

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 1<sup>st</sup> October 2018 at 7:30pm at Scholes Methodist Hall.

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

**In attendance:** Eight residents, Ward Cllr. Sam Firth, PCSO Sue Broadwell (part) and the Clerk.

**1 APOLOGIES:** Ward Cllr. Robinson.

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

**3 BARWICK VACANCY** – On 24<sup>th</sup> September, eight Councillors and the Clerk had met three applicants for the vacant position on the Council. It was felt that all three demonstrated suitability for this position. It was **resolved** to accept their recommendation that Joanne Austin be co-opted, proposed Cllr. Hassell, seconded Cllr. Barker, all in favour. Declaration of Acceptance of Office and Declaration of Pecuniary interest forms were given to her for completion. The other two candidates were thanked for their interest.

**4 MINUTES OF PREVIOUS MEETING**

It was **resolved** that the minutes of the Parish Council (PC) Meeting (5/2018) held on 3<sup>rd</sup> September 2018 (512-514) having been circulated, be approved and signed, proposed Cllr. Remmer, seconded Cllr. Barker, all those who were at the meeting were in favour.

**5 CRIME REPORT**

There were five crimes in the Parish in September as follows; three cases of *Theft from Motor Vehicle* (Maypole Mews, Carrfield Road and The Sycamores, all overnight, in all three cases property was taken) and two of *Burglary Residential*. One on Station Road, the suspects fled when the alarm went off. The other on Leeds Road, keys were taken and used to steal a motorbike and a Mercedes. There has been one arrest in connection with this case. In addition, there had been a serious incident on Saturday 29<sup>th</sup> September where a female was threatened by two men with an axe and forced to hand over her car keys. The vehicle was later recovered.

There was discussion around Closed Circuit television (CCTV), Cllr. Beaumont would e-mail PSCO Geoff Nottingham. Those involved in this scheme felt that information about the time a crime was committed would help narrow down the amount of CCTV footage they would have to review.

**6 FINANCE**

**6.1** The **cash book, bank reconciliation statement and budget monitor** had been circulated showing payments made during September of £9,388.48 (eleven cheques totalling £9,252.97 and three direct debits of £135.51).

**6.2** The **cash book** showed eleven cheque payments to be made in October amounting to £4,804.07.

**6.3 To Note That the Interim Internal Audit Has Been Carried Out and To Note Recommendations** - an In-House audit was carried out on 27<sup>th</sup> September and the Internal Auditor visited on 18<sup>th</sup> September and a copy of the report had been circulated. This noted that the PC Financial Regulations had not been reviewed since 2015. Noted that the General Purposes and Finance committee were aware and addressing this. The External Auditor's report also circulated, the only comment being that the date of the Responsible Financial Officer's signature was after the date the accounts were formally approved.

**7 CORRESPONDENCE**

The correspondence list had been circulated and the items noted, i.e. 2977 and 2978.

## 8 OTHER ITEMS

**8.1 PC response to comments by Leeds City Council (LCC) Planning on questions raised at the Leeds SAP EiP on transport modelling in East Leeds (EB9-35 & EB9-36)** – Cllr. Bedford reported and thanked all residents who attended; Save Parlington Action Group (SPAG) and George Hall. The Parish Council's comments had been submitted to the inspector. Thirty-eight representations were accepted on 10<sup>th</sup> September including that from the PC. The Site Allocations Plan (SAP) is still under examination.

**8.2 To note the minutes of General Purposes and Finance Committee meeting of 11<sup>th</sup> September** – the meeting noted the committee were in the process of photographing all assets which would be inspected annually in April/May, that a list of contractors was being collated and that Cllr. Clover is reviewing the Financial Regulations.

It was **resolved** that the Terms of Reference for this committee, having been circulated to all, be adopted, proposed Cllr. Barker, seconded Cllr. Baker all in favour.

The sign Jack Heaps Field informing people that dogs are not allowed has been knocked over. This led to a proposal from the Committee that the policy of prohibition of dogs on the field should be relaxed. There was no overall support for this and the proposal was withdrawn. It was agreed to continue with the current policy of prohibition and that new signs will be put up on the wall at the entrance to the field. The bin inside the field will be removed (possibly relocated to the main entrance to Scholes Lodge Farm). A young woman who has been picking up rubbish from Jack Heaps Field and has also put up some posters about taking litter home: it was agreed a letter of thanks would be sent. Cllr. Hassell still has several dog-fouling signs to be placed in Scholes and Barwick.

**8.3 Planters at the top of the school drive** – it was **resolved** that the PC applies to the Community Fund for a grant for £2,000 for planters at the top of the school drive and contributes £500 from PC funds, proposed Cllr. Beaumont, seconded Cllr. Maude, all in favour.

**8.4 Purchase of equipment to record Parish Council meetings** – it was decided not to pursue this at the present time.

**8.5 Silhouette statues to commemorate the hundredth anniversary of the end of World War One** – Cllr. Hassell reported that eight silhouette statues were to be donated to the villages, two for each church in the parish (they could also be used on Hall Tower Hill). She was having a meeting with the new curate on Wednesday 3<sup>rd</sup> October.

**8.6 Wastewater on residents' drives** – as agreed at the last meeting, letters had been sent to Yorkshire Water Authority (YWA) and an acknowledgement received. The meeting was advised that Property developers had to pay YWA to connect services to the main water pipes and it was felt that YWA should therefore use some of this money to carry out necessary works to reduce flood risk in the village. It was agreed to write to those residents affected by flooding to make them aware of the action taken by the PC.

**8.7 Leeds Festival** – several Councillors and the Clerk had received complaints from residents that road closures relating to the Festival did not allow local residents access to their own properties. Thorner residents had raised similar complaints. Cllr. Clover advised that the Fox and Grapes public house had been issued with passes for staff. Cllr. Hassell had spoken to one of the Community Fund Committee about this. The Clerk would write to Festival Republic to express residents dis-satisfaction with this year's arrangements and find solutions for future events asking them to post out or deliver two car permits to all residents affected by restricted access routes.

**8.8 Annual thank you gift to those people who are not Councillors and who deliver newsletters and flyers** – proposed by Cllr. Barker and seconded by Cllr. Remmer that an annual thank you gift be bought for those people who are not Councillors and who deliver newsletters and flyers up to a maximum value of £5. It was **resolved** that an amendment to this proposal be adopted that a maximum of £300 be spent annually on such gifts, proposed Cllr. Walsh, seconded Cllr. Barker, all in favour.

**8.9 Scholes Playground** - Cllrs. Hassell and Maude had been due to attend a meeting with LCC regarding the Scholes Playground but this had been cancelled by LCC. Instead they had made an offer that

the PC could have the land for a peppercorn rent provided that the PC accepts responsibility for picking up litter and emptying the bins. It was **resolved** that the PC welcomed the offer of having the land for a peppercorn rent but did not accept responsibility for litter or bins and that a request be made that the cancelled meeting be reinstated with Ward Councillor presence, proposed Cllr. Maude, seconded Cllr. Beaumont, all in favour.

**8.10 Event on Hall Tower field to commemorate the hundredth anniversary of the end of World War One** – Cllr. Hassell reported on the progress of the planning for this event. Music would be provided by a band with singing by All Saints' Church Choir. There would be twenty to thirty minutes of fireworks and Scouts would provide hot soup. The Royal British Legion would be present. The beacon would be lit at 7pm. Portaloo toilets had been arranged.

**8.11 The silhouette statutes** – the base for the Barwick in Elmet statute was now complete. A plaque for both silhouette statutes was needed and a suggested wording was circulated at the meeting.

**8.12 Webinar on a fair Disciplinary Process 30<sup>th</sup> August 2018.** Cllr. Davies had participated in this and reported to the meeting. The webinar, organised by the Yorkshire Local Councils Associations showcased the services provided by ACAS (Advisory, Conciliation and Arbitration Service) and produced template appraisal forms.

**8.13 Lectern Interpretation Display Board regarding the living memorial of trees to commemorate the fallen of both World Wars** – a designer of display boards had produced some suggested examples of board content which Cllr. Dales shared with the meeting. Cllrs. were asked to submit comments on these to Cllr. Dales. It was suggested that the Women's Institute and the Primary School be given opportunity to comment on the final designs and wording.

**8.14 East Leeds Orbital Road (ELOR)** - Cllrs. Bedford, Hassell and Maude had attended a meeting with LCC on 20<sup>th</sup> September to discuss the ELOR. Wood Lane would be upgraded when the East Leeds Extension begins. There would be a significant increase in the number of traffic lights on Leeds Road. There had also been discussions about traffic priority at the Coronation Tree junction and a consultation event on 16<sup>th</sup> October (Note: since the PC meeting this date had been changed to 25<sup>th</sup> October) in Manor House for residents living close to that junction was proposed. Proposals for a 20mph restriction in the village had also been considered. This would be considered further at the next Planning Committee meeting.

**8.15 Scholes Lodge Farm** – the working party had met on 5<sup>th</sup> September and the minutes had been circulated. The field had been sprayed to control weeds.

**8.16 Yorkshire Local Councils Associations one-day conference held on 28<sup>th</sup> September 2018** - Cllr. Maude and the Clerk had attended this event and a report had been circulated. The Chief Executive Officer of the National Association of Local Councils had addressed delegates and there had been four sets of four workshops, Cllr. Maude and the Clerk attended those on Code of Conduct/Disclosure of Pecuniary Interests, Planning, Insurance & Risk Assessment, Standing Orders & Financial Regulations and Lawful Agenda setting.

**8.17 Parish Council surgeries** – it was noted that there was a need for badges and/or a table sign or banner.

**8.18 Facebook/Website** – there were now 718 followers and 3573 views. There had been discussions about Stockheld Lane, the footway on Leeds Road (see 10 below), Standing Orders, the damaged wall adjoining Jack Heaps field, a campaign by SPAG to save a tree known as "Nellie's Tree" and an anti-social behaviour report.

## **9 PLANNING**

**9.1** The decisions of the Planning Committee meeting of 17<sup>th</sup> September were duly noted.

**9.2** Cllr. Maude reported on the proposal to build three-hundred houses in Scholes which was being opposed on the grounds that it was not sustainable. There would be a meeting of those speaking as witnesses on 4<sup>th</sup> October followed by a meeting with Ward Councillors on 11<sup>th</sup> October. The PC had organised a drop-in session for residents on 24<sup>th</sup> November. The views of the School, the Doctor's Surgery and the local shop were being sought.

**9.3** Cllrs. Maude and Walsh had met with representatives of Chartford Homes and they had agreed to create two extra car parking spaces next to the garage block. This will require an amendment to the approved plans. Both the Developer and the Parish Council will seek the agreement of LCC to the adoption of the 5 spaces currently laid out at the entrance to the site.

**10 REFERRALS & RISK ASSESSMENTS** – Cllr. Walsh was pursuing Leeds City Council regarding the wall opposite Saint Philip's Church which was in danger of collapsing. Concerns had been expressed that grass verge encroachment on Leeds Road was making the footway too narrow and dangerous to users, a response from Highways was awaited.

**11 TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA OF THE NEXT MEETING** – Cllr. Barker requested agenda items for the sign on Jack Heaps field, to decide on quantity and location of CCTV dummy cameras across the parish to reinforce the signage and employing a lengthsman. The setting up of a working party to work with the Police on crime in the village would also be considered next time.

## **12 DATES OF FUTURE MEETINGS**

Monday 5<sup>th</sup> November 2018: Barwick Methodist Schoolroom: Open Forum (7pm), Meeting of the Parish Council (7:30pm).

Mon 8<sup>th</sup> October: Scholes Playing Fields at the Sports Pavilion at 7:30 p.m.

Monday 15<sup>th</sup> October: Planning Committee (6.30pm) John Rylie Centre.

Mon 22<sup>nd</sup> October: Barwick Playing Fields/Allotments Committee at Barwick Methodist Schoolroom at 7:30 p.m.

There being no further business the meeting closed at 9:55pm.

Signed

Chairman

5 November 2018

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## **OPEN FORUM**

Following a reminder of the issues raised at the September Open Forum, a resident commented about the Standing Orders and the fact that they were longer than all other neighbouring parishes with one parish having a one-page set of Standing Orders. There was particular concern about Section 27 being the rules relating to the public session.

The Parish Council were advised that the Scholes Country and Wildlife Preservation Group were considering purchasing the stretch of disused railway line from the old brickworks to the Station Road bridge and that they were in discussion with Ogden's and asked if the PC wished to be involved.

A lady expressed concerns about the quality of the bus service having attended a meeting at Leeds Civic Hall which also included representatives of the Parish Council, Leeds City Council and the service providers. She was thanked for attending the meeting. Ward Cllr. Firth advised that changes to the 64-bus route were planned (but there was no information regarding the number 11). The changes would be announced on 4<sup>th</sup> October to come into effect on the 28<sup>th</sup> of the same month. The proposal is for the 11 to extend its route to Thorpe Park at one end and Pudsey at the other end.

A resident expressed concern about the stretch of the disused railway line behind Nook Road which had been designated as a Green Space in the Neighbourhood Plan. He was concerned that the land owner had not been consulted prior to this land being designated as such and suggested that as the land no longer had a Green Space function, its status as such should be revisited. He asked that the owners be notified if this land came up as a Parish Council agenda item.