

# BRAMHOPE & CARLTON PARISH COUNCIL

## MEETING OF THE VILLAGE MAINTENANCE COMMITTEE

Tuesday 13th April 2021, 6.00pm via video conferencing

### Present:

Cllr Alan Anslow (Chair)  
Cllr Hilary Harris  
Cllr Diane Fox  
Cllr David Bryant  
Cllr Campbell Cowan  
Cllr Anne-Marie Pickstock

**Comments and questions from residents may be taken before the meeting commences relating to matters on the agenda.**

1. To receive apologies  
Apologies received from Cllr Gill.
2. To disclose or draw attention to any disclosable pecuniary interests  
There were no interests declared.
3. To receive information on the ongoing issues and decide further action where necessary
  - 3.1 To receive an update on the new slide and steps project.  
The Clerk has been in touch with the company again and is still waiting for an initial proposal in order to apply for pre planning advice.
  - 3.2 To discuss the re-opening of the book exchange and decide further action.  
A discussion took place regarding re-opening the book exchange. It was AGREED by ALL that the volunteers who run the book exchange can re-stock and re-open the book exchange as soon as they are able to do so as this is in line with national guidance.
  - 3.3 To discuss the replacement of internal and external lights at the Puritan Chapel and decide further action  
The Clerk will discuss new light fitting requirements internally and externally with the Village Caretaker and obtain costings to discuss at a future meeting.  
  
The Clerk will also check when the next electrical check of the Puritan Chapel and Pavilion is due.
  - 3.4 To receive an update on obtaining funding to assist with improving the Carlton Water Hole and installing a memorial bench and decide further action.  
The hedges have been laid at the water hole. Thorn bushes are being cut back. Cllr Pickstock is still trying to obtain quotes for further work. There are a number of people interested in being part of Carlton in Bloom who may be interested in doing the work themselves. Cllr Pickstock will speak to Cllr Lay regarding funding and also signage, which may help with the speeding issues which seem to be getting worse.  
A bench has been ordered by a resident for when the area is ready.
  - 3.5 To receive information and discuss replacement planters for Carlton Water Hole and decide further action  
A discussion took place regarding the replacement planters. The Clerk has tried to contact LCC regarding whether a license is needed. Another attempt will be made to get some advice.
  - 3.6 To receive an update on the purchase of litter pickers, bag hoops and hi-viz vests, and risk assessment for litter picking in Carlton.  
The hi viz vests, litter pickers and bag hoops have been received. A risk assessment document has been sent to Cllr Pickstock who has distributed them to volunteers with a request to read. A request has been

made for volunteers to email to say that they have read and understood the risk assessment which can be put on file with the risk assessment as a paper cannot be sent round for them to sign at this stage.

Cllr Pickstock will review the risk assessment to ensure that covers all areas.

3.7 To receive an update on brush cutter training for the village caretaker.  
The Village Caretaker has attended training. The new strimmer will be on order shortly as there has been a delay due to waiting for a pro-forma invoice.

3.8 To receive an update on the planting of additional trees at Jubilee Copse and to discuss the watering of the trees and decide further action.  
The nine new trees have now been planted. The willow and hazel were no longer in stock, so these will be planted in late autumn when they become available in the sizes require.  
The trees will need watering on a regular basis during dry periods in the first year.  
Watering can be provided at a cost of £50 per visit. The Clerk has arranged watering during the first week the trees were planted.

A discussion took place regarding installing a water butt behind the bus shelter. No further action was agreed on this as the bus shelter needs some repairs and a base would also need building to hold it.

It was AGREED by ALL that the Clerk should arrange watering of the trees on an ad hoc basis as and when required during the first year.

3.9 To receive an update on the creation of a wildflower area at The Knoll and the Recreation Ground  
The seeds have now been received and given to Bramhope in Bloom. The area at The Knoll will be rotavated this week and the turf removed at the Recreation Ground. Bramhope in Bloom will assist with planting the seeds. The Clerk will also assist.  
The Clerk will ask if when the trees are watered a visit can be made to The Knoll to water the wildflower area at the same time.

4. To receive a report on work completed since 9<sup>th</sup> March 2021

Repair handrail at The Knoll, cleared path between Breary Lane and Leeds Road, tidying up at the cemetery, cleaning and sealing gutters at the Puritan Chapel, repairing the end of the path at Jubilee Copse.

5. To receive a report from BiB

In Bloom Judging will take place digitally this year. Entries have to be submitted by September.  
Bramhope in Bloom have chosen to enter the following categories. Spring, summer, the Memorial and Young bloomers (school garden). Up to 5 categories can be entered so the leader of the dementia group will be contacted as this is also included. There is a limit of 3 photograph's and 50-100 words per category.  
There are a number of dead shrubs at the Memorial, due to the harsh weather which will be replaced later this month.

The Bramhope in Bloom treasurer is leaving Bramhope, so a replacement needs to be found.  
Bramhope in Bloom will be holding a poster competition at the school, as in previous years.

Bramhope in Bloom requested approval from VMC to tidy up the area behind the seating shelter at The Knoll by planting with low growing shrubs. This was AGREED by ALL. A sufficient gap should be left behind the shelter to give access to the window cleaner.

6. **To discuss date for Village Maintenance Committee Meetings for May and June and decide further action.**

VMC in May is due to take place on 11<sup>th</sup>, which is after the deadline for holding remote meetings, the June meeting date is also affected. Different options were considered.

A discussion regarding delegation of powers will be on the agenda for a decision at Full Parish Council. Following that a decision on the June meeting can be made.

The Clerk will explore with the village hall the possibility of having a larger room for council meetings when face to face meetings can resume, to ensure adequate ventilation and social distancing is possible.

It was PROPOSED by Cllr Harris, SECONDED by Cllr Anslow, and AGREED by ALL that the meeting due to take place on 11<sup>th</sup> May should be held on 4<sup>th</sup> May 2021 at 6.00pm.

7. To receive and discuss quotes to engage a consultant to support the Parish Council with the Pavilion refurbishment project and decide further action.

Only one of the three companies invited to tender has provided a quote. One company declined as it felt that the budget set aside for the works would not be sufficient to cover all the works. A discussion took place regarding next steps.

Cllr Anslow suggested that a feasibility study to get the work priced properly may be a way forward. A meeting of the working group will be arranged. If required Full Council can make a decision on undertaking a feasibility study. Cllr Anslow will seek a cost.

The work may need to be done on a phased basis depending on the projected costs.

The Clerk indicated that a grant opportunity from the Football Association is being looked in to and also the VAT recovery on the project. Some more information should be available for the next meeting of VMC.

8. To discuss a tree management policy for the Parish Council and decide further action

Cllr Fox has drafted a tree management policy which may be a helpful reference document for when the council receives requests regarding Parish Council owned trees. A discussion took place.

It was PROPOSED by Cllr Fox, SECONDED by Cllr Harris and AGREED by ALL that it would be a useful document and it should be taken to Full Council for adoption.

9. To receive information regarding the trees and boundary wall on Footpath No 6. and decide further action

The Clerk has visited two residents concerned about trees on Parish Council land which are overhanging their property and an issue with the dry-stone wall. The trees are between the dry-stone wall and a fence which has been erected a number of years ago by previous occupants of both addresses, taking land that is not theirs, which in doing so they have adopted/taken responsibility for the trees and dry-stone wall. If the fences are removed/relocated, then the area would be returned to the care of the Parish Council. The Clerk will write to both occupants regarding the matter.

10. To discuss fly-tipping and fencing on footpath No 6 and decide further action

A discussion took place regarding fly tipping and newly erected fencing bordering footpath No 6.

The clerk will write to the residents requesting that the fly tipping is removed and that the fencing is encroaching on Parish Council land.

11. To receive a request to supply an additional litter bin and dog fouling signage on the footpath between Breary Lane and Parklands and decide further action

The request to provide an additional bin and signage for the ginnel between Breary Lane and Parklands was discussed. It was AGREED by ALL that an additional bin would not be installed. Signage for the wildflower area will include a request to not allow dogs to foul in the area and additional signage will also be purchased.

12. To discuss signage for the wildflower area at The Knoll and decide further action.

A discussion took place regarding signage for the wildflower area at The Knoll. It was PROPOSED by Cllr, SECONDED by Cllr and AGREED by All that 3 signs will be purchased. Cost £75.

13. To receive information regarding the contracts and season fees for sports teams using the recreation ground for the 2021 season.

Contracts for the 2021 season have now been issued with, where applicable, credits from last season applied. A reduction in fees has also been applied to offset non-use of the Pavilion for the period up to 21<sup>st</sup> June.

This was AGREED by ALL.

14. To receive correspondence from a resident regarding tree planting in grass verges in the village and decide further action.

A discussion took place regarding a request for the Parish Council to explore planting of trees on grass verges owned by LCC Highways. It would increase the number of trees in the village and help reduce verge damage by parked cars.

Any planting on verges would need investigation to establish the suitability of the ground and any underground services.

Parking on pavements and verges is an issue in the village. It was suggested that an article regarding considerate parking by both residents and visiting builders should be encouraged. It is a contravention of the Highways Act to damage the verges/pavements.

Historically LCC have planted trees on Long Meadows. Residents were asked if they would like a tree outside their house which was funded by the Ward Councillors.

LCC have a tree planting project underway currently. It was AGREED by ALL Cllr Flynn will be contacted to ask if verge planting could be part of the Leeds project.

It was AGREED by ALL that the Planning Committee should discuss and agree a standard comment to add to its comments regarding parking and damage to verges and pavements.

15. To receive Parish Council Properties exception reports.

15.1 Jubilee Copse. The public right of way across the section of Jubilee Copse between The Poplars and The Birches has now been formalised.

16. Any items for discussion at a future meeting

17. To arrange the date of next meeting

The date of the next meeting will be Tuesday 4<sup>th</sup> May at 6.00pm.

The meeting closed at 7.36pm  
Minutes by Nicola Woodward  
Published 17<sup>th</sup> April 2021