

# BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Full Parish Council held at 7:00pm on Wednesday 22<sup>nd</sup> October 2025 at Bramhope Village Hall, Old Lane, Bramhope, Leeds, LS16 9AZ

**Present:** Chair: Hilary Harris

Councillors: Alan Anslow, Martin Fogel, John Howard, David Bryant, Jane Orton, Campbell Cowan, Anne-Marie Pickstock, Amanda Lawrence

**168/25**

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 Diane Fox, Cllr Ian Robinson, Cllr Marion Rider and Cllr Billy Flynn.

**169/25**

2. Declarations of disclosable pecuniary interests or other interests

There were no interests declared.

**170/25**

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

There were no members of the public present.

**171/25**

4. To receive an update from the Neighbourhood Police Team

PC Felix Cavaliere attended the meeting and informed the council that in the last 30 days there has been one burglary, two theft from retail premises, two thefts from vehicles and two thefts of motor vehicles.

PC Cavalier outlined operations that are being conducted by the police to try and reduce the number of thefts from retail premises, speed checks on the A660 and complaints of anti-social behaviour.

PC Cavalier highlighted that the public can report crime and anti-social behaviour to the Police and that the information received will be treated as confidential.

**172/25**

5. To agree the minutes of the Full Council Meeting held on 24<sup>th</sup> September 2025

The minutes of the meeting held on 25<sup>th</sup> September 2025 were PROPOSED by Cllr Bryant, SECONDED by Cllr Orton and AGREED by ALL.

**173/25**

6. Correspondence

6.1 To receive correspondence regarding the King's Award for Voluntary Service (KAVS) and decide further action

A discussion took place and it was suggested that the following organisations details be shared; Care for a Cuppa, Bramhope in Bloom, Bramhope Girls F.C., Bramhope WI, Bramhope Show Committee, Bramhope Rugby Club,

6.2 To receive correspondence regarding the public consultation on Leeds community and voluntary controlled schools admission policy for 2027/28 and decide further action

This was noted.

- 6.3 To receive correspondence from Leeds Bradford Airport regarding funding for Christmas events in the village and decide further action.

There were no community events identified but it was suggested that details of Care for a Cuppa be shared.

#### **174/25**

7. To receive information on the ongoing issues and Clerks report

- 7.1 To receive correspondence from Our Leeds: Talking About Heritage regarding a consultation on a new Heritage Framework and decide further action

Cllr Howard has contacted the Consultants and the link person in Leeds Museums and is currently awaiting further information from the consultants.

- 7.2 To receive an update on the installation of defibrillator at the Pavilion and associated basic life support training event

The defibrillator was installed on 16<sup>th</sup> October. The Clerk has sent invites out to various clubs regarding basic life support training. To date seven names have been received from the Tennis Club. Cllr Orton will attend. The Clerk will attend to serve refreshments.

- 7.3 To receive an update from Cllr Howard on the Parish Council's response to the WYCA Local Transport Plan Consultation

Cllr Howard submitted a response on behalf of the Parish Council and included comments based on key themes raised by the Parish Council in the past, including

- The inadequacy of the X84 service and the dependency of residents on this service
- The absence of any commitment in the new franchised scheme for timetable and capacity improvements
- The need for rail links – a bus link to Horsforth station and delivery of LBA Parkway station
- Rat runs through Bramhope and Carlton

The Chair expressed thanks to Cllr Howard for putting together the response.

- 7.4 Clerks Report

No additional report.

#### **175/25**

8. Chairmans Report

Cllr Harris attended the Annual Pool Civic Service.

#### **176/25**

9. Carlton Village Report

No report.

#### **177/25**

10. Personnel Committee

No report.

## **178/25**

### **11. Village Maintenance Committee Report**

- 11.1 To agree the minutes of the meeting held on 14th October 2025

The minutes of the meeting held on 14th October 2025 were PROPOSED by Cllr Orton, SECONDED by Cllr Cowan and AGREED by ALL.

- 1.2 To discuss a quote to remove silt and debris from the culvert on Jubilee Copse and decide further action.

The works to removed silt and debris from the culvert on Jubilee Copse are required prior to winter as it is badly silted up again. It was PROPOSED by Cllr Howard, SECONDED by Cllr Bryant and AGREED by ALL that the quote from Chevin Landscapes of £550 be accepted to undertake the works.

- 11.3 To receive the cost for the supply and installation of a Christmas tree and decide further action

The cost of the Christmas tree for 2025 will be £170 to supply, install and decorate. It was PROPOSED by Cllr Lawrence, SECONDED by Cllr Orton and AGREED by ALL that the quote of £170 from Lilys of Bramhope be accepted.

## **179/25**

### **12. Planning and Enforcement Committee Report**

- 12.1 To agree the minutes of the meeting held on 24<sup>th</sup> September 2025

The minutes of the meeting held on 24th September 2025 were PROPOSED by Cllr Cowan, SECONDED by Cllr Harris and AGREED by ALL.

## **180/25**

### **13. Communications Committee Report**

The newsletter will need to be published earlier than usual due to the earlier date for the Carol Service. The deadline for copy has been set as the 8<sup>th</sup> November. It is hoped that delivery will be on or around 25<sup>th</sup> November.

Cllr Howard has started to pull articles together. Any suggestions for articles should be sent to Cllr Howard as soon as possible. Cllr Orton will write an article on emergency planning following attending a presentation by the outer northeast community resilience team.

## **181/25**

### **14. Finance & Administration Committee**

- 14.1 To approve the payments for October 2025

The payments for September 2025 were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

- 14.2 To approve the bank reconciliation for September 2025

The bank reconciliation for September 2025 was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

**182/25**

**15.**

15.1 Bramhope Village Hall update

Cllr Cowan has received notification from Anne Davies that she will be stepping down as Chair of Bramhope Village Hall at the end of the year. It was PROPOSED by Cllr Cowan, SECONDED by Cllr Orton and AGREED by ALL that a letter should be sent by the Parish Council thanking Anne for her contribution over the past 10 years, including driving forward the refurbishment of the Village Hall.

It was noted that the Village Show did well financially despite the poor weather. A final total for the funds raised for the Village Hall is still outstanding but is thought to be in excess of £6000.

**Cllr Pickstock left the meeting at 20.09**

15.2 Festival and Events

15.2.1 To receive an update on the Annual Civic Carol Service at the Puritan Chapel

St Giles Church Hall has been booked. As access is only available from 7.00pm it was agreed that the service will commence at 8.00pm as it has done previously.

Cllr Harris requested that the invitations to the service include the chair of Horsforth Town Council.

15.2.2 To receive an update for Remembrance Sunday

Katie White MP has confirmed that she will attend the Bramhope Remembrance Day Parade, lay a wreath and read in church.

Councillor Bryant and Orton, and possibly Cllr Rider will be at the Memorial Garden handing out orders of service. The remainder of Councillors in attendance will take part in the parade.

15.3 Leeds City Council update

No update.

15.4 Airport Consultative Committee

The minutes of the meeting held in September have been circulated to all Councillors along with notes from Cllr Robinson, who deputised for Cllr Howard at the meeting.

In addition, Cllr Howard noted that the airport is applying for change in planning rules over night flights, which will relate to using quieter aircraft.

**183/25**

**16.**

To confirm the date of the next Full Council meeting.

The date of the next Full Council meeting will be 26<sup>th</sup> November 2025 at 7.00pm

Meeting closed at 20.23pm  
Minutes by Nicola Woodward  
Published 27<sup>th</sup> October 2025

Signed \_\_\_\_\_ Dated \_\_\_\_\_