

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 4<sup>th</sup> June 2018 at 7:30pm at Barwick in Elmet Methodist Schoolroom.

**PRESENT:**

Councillor	Claire Hassell (Chair)	
Councillors	Craig Barker	Matthew Clover
	Glyn Davies	Neil Beaumont
	Howard Bedford	Phil Maude
	Karen Dales	

**In attendance:** Seven residents, Ward Cllr. Matthew Robinson and the Clerk.

**1 APOLOGIES:** Cllrs. Baker, Remmer and Walsh and Ward Cllr. Sam Firth

**2 DECLARATIONS OF PECUNIARY INTEREST – None.**

**3 MINUTES OF PREVIOUS MEETING**

It was **resolved** that the minutes of the Annual Parish Council (PC) Meeting (2/2018) held on 14<sup>th</sup> May 2018 (500-503) having been circulated, be approved and signed, proposed Cllr. Beaumont, seconded Cllr. Bedford, all in favour.

**4 CRIME REPORT**

The Chair gave the crime figures for May, showing twelve crimes in the Parish. There were eight burglaries; three of these were businesses (Potterton Lane, Rakehill Road and York Road) and five residential (two on Main Street, Scholes and one each on Belle Vue Avenue, Belle Vue Road and Carrfield Road). These include theft of cable from an electrical sub-station, interference with CCTV before stealing items, three thefts from sheds/outhouses and a distraction burglary by scrap metal collectors. There were three cases of theft non-specific on Potterton Lane, Station Road and The Avenue – these being removal of property such as bicycles and copper/lead piping from drives and yards. There was a case of criminal damage on Richmondfield Avenue where a tree was cut down.

**5 FINANCE**

**5.1 The cash book, bank reconciliation statement and budget monitor** had been circulated showing payments made during May of £10,724.84 (twelve cheques totalling £10,190.05, five direct debits of £534.76 and 3p Bank Charges).

**5.2 The cash book** showed eight cheque payments to be made in June amounting to £1,435.10 and three direct debits of £118.26.

**5.3 To formally approve the Annual Accounts and the Annual Governance Statement –** It was **resolved** that the Annual Governance Statement, having previously been circulated be approved. Having approved the Annual Governance Statement it was **resolved** that the 2017/18 Accounting Statements be approved, proposed by Cllr. Dales, seconded by Cllr. Beaumont, all were in favour.

**6 CORRESPONDENCE**

A resident who adjoins Jack Heaps Fields near the Tennis courts had written expressing concern that Tennis Club are not keeping up with maintenance of their boundaries and although the PC had had the grass cut in response to his previous communication, this was getting long again (2884). It was suggested that this be referred to the General Purposes and Finance Committee and that the contractor who cut the grass last time be re-engaged.

There had been a request by a football team for a pitch for Saturday afternoons (2947). Scholes and Barwick Junior Football Club had been consulted and a meeting with them and Mount Saint Mary's Football Club would be arranged.

## 7 OTHER ITEMS

**7.1 Parish Council newsletter** – the recently distributed newsletter had been put together by Cllr. Barker and he was given feedback from Councillors. He invited Councillors to send him items for future inclusion copied to all.

**7.2 Scouts World Jamboree** – it was **resolved** that the PC donate a further £500 from each Conservation Fund towards the cost of Scouts attending the 2019 Jamboree, proposed Cllr. Barker, seconded Cllr. Bedford, all in favour. Support could also be obtained from Yorkshire Young Achievers.

**7.3 Meeting with residents concerned about gated access to Barwick cricket club** – This item had been raised during the Open Forum – see below.

**7.4 Tommy silhouette statues** – Cllr. Dales had attended an on-site meeting with interested parties where one of the Tommy silhouette statues would go. There had recently been a service to dedicate a new Royal British Legion Standard for All Saints' Church and the and it was suggested that the unveiling of the silhouette statue could be a part of the event to mark the old Standard was going to its new home in Saint Philip's Church with an appropriate contribution from a bugler or piper. Cllr. Dales would pursue this further.

Regarding the silhouette statue for Barwick in Elmet, All Saints' Parochial Church Council had considered this at their May meeting and carried it forward as an agenda item to their June meeting.

**7.5 General Purposes and Finance Committee** – This Committee had met on 1<sup>st</sup> May and 29<sup>th</sup> May and considered its terms of reference, a planned programme of works, taking a pro-active role in identifying issues, the annual budget, adequacy of insurance cover and compliance issues – in particular the new data protection legislation (GDPR). Although most newsletters and flyers are hand delivered, those living outside the village centres receive postal copies personally addressed and the need to write to them regarding the holding of their personal data was considered. GDPR letters had been sent to the allotment holders and the Clerk would similarly write to those involved with the various sports clubs. The PC Privacy Statement would be put on the website. The Social Media Policy had been updated to include GDPR and the criteria to be applied in considering requests for links to the PC website. Cllr. Barker would liaise with Cllr. Remmer regarding risk assessments

**7.6 Management of the Clerk's time** – it was **resolved** that the amount of time the Clerk spends on concerns raised by residents be reduced to one hour per week per issue raised, proposed Cllr. Hassell, seconded Cllr. Barker, all in favour.

**7.7 Staffing Committee** – it was **resolved** that that Cllr. Davies fills the vacant position on the Staffing Committee, proposed Cllr. Hassell, seconded Cllr. Maude, all in favour.

**7.8 To nominate one of more Councillors to be the official YLCA representative** – Yorkshire Local Councils Associations (YLCA) had requested details of someone to be the officially recognised representative. Other Councillors are free to attend YLCA meetings but only those nominated would have voting rights. It was **resolved** that Cllrs. Davies and Hassell be the officially recognised representatives, proposed Cllr. Barker, seconded Cllr. Maude, all were in favour. It was also noted that the YLCA were running several training courses for Chairmanship skills and for new Councillors, Cllr. Clover expressed an interest in the latter.

**7.9 Response to the new strategic plan of the National Association of Local Councils** – Cllr. Davies had read through this and picked out the essence of the document and produced a condensed version which he had circulated.

**7.10 Hall Tower field** – the Trustees have all signed the agreement and most Councillors have signed an agreement to the resolution passed at the previous meeting (item 9.10). Quotes for the repair of the steps up the mound have been obtained.

**7.11 Scholes Lodge Farm** – the Working Party met on 23<sup>rd</sup> May 2018. The field has been sprayed to control the dock. The contractor who cuts the paths was due about a week following the PC meeting. Cllr. Walsh and Janet Horkan would attend an event in Wakefield where a possible grant funding opportunity of £400 for orchards could be obtained.

**7.12 Facebook/Website** – There had been 675 likes and about 8,000 views. There were seventy followers on Twitter. A report by Sustrans had been posted. It was noted that the Social Media Policy did not state what actions would be taken against those considered to be in breach of its policies. A suggestion had been made that the site is used solely for display of information; however closed sites such as this are not possible for community Facebook pages. Councillors were asked to include their initials when making posts as their comments are otherwise anonymous to external viewers.

**7.13 Meeting with Chartford Homes** – Cllr. Walsh had circulated a report of a meeting with this developer (building nine properties off Belle Vue Road near Manor House). A copy of the notes of the meeting was on the PC website. It was noted that the highways stopping up order for access had been withdrawn.

**7.14 Scholes Village Gala** – Cllr. Walsh had circulated information about this event on 9<sup>th</sup> June and had thanked all those involved. Offers of help to man the PC stall were received from Cllrs. Barker, Clover and Maude.

**7.15 Parish Council surgeries** – Cllr. Barker reported that he had conducted the first surgery in Scholes library and although no residents had attended, surgeries would continue to be held.

**7.16 School notice board** – Cllr. Barker reported that the Scholes School notice board was now available for Parish Council use and notices were being placed.

**7.17 Tree cutting** – Planning permission had been granted for tree work to ash and sycamores in Jubilee Gardens - Leeds City Council (LCC) would be dealing with this. The broken wall had been repaired.

**7.18 Request to use Jack Heaps field for event car parking** – the Clerk's decision under delegated authority to allow the field to be used for car parking on 1<sup>st</sup> June for a thanksgiving service for a prominent community member was noted. A letter from the widow had been received thanking the PC for allowing this.

## **8 PLANNING**

The decisions of the Planning Committee of 21<sup>st</sup> May were duly noted. Notifications from LCC regarding decisions taken about applications within the Parish boundaries were now being received.

Regarding the proposal to build 300 houses in Scholes, Cllr. Maude had circulated a suggested Rule 6 statement. He had written to Adam Ward in the LCC Planning Department (Team Leader – North East Team) but hadn't had a response. He had used Scholes Community Forum and had made an approach to a Scholes resident who had spoken at previous panels regarding developments on this land.

Cllr. Maude had spoken to the Department of Transport regarding the East Leeds Orbital Road and the date of the public enquiry.

It was **resolved** that Cllr. Maude be authorised to submit the rule 6 statement on behalf of the PC, proposed Cllr. Beaumont, seconded Cllr. Bedford, all in favour.

**9 REFERRALS & RISK ASSESSMENTS** – LCC had been notified of the problems with the roundabout in the children's playground in Scholes and were considering full replacement. There were dangerously overhanging trees on Main Street near the Old Rectory with branches being struck by some passing vehicles.

**10 TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA OF THE NEXT MEETING** – Councillors were asked to notify the Clerk accordingly.

## **11 DATES OF FUTURE MEETINGS**

Monday 2<sup>nd</sup> July 2018: Scholes Methodist Hall: Open Forum (7pm), Meeting of the Parish Council (7:30pm).

Monday 18<sup>th</sup> June: Planning Committee (6.30pm) John Rylie Centre

Tuesday 9<sup>th</sup> July: General Purposes and Finance Committee (7pm) John Rylie Centre

There being no further business the meeting closed at 9pm.

Signed

## OPEN FORUM

Two residents expressed concern regarding a gate to the cricket club. Some years ago, the PC had given permission for a fence to be put up on PC land at the top of Richmondfield Mount as this was being used as a shortcut to other parts of the village and was attracting anti-social behaviour including the lighting of fires (the PCSO being familiar with the issues). Two residents (including one of those present) had erected the fence at their own expense on the understanding that this did not give them any right to the PC land. In the last few weeks, someone has cut a hole in this fence and installed a gate without any consent. They have put a lock on the gate for their own personal use but sometimes the gate is left unlocked. Cllr. Clover and the Clerk had met the residents present on-site to see this for themselves and other Councillors had been to see it. A “No right of way” sign had been put up. The two residents gave examples of the issues this access has caused them including a knife carrying male hanging around close to one of the properties and someone almost running into a reversing car after emerging from the gate. Cllr. Hassell agreed to take this up with cricket club (as it had been established that the gate had been put up by one of their members) and Cllr. Clover would secure the gate following the meeting. One of the residents agreed to contact a local contractor to clear the loose wood and the other resident expressed an interest in buying the land – this would be an agenda item for the July meeting.

There were concerns about dog-fouling. Examples were cited and the appropriateness of having a bin inside Jack Heaps Field was questioned when there are signs advising people that dogs are not allowed. Cllr. Hassell advised that the PC recently bought signs and had spoken to Barwick in Bloom. She advised the meeting about Ward Cllr. Robinson’s initiative and that there would be a meeting the Friday following to discuss this.

Members of the Scholes Country and Wildlife Preservation Society asked the PC whether it would adopt the resolution passed at the Annual Parish Meeting. They also asked about the Neighbourhood Plan policy LE2 and whether this applied to the whole of the old railway line or just a part of it and if any errors in the plan would be corrected. Cllr. Hassell read an LCC statement regarding the cycleway. No particular route is supported and no decisions would be taken until a firm proposal was put forward. A meeting involving LCC Cllr. Gruen, members of the Preservation Society, Elmet Greenway group, Ward Councillors and Adam Brannen (LCC Head of Regeneration) was proposed. It was suggested that when the PC responds to the feasibility consultation, it notes the concerns of the Country and Wildlife Preservation Society.