

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of a meeting of the Village Maintenance Committee held at 6.00pm on Tuesday 9th December 2025 at Bramhope Village Hall, Old Lane, Bramhope, LS16 9AZ

Attendees: Cllr Alan Anslow (Chair), Cllr David Bryant, Cllr Campbell Cowan, Cllr Diane Fox, Cllr Hilary Harris, Cllr Jane Orton, Cllr Anne-Marie Pickstock

1. To receive apologies for absence given in advance of the meeting and to consider the approval of reasons given for absence
There were no apologies.
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 Moor Road SID
The Clerk is continuing to pursue the matter with Leeds City Council but has not had a response to the last two e-mails that were sent.
 - 3.2 To discuss additional signage at The Knoll and decide further action
A discussion took place regarding additional signage for the playground, to include details of the ownership of the playground and additional signage to indicate the slide is suitable for children over the age of 6 and to use steps for own safety.

It was AGREED by ALL that the additional signage should be purchased. Cost approximately £110.00
 - 3.3 To receive an update on the car park resurfacing at the Recreation Ground and patch repair in the Village Car Park
The surfacing at the recreation ground and repair in the village car park have now been completed. The Clerk will monitor a new area in the village car park that is starting to form a pothole.
 - 3.4 To discuss the issue of business parking in the village car park
The issue of business parking in the village car park was discussed. The usage seems to have reduced over the past two months.

The Clerk will contact Cllr Flynn regarding any action that has been taken by Leeds City Council on behalf of the Parish Council in this matter.
 - 3.5 The Clerks report
The Clerk has sold both filing cabinets that were located in the Parish Office. One belonged to Cllr Howard; therefore, the Clerk will give the proceeds from his cabinet to him. The proceeds of £8 from the one belonging to the Parish Council will be paid into the Parish Council bank account by the Clerk.
- 4 To receive a report on additional work completed since 14th October 2025
Additional jobs undertaken by the Village Caretaker since 14th October include the repair of the rubbish bin at the Memorial Garden, removal of the broken noticeboard at Hilton Grange, refurbishment of Parish Office noticeboards, additional shelving in Parish Office cupboard, leaf clearing, re-location of bin store at the recreation ground and installation a new timer on the lights at The Cross.
- 5 To receive an update from Bramhope in Bloom

There was no update.

- 6 To receive a quote for works identified by the annual playground inspection report and decide further action

A discussion took place regarding the quote from Kompan for various works on playground equipment and some work to the surfacing at the bottom and sides of slide following the annual inspection.

It was AGREED by ALL that the quote of £1,062.42 + VAT be accepted and the works be scheduled with Kompan.

- 7 To receive a quote for the works identified on the bi-annual inspection condition report on trees on Parish Council owned land and decide further action

The Clerk is waiting for some clarification on the quote on the works and will bring further information to the January meeting.

- 8 To receive a quote for quarterly inspection reports for the Playground versus the cost of a RPii Operational Inspection training course for the Village Caretaker.

A discussion took place regarding the cost of quarterly inspection reports for the playground versus the cost of a RPii Operational Inspection training course.

It was PROPOSED by Cllr Anslow, SECONDED by Cllr Harris and AGREED by ALL that the quote from Sovereign for a 5-year contract to cover two operational inspections a year be approved. The cost for 5 years is £399 + VAT.

Annual inspections will continue to be procured from RoSPA Play Safety Ltd.

- 9 To discuss a design and the cost of additional signage at The Recreation Ground and decide further action

A discussion took place regarding additional signage to highlight the issue of dog fouling at the recreation ground.

It was AGREED by ALL that four new signs to encourage people to clean up dog faeces be purchased for the Recreation Ground.

The cost will be approximately £20 per sign.

- 10 To receive information regarding the condition of the noticeboard at Hilton Grange and decide further action

A discussion took place regarding the noticeboard at Hilton Grange which was recently damaged in a storm and has now been removed. Feedback from residents of Hilton Grange is that they would like a replacement noticeboard if possible.

It was AGREED that the noticeboard will be replaced with something to hold 4 x A4 pieces of paper without a locking mechanism. The Clerk will bring prices and designs to the January meeting of the Village Maintenance Committee.

- 11 To discuss community litter picks and decide further action

Following the resignation of the chair of Bramhope in Bloom the litter picking equipment, purchased for community litter picks, has been returned to the Parish for storage. Bramhope in Bloom are no longer arranging large community litter picking events, and are litter picking independently in their smaller groups.

A discussion took place regarding the future of community litter picks to complement the work of the individuals who litter pick all year round.

It was AGREED that the Parish Council will organise a trial litter picking event in the Spring which will be advertised in the Spring newsletter. A date to be agreed at the January meeting of the Village Maintenance Committee.

- 12 To receive Parish Council Properties exception reports.

No reports.

13 Any items for discussion at a future meeting
There were no additional items identified.

14 Date of next meeting.

The date of the next meeting will be 13th January 2026 at 6.00pm

The meeting closed at 6.54pm
Minutes by Nicola Woodward
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