

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the meeting of the Full Parish Council held at 7:00pm on Wednesday 25th March 2025 at Bramhope Village Hall

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, Cllr Alan Anslow, Cllr John Howard, Cllr Billy Flynn and Cllr Martin Fogel.

35/26

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 Cllr Campbell Cowan and Cllr Billy Flynn.

36/26

2. Declarations of disclosable pecuniary interests or other interests

There were no interests declared.

37/26

3. Public Participation (10 Mins)

There were no members of the public present.

38/26

4. To receive an update from the Neighbourhood Police Team

PCSO Jenson Grimshaw attended the meeting. In the last 30 days there have been 2 attempted burglaries, 2 thefts of motor vehicles, shoplifting reported on 3 occasions and 3 reports of criminal damages.

Cllr Pickstock raised issues relating to the Chevin Quarry Car Park which is no longer secured overnight and is attracting anti-social behaviour. This has also been raised with Leeds CC. PSCO Jenson will contact the Otley & Yeadon Team to request additional visits to the area to deter use overnight.

39/26

5. To agree the minutes of the Full Council Meeting held on 25th February 2026

The minutes of the meeting held on 25th February 2026 were PROPOSED by Cllr Robinson, SECONDED by Cllr Orton and AGREED by ALL.

40/26

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

- 6.1 To receive an update from Cllr Anslow regarding a request for the Parish Council to invite Radio 4 Any Questions to host a programme in Bramhope

Cllr Anslow has spoken to the Rugby Club to check whether their premises are suitable for the programme. Unfortunately, the space available doesn't fit the criteria specified on the Any Questions website and also there would be insufficient volunteers available to staff such an event.

- 6.2 To discuss progress on a survey on the bus service in Bramhope and decide further action

An article, which includes a QR code to the bus survey has been included in the Spring Newsletter. Printed copies of the survey will be placed in some of the shops in Bramhope for those who can't access the web-based version of the survey. The survey will commence on 1st April and close on 30th April 2026.

- 6.3 To receive an update on the comments submitted to the West Yorkshire Mass Transit, spatial development framework joint development plan document (dps) (regulation 18) consultation

Cllr Howard has submitted comments on behalf of the Parish Council, in line with previous comments made as agreed at the meeting of Full Council in February. Cllr Howard noted that the form allowed little opportunity to make many comments specific to Bramhope issues.

- 6.4 Clerks Report

The Clerk has attended two training sessions since the previous meeting. One regarding what a council should publish on its website, which was a useful refresher and the other regarding cyber security. Useful tips from the cyber security training were to use three random words for passwords, change any passwords that are the same or similar, use a password manager, use two factor authentication and back up data.

41/26

7. Chairmans Report

Cllr Harris shared details of the Bramhope in Bloom Coffee Morning which will take place on 18th April at the Village Hall. The group are looking for people who would like to have a staff at the event. Anyone who is interested should contact Bramhope in Bloom or Cllr Hilary Harris.

42/26

8. Correspondence

- 8.1 Correspondence from Leeds City Council regarding Leeds 400 celebration events and decide further action.

On 13 July 2026, Leeds commemorates a remarkable milestone - 400 years since receiving its first Royal Charter from King Charles I. Leeds 400 is a year-long celebration inviting residents, communities and visitors to come together to celebrate the city's rich heritage and vibrant future.

A discussion took place. It was agreed that the Parish Council will register the Open Day at the Puritan Chapel as part of the Leeds 400 celebration events.

43/26

9. Policy Reviews

To receive policy reviews of the following policies and procedures and receive a schedule for future reviews.

- 9.1 Training & Development Policy
- 9.2 Disciplinary Policy
- 9.3 Equality & Diversity Policy
- 9.4 Sickness Absence Policy

The above four policies were reviewed by the Personnel Committee on 23rd March, who recommended that Full Council approve the reviewed policies.

A discussion took place. It was PROPOSED by Cllr Lawrence, SECONDED by Cllr Fogel and AGREED by ALL that the reviewed Training & Development Policy, the Disciplinary Policy, the Equality & Diversity Policy and the Sickness Absence Policy be APPROVED and adopted with immediate effect.

9.5 Schedule of future policy reviews

The schedule of policy review dates was noted. Further updates will be made and shared at future meetings of Full Council.

44/26

10. Carlton Village Report

Cllr Pickstock reported that a former Carlton Councillor has written to LCC Councillors to ask whether the junction at the Harrogate Road crossroads could be widened to accommodate an additional lane to assist traffic turning left towards the Dynley Arms.

45/26

11. Village Maintenance Committee Report

11.1 To approve the minutes of the meeting held on 3rd March 2026

The minutes of the meeting held on 3rd March 2026 were PROPOSED by Cllr Fox, SECONDED by Cllr Anslow and AGREED by ALL.

46/26

12. Planning and Enforcement Committee Report

12.1 To agree the minutes of the meeting held on 25th February and 3rd March 2026

The minutes of the meeting held on 25th February, and 3rd March 2026 were PROPOSED by Cllr Fox, SECONDED by Cllr Orton and AGREED by ALL.

47/26

13. Communications Committee

13.1 Committee report

The newsletter has been received back from the printers and distributed to the volunteers for delivering on 24th March.

13.2 To receive an update from the Community Emergency Plan Working Group and decide further action

An article on the Community Emergency Plan has been included in the Spring Newsletter. The Working Group will await contact from interested volunteers prior to progressing further with actions associated with the Plan. The Clerk noted that two expressions of interest in helping out with the CEP have already been received.

Cllr Howard has been advised that the previously circulated template is currently under review. The Leeds City Council Resilience Forum has responded positively to the request for a representative to present at the Annual Parish Meeting.

The LCC Resilience Forum has also connected Cllr Howard with Boston Spa Parish Council, who have already made progress on their emergency plan and are happy to share their work with other councils.

The Clerk will send a holding email to those interested in being involved and will arrange a meeting shortly.

48/26

14. Finance & Administration Committee

14.1 To approve the payments for March 2026

The payments for March 2026 were PROPOSED by Cllr Rider, SECONDED by Cllr Fogel and APPROVED by ALL.

14.2 To approve the bank reconciliation for February 2026

The bank reconciliation for February 2026 was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and APPROVED by ALL.

14.3 To receive a revised budget for 2026/27 and decide further action

A revised budget for 2026/27 was discussed. There have been some small amendments since the last version was approved.

Changes include to the IT budget provision, which has been reduced due to the early purchase of a new laptop, an increase to playground repairs which were previously assumed to be spent in 2025/26 but have been rescheduled into the new financial year,

There is one outstanding large payment for the retention payment for the pavilion project which may now fall in 2026/27. The budget will be adjusted accordingly to accommodate this.

14.4 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

The Parish Council is anticipating a general reserve of £74,000 at the end of 2025/26.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL that £10,000 be moved to an earmarked reserve for the playground refurbishment fund before 31st March 2026.

49/26

15. Personnel Committee

15.1 To approve the minutes of the meeting held on 23rd March 2026

A discussion took place regarding new Employment Laws which could impact the Parish Council.

It was agreed that the Probationary Period for any new contracts of employment be 3 months, then following review extended up to a further 6 months (rather than the maximum permitted which is 9 months) if required.

The minutes of the meeting held on 23rd March 2026 were PROPOSED by Cllr Lawrence, SECONDED by Cllr Bryant and AGREED by ALL.

50/26

16. Cemetery Working Group

16.1 To approve the minutes of the meeting held on 23rd March 2026

The minutes of the meeting held on 23rd March 2026 were PROPOSED by Cllr Fogel, SECONDED by Cllr Bryant and AGREED by ALL.

- 16.2 To discuss a review of the cemetery fees undertaken by the Cemetery Working Group and decide further action

A discussion took place regarding a review of the cemetery fees. Comparisons with the councils included in the review in 2020 showed that those councils have seen an increase in their fees between 20% and 30%. For comparison the combined inflation percentage from 2020 to 2025 was 28.2%.

Consideration was given to a rise of 20% or 25%.

It was PROPOSED by Cllr Fogel, SECONDED by Cllr Bryant and AGREED by ALL that the Cemetery Fees be increased by 25% from 1st April 2026.

There are several enquiries who have already had fees quoted. It was agreed that as has happened previously those people already quoted would have the quoted prices honoured.

It was agreed that in future that increases will be discussed annually or bi-annually, depending on levels of inflation.

- 16.3 To discuss a review of the cemetery rules and eligibility criteria undertaken by the Cemetery Working Group and decide further action

A review of the cemetery rules and eligibility criteria undertaken by the Cemetery Working Group was discussed.

Changes include residents cannot become qualifying persons until they have lived in the Parish for a period of 5 years in the last 10 years.

Former residents of the catchment area can only be qualifying persons if they lived there either for at least five years within the last ten, or for some period of at least 20 years.

The revised criteria will also be applied to determine whether resident or non-resident fees apply when a plot holder has moved away after making their reservation.

The criteria will be included on the eligibility criteria and cemetery rules.

It was PROPOSED by Cllr Bryant, SECONDED by Cllr Robinson and AGREED by ALL that the revisions to the Cemetery Rules and Eligibility Criteria be adopted with immediate effect.

- 16.4 To receive information regarding a process and risk assessment for cemetery memorials and decide further action.

Government guidance suggests that cemetery owners should have a risk assessment, keep a record of inspections and a list of memorials to be monitored and a process in place to deal with unstable memorials.

The following documents have been developed and reviewed by the Cemetery Working Group:

Risk assessment

Record of inspections, which also had a list of memorials to be monitored

Policy and Process for dealing with unstable memorials

It was PROPOSED by Cllr Bryant, SECONDED by Cllr Fogel and AGREED by ALL that the cemetery risk assessment, the memorial inspection tracker and the Memorial Safety Policy be APPROVED.

51/26

17.

17.1 Bramhope Village Hall update

Cllr Howard updated the meeting on the offer to the hall to assist with its publicity. The hall has included an article in the newsletter. A leaflet about the hall will be included in the summer newsletter. Cllr Howard suggested the hall start to use social media and that the website would benefit from some improvements. It was agreed that Cllr Howard speak to the Village Hall Committee to explore these ideas.

17.2 Festival and Events

17.2.1 To discuss the Annual Parish Meeting to be held on 20th May 2026 and decide further action.

The draft agenda for the Annual Parish Meeting, 20th May 2026, was discussed.

A flyer advertising the meeting has been included in the Spring Newsletters for delivery to every household.

It was suggested that to enhance the sharing of the results of the bus survey, that an invitation be extended to WYCA to talk about bus franchising and how the level of service for Bramhope will be determined and details of the transition from First Bus to the new provider. Cllr Robinson to assist with content of invitation.

It is anticipated that the results of the bus survey will be available for the Annual Parish meeting and if possible, shared with WYCA prior to the evening.

Cllr Robinson to check with Otley Town Council whether they have sent the results of its survey to WYCA yet.

It was agreed that the following organisations be invited to have a stand at the meeting. Bramhope in Bloom, Care for a Cuppa, Police, Village Hall, British Horse Society.

There will be an opportunity to ask questions after each of the guest speakers.

17.3 Leeds City Council update

No update

17.4 Airport Consultative Committee

Cllr Howard updated on the airports plans to revisit the CLUED. Next meeting is 1st April.

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.

52/26

18.

To receive the nominations for the Honorary Citizen Award for 2026 and to carry out a vote to determine the winner.

Five nominations were considered. A secret ballot took place to determine the winner, who will be announced at the Annual Parish Meeting on 20th May 2026.

It was agreed that voting procedure and procedure for making nominations be reviewed at a future meeting.

53/26

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

The date of the next meeting will be Wednesday 22nd April at 7.00pm

Meeting closed at 20:25
Minutes by Nicola Woodward
Published 26th March 2026

Signed _____

Dated _____