

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at 7:00pm on Wednesday 27th May 2026 at Bramhope Village Hall, Old Lane, Bramhope, Leeds, LS16 9AZ.

Attendees: Cllr Hilary Harris (Chair), Cllr Alan Anslow (Vice-Chair), Cllr David Bryant, Cllr Campbell Cowan, Cllr Martin Fogel, Cllr Diane Fox, Cllr John Howard, Cllr Jane Orton, Cllr Ian Robinson

72/26

1. Election of Chair for 2026 and Signing of Declaration of Acceptance

It was PROPOSED by Cllr Fox, SECONDED by Cllr Robinson and AGREED by ALL that Cllr Hilary Harris be elected as Chairman for 2026.

Cllr Harris signed the Declaration of Acceptance, which was witnessed by the Clerk.

73/26

2. Election of Vice Chair for 2026

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Fox and AGREED by ALL that Cllr Alan Anslow be elected as Vice-Chairman for 2026.

74/26

3. 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 Anne-Marie Pickstock, Cllr Rider, Cllr Flynn and Cllr Lawrence

75/26

4. Declarations of disclosable pecuniary interests or other interests

There were no interests declared.

76/26

5. Public Participation (10 Mins)

There were no members of the public present.

77/26

6. To receive an update from the Neighbourhood Police Team

PCSO Jenson and PCSO James Wane attended the meeting. In the last 30 days there have been two burglaries. The NPT will be carrying out further operations to try and reduce the level of shoplifting in the ward.

Only three people attended the PACT meeting held by the NPT in Bramhope on 18th May. The date of the next PACT meeting in Bramhope will be Monday 14th December 2026.

78/26

7. To agree the minutes of meeting held on 22nd April 2026

The minutes of the meeting held on 22nd April 2026 were PROPOSED by Cllr Fogel, SECONDED by Cllr Bryant and AGREED by ALL.

79/26

8. To receive a request to review disclosure of pecuniary interest forms

It was noted that Councillors have been requested to review their disclosure of pecuniary interest forms. Councillors indicated that there were no changes required.

80/26

9. Appointment of Members to existing Committees/Groups/Liaison roles/YLCA Rep

Committee membership was reviewed.

Following a discussion it was PROPOSED by Cllr Orton, SECONDED by Cllr Anslow and AGREED by ALL that the role of Bramhope in Bloom Liaison is no longer required. The Clerk will contact the Chair of Bramhope in Bloom to advise them that this formal role will cease.

It was agreed that the Project Working Group was no longer required and that the new Community Emergency Plan Working Group be added. Cllr John Howard will be Chair of the Community Emergency Plan Working Group.

81/26

10. Review of inventory of land and assets including buildings and office equipment

The inventory of land and assets was discussed and noted.

82/26

11. To receive the renewal notice for the Parish Councils insurance cover in respect of all risks and decide further action

It was AGREED by ALL that the renewal notice for the Parish Councils insurance, due to commence on 1st June 2026 with Ecclesiastical via brokers Clear Councils be approved. The cost of renewal is £1811.19.

It was agreed a 3-year fixed deal should be requested subject to availability.

83/26

12. To receive the time and place of ordinary meetings of the full council up to and included the next annual meeting of Full Council and the Annual Parish Meeting for 2026/27

The schedule of meetings for 2026/27 was agreed.

84/26

13. To agree the Clerk will be the Data Controller for the Parish Council in order to comply with Assertion 10 on the AGAR.

It was noted that historically the Clerk has always been the Data Controller for the Parish Council, however there is no formal minute confirming this.

It was agreed by ALL that the Clerk will be the Data Controller for Bramhope & Carlton Parish Council. John and Marting

85/26

14. To receive feedback from the Annual Parish Meeting held on 20th May 2026

Feedback from the meeting was that it well attended and was an enjoyable event. Bryan Bunday, the recipient of the honorary citizen award, has sent a card of thanks.

Thanks have also received from the guest speakers for their invitation.

Cllr Harris thanked all those involved in the organisation and delivery of the APM.

86/26

15. To receive the annual risk assessment for 2026 and decide further action

Additions to last year's risk assessment were noted. including PAT testing which took place in April 2026 and that Sovereign now undertake two operational inspection visits per year for the playground equipment and surfacing in addition to the annual RoSPA inspection and weekly in-house inspections.

The Annual Risk Assessment was AGREED by ALL.

87/26

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

88/26

17. **17.1 To receive an update on the Parish Council's bus service survey and decide further action**

Cllr Robinson gave a verbal update on the results of the bus survey. The results are to be shared with Otley Town Council and Katie White MP. Cllr Robinson will continue to work with Otley Town Council and other local councils to lobby for an improvement to the bus service in Bramhope and along the A660 corridor.

Cllr Robinson has expressed an interest in joining the Support Better Buses for West Yorkshire group. Although it appears to be aimed above Parish Council level it was AGREED by ALL that Cllr Robinson be permitted to join the group if Parish Councillor membership of the group is supported by the group.

Cllr Harris thanked Cllr Robinson for his work on the bus survey.

17.2 Clerks Report

The Clerk confirmed the dates she would be out of the office in June and July and agreed that Cllrs Hilary Harris and David Bryant would assist in her absence. The Clerk will brief Cllr Bryant on aspects of dealing with cemetery enquiries.

The Clerk thanked Councillors for the 10-year anniversary of being Clerk card and gift presented at the end of the Annual Parish Meeting.

89/26

18. **Chairs Report**

There was no report.

90/26

19. **Carlton Village Report**

There was no report.

91/26

20. **Village Maintenance Committee Report**

20.1 **To agree the date of the Annual Property Inspection**

It was agreed that the Annual Property Inspection would take place on Wednesday 10th June 2026 at 6.30pm.

92/26

21. **Planning and Enforcement Committee Report**

21.1 **To agree the minutes of the meeting held on 22nd April and 12th May 2026**

The minutes of the meeting held on 22nd April 2026, and 12th May 2026 were PROPOSED by Cllr Fox, SECONDED by Cllr Robinson and AGREED by ALL.

93/26

22. **Communications Committee Report**

Cllr Howard reported that he has sent a press release to the Wharfedale for the Annual Parish meeting and honorary citizen award.

Cllr Howard has started preparing for the summer newsletter which is normally delivered at the beginning of August. Due date for copy will be mid-July. Cllr Howard requested Councillors share with him any ideas for the summer newsletter.

94/26

23. Community Emergency Plan Working Group

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

The group is made up of four volunteers and five councillors. The volunteers have a wide range of experience in emergency planning. The presentation at the Annual Parish Meeting generated interest amongst residents. The group are possibly going to arrange a screening of a film in Bramhope about food resilience.

Boston Spa who has already written a plan have shared information with the Parish Council as have the two presenters at the Annual Parish Meeting.

The next stage is to send a questionnaire around all major organizations in the village.

The group are making good progress.

The date of next meeting is 2nd June at 7.00pm. It was agreed that Cllr Howard would continue to chair the meeting for continuity purposes.

95/26

24. Finance & Administration Committee

24.1 To approve the payments schedule for May 2026

The payments schedule for May 2026 was PROPOSED by Cllr Fogel, SECONDED by Cllr Robinson and AGREED by ALL.

24.2 To approve the bank reconciliation for April 2026

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

24.3 To approve the minutes of the meeting of the Finance & Administration Committee held on 28th April 2026

The minutes of the meeting held on 28th April 2026 were PROPOSED by Cllr Anslow, SECONDED by Cllr Robinson and AGREED by ALL.

24.4 To approve the revised Financial Regulations

The revised Bramhope & Carlton Financial Regulations were discussed.

It was PROPOSED by Cllr Howard, SECONDED by Cllr Fogel and AGREED by ALL that the revised Financial Regulations be approved and adopted with immediate effect.

24.5 To approve the Annual Governance Statement for 2025/26

The Annual Governance Statement for the 2025/26 audit was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

The Chairman and RFO signed and dated the form.

24.6 To approve the Accounting Statement for 2025/26 audit.

The Accounting Statement for the 2025/26 audit was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

The Chairman and RFO signed and dated the form.

24.7 To receive the internal audit report for 2025/26.

The internal audit report for 2025/26 was received. There were no issues identified by the internal audit.

24.8 To appoint the internal auditor for 2026/27.

The appointment of Clare Smith Internal Audit as the internal auditor for 2026/27 was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL.

96/26

25.

25.1 Bramhope Village Hall update

Cllr Cowan reported that all is running smoothly at the hall.

25.2 Festival and Events

26.2.1 To receive feedback on the Leeds Marathon 2026 and decide further action.

It was noted that there were fewer spectators in Bramhope itself. Cllr Cowan raised issues with isolation of people on east side of main road that can't leave the village on that day.

It was noted that the Ironman event has rolling road closures. Could the route be changed and a similar system be used for the Marathon.

The road closure sign at the bottom of Creskeld Lane was taken away too early which caused an issue on Creskeld Lane as traffic was being sent down from the Bramhope end and caused a gridlock. It was suggested that Creskeld Lane should be made one way for the duration of the race.

The Clerk will write to the organisers with the concerns raised to feed into planning for future events.

25.3 Leeds City Council update

No update. It was noted that there are two new Ward Councillors, both Conservative, following the recent elections.

25.4 Airport Consultative Committee

Cllr Howard will attend the next meeting of the ACC which will be held on June 25th, 2026.

97/26

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

The date of the next Full Council meeting will be 17th June at 7.00pm

The meeting closed at 20.26pm

Minutes by Nicola Woodward

Published 3rd June 2026

Signed _____

Dated _____