

# BRAMHOPE & CARLTON PARISH COUNCIL

**Minutes of the meeting of the Full Parish Council to be held at 7:00pm on Wednesday 25<sup>th</sup> February 2026 at Bramhope Village Hall, Old Lane, Bramhope, LS16 9AZ the purposes of transacting the following business.**

**Attendees:** Cllr Hilary Harris (Chair), Cllr Campbell Cowan, Cllr Diane Fox, Cllr Jane Orton, Cllr Anne-Marie Pickstock, Cllr Marion Rider, Cllr David Bryant, Cllr Amanda Lawrence, Cllr Ian Robinson

**18/26**

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 Anslow, Howard, Flynn and Fogel.

**19/26**

2. Declarations of disclosable pecuniary interests or other interests

There were no additional interests declared.

**20/26**

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

There were no members of the public present.

**21/26**

4. To receive an update from the Neighbourhood Police Team

Sgt Tom Goringe attended the meeting. In the last 30 days the following crimes have been reported.

Three burglaries. One resulted in a vehicle being stolen. One business burglary. Enquiries are ongoing.

The NPT have carried out a small drugs operation. One vehicle was stopped and an arrest made.

The PACT meetings in 2026 are being held in various venues, throughout the ward area. There will be one held in Bramhope on 18<sup>th</sup> May at the Village Hall and a further one in December.

Sgt Goringe noted that the best place to report crime, is via 101 or online contact form.

**22/2**

5. To discuss the results of the Otley Town Council Bus User Survey with Cllr Paul Carter, Otley Town Council and decide further action

Cllr Paul Carter, from Otley Town Council, attended the meeting to discuss the bus user survey report carried out by Otley Town Council.

Otley TC have undertaken research to see what bus users thought about changes to the service. Around 1000 responses were received. The respondents from Otley and surrounding areas stated that the service is not reliable, punctual or frequent. 70% said service had got worse since the X84 was reinstated.

Otley TC have been in contact with First Bus but have not received any support in a review of the service to date. The MP for the area has expressed interest in being involved and providing support to try and improve the service.

Otley TC would like other local Parish/Town councils on the route to assist with lobbying to try and improve the service.

Bramhope & Carlton Parish Council indicated that it would support lobbying for an improved service. As Bramhope's only bus service, the X84 service with a frequency of 40 minutes isn't good enough.

BCPC noted that currently if you are going to an appointment you can't risk getting the bus which should get you there in time for an appointment, residents catch the bus before the one they need to guarantee that they get there. It was noted it is difficult to encourage people to use the service as it's currently so unreliable.

The poor bus service has an impact on the economic health of high street and social exclusion. Nearly half people who responded to survey had no other option than to use the bus.

It was agreed that BCPC would survey Bramhope residents to add to the data that OTC have already collected. It was agreed that Cllr Robinson will take the lead on undertaking a survey and an article for the newsletter. Cllr Robinson will contact Cllr Howard to see if there is space in the Spring newsletter.

## **23/26**

### **6.** To agree the minutes of the Full Council Meeting held on 28<sup>th</sup> January 2026

The minutes of the meeting held on 28<sup>th</sup> January 2026 were PROPOSED by Cllr Cowan, SECONDED by Cllr Orton and AGREED by ALL.

## **24/26**

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

#### **7.1** To receive an update regarding a request for the Parish Council to invite Radio 4 Any Questions to host a programme in Bramhope

No update received. The Clerk will check with Cllr Anslow and include on the agenda for the March meeting of Full Council.

#### **7.2** To receive an update on the SID at Moor Road and decide further action

The SID has been moved to another location to check if it is working on a standard lighting column. The outcome of this test is that the SID is not operational and will be sent back to the manufacturer for a full investigation under the warranty. LCC will highlight to the manufacturer that this appears to be a re-occurring fault with this device and have acknowledged that there doesn't appear to be an operational reason for the failure of the solar charging system. The Clerk has asked LCC whether the solar panel should be tested on another device and sent off with the SID.

#### **7.3** Clerks Report

The Clerk reported that the Parish Council laptop had ceased working and was beyond economical repair so a new one had been purchased with the approval of the Chair and Vice-Chair. The cost of the new laptop was £1162.11 including VAT and an additional 12 month warranty.

The Clerk reminded councillors that there will be a Community Litter Pick taking place on 28<sup>th</sup> March between 10am and 12 noon.

The Clerk reminded Councillors that the Bramhope Branch of the British Legion are holding a quiz night on 7<sup>th</sup> March. The Parish Council have sufficient numbers for three teams.

**25/26**

**8. Chairmans Report**

No report.

**26/26**

**9. Correspondence**

- 9.1 To receive correspondence from GALBA regarding Leeds Bradford Airport proposed planning application regarding night-time flying rules and decide further action.

The correspondence was noted.

- 9.2 To receive correspondence regarding the West Yorkshire Mass Transit, spatial development framework joint development plan document (dpd) (regulation 18) consultation and decide further action

The West Yorkshire Mass Transit, spatial development framework joint development plan document (dpd) (regulation 18) consultation

A discussion took place and it was agreed that the response be delegated to Cllrs Howard, Orton and Fox to complete.

It was agreed that the Parish Council will re-iterate previous comments including the lack of interest and investment in improving transport on the A660 corridor and the need for connections to the train station at Horsforth, and highlight the volume of traffic coming in from other areas such as Harrogate, Ilkley, Burley etc which are adding to issue.

**27/26**

**10. Policy Reviews**

The Clerk is undertaking an extensive review of the Parish Councils policies and procedures to ensure that they are all updated and will be producing a comprehensive list, with a schedule of when the next reviews will be due. There are a number of policies that are reviewed annually. Other policies will be reviewed bi-annually or longer as deemed appropriate. Any policies which have legislative aspects to them will be reviewed at the earliest opportunity as and when relevant legislation changes.

Policy reviews will be included as a standing item at regular intervals throughout the year to coincide with the rolling programme of reviews.

The following policies and any changes made were discussed:

10.1 Records Management Policy

No significant changes have been made to this policy since the last review.

Policy review approved.

10.2 Complaints Policy

No significant changes have been made to this policy since the last review.

Policy review approved.

10.3 Grievance Policy

The grievance policy has been updated using the latest NALC model document which was reviewed in 2024. There are no changes in terms of meaning of content. Some language has been changed such as Staffing Committee to Personnel Committee and the use of Chair instead of Chairman.

Policy review approved.

10.4 Code of Conduct

No changes required. This document is based on the Local Government Association document which has not changed since the last review.

Policy review approved.

10.5 Publication Scheme

The Publication Scheme has been amended to include some additional policies not included on the previous version. This document is based on a template provided by the Information Commissioners Office (ICO).

Policy review approved.

The schedule and further reviewed policies will be presented at the March meeting of Full Council.

A discussion took place regarding future reviews and an amendment to the terms of reference for Finance & Admin Committee to look at some of the policies on a quarterly basis. The Clerk will include and agenda item at a future meeting.

**28/26**

**11.** Carlton Village Report

110 bags of rubbish have been collected in Carlton and Yeadon at a group litter pick.

**29/26**

**12.** Village Maintenance Committee Report

**12.1** To receive information regarding the Practical advice for dealing with unstable memorials in cemeteries.

A document written by the Ministry of Justice, titled Managing the safety of Burial Ground Memorials Practical advice for dealing with unstable memorial, has been distributed to all Councillors.

The Clerk and Village Caretaker monitor the stability of headstones. To date there has been two occasions in the last 10 years when headstones, both on the older graves in the cemetery, have become unstable. As they were older graves and were no longer receiving visitors and there are no contact details for relatives, the Clerk arranged for the stones to be laid flat before.

Other stones of more recent graves which have started to lean have been attended to by the families.

The Ministry of Justice suggests a risk assessment should be carried out, keeping a record of inspections and a list of memorials to be monitored. The Clerk will undertake this work.

The Clerk noted that the cemetery fees and rules should be reviewed as the last review was in 2020, so will arrange a meeting of the Cemetery Working Group, which will include a site visit to the cemetery, to discuss this and the actions required to have a process in place to deal with unstable memorials.

In addition the Clerk will check the headstones at the Puritan Chapel and to add the inspection of headstones to the annual property inspection.

## 30/26

### 13. Planning and Enforcement Committee Report

- 13.1 To agree the minutes of the meeting held on 28<sup>th</sup> January and 3<sup>rd</sup> February 2026

The minutes of the meeting held on 28<sup>th</sup> January and 3<sup>rd</sup> February 2026 were PROPOSED by Cllr Orton, SECONDED by Cllr Fox and AGREED by ALL.

## 31/26

### 14. Communications Committee

- 14.1 Committee report

Newsletter – the call for copy went out 18 February with **6 March** as the due date for returned articles. Some early submissions have already been received but Cllr Howard has indicated that the newsletter may be a thinner edition than recently.

Articles on the precept and the Community Emergency Plan will be circulated for review by the relevant councillors.

- 14.2 To receive a report from the Community Emergency Plan Working Group and decide further action

A meeting was held on 17<sup>th</sup> February. Cllr Robinson gave an update on the meeting and next steps to include an article in the next newsletter. The CEP is a work in progress.

## 32/26

### 15. Finance & Administration Committee

- 15.1 To approve the payments for February 2026

The payments for February 2026 were PROPOSED by Cllr Robinson, SECONDED by Cllr Bryant and APPROVED by ALL.

- 15.2 To approve the bank reconciliation for January 2026

The bank reconciliation for January 2026 was PROPOSED by Cllr Robinson, SECONDED by Cllr Bryant and APPROVED by ALL.

- 15.3 To agree the provision of earmarked reserves from the general reserves available at the end of financial year 2025/26 for the proposed playground refurbishment in 2032

This agenda item will be considered at the March meeting of Full Council as sufficient information was not available to agree the provision.

## 33/26

### 16.

- 16.1 Bramhope Village Hall update

Thanks have been received from the Village Hall for the grant of £3000 awarded by the Parish Council. Cllr Howard and the Clerk met with some of the trustees to discuss content for an article for the newsletter and a leaflet to be distributed to residents of Spring Wood to raise awareness of the activities taking place at the Village Hall.

It was agreed that the leaflet, funded by the Parish Council would be included in the Summer newsletter distribution.

16.2 Festival and Events

15.2.1 To agree the date for the opening of the Puritan Chapel during the Leeds Heritage Open Days in September 2026

It was Agreed by All that the open of the Puritan Chapel during Leeds Heritage Open Days will be on 20<sup>th</sup> September 2026. This will be communicated to St Giles and to the Methodist Church.

15.2.2 To receive information regarding the Annual Civic Carol Service and decide further action

The hall at St Giles has been booked from 6.30pm on 17<sup>th</sup> December. It was agreed that the service in December 2026 will start at 7.30pm

16.3 Leeds City Council update

There was no update.

16.4 Airport Consultative Committee

The date of the next ACC meeting is 1 April. There were no other updates.

**34/26**

**17.** To confirm the date of the next Full Council meeting.

The date of the next Full Council meeting will be Wednesday 25<sup>th</sup> March 2026 at 7.00pm

Meeting closed at 20.08

Minutes by Nicola Woodward

Published 2<sup>nd</sup> March 2026

Signed \_\_\_\_\_

Dated \_\_\_\_\_