

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 24th November 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: David Bryant, Martin Fogel, Diane Fox, John Howard, Anne-Marie Pickstock, Ian Robinson, Campbell Cowan, Marion Rider, Alan Anslow

232/21

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 Lawrence, Gill, Flynn

233/21

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

Motion to adjourn the meeting. 19.03pm

234/21

3. **Public Participation (10 Mins)**
There were no members of the public present. PCSOs S Wilde and S Wright were in attendance.

235/21

4. **To receive an update from the Neighbourhood Police Team**
PCSOs S Wilde and S Wright gave an update. In the last 31 days there have been two burglaries to businesses, investigations are ongoing. There have been break-ins to three building sites in the village. Work tools were stolen from all sites. Theft from two motor vehicles. Theft of a bicycle. Theft of Yorkshire stone.
The police reported that people are continuing to report crime in Facebook groups rather than contacting the police directly. The Police appealed to residents to ensure that all crimes are also report to the police directly so that they can be recorded and investigated. The Neighbourhood Police Team will be out in the engagement van at Golden Acre Park – in the coming weeks. The date will be shared with the Parish Council so that it can be publicised on the website and via Facebook.

- 4.1 **To seek advice and discuss the feasibility of CCTV at The Cross/Eastgate with the Neighbourhood Police Team.**
PSCO Wilde reported that the matter is currently being explored by Cllr Flynn with Safer Leeds
Meeting reconvenes 19.11pm

236/21

5. **To agree the minutes of the meeting held 27th October 2021**
The minutes for the meeting held on 27th October 2021 were PROPOSED by Cllr Robinson, SECONDED by Cllr Fogel and AGREED by ALL

237/21

6. **To receive information on the ongoing issues**
 - 6.1 **To receive an update on the progress on the written communication to be distributed due to the cancellation of the Open Village Forum, including the draft finance section, and decide further action.**
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 have met to have further discussion on the draft document.

The report covers key information that would have been shared at the open village meeting. Cllr Anslow will provide some additional information on the Pavilion project. The final version will be distributed with the newsletter.

6.2 To receive a draft procedure for the Honorary Citizen Award Scheme and decide further action.

The draft procedure for the Honorary Citizen Award Scheme was discussed. The scheme will be advertised annually in the Winter Newsletter, with a closing date for nominations of last day of February of the following year, the nominees will then be discussed at the March meeting of Full Council, voting will take place by secret ballot. The winning nominee will be notified and invited to accept their award at the Annual Parish Meeting, usually held in May.

A notification announcing the scheme will be included in the winter newsletter.

The procedure was APPROVED by ALL

6.3 To receive an update on the date and venue for the annual carol service and decide further action.

Following the decision at the last meeting, circumstances changed regarding the use of the chapel as a venue, in terms of using the chapel for the service. St Giles Church was identified as an alternative venue, however due to prior bookings availability was limited. A new date of Thursday 16th December was considered.

It was AGREED by ALL that the service will take place at St Giles Church, on Thursday 16th December at 8.00pm for the service followed by refreshments in the church hall.

The draft order of service had been circulated prior to the meeting. The Choir and church band are selecting their own songs for their section.

The Clerk asked for volunteers to assist setting up the hall from 7.30pm and for warming mince pies and mulled wine and will send a reminder nearer the time.

Cllr Harris, Fogel, Robinson and Anslow volunteered to read at the service.

23/21

7.

Clerks report

The Clerk has attended YLCA run LGA Code of Conduct Training. The clerk will compile a briefing document from the training to cascade information to all councillors. The council can then adopt the code of conduct at its meeting in January.

MICE money has been received from Cllr Flynn for the purchase of a bench for the dementia friendly area on Jubilee Copse.

239/21

8.

Chairs Update

Attended licensing of new vicar and Remembrance Day and service. Thanks to Cllrs and Clerk who attended. The event was very well attended.

240/21

9.

Correspondence

9.1 Correspondence from a resident regarding the provision of CCTV in The Cross/Eastgate area

The Clerk will respond indicating that the council are exploring CCTV as an ongoing thing.

9.2 Correspondence from LCC re Local Roads Planned Highway Maintenance Programme 2022/23 to 2024/25 with outcome of consultation. This was noted.

241/21

10.

To discuss the number of council meetings held annually and decide further action

In 2021 the council will have held 52 formal meetings in total. A discussion took place

regarding the possibility of reducing the frequency of Village Maintenance Committee and Finance & Administration Committee. The individual committees have had informal discussion on the matter subject in advance of the proposal being discussed by Full Council and felt that the number of meetings could be reduced with minimal impact to the function of the council.

It was AGREED by ALL that individual committees determine the dates and frequency of their own meetings. The suggested frequency is bi-monthly for Village Maintenance Committee and four times per year for Finance & Administration Committee.

The schedule for Full Parish Council meetings was agreed by ALL. Dates for Full Council meetings in 2022 are the fourth Wednesday of every month (except December) at 7.00pm

Dates as follows, 26th January, 23rd February, 23rd March, 27th April, 25th May, 22nd June, 27th July, 24th August, 28th September, 26th October, 23rd November.

The Annual Parish Meeting will take place on 11th May at 7.30pm.

242/21

11.

To discuss the future provision of a burial facility for Bramhope, when the supply in the existing facility is exhausted.

A discussion took place to determine whether or not the Parish Council provides a burial facility in Bramhope when the supply in the existing facility is exhausted.

It was agreed that unless land adjacent to the existing cemetery were available, subject to it being suitable, then it would not be practical or affordable to set up a cemetery in a new location.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Rider and AGREED by ALL not to seek land suitable for a new cemetery and to remove the provision in the budget.

243/21

12.

To discuss the Parish Council's response to the Leeds Bradford Airport Airspace Change consultation and decide further action.

Cllr Howard will submit the comments as per those recorded in the minutes of the Planning Committee held on 22nd November 2021.

244/21

13.

To discuss the Parish Councils position and statement regarding the Bramhope Primary School Expansion and decide further action

Agenda items 13 and 14 were considered together.

A statement regarding the Parish Council's position in relation to the expansion was discussed and AGREED by ALL as follows:

"Bramhope & Carlton Parish Council is conscious that the expansion of Bramhope Primary School will have an impact on road traffic and congestion far beyond the immediate vicinity of the school. There are already recognised problems with congestion and parking at morning and afternoon peak times. Doubling in size of the school will double the problems and raises safety concerns. The Parish Council will support initiatives that aim to reduce the number of car journeys made to the school and the promotion of sustainable travel. The Parish Council will not support initiatives which transfer the parking problems and traffic issues associated with the school to other roads or areas within the village.

- The Parish Council would like to suggest that the traffic plan includes white T-bars as they do have an impact on parking behaviours, even though they are not enforceable.
- The Parish Council have concerns about the access to the main school and request that there should be two pedestrian access points to the school on both Breary Rise and Tredgold Crescent for staff, parents and pupils attending both sites. Parking issues may be moved onto a busier road (Breary Lane) by only allowing access to the main school site via Breary Rise.

- The Parish Council request that a sustainable travel plan for staff members be produced.
- The Parish Council request a single or double yellow line be introduced where the ginnel emerges from Meadow End onto Wynmore Avenue, with a dropped kerb installed.
- The double yellow outside 19 and 20 Tredgold Crescent could be single rather than double so that residents can park out of school hours.
- The Parish Council accepts the principal of the 'school street' providing that it doesn't displace the parking issue elsewhere.
- The Parish Council is not convinced, given the very limited public car parking in Bramhope, that Park & Stride schemes will make a meaningful impact on volumes of car parking near the school

The Traffic Statement may only serve to displace the traffic problems and not serve to reduce the number of car journeys made to the school. Constant work needs to be done on behaviour modification (via the School Travel Plan) to get parents and children out of their cars. Traffic measures alone will not mitigate the problems.”

The statement will be shared with relevant officers at LCC.

**245/21
14.**

To discuss the Parish Councils response to the Transport Statement for the Bramhope Primary School expansion and decide further action.

As above.

**246/21
15.**

To receive information regarding the Recreation Ground Trust financial position and requirements from the Parish Council and decide further action.

The Clerk gave an update including the Recreation Ground Trust now has its own bank account which all fees from 2021/22 season have either been transferred to from the Parish Council account or paid in direct.

The Recreation Ground Trust will require financial support from the Parish Council, as has always been the case.

It was AGREED by ALL that continues to pay for recreation ground expenses until the end of this financial year.

From 1st April some expenditure will be funded from the Recreation Ground bank account including rates, white lining, pavilion cleaning, water and electricity bill.

Grass cutting and shelter cleaning will continue to be paid for by the Parish Council under its remit for maintaining public open spaces.

The Parish Council will continue to provide admin support and maintenance support in the form of the Clerk and Village Caretaker.

It was acknowledged that managing the recreation ground accounts will increase the workload of the Clerk. The additional time needs to be calculated and reported back.

A new Trust deed and standing orders for the Recreation Ground will be drawn up.

Cllr Fogel PROPOSED, SECONDED by Cllr Howard that the Parish Council will make up any shortfall annually as required.

247/21
16.

To receive information regarding the Covid support grant from the government in 2019/2020 for the Recreation Ground and the Parish Councils Covid support grant scheme and decide further action.

The £10k Covid support grant received from the government via Leeds City Council in 2020 is linked to the Recreation Ground as a rateable property. As the finances for the Recreation Ground have been separated from the Parish Councils account the funds should be transferred to the Recreation Ground.

The £3k agreed against the Parish Councils Covid support grant scheme should be taken from the general reserves.

Cllr Fogel PROPOSED, SECONDED by Cllr Robinson that the £10,000 Covid support grant be transferred to the Recreation Ground Trust accounts and the £3,000 paid out by the Parish Council in Covid support grants be taken from the Parish Council's general reserves.

The matter of closing the Parish Council's Covid grant scheme will be discussed at the next meeting.

248/21
17.

Planning and Enforcement

17.1 To confirm the minutes from the meeting held on 3rd and 22nd November 2021

The minutes for the meetings held on 3rd and 22nd November 2021 were PROPOSED by Cllr Robinson, SECONDED by Cllr Fox and AGREED by ALL

Cllr Howard notified the meeting that he had received notification from the project manager for school expansion project that the planning application would be submitted w/c 29th November 2021.

249/21
18.

Village Maintenance Committee

18.1 To confirm the minutes from the meetings held on 9th November 2021

The minutes for the meetings held on 9th November 2021 were PROPOSED by Cllr Anslow, SECONDED by Cllr Campbell and AGREED by ALL.

250/21
19.

Communications Committee report

Annual report and newsletter in hand. It is hoped that they are both back from the printers by 3rd December 2021

251/21
20.

Finance & Administration Committee

20.1 To Approve the payments schedule for November 2021

The payments schedule for November 2021 was PROPOSED by Cllr Rider, SECONDED by Cllr Howard and AGREED by ALL.

20.2 To Approve the minutes of the meetings held on 16th November 2021

The minutes for the meeting held on 16th November 2021 were PROPOSED by Cllr Fogel, SECONDED by Cllr Robinson and AGREED by ALL.

20.3 To receive the draft budget for 2022/23

A first draft of the budget for 2022/23 was considered. Budgets allowed for 3% or 5% inflation had been considered in detail by Finance & Administration Committee. The recommendation was to use the 5% inflation figures, which incorporated a 12% increase on fuel costs. It was acknowledge that there may be a few additional tweaks required which will be considered when the final version is presented in January.

Cllr Fogel PROPOSED, SECONDED by Cllr Howard and AGREED by ALL that the budget, with a 5 % inflationary increase be used for 2022/23.

20.4 To receive a Covid Support Grant from Bramhope Scouts and decide further action -

A discussion took place regarding the application by Bramhope Scouts for a £1,000 Covid Support Grant. The application clearly demonstrated that the Bramhope Scouts have suffered

financially due to the pandemic and that the funds were needed to assist with ensuring the building be maintained adequately so that the groups can continue to use the building.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Bryant and AGREED by ALL that the grant application be APPROVED.

20.5 To receive a revised CIL Grant application from Bramhope Tennis Club and decide further action

A discussion took place regarding a revised CIL grant application from Bramhope Tennis Club.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL that the Parish Council issues a letter of intent for a grant of £5,000 for the pavilion rebuild subject to the Tennis Club obtaining funding for the resurfacing in advance of the works commencing.

A request was made for the Clerk to ask whose ownership the pavilion will be under once it is rebuilt.

**252/21
21.**

Personnel Committee

21.1 To Approve the minutes of the meeting held on 9th November 2021

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

**253/21
22.**

Leeds City Council update

No update

**254/21
23.**

Carlton Village Report

The funding pledged by Cllr Sandy Lay from his MICE fund for the Carlton Water Hole is currently being processed.

Cllr Pickstock noted that the Carlton noticeboard door is stuck. This is a known issue with the wooden noticeboards in the winter.

**255/21
24.**

Liaison Groups Updates

24.1 Bramhope Village Hall

The numbers of users returning to the hall has increased and are close to previous levels.

The Social group are organising a village trail for Christmas with a best lit street competition, but do not have plans for further events next year at this stage.

The formal re-opening of the hall, following the refurbishment last year, will take place on 3rd December. Cllr Flynn will do the formal opening. Officials from ACRE and other donors will be in attendance. Around 45 guests are expected.

Weekend bookings of children's parties have increased.

24.2 Leeds/Bradford Airport Consultative Committee

The next meeting of the ACC is 8th December 2021.

24.3 Festival and Events

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

It was agreed that an article will be included in the Spring newsletter to inform residents and local organisations that the Parish Council advertise Platinum Jubilee events.

24.4 Traffic Liaison Group

Cllr Howard and other representatives have met with traffic officer responsible for the school project. The traffic officer has sent a copy of the traffic statement which will feed into planning process. The traffic statement highlights that the discussions with LCC have had an effect on the statement and has recognised where the hotspots are in relation to congestion and car parking. The measures to be implemented will be single and double yellow lines in various locations.

There is continuing communication between Cllr Howard, Flynn, BRACE and LCC Officer. LCC have acknowledged that they have found the communication constructive and helpful. The long term plan is to have a meeting with LCC to look at broader issues in relation to Bramhope, but this has been postponed mid December or January. Cllr Howard suggested Carlton issues be included or it may be possible to have a separate meeting.

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 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.

The Clerk left the meeting at 20.23pm

256/21
25.

To discuss employer pension contribution rates and decide further action

Cllr Fogel reported that the Clerks pension has not been reviewed since the start of her employment.

The Council currently pay 3% into the scheme which, is the minimum payment allowed. Increases of 6 % and 10% were considered.

Personnel Committee recommended that employer contributions be raised to 10% on qualifying earnings. Finance & Administration Committee also recommend 10% but suggested that as a gesture of goodwill the 10% should be awarded retrospectively to the date of the Clerks employment,

Cllr Fogel PROPOSED that the Employer Pension Contribution be raised to 10% with immediate effect and backdated to the date of employment, SECONDED by Cllr Howard. A vote was taken and the PROPOSAL was AGREED by ALL.

257/21
26.

The Clerk rejoined the meeting at 20.37pm

Date of next meeting

The date of the next meeting will be Wednesday January 26th at 7.00pm

Meeting closed at 20.38pm
Minutes by Nicola Woodward (& Cllr Hilary Harris agenda item 256/21)
Published 29/11/21

Signed _____

Dated _____