

**MINUTES of the ANNUAL PARISH COUNCIL MEETING**

held on Monday 14<sup>th</sup> May 2018 at 8:00pm at Scholes Methodist Hall.

<b>PRESENT:</b>	Councillor	Claire Hassell (Chair)		
	Councillors	Craig Barker	Matt Baker	Paul Remmer
		Glyn Davies	Matthew Clover	Phil Maude
		Howard Bedford	Neil Beaumont	Stella Walsh
		Karen Dales		

**In attendance:** Ward Cllrs. Matthew Robinson and Sam Firth and the Clerk. Nineteen residents attended the earlier Annual Parish meeting and many of these stayed for the Parish Council meeting.

**1 ELECTION of CHAIR:** It was **resolved** that Councillor Claire Hassell be elected as Chair for the ensuing year proposed by Cllr. Baker, seconded by Cllr. Remmer. There being no other nominations Cllr. Hassell was duly elected and signed her declaration of acceptance of office.

**2 ELECTION of VICE CHAIR:** As Cllr. Baker was no longer able to continue in this role, it was **resolved** that Councillor Stella Walsh be elected as Vice Chair for the ensuing year, proposed by Cllr. Hassell, seconded by Cllr. Bedford. There being no other nominations Cllr. Walsh was duly elected. Cllr. Baker was thanked for his time as Vice-Chair and for the contribution that he made.

**3 APOLOGIES:** Cllr. Barker.

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

**5 MINUTES OF PREVIOUS MEETING**

It was **resolved** that the minutes of the Parish Council (PC) Meeting (1/2018) held on 9<sup>th</sup> April 2018 (496-499) having been circulated, be approved and signed, proposed Cllr. Remmer, seconded Cllr. Walsh, all in favour.

**6 CRIME REPORT**

The Clerk gave the crime figures for April, showing four crimes in the Parish. Suspects would be interviewed by the Police in connection with one of these crimes. There were warnings about distraction type burglaries, Land Rover thefts and reports of fly-tipping in the outer north-east villages – from cannabis farms in particular.

**7 FINANCE**

**7.1 The cash book, bank reconciliation statement and budget monitor** had been circulated showing payments made during April of £6,365.33 (ten cheques totalling £6,237.76 and three direct debits of £127.57). Cllrs. Clover and Davies would be preparing a budget for 2018/19.

**7.2 The cash book** showed twelve cheque payments to be made in May amounting to £10,190.05 and four direct debits of £431.14. Two of these cheque payments had been urgent and had already been made.

**7.3 Section 137 payments** - it was **resolved** that following previous discussion under agenda item 7.5 of the April meeting, section 137 payments would be given of £100 for the bugler at the service of dedication of the new Royal British Legion standard and £100 for the refreshments following the service, proposed Cllr. Baker, seconded Cllr. Walsh, all in favour.

**7.4 To note the comments of the Internal Auditor** – these had been circulated. The auditor noted that the General Purposes and Finance Committee would be reviewing specified documents normally reviewed annually.

**7.5 To formally approve the Annual Accounts and the Annual Governance Statement** – these had been circulated to all. It was agreed that approval would be carried forward to the June meeting and in the meantime these would be considered by the General Purposes and Finance Committee.

## 8 CORRESPONDENCE

The Chair reported on correspondence received including concerns about;

- the state of Stockheld Lane and a request for a bus shelter at the associated bus stop on the A64 (this request would be passed to the West Yorkshire Combined Authority)
- car parking on the pavement on Leeds Road (the latest PC newsletter has a feature on this)
- tree felling at a property on The Boyle (investigations confirmed that due process had been followed)
- the stated times for road closures for the Tour de Yorkshire

In addition there were several e-mails from residents opposed to the route of the Elmet Greenway with various queries and requests for information. There was one e-mail from a resident supporting this project and letters and e-mails from a Barwick resident who had expressed an interest in the vacancy and was unhappy that the PC had decided not to fill the vacancy at this time.

Cllr. Bedford advised that he looking to set up a meeting to address concerns in previous correspondence regarding dog-fouling.

The Chair reminded all present that the Clerk works part-time and allowance should be made for this when e-mailing or telephoning (especially during evenings and at weekends).

## 9 OTHER ITEMS

**9.1 Work to trees** - it was **resolved** to spend £100 + VAT for planning permission and £380 + VAT for necessary work to the trees on Jack Heaps field, proposed Cllr. Hassell, seconded Cllr. Maude, all in favour.

**9.2 Scholes Playground** – there had been a communication from Leeds City Council (LCC) regarding the annual lease which proposed a five year lease at £600 a year (the current fee being £300). It was **resolved** that Cllr. Maude and either Cllr. Barker or Cllr. Walsh plus the Ward Councillor would meet with LCC officers to discuss the options, proposed Cllr. Walsh, seconded Cllr. Remmer, all in favour.

**9.3 Greenway Group** – Ward Cllr. Robinson would arrange a meeting between all interested parties and confirmed that the local Member for Parliament would be invited. Although Policy LE2(ii) of the Neighbourhood Plan supported the proposal to develop a cycleway along the old railway line, it was felt that there was flexibility regarding the route as alternatives which only used part of the old railway would still be in keeping with the wording of this policy. All options would need to be fully costed.

**9.4 Website and Social Media policy** – Cllr. Walsh had circulated a copy of the Social Media Policy which requires some updating to reflect the new GDPR legislation. Councillors were encouraged to read the suggestions made and comment ahead of the next General Purposes and Finance Committee meeting.

**9.5 Proposals for 20mph zones in each village** – Communications had been received from LCC advising that 20mph speed restrictions in each village were under consideration. Cllr. Bedford had spoken to Chris Proctor earlier that day and will contact him further. The main consultation was expected to commence sometime around the 20<sup>th</sup> September. Ward Councillors were meeting on 17<sup>th</sup> May to discuss this. The proposals will be published on the PC website.

**9.6 Safety concerns regarding the entrance to the school drive** – although bollards had been suggested at the April meeting, the school and residents of properties nearby had contacted the PC to suggest planters as an alternative. Cllr. Beaumont had been investigating costs of 30m lengths of timber; planters would cost £305-£430 each. Cllr. Beaumont will keep Councillors informed.

**9.7 Seeking to have LCC spending Community Infrastructure Levy (CIL) money in the villages** – authority was given for Cllr. Maude to arrange a meeting with LCC CIL people to purpose of which would be to get commitment from LCC that residents of the Parish benefit from the 75% of CIL money LCC get from developments within the Parish.

**9.8 To get quotes and install CCTV in the villages, report on discussions with police** – had had conversations with Andy Katkowski (Harewood Ward Manager, West Yorkshire Police) suggesting the installation of CCTV cameras at the major access points of the two villages. Advice would be sought from

Aberford Parish Council who had similarly considered this. Cllr Walsh noted that current police data illustrated that CCTV cameras did not prevent crime and also had mixed results in providing evidence for convictions. The aims and objectives and value for money of installing CCTV cameras needs to be considered before any decisions are made.

**9.9 To provide £100 for bugler and £100 for refreshments for guests at British Legion Service to dedicate new Standard** – This agenda item had been discussed under Finance (7.3 above)

**9.10 Hall Tower field** – it was **resolved** to acquire the Land lying to the North West of Elmwood Lane, comprised in title number WYK63879 (known as Hall Tower Field) from Derick Raymond Nichols, Neville Gardner and Kenneth Ian Peaker for £1.00 in accordance with the valuation dated 23 April 2018 obtained from Michael Steel & Company and that any two councillors be authorised to execute on behalf of the PC the Land Registry transfer and any other documents necessary to give effect to that acquisition proposed Cllr. Baker, seconded Cllr. Bedford, all in favour.

**9.11 General Purposes and Finance Committee initial meeting** – this Committee had had its first meeting on 1<sup>st</sup> May. Cllr. Barker had agreed to be Chair. The meeting discussed terms of reference, setting a budget, developing a programme of works and other items. The next meeting would be 29<sup>th</sup> May and would look at Standing Orders.

**9.12 The Local Centres Programme** – Cllr. Hassell and the Clerk met with Lee Paton (LCC Asset Management and Regeneration) outside the parade of shops in Barwick on 23<sup>rd</sup> April to discuss projects which could be funded by the programme including improvements to the car parking area, shop frontage and additional hanging baskets. Cllr. Hassell had submitted an application form and the Clerk attended a further meeting in Leeds Civic Hall on 9<sup>th</sup> May.

**9.13 Scholes Village Gala** – Cllr. Walsh was seeking photographs of Councillors and the Clerk in jpeg format to form the display at the PC table. A brief summary of interests etc. would accompany each photograph (this information could be added to the PC website). The display would highlight the recent achievements of the PC. The website developer will be approached for a copy of the PC logo. Volunteers to man the stall were needed.

**9.14 Facebook/Website** – Cllr. Beaumont reported that there were 679 followers on the Facebook page and 665 likes and 8,465 visits. There were about fifteen posts including one about the new Royal British Legion Standard. There were 62 followers on Twitter.

**9.15 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 24<sup>th</sup> June for the Barwick in Bloom Open Gardens was noted.

**9.16 Playing Fields committees** – the Barwick and Scholes Playing Fields committees had met in April and draft minutes had been circulated. Scholes and Barwick Junior Football Club had won the league, there will be a presentation event on 3<sup>rd</sup> June.

## **10 PLANNING**

The decisions of the Planning Committee of 30<sup>th</sup> April were duly noted and the minutes agreed. An appeal against refusal regarding Brick Pond Farm, Potterton Lane (change of use of agricultural building to a dwelling) had been considered although the original application on which this appeal is based was never put before the committee for assessment.

An agreed response to the proposed changes to the National Planning Policy Framework had been circulated and submitted.

The developer proposing to build 300 houses in Scholes had submitted an appeal against refusal. Planning officers were planning to oppose the development on two grounds including prematurity. Cllr. Maude suggested the PC asks to be a rule 6 party and advised that a Statement of Case needed to be submitted by 8<sup>th</sup> June. He had approached a local resident with Highways expertise for assistance and encouraged those present to gather evidence such as photographs of queuing vehicles. SOS had been contacted. He estimated that the public enquiry would be held sometime around October. Cllrs. Bedford, Remmer and Walsh all

volunteered to be witnesses at the enquiry. Cllr. Maude was considering calling a meeting with Adam Ward (LCC Planning Officer, Team Leader – North East Team). It was recommended that discussions regarding this development be considered by the full PC.

**11 REFERRALS & RISK ASSESSMENTS** – Cllr. Dales had carried out inspections of both playgrounds and taken photographs of equipment as necessary and forwarded these to the Clerk.

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

**13 DATES OF FUTURE MEETINGS**

Monday 4<sup>th</sup> June 2018: Barwick in Elmet Methodist Schoolroom: Open Forum (7pm), Meeting of the Parish Council (7:30pm).

Monday 21<sup>st</sup> May: Planning Committee (6.30pm) John Rylie Centre

Tuesday 29<sup>th</sup> May: General Purposes and Finance Committee (7pm) Manor House

There being no further business the meeting closed at 10pm.

Signed

Chairman  
4 June 2018

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