional trees have been ordered for Jubilee Copse and will be planted on Thursday 25th March.
VMC have agreed to plant wildflowers at The Knoll and the Recreation Ground.

The new noticeboard will be installed on Thursday or Friday.

59/21

7.

Chairs Update

No report.

60/21

8.

Correspondence

8.1 Correspondence from Leeds City Council regarding the LGA Model Code of Conduct

LCC are planning to adopt the LGA Model Code of Conduct with just one amendment in Appendix B 8. b) where they have added in the word known.

A request for a comment from the Parish Council has been received as to whether it will be adopting the same Model Code of Conduct. The council has previously reviewed the code in draft format and considered it was fit for purpose.

The Clerk has responded on behalf of the council, as the deadline for comment was 18th March, to indicate that it is likely that Bramhope & Carlton will adopt the LGA Model Code of Conduct.

The LGA Model Code of Conduct will be included as an agenda item for the April meeting.

8.2 Correspondence from a resident regarding street lighting on Long Meadows

A discussion took place This would be a matter for Leeds City Council.

The current understanding from recent enquiries is that there would not be funds available for additional street lighting. Any scheme would require consultation.

There are issues with installing in some areas of the village as the verges are owned by individual property owners, all of whom would need to give permission for their verge to have a column or cabling installed.

Cllr Flynn will ask Leeds City Council for a cost per 100 metres of street lighting for information to give an informed respond.

The Clerk will respond to the resident.

Street lighting can be discussed at a future meeting and be included in a future newsletter.

61/21

9.

To receive an update from the Executive Board regarding the proposed expansion of Bramhope Primary School and to receive information and a petition from BRACE (Bramhope Residents Against Congestion Expansion) regarding the proposed expansion of Bramhope Primary School and decide further action.

The Executive Board have agreed to fund the expansion of the primary school. The costs will be met by LCC. The alternative, to provide a school on Miller's site is a more expensive option, therefore using the existing site is the agreed option.

The issue of additional traffic and car parking in the vicinity of the school is the cause for concern amongst residents.

It is not clear whether planning permission is required at this stage. If planning permission is required conditions can be attached regarding highways and parking issues.

Pre-planning advice will be sought.

Any conditions should be included at an early stage as it is hard amend retrospectively.

One suggestion is close Breary Rise to school traffic, however this will add more traffic to Tredgold Avenue.

An enforceable traffic plan needs to be implemented and pressure should be maintained to ensure this happens.

Cllr Howard indicated that historically there had been a school shuttle bus which may be an option to explore. It would be within the powers of the Parish Council to run a bus service. This would require consultation.

In response to the request from BRACE for a single point of contact with the Parish Council it was AGREED that Cllr Flynn as Ward Councillor and Parish Councillor should be the SPOC for BRACE.

Cllr Robinson joined the meeting at 7.30pm.

62/21

10.

To agree to co-opt Cllr Pickstock as a member of the Village Maintenance Committee and Planning Committee

It was PROPOSED by Cllr Howard, SECONDED by Cllr Anslow and AGREED by ALL that Cllr Pickstock be co-opted as a member of VMC and the Planning Committee.

63/21

11.

To receive information regarding the fruit and vegetable stall and formulate a comment for LCC Officers.

Leeds City Council have approached Cllr Flynn to seek comments on the suitability and safety of the site of the fruit and vegetable stall for trading four days per week between 8am and 4pm.

A discussion took place. The Parish Council support the stall in principle, however concerns were raised regarding the issue of congestion and the ability to socially distance in the area around the stall. Also, the number of days and times that the stall is present in a residential area of the village affects residents from a noise perspective.

It is not known if residents adjacent to the area of the stall have been consulted on the matter.

A question as to whether the license is temporary or permanent would be asked.

Cllr Flynn highlighted that many businesses in Leeds are being encouraged to apply for pavement licenses so that they can trade on the pavement once essential businesses are allowed to open. There are conditions attached to the licenses.

64/21

12.

To agree the date of the Annual Property Inspection

A discussion took place regarding the Annual Property Inspection for 2021. It was AGREED by ALL that the Annual Property Inspection be held on 30th June at 7.00pm, subject to COVID-19 restrictions at the time.

65/21

13.

To discuss the renewal of the Zoom subscription and decide further action

Currently there is no legislation in place to support holding remote meetings beyond 7th May 2021. A discussion took place regarding renewing the subscription.

It was PROPOSED by Cllr Rider, SECONDED by Cllr Robinson and AGREED by ALL that the subscription for Zoom should be renewed. Cost £120 for the year.

66/21

14.

To discuss the Annual Parish Meeting and the Annual Meeting of the Council and decide further action

The Annual Meeting of the Council is normally held on the 4th Wednesday in May as usual, but the current legislation means that between 7th May and 21st June the council will not be able to hold a virtual meeting. The Clerk recommend that the Annual Meeting of the Council should be held on Wednesday 5th May at 7.00pm.

A discussion took place regarding the Annual Meeting of the Council which should be held between 1st March and 1st June. A short meeting could be held to approve the minutes of the 2019 annual parish meeting and to agree to hold an open parish forum later in the year.

Subject to further guidance it was PROPOSED by Cllr Fogel, SECONDED by Cllr Rider and AGREED by ALL that the Annual Meeting of the Council be held on the 5th May 2021 at 7.00pm and will be preceded by a short Annual Parish Meeting.

67/21

15.

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

A discussion took place regarding the report and formal statement of the Parish Councils policy on climate change.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Anslow and AGREED by ALL that the Parish Council approved the following formal statement.

'Bramhope and Carlton Parish Council recognises that there is a climate emergency. From the date of the adoption of this statement, it is formal council policy to endeavour to take action to mitigate against the climate emergency, within its powers and limitations as a Parish Council. These actions will be consistent with the climate emergency policies and initiatives of Leeds City Council. Climate and the environment will be considered in all council decisions.'

Cllr Howard thanked Councillors for their comments to assist with formulating the policy and action plan.

The Council will follow the action plan which accompanies the statement.

68/21

16.

Planning and Enforcement

16.1 To receive a draft policy and comments for planning applications relating to trees and decide further action

A discussion took place regarding the draft policy and comments for planning applications relating to trees.

It was PROPOSED by Cllr Fox, SECONDED by Cllr Anslow and AGREED by ALL that the policy and comments should be adopted by the council with immediate effect.

69/21

17.

Village Maintenance Committee Report

17.1 To confirm the minutes from the meetings held on 26th February and 9th March 2021

The minutes for the meetings held on 26th February and 9th March 2021 were PROPOSED by Cllr Anslow, SECONDED by Cllr Fox, and AGREED by ALL.

70/21

18.

Communications Committee report

18.1 To receive an update on the Spring Newsletter and confirm content.

The spring newsletter should be ready to go to the printers at the end of the week and be returned in time for an Easter delivery.

The newsletter may be 20 pages rather than 16.

It was AGREED by ALL that a 20 page edition be produced if required.

71/21

19.

Finance & Administration Working Party

19.1 To receive notification from the Clerk of emergency expenditure for a plumber to attend the Pavilion

Following a burst pipe at the Pavilion the Clerk arranged for a plumber to attend to repair the leak. The reason for emergency expenditure was ACCEPTED by ALL.

19.2 To Approve payments for March 2021 as per the schedule of payments

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

19.3 To Approve the petty cash statement for March 2021

The Petty Cash statement for March 2021 was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

19.4 To confirm the minutes of the meeting held on 16th March 2021

The minutes for the meetings held on 16th March 2021 were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard, and AGREED by ALL.

19.5 To receive a revised budget for 2021/22 and decide further action

Due to a delay in having the cemetery project works completed this financial year there was one amendment to the previously agreed budget for 2021/22. £23,000 for the cemetery project has been moved out of 2020/21 and into 2021/22.

Cllr Fogel PROPOSED, SECONDED by Cllr Rider and AGREED by ALL that the revised budget for 2021/22 be approved.

19.6 To receive information regarding funds in each of the Parish Council's bank accounts in relation to FSA protection and decide further action.

Finance and Administration Committee have discussed funds in each of the bank accounts. At the start of the financial year one of the accounts will exceed the £85,000 FSA limit. Due to the fact that the majority of the excess funds will be spent in the first three months of the year and there are difficulties in finding another suitable banking provider that is accepting new customers for the type of account the council needs, the Finance and Administration Committee recommended to FPC that an additional account is not required at this time, due to the low risk.

It was AGREED by ALL that an additional account will not be sought at this time.

**72/21
20.**

Leeds City Council update

Cllr Flynn updated the council on issues regarding speeding and regular accidents occurring on Otley Old Road in the vicinity of the St Helena's (approximately 1 per month). In addition, there are issues for pedestrians as there are no pavements in the area.

Local residents have requested that the speed limit be reduced in the area as they are concerned that it is only a matter of time before a fatality occurs.

Leeds City Council officers are discussing the matter. Cllr Flynn will continue to be involved.

A short article on the matter will be included in the newsletter.

**73/21
21.**

Carlton Village Report

Cllr Pickstock has included an article for the newsletter asking for volunteer litter pickers and residents to help start an In- Bloom group for Carlton.

Cllr Pickstock is seeking quotes to improve the water hole area to pass to Cllr Lay who may be willing to offer some funding to improve the area.

**74/21
22.**

Liaison Groups Updates

22.1 Bramhope Village Hall

The village hall will be re-opening on 12th April for children's groups. Adult groups will follow as and when legislation allows.

The latest improvements to the hall are almost complete.

The social committee have set up a crowdfunding site and raised £1200 towards the improvements.

22.2 Leeds/Bradford Airport Consultative Committee

Cllr Howard attended the LCC Plans Panel which discussed the conditions to be applied to the planning application for the new terminal building.

The Parkway station plans are still going ahead and should be started in 2023-24.

Free electric shuttle buses will be provided between the station and the airport.

Some of the concerns raised by the Parish Council have been addressed in the conditions including planting of mature trees to screen the site and landscaping.

22.3 Festival and Events

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

There will be an article in the newsletter regarding the Platinum Jubilee asking local organisations and residents to get involved.

It was agreed that a separate email address for events will be set up, which several people can have access to. The email address will be events@bramhopecarlton-pc.gov.uk and will be included in the article in the newsletter.

Motion to Exclude the Press and Public

Exclusion of the Press and Public

Under the Public Bodies (Admission to Meetings) Act 1960 as extended by s. 100 of the Local Government Act 1972), the public and accredited representative of newspapers be excluding from the meeting for the following items of business (15.1, 15.2, 15.3 & 15.4) on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

75/21

23.

Personnel Committee report

23.1 To confirm the minutes of the meeting held on 16th March 2021

The minutes for the meetings held on 16th March 2021 were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard, and AGREED by ALL.

23.2 To receive an update on HR issues

Cllr Lawrence gave an update on HR issues.

76/21

24.

To confirm the date of the next Full Council Meeting

The date of the next meeting will be 28th April 2021 at 7.00pm.

The meeting closed at 9.13pm

Minutes by Nicola Woodward

Published 25th March 2021.

Signed _____

Dated _____