

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the meeting of the Full Parish Council held at 7:00pm on Wednesday 26th November 2025 at Bramhope Village Hall, Old Lane, Bramhope, LS16 9AZ

Attendees: Cllr Hilary Harris (Chair), Cllr Alan Anslow, Cllr David Bryant, Cllr Campbell Cowan, Cllr Martin Fogel, Cllr Diane Fox, Cllr Billy Flynn, Cllr John Howard, Cllr Amanda Lawrence, Cllr Jane Orton, Cllr Anne-Marie Pickstock, Cllr Marion Rider, Cllr Ian Robinson

184/25

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 received.

185/25

2. Declarations of disclosable pecuniary interests or other interests

There were no declarations of interest.

186/25

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

There were no members of the public.

187/25

4. To receive an update from the Neighbourhood Police Team

PCSO Rebecca Neilson attended the meeting.

In the last 30 days there have been three burglaries. Two made entry into the properties. The third an alarm acted as deterrent. Two vehicles were stolen, one of which has been recovered. Theft from a garden.

PCSO Neilson will provide some information regarding ways in which residents can pass on information to the police. PCSO Neilson confirmed that any intelligence received will be in confidence and that the identities of people reporting crimes are not revealed to the perpetrators.

188/25

5. To agree the minutes of the Full Council Meeting held on 22nd October 2025

The minutes of the Full Council Meeting held on 22nd October 2025 were PROPOSED by Cllr Fogel, SECONDED by Cllr Bryant and AGREED by ALL.

189/25

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

6.1 To receive an update on the basic life support training event held on 19th November 2025

Around twenty five people attended the training from various sporting clubs. It was well received by the participants.

6.2 To receive an update of the Business Continuity Plan and decide further action

Several amendments have been made to the BCP.

It was agreed that some simple testing should be carried out using the plan and that some thought needed to be given to the Clerks diary being available in case of an emergency.

It was PROPOSED by Cllr Howard, SECONDED by Cllr Anslow and AGREED by ALL that the Business Continuity Plan be adopted.

A hard copy will be kept in the safe in the office and by the chair. All Councillors have an electronic copy.

6.3 Clerks Report

The Clerk has received a letter of thanks from Katie White MP following her attendance at the Remembrance Day Parade and Remembrance Service on 9th November.

190/25

7. Chairs Report

Cllr Harris has been invited to and accepted the invitation to an Open Day at the new Rob Burrow Centre, which has been arranged for those involved in fundraising for the project.

191/25

8. Carlton Village Report

No report.

192/25

9. Personnel Committee

No report.

193/25

10. Village Maintenance Committee Report

No report

194/25

11. Planning and Enforcement Committee Report

11.1 To agree the minutes of the meeting held on 22nd October 2025

The minutes of the Full Council Meeting held on 22nd October 2025 were PROPOSED by Cllr Orton, SECONDED by Cllr Harris and AGREED by ALL.

195/25

12. Communications Committee

12.1 Committee report

Cllr Howard suggested that consideration could be given to making some changes to the newsletter in the future. A discussion took place and councillors felt that the newsletter is still relevant and valid. Every edition receives good feedback and seems to be widely read.

The Winter newsletter has been returned from the printers and is ready for distribution.

12.2 To discuss the implementation of a Community Emergency Plan and decide further action

Following a discussion about a Community Emergency Plan it was agreed that a small working group of Cllrs Robinson, Orton, Pickstock, Howard and Harris be formed to discuss and complete a plan template provided by Leeds City Council.

The plan needs to have identified people to co-ordinate the emergency plan, also needs to identify volunteers who could assist in some capacity during an emergency. Other organisations

such as the Village Hall and the Churches should be contacted to see if they would be happy to be included on the plan as places that can be used in case of an emergency when people need to be evacuated from their homes. Other possible places identified were The Britannia Hotel and The Parkway Hotel. Suggestion that an article be included in the Spring newsletter appealing for people to come forward as volunteers.

Cllr Flynn noted that there is a City Emergency Team who could be approached for further assistance if required.

196/25

13. Finance & Administration Committee

- 13.1 To approve the payments for November 2025

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

- 13.2 To approve the bank reconciliation for October 2025

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

- 13.3 To agree the minutes of the meeting of the Finance and Administration Committee held on 11th November 2025

The minutes of the meeting of the Finance and Administration Committee held on 11th November were PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

- 13.4 To receive the annual review of the Statement of Internal Controls and decide further action

There were no amendments required following the annual review.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL that the Statement of Internal Controls be approved.

- 13.5 To receive the draft budget for 2026/27

The draft budget for 2026/27 was noted. The draft budget will be reviewed again in January to finalise precept.

- 13.6 To receive forecast precept calculations for 2026/27

The provisional planned precept for 2026/27 is £84,000. This represents an increase of £4 per annum for a Band D property. The figures for precept will be finalised in January when the Council Tax Base for 2026/27 is distributed by Leeds City Council and agreed by Full Council at the January meeting.

- 13.7 To receive an update of the I.T. Policy and decide further action

Cllr Howard and the Clerk have undertaken some additional work on the policy to include some additional information info on social media and IT equipment.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Rider and AGREED by ALL that the I.T. Policy be approved and adopted with immediate effect.

- 13.8 To review a draft Data Protection policy and decide further action

The Data Protection Policy, based on the NALC model document was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard APPROVED by ALL for adoption with immediate effect.

197/25

14.

- 14.1 Bramhope Village Hall update

Cllr Cowan has received confirmation from Anne Davies that she will step down as Chair for the Village Hall at its meeting in December.

14.2 Festival and Events

14.2.1 To receive an update and discuss arrangements for the Puritan Chapel Annual Civic Carol Service 8th December 2025

The annual Civic Carol Service will take place on 8th December at 8.00pm, at the Puritan Chapel, followed by refreshments at St Giles Church Hall.

A discussion took place regarding the retiring collection and who to donate the proceeds to. It was agreed by ALL that the proceeds should be donated to Public Access Defibrillators, the voluntary organisation which maintains the defibrillators in the village should be the recipient, to purchase replacement consumables for existing defibrillators.

There will be a cleaning party at the chapel on Friday 5th December at 10.30am.

14.2.2 To receive an update on Remembrance Sunday, 9th November 2025

The parade was well attended. Katie White MP was in attendance. There was also around 30 people who attended as short service led by led by Reverend Wendy Walker on the 11th November.

14.3 Leeds City Council update

Cllr Flynn reported that Cllr Anderson had communicated with colleagues that the Leeds Local Plan Meeting which was held for residents of Bramhope by the Parish Council was excellent.

Cllr Flynn is trying to find a new contact for the Millers site to raise some issues with the paths and gullies.

Cllr Flynn will write to the head of Bramhope Primary School regarding parents sitting in their cars waiting for the end of the school day with their engines running for lengthy periods of time.

Cllr Flynn reported that Leeds City Council has a £100 million shortfall in current year and is currently £4 million overspent.

Cllr Lawrence reported the bridlepath on Creskeld Lane has not been repaired and the barriers preventing access have been moved.

Cllr Howard reported that the railing on the bridlepath from well site on Leeds Road to Hall Rise have now been replaced. Cllr Flynn will pass on thanks to the PROW team at LCC.

Cllr Howard reported a pothole on Hall Rise a week ago and it has now been filled in. Cllr Flynn will pass on thanks to LCC for their prompt action.

Cllr Fox reported the stile near Breary Lane East has now been repaired.

14.4 Airport Consultative Committee

The next meeting on Monday 22nd December.

Leeds Bradford Airport are giving small grants to local groups as part of their community engagement programme. They recently donated to the Bramhope Scouts bonfire.

198/25

15. To confirm the date of the next Full Council meeting.

The date of the next Full Council meeting will be 28th January 2026 at 7.00pm

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.

199/25

16. To receive the annual grant application form from Bramhope in Bloom and decide further action.

A discussion took place regarding the request of a grant by Bramhope in Bloom of £2,000.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Robinson and AGREED by ALL that the grant of £2000 for 2025/26 be APPROVED. The grant will be paid in December.

Meeting closed at 20.40

Minutes by Nicola Woodward

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