

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 27th October 2021 at 7.00pm at the Bramhope Village Hall, Old Lane, Bramhope, Leeds, LS16 9AZ

The meeting was accessible to members of the public.

PRESENT

Chairman: Hilary Harris

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

213/21

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 Cowan and Lawrence and the Clerk.
Cllr Fox took notes in the absence of the Clerk.

214/21

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

215/21

3. **Public Participation (10 Mins)**
There were no members of the public present.

216/21

4. **To receive an update from the Neighbourhood Police Team**
The Neighbourhood Police Team were unable to attend the meeting in person. The team reported that in the last 30 days there has been one attempted burglary, one burglary, one business burglary, one theft of property and one attempted break-in of a vehicle. In addition, since the report was received, there was a second business burglary. Cllr Flynn has been in contact with Leeds City Council to ascertain views on the use of security shutters/blinds in a Conservation Area to assist the business owner in determining further security measures that could be implemented at the property.

217/21

5. **To agree the minutes of the meeting held 22nd September 2021**
The minutes for the meetings held on 22nd September were PROPOSED by Cllr Robinson, SECONDED by Cllr Fogel and AGREED by ALL.

218/21

6. **To receive information on the ongoing issues**
 - 6.1 **To discuss the progress on the written communication to be distributed due to the cancellation of the Open Village Forum.**
Cllr Fogel and the Clerk have drafted the finance section of the document. Cllr Fox has provided information for the planning section. Cllr Anslow and the Clerk have taken photographs of PC projects. The Clerk & Cllr Howard will meet w/c 1st November to put together a draft document.

A discussion regarding giving residents the facility to forward their comments on the content of the report.
It was AGREED by ALL that a request for residents to forward their comments on the content of the report should be included.
 - 6.2 **To receive an update on the arrangements for Remembrance Sunday, 14th November 2022 and decide further action**
The draft order of service for parade and Memorial Garden service had been circulated prior to the Meeting. The British Legion are contacting the uniform groups to find out what they will be doing for Remembrance and keep us informed

The police have confirmed that they will provide three officers to enforce the road closure. The bugler has been booked by the British Legion. Music for Eternal Father will be played through the PA system or will be played by bugler. The Deputy Lieutenant in Attendance has been requested but not confirmed.

The road closure has been agreed by LCC. I have contacted St Giles and the Methodist Church about the service at St Giles and requested the reading for Hilary and asked about limits on numbers.

Councillor Harris will be in attendance. Cllr Howard is unavailable on 14th but will attend the service at the Memorial Garden on 11th November.

219/21

7.

Clerks report

The Clerk has received an acknowledgement from the Land Registry regarding the application to register the land at Cross Sykes. Land Registry are experiencing long delays as they have had a significant increase in volume of applications. The application had been submitted in October 2020.

220/21

8.

Chairs Update

Nothing to report.

221/21

9.

Correspondence

9.1 Correspondence from a resident regarding Safer Streets Funding and street lighting on Wynmore Avenue

The Clerk will respond to inform the resident the Cllr Flynn will investigate funding on the issues raised.

9.2 Correspondence from a resident regarding street lighting on Old Lane
Cllr Howard and the Clerk will respond to the issues raised and inform the resident that the parish council is composed of six women and seven men and that the PC Chairman is a woman.

222/21

10.

To discuss the Annual Carol Service December 2021 and decide further action.

A discussion took place regarding whether to hold the Carol Service in December. It was AGREED that the Puritan Chapel should be used for the service, but that St Giles Church could be used if conditions have changed by mid-December. The date of the service will be Wednesday 15th December. The Clerk to book St Giles Church Hall and enquire if the church would be available if required.

223/21

11.

To receive information and discuss an Honorary Citizen Award Scheme for Bramhope and decide further action

Cllr Harris recently attended the Pool Parish Council Civic Service. It was noted that Pool PC have an Honorary Citizen Award scheme.

The Council ask residents to nominate recipients. Recipients received their award at the Civic Service. Otley Town Council also run a scheme. Further details can be found in the attached including a photo of the shields that Pool PC award. The larger shield has the names of each recipient on.

It was AGREED by ALL that Bramhope & Carlton Parish Council will implement an Honorary Citizen Scheme for Bramhope.

A budget of £100 per annum was AGREED.

The award will be awarded annually at the Annual Parish Meeting and could be awarded to an individual or a group.

The Clerk will draft a procedure for agreement at the November meeting of Full Parish Council.

224/21

12.

Planning and Enforcement

12.1 To confirm the minutes from the meeting held on 23rd September 2021 and 13th October 2021 - see attached

The minutes for the meetings held on 23rd September and 13th October were PROPOSED by Cllr Robinson, SECONDED by Cllr Fox and AGREED by ALL

225/21

13.

Village Maintenance Committee

13.1 To confirm the minutes from the meetings held on 12th October 2021

The minutes for the meetings held on 12th October were PROPOSED by Cllr Fox, SECONDED by Cllr Harris and AGREED by ALL.

13.2 To receive the revised outline plans to be submitted with the planning application for the Pavilion refurbishment

The planning application for the Pavilion refurbishment has now been submitted. The revised plans with amended windows were shared with councillors,

226/21

14.

Communications Committee report

14.1 See item 6.1

14.2 The call for copy for the winter newsletter will be sent out around 8th November with the intention of delivering the first week in December.

227/21

15.

Finance & Administration Committee

15.1 To Approve the payments schedule for October 2021

The payments schedule for October 2021 were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

15.2 To Approve the minutes of the meetings held on 22nd September 2021 and 5th October 2021

The minutes for the meetings held on 22nd September and 5th October were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL

228/21

16.

Leeds City Council update

See Item 18.4 Traffic Liaison Group.

229/21

17.

Carlton Village Report

Nothing to report.

230/21

18.

Liaison Groups Updates

18.1 Bramhope Village Hall

Cllr Cowan was not present at the meeting; Cllr Cowan's report was shared prior to the meeting.

Cllr Cowan reported the sad death of one of the Village Hall Trustees, Tony Garlick. Tony had been a Trustee for over 10 years. He took on the vital role of overseeing repair and maintenance works to the Hall. This role extended to project supervision of the roof replacement in 2018 together with the more recent refurbishment works to the Hall and toilets. He was a member of the operations group responsible for the day to day running of the Hall.

Tony was unstinting in the work he undertook on behalf of the Hall, and he will be greatly missed.

Our news is that the new website is now live at bramhopevillagehall.uk The new site is much more pictorial than the old. It is a work in progress and if anyone has any suggestions for further improvements, we would be grateful for them.

The new site includes a 3D tour of the Hall. It helps to showcase the versatility of the Hall and its meeting rooms for different functions. The 3D tour can be independently viewed at <https://3dshowcases.co.uk/RobertCraven>.

The Clerk will notify the Village Hall that some of the images are blurred.

18.2 Leeds/Bradford Airport Consultative Committee

Cllr Howard gave a verbal update, although there has not been a meeting since 8th September the following has happened.

1. The list of approved members of the ACC has been published and we are on it.
2. The Revised Terms of Reference for the ACC have been circulated. No major change but the Terms of Reference doesn't provide any criteria for membership except – in effect – appropriate representation as decided by the Chair.

Cllr Howard has already commented back that this is unacceptable and there should be criteria. The subject is now on the agenda for the December ACC meeting. The approach taken by Cllr Howard was endorsed by the meeting.

18.3 Festival and Events

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

A discussion took place. The parish council agreed it would be willing to act as a 'coordinator' for any events organised in the village, give publicity to events in the Spring Newsletter and organise a 'flyer', if required, to serve as a reminder for events taking place.

18.4 Traffic Liaison Group

Report on Traffic Liaison Group to FPC 27 October 2021

Traffic Survey and Transport Statement

The LCC Highways Officer responsible for the Transport Statement that will be submitted as part of the Planning application for the Bramhope Primary School expansion visited the area to carry out a traffic survey on Tuesday 19 October. He surveyed from 7.30 to 9.30 mainly by driving from Breary Rise to the school entrance and back. Cllr Howard met him at 2 pm with Colin Fitton from BRACE. Colin led a review of the hotspots. It became clear that LCC had not understood that the key hotspot is the junction of Tredgold Avenue and Tredgold Crescent. Cllr Howard was delegated to carry out vehicle counts and take photographs on Breary Rise and Breary Lane and the Breary Lane/Tredgold Garth and Breary Lane/Breary Rise junctions. The LCC Officer viewed the Tredgold Avenue/Tredgold Crescent junction and Tredgold Crescent.

A second visit was planned for Friday 22nd October. No traffic count via rumble strips or video cameras is planned. There are historic figures from past surveys.

A constructive discussion with the LCC Officer confirmed that:

- He has limited terms of reference so many of the "blue sky thinking" advocated by BRACE are not within scope of the Planning application
- Possible solutions are very limited. Road widening would presumably not be acceptable because of loss of green verge
- His recommendations are likely to be some limited yellow lining to safeguard junctions and to bring about parking on a preferred side of the road (white "T Bars" to safeguard access to drives are currently not in favour at LCC as not legally enforceable though they would be helpful).
- He is likely to recommend Breary Rise becomes a dedicated "school street"
- It may be sensible for money to be held back from the school development budget to set up video cameras to check on the efficacy of any changes
- The updated Traffic Plan developed with the school will be a critical element in modifying parent behaviour in using cars (currently 37% of children brought to school by car)
- It seems that children from Cookridge and Adel will be attending the school. The possibility of a bus taking children to the Tredgold shops bus stop was raised.
- The LCC Officer will share the draft recommendations in the Transport Statement with the Traffic Liaison Group (and so the Parish Council) prior to the Planning application being submitted mid-November

Meeting of the Traffic Liaison Group 19th October 2021

The meeting had already been scheduled. Billy Flynn was unable to attend. Colin Fitton and Cllr Howard reported back to the meeting. Disappointment at the limited scope of the

Transport Statement that for such a far-reaching change only a limited traffic survey was carried out and that the week leading up to half term would result in lower than normal numbers. Cllr Howard was tasked with sending LCC a list of detailed concerns.

Comments to the Parish Council

- We should be prepared to comment on the recommendations in the draft Transport Statement as soon as it is available. I would expect Planning Committee to be involved.
- Planning application for the school expansion is due mid-November. Cllr Flynn has a video meeting with the project manager of the expansion on Wednesday morning and will be able to update the group.
- Residents may well wish to widen the dropped kerbs from their driveways which would eat into green verge. A check can be made whether planning permission is required.
- TLG does not have direct communication with the school and the Medical Practice. Cllr Howard suggested that Parish Council should contact them directly.

Cllr Flynn reported on a meeting held earlier in the day between LCC officers and ward councillors regarding plans for the expansion of Bramhope Primary School. The main points being as follows:

- The new main entrance to the school will be via Breary Rise.
- There will be parking restrictions on Breary Rise.
- Fencing will be erected around the entire site, resulting in the loss of the non-definitive footpath.
- There will be a small extension to one of the buildings
- Connectivity between the two buildings will be improved.
- Some parking will remain via the Tredgold Crescent access.
- A new car park (approx. 41 spaces) to be sited at the Breary Rise side of the school.
- Expected submission date for the planning application is 24/11/2021.
- Public consultation will also be taking place via meetings at the school and online.

The parish council Planning Committee will be discussing the expansion of BPS at the next planning meeting.

The Traffic Liaison Group will continue to monitor other ongoing traffic issues within the village.

**231/21
19.**

To confirm the date of the next Full Council Meeting

The date of the next meeting will be Wednesday 24th November 2021, at 7.00pm at Bramhope Village Hall, Old Lane, Bramhope, LS16 9AZ

The meeting closed at 9.03pm
Notes taken by Cllr Diane Fox
Minutes produced by Nicola Woodward
Published on 2nd November 2021