

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council
held on 28th April 2021 at 7.00pm via video conferencing.

PRESENT

Chair: Hilary Harris

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

77/21

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 Gill and Campbell.

78/21

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

Motion to adjourn the meeting.

79/21

3. **Public Participation (10 Mins)**
There was one members of the public present, a representative from BRACE, who gave an update to the meeting and a request to assist with ideas as to how the traffic issues around the school can be addressed should a meaningful dialogue with LCC Highways arise.

80/21

4. **To receive an update from the Neighbourhood Police Team**
There was no update from the Neighbourhood Police Team.

Meeting reconvenes.

81/21

5. **To agree the minutes of the meeting held 24th March 2021**
It was noted that there was an error on the agenda with regards to the date. The minutes for the meeting of Full Parish Council held on 24th March 2021 were PROPOSED by Cllr Fogel, SECONDED by Cllr Robinson, and AGREED by ALL.

82/21

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

Agenda item 6.1 was deferred until after agenda item 9. at 7.19 when Cllr Flynn joined the meeting.

- 6.1 **To receive a report from Bramhope Primary School and an update regarding the proposed expansion of Bramhope Primary School decide further action, if necessary.**

The Chair of Governors has sent a report to update the Parish Council on its activities.

School Expansion. The school are awaiting an architect visit to discuss conversion of existing buildings to accommodate expansion.

LCC Highways dept will be involved to assess and seek to improve the traffic flow/issues around the local streets.

The school is keen to ensure effective communication amongst all key parties (Parish Council, local residents, including BRACE, parents, local authority etc) as the project develops.

The school have restarted Project Happy meetings (mix of parents, governors & school staff) which is looking specifically at reducing traffic flow around the school and have a number of initiatives underway. Project WOW is to encourage pupils to walk (or scooter/cycle) to school. The project has been used in other schools across the country to good effect. The rollout of the project can get underway properly now that all pupils are back in school.

The school are also looking at providing parents with alternative parking areas in the village. It has already discussed with the Parish Council using the car park next to the tennis courts and will also explore other options.

Cllr Flynn indicated that it is still unknown if the alterations will require planning permission. It may not be required as it is envisaged that the alterations will be within the existing building. This reduces the opportunity for consultation.

There will be other changes on the site regarding parking and on street parking. Cllr Flynn has been assured that there will be planning permission applied for on the traffic plan side. It is still early days and will need to keep a close eye on developments. Cllr Flynn has asked to be informed as and when developments are made by City Development.

6.2 Clerk's report

Update from the last meeting.

Leeds City Council have indicated that the cost of lighting for Long Meadows would be approximately £32,000, however LCC do not have funding for street lighting currently.

83/21

7.

Chairs Update

Cllr Harris has visited the Spring Wood estate and delivered newsletters and has met some of the new residents.

Cllr Harris congratulated Cllr Howard on the excellent spring newsletter. Both the Chair and Cllr Howard have received positive comments on the Spring edition. A brief 2-page summary of what the Parish Council does, information on the Ward Councillors and a directory of local businesses and services, was included in the newsletters delivered to the new residents of Spring Wood.

84/21

8.

Correspondence

8.1 Correspondence from LCC regarding Highways Annual Programme of Works for 2021/22
This was noted.

8.2 Correspondence from LCC Connecting Leeds Annual Programme of Works 2021-22
This was noted.

85/21

9.

To receive and discuss the LGA Model Code of Conduct and decide further action.

The draft model code of conduct was reviewed by the Parish Council previously and considered fit for purpose. The Model Code of Conduct has been adopted by LCC with one amendment in Appendix B 8. b) where they have added in the word known.

It was agreed that the Parish Council will adopt the LGA Model Code of Conduct with the same amendment as Leeds City Council, at a later date, once all Councillors have received the training. The Clerk will explore training opportunities with YLCA.

Cllr Flynn joined the meeting at 7.19

86/21

10.

To discuss the level of fidelity guarantee for the Parish Council and decide further action

The level of fidelity guarantee on the council's insurance policy is currently set at £300,000. Due to the additional CIL money received this year the fidelity guarantee should be increased to £400,000. This will increase the annual premium by £120.00. In 2022 the fidelity can be reduced, subject to completion of planned projects.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Anslow and AGREED by ALL that the council should increase the fidelity guarantee to £400,000 for 2021/22.

87/21

11.

To receive a draft Tree Management Policy and decide further action

A discussion took place regarding a draft tree management policy. The purpose of the policy is to have a reference document to respond to requests from the public in relation to undertaking works to trees on PC land.

Cllr PROPOSED Anslow, SECONDED by Cllr Fox and AGREED by ALL the Tree Management Policy should be adopted with immediate effect.

88/21

- 12. To receive information regarding a consultation on remote meetings in the future and decide further action**
 A consultation asking for the councils' opinion on having the legislation in place for remote meetings is currently underway. A list of the questions in the consultation had been circulated prior to the meeting. The Clerk will circulate draft responses for comment prior to submitting responses to the consultation. Generally, the Parish Council have found the facility to meet remotely useful, and would continue to do so post Covid, for some meetings. The use of hybrid meetings may present problems and be difficult to manage.
- 89/21**
- 13. To receive an update on the position with regards to face-to-face meetings between 7th May and 21st June 2021 and decide further action.**
 There will be no change in legislation to allow remote meetings between 7th May and 21st June. From 17th May up to 6 can meet indoors. The Village Hall will accept a meeting of 6 in the Craven Room. A discussion took place regarding the meetings that will be affected.
 The following was agreed.
Village Maintenance Committee. VMC in May has been brought forward to 4th May at 6.00pm so that it can be held remotely.
 VMC in June will take place on 8th June as a face-to-face meeting with 5 councillors and the Clerk to adhere to the rule of 6. It will require one Councillor giving their apologies, but they can be at the meeting via zoom but will be unable to vote. The meeting will be held in the upstairs room to facilitate sufficient social distancing
Planning Committee – If a Planning Committee is required between 7th May and 21st June, it will take place after 17th May as a face-to-face meeting with up to 5 councillors plus the Clerk subject to a large enough room being available at the Village Hall.
Full Parish Council 26th May – will be a face-to-face meeting with 5 Councillors and the Clerk. The other councillors and any members of the public can attend via zoom, but councillors on zoom would not be able to vote. It was suggested that the Chairman, Vice Chairman, Chairs of VMC, Planning and Finance Committees attend the face-to-face meeting on 26th May, subject to their availability, to conduct essential business.
 It was AGREED by ALL that Councillors were willing to meet face to face with the appropriate precautions in place.
 A risk assessment has been carried out.
 The Clerk will ensure that sanitiser etc are available for the meeting.
- 90/21**
- 14. To discuss delegation to the Clerk for the period between 7th May and the date on which face to face or remote meetings can resume and decide further action.**
 A discussion took place regarding delegation of powers to the Clerk for the period between 7th May and the date on which face to face or remote meetings can resume.
 Cllr Fogel PROPOSED, SECONDED by Cllr Anslow and AGREED by ALL that the council agree a S101 delegation of power to the Clerk, as per the agreed terms of reference and with input from the Chairman, if available, plus one other councillor, but with the authority of a minimum of two councillors and the Clerk copying all councillors by email. The delegation of power will be in place from 7th May until face to face or remote meetings can resume.
- 91/21**
- 15. To receive information regarding the current committee membership and liaison roles to be considered at the Annual Meeting of the Council to be held on 5th May.**
 The Clerk circulated the current membership of committees and liaison roles. Cllrs were asked to indicate if they wished to change their roles in order for Cllrs to consider any vacancies they may be interested in, prior to the meeting to be held on 5th May.
 Cllr Harris will cease to be a member of the Planning Committee.
 Cllr Rider will cease to be the Village Hall Liaison Rep.
 Cllr Robinson will cease to be a member of the Personnel Committee.
 Cllr Howard indicated that he would be happy to pass the Vice Chairman role to another Councillor if anyone else wished to take on the role.
- The Chairman, Vice-Chairman and committee membership and liaison roles will be formally agreed at the meeting to be held on 5th May.
- 92/21**
- 16. To receive a report on advice received regarding the recovery of VAT on the Pavilion Project and the administration of the Recreation Ground Trust and decide further action.**

The Clerk and Cllrs Fogel and Howard met with Steve Parkinson, Parkinson Partnership to discuss the recovery of VAT on the Pavilion project and the administration of the Recreation Ground Trust. A document from 1953 names the Parish Council as the Trustee i.e., the PC is the sole corporate trustee. Though separate trust meetings are required individual councillors are not required to be trustees. A separate committee is required to manage the Recreation Ground and the committee members must act in the interests of the Trust not the council. A legal and practical solution is for the members of VMC to also be the committee members of the Trust committee. However, the VMC meeting and the Recreation Trust Meeting would have to be separate, with separate minutes even if held on the same evening.

Actions identified from the meeting include:-

Create a new trust deed document

Set up a separate bank account into which income from the hiring of the Recreation Ground is paid.

Notify the Charity Commission of the change from a board of trustees to sole corporate trustee.

When unrestricted face to face meetings can be held a meeting of the Recreation Ground Trust and Bramhope Village Property Trust will take place to discuss the actions required.

The Parish Council will be able to reclaim VAT on the building of the Pavilion.

Bramhope Village Property Trust

The initial Trust Deed is complete and robust but seems to offer no benefits to the Parish Council in terms of additional powers. The land is registered to 4 trustees, former Parish Councillors.

Advice is to close it down as quickly as possible. The assets can be transferred to the Recreation Ground Trust if the existing trustees agree to wind up the trust and transfer to a charity with similar objectives. Further research needs to be undertaken and further advice from a specialist in Parish Councils and Charitable Trusts would be appropriate and can be discussed at a meeting of the BVPT.

93/21

17.

Planning and Enforcement

17.1 To confirm the minutes from the meetings held on 30th March and 26th April 2021

The minutes for the meetings held on 30th March and 26th April 2021 were PROPOSED by Cllr Fox, SECONDED by Cllr Anslow, and AGREED by ALL.

94/21

18.

Village Maintenance Committee Report

18.1 To confirm the minutes from the meeting held on 13th April 2021

The minutes for the meetings held on 13th April 2021 were PROPOSED by Cllr Fox, SECONDED by Cllr Bryant, and AGREED by ALL.

Cllr Fogel asked for additional information about the wildflower area.

Cllr Howard asked for additional information on the lighting at the Puritan Chapel.

95/21

19.

Communications Committee report

Planning Committee has proposed that there should be an article in the newsletter to ask residents to protect the visual image of the village, e.g., grass verges. An article can included in the Summer newsletter including information on how the Parish Council tries to safeguard the appearance of village, explain what is acceptable and not acceptable, damage to verges, works to trees etc and the part that residents can play in protecting the visual image of the village. Carlton needs to be included in this.

Cllr Howard asked for contributions to assist with the article.

The next newsletter will be beginning of August.

96/21

20.

Finance & Administration Committee

20.1 To Approve payments for period 25th to 31st March 2021 and to April 22nd 2021 as per the schedule of payments

The payments schedule for the period 25th to 31st March 2021 and to April 22nd 2021 was PROPOSED by Cllr Fogel, SECONDED by Cllr Rider and AGREED by ALL.

20.2 To receive and approve the year end accounts for 2020/21

The year end accounts for 2020/21 were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and APPROVED by ALL.

97/21

21.

Leeds City Council update

Cllr Flynn highlighted that recently he has not been receiving advance notification from LCC on some planning applications.

98/21

22.

Carlton Village Report

There were no new items to report.

99/21

23.

Liaison Groups Updates

23.1 Bramhope Village Hall.

The minutes from the last meeting of the Village Hall Board of Trustees were received and noted. A number of the groups previously renting space at the hall are not planning to return at this stage. A number of children's activities are due to return soon.

A number of photographs of the works at the hall were also circulated.

23.2 Leeds/Bradford Airport Consultative Committee

A report by Cllr Howard, from the last consultative committee was circulated prior to the meeting. The planning application for the new terminal building has been included as a standing item on the Planning Committee agenda.

23.3 Festival and Events

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

To date the Clerk has received no responses from the appeal in the newsletter for volunteers to assist in organising celebration events for the Platinum Jubilee.

Cllrs Fox, Lawrence, Rider and Harris indicated that they would be willing to be part of a group of organisers. There was no agreement on who should take the lead.

100/21

24.

To confirm the date of the next Full Council Meeting.

The date of the next meeting will be Wednesday 5th May at 7.10pm, which will be the Annual Meeting of the Council. This will be preceded by a short Annual Parish Meeting at 7.00pm.

The meeting closed at 20.26pm

Minutes by Nicola Woodward

Published 29th April 2021.

Signed _____

Dated _____