

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of a meeting of the Full Parish Council held at 7:00pm on Wednesday 22nd April 2026 at Bramhope Village Hall, Old Lane, Bramhope, Leeds, LS16 9AZ.

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

54/26

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 Anslow and apologies for late arrival from Cllr Lawrence.

55/26

2. Declarations of disclosable pecuniary interests or other interests
There were no interests declared.

56/26

3. **Public Participation (10 Mins)**
There were no members of the public present.

57/26

4. To receive an update from the Neighbourhood Police Team

PCSO Rebecca Neilson attend the meeting and gave an update. In the last 30 days there have been three reports of possible attempted burglary and one burglary in which items were taken from the property.

Criminal damage has been reported by the Rugby Club.

There have been three reports of theft from shops.

Councillors reported to PCSO Neilson that there are speeding vehicles on Leeds Road on a regular basis on Sunday mornings and also possible illegal vehicles driving at speed in the village.

58/26

5. To agree the minutes of the Full Council Meeting held on 25th March 2026
The minutes of the meeting held on 25th March 2026 were PROPOSED by Cllr Fogel, SECONDED by Cllr Rider and AGREED by ALL.

59/26

6. To receive information on the ongoing issues and Clerks report
 - 6.1 To receive an update on the Parish Council's bus service survey.

To date there have been 52 responses to the survey on-line and 7 hard copies received. On 1st May the Clerk will collate the responses and send to Cllr Robinson.

Cllr Robinson will present the results at the Annual Meeting.

Cllrs Robinson and Orton attended a meeting of the One Voice with other local councils impacted by the X84. The purpose of the group is to compile a considered and consolidated view to First Bus and to WYCA who will be handling the tendering process of the bus franchise.

The group raised concerns about the frequency and reliability of the service and some thought that it would be beneficial to campaign for a service every 15 minutes.

Currently it is unknown what WYCA will be asking for in terms of a service. The service will be considered against the schedule that was in place when the tender was issued, however the date of the issue is unknown at this time.

Cllr Lawrence joined the meeting at 19.16pm.

- 6.2 To receive the updated schedule for Parish Council policy reviews
The updated schedule of Parish Council policies and the schedule for future reviews was noted.

6.3 Clerks Report

The honorary citizen for 2026 has indicated that they would like to accept the award and will attend the Annual Parish Meeting. The Clerk will arrange purchase of the shield to present to the recipient.

60/26

7. Chairmans Report
No report.

61/26

8. Correspondence

- 8.1 Correspondence from the British Horse Society. To receive an update from the British Horse Society regarding signage and other issues discussed previously.

An update from Pam Allen, a volunteer for the British Horse Society regarding signage and other issues relating to road safety has been received. Pam has now obtained permissions and agreed protocols for installing temporary signage.

A response regarding more permanent red triangle signs is outstanding.

Pam provided information about 'Quiet Lanes'. The Parish Council considered whether there were any suitable lanes to designate as a 'Quiet Lane' in the village but did not identify one.

It was noted that many country roads have become much busier/more dangerous for walkers.

- 8.2 To receive correspondence between Cllr Flynn and a Parklands resident regarding street lighting on Parklands and decide further action.

The matter of street lighting on unlit areas of the village has been discussed at length previously. There are pros and cons for installing additional street lighting, but the most significant consideration would be the cost of doing this. A price has been obtained in the past for an area in the village, which was prohibitive for both LCC and the Parish Council.

Cllr Flynn will explore the cost of installing lighting in the unlit area of Parklands with LCC prior to responding to the resident.

62/26

9. Carlton Village Report
No issues to report.

63/26

10. Village Maintenance Committee Report
No report as meeting due to be held on 14th April was cancelled.

64/26

11. Planning and Enforcement Committee Report

- 11.1 To agree the minutes of the meeting held on 25th March 2026
The minutes of the meeting held on 25th March 2026 were PROPOSED by Cllr Fox, SECONDED by Cllr Orton and AGREED by ALL.

65/26

12. Communications Committee

- 12.1 Committee report
No report.
- 12.2 To receive an update from the Community Emergency Plan Working Group and decide further action
Four volunteers have now come forward to assist with the plan. A meeting of the group will take place on Monday 27th April at 6.00pm.
- Cllr Howard will chair the meeting in the absence of Cllr Harris. The Clerk and Cllr Howard will discuss an agenda for the meeting.

66/26

13. Finance & Administration Committee

- 13.1 To approve the payments for April 2026
The payments for April were PROPOSED by Cllr Fogel, SECONDED by Cllr Rider and AGREED by ALL.
- 13.2 To approve the bank reconciliation for year ended 31st March 2026 and receive the un-audited year end accounts, balance sheet, budget and notes to accounts
- The bank reconciliation for year ending 31st March 2026 and the unaudited year end accounts, balance sheet and notes to accounts were noted by the council. The relevant documents have been audited by the internal auditor. No issues have been identified by the internal auditor. The full internal audit report and AGAR will be presented at the May meeting of Full Council.

67/26

14. Personnel Committee

- 14.1 To approve the minutes of the meeting held on 30th March 2026
- The minutes of the meeting held on 30th March 2026 were PROPOSED by Cllr Lawrence, SECONDED by Cllr Bryant and AGREED by ALL.

68/26

15. Cemetery Working Group

- 15.1 To receive an update on the wording of the cemetery rules and eligibility criteria in relation to interment fees in previously reserved plots and decide further action
- Further to the review from last month, following the discussion and the Clerk has reviewed the wording and amended it to be clearer.
- The amendments were AGREED by ALL and will be included in the eligibility criteria and cemetery rules,

16.

16.1 Bramhope Village Hall update

Measures to help promote the village hall have included a longer article in the Spring newsletter, agreement by the Parish Council to pay for an additional flyer to be delivered to residents of Spring Wood with the Summer newsletter. Cllr Howard has also suggested that more should be done using social media and improve the website.

16.2 Festival and Events

16.2.1 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 was agreed, subject to the guest speakers accepting their invitations.

The following organisations have said they will have a display or attend –
Pam Allen, British Horse Society,
Neighbourhood Police Team – Sgt Thomas Goringe
Village Hall
Tennis Club

A number of organisations are yet to respond.

Displays by the Parish Council to include the road map of the Leeds local plan, bus survey info, puritan chapel heritage open day/Leeds 400 date.

In addition, a handout will be placed on the tables with the finance chart information as some residents struggled to read the screen at the last meeting due to lighting issues.

The Clerk will arrange the purchase of refreshments for the meeting.

16.3 Leeds City Council update

Cllr Flynn has been approached by a Carlton resident requesting consideration be given to extending the left-hand turn lane at the junction of Harrogate Road to improve the flow of traffic through the junction. Highways have responded that there doesn't appear to be sufficient space available. Cllr Flynn believes the verge is wide enough and will ask Highways to have another look.

Road closure information for the marathon has been circulated. The Clerk will place information on the website and noticeboards.

There have been issues at the Rugby Club with youths have breaking fences and removing locks to gain access to the all-weather pitch.

16.4 Airport Consultative Committee

The draft minutes of the Airport Consultative Committee have been circulated to Councillors.

Cllr Howard attended the meeting of the ACC on 1st April. Key things discussed included the airspace change. The airport has submitted a claim for funding to assist with the cost of the work needed for airspace change. It is expected that the PC will be required to comment on the next stage of the proposal by the end of the year.

Parkway station – WYCA have put Parkway station on its list of projects. £230 million investment has been allocated to kickstart various projects which includes the Parkway station.

Night time flying. Expecting airport to put in a new planning application to modify agreement from 1994. Planning inspector has indicated that the use of the quieter aircraft was not in the original planning agreement, therefore the use of them is illegal. The airport has made a new application for continuing use and are saying the use of quieter aircraft is established use as they have been in use for 15 years.

GALBA have been in touch with Cllr Flynn – have taken legal advice on para 6c on original planning application which they believe that supports their case.

LCC have also taken legal advice also which is not being published because of commercial confidence.

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.

70/26

- 17.** To receive information regarding job evaluation, including an updated Job Description, for the Clerks role undertaken by the Personnel Committee and decide further action.

The Personnel Committee held a meeting on 30th March to review the Clerk's job description and undertake an evaluation of the Clerk's role.

Cllr Lawrence outlined the process that had been undertaken using a scoring system against the job description and the functions of the council.

A discussion took place regarding the merits and financial implications of moving the Clerk post to a higher band. It was PROPOSED by Cllr Lawrence, SECONDED by Cllr Fogel and AGREED by ALL that the Parish Clerk should be moved to next pay band with effect from 01/04/2026

The Chair congratulated the Personnel Committee on the careful consideration and time spent on dealing with this matter.

71/26

- 18.** To confirm the date of the next Full Council meeting.

The date of the next meeting will be Wednesday 27th May 2026 at 7.00pm

The Meeting closed at 8.28pm

Minutes by Nicola Woodward

Published 23/04/2026

Signed _____ Dated _____