

# BARWICK in ELMET & SCHOLES PARISH COUNCIL

## MINUTES of a meeting of the Finance and General Purposes Committee held at 7pm at the John Rylie Centre on Thursday 21<sup>st</sup> March 2019

**PRESENT:** Councillor Craig Barker (Chair)  
Councillors Claire Hassell Matthew Clover  
Glyn Davies Stella Walsh

**In attendance:** The Clerk

1 **APOLOGIES:** Cllr. Remmer.

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

### 3 **MINUTES OF PREVIOUS MEETING**

It was **resolved** that the Minutes of the Finance and General Purposes Committee meeting held on 31<sup>st</sup> January 2019 having been circulated, be approved. The Chair duly signed the minutes.

### 4 **ASSETS**

The kissing gate on Hall Tower field and two Heritage Boards on Main Street, Barwick in Elmet would be added to the asset list, the Christmas lights would be removed and the location of Scholes defibrillator be adjusted to Osman House. The two items listed against Jubilee Gardens would be relisted to appear consecutively. A dog-fouling sign on Nook Road was not considered a Parish Council asset. There was a query about the bin and seat on Jack Heaps field.

It was agreed that the ploughs maintained by the Bloom groups and the owl statue would be adopted as Parish Council assets subject to approval by the full Parish Council, the ongoing maintenance would remain with the Bloom groups. Any future assets seemingly “donated” to the Parish would only be added to the asset list if the full Parish Council approved following consideration of health & safety risks and maintenance costs.

There was a query about the ownership of the orchard in Barwick in Elmet, this would be added to the list subject to further enquiries being made.

A list of contractors would show responsibility for maintenance.

### 5 **RISK ASSESSMENT LIST**

Cllr. Remmer had sent Cllr. Barker Risk Assessment documents for each Parish Council asset. Cllr. Barker would collate these into a single summary sheet for consideration at the next meeting. A risk assessment for the peace monument completed by Cllr. Davies had been sent by Cllr. Walsh to Cllr. Remmer.

### 6. **PROGRAMME OF WORKS**

- Scholes Lodge Farm grass cutting would be added to the programme of works (six cuts a year) and the hedge cutting moved from February to October.
- Cutting of the hedge around the Allotments would also be added – this is done twice a year. The entry for December would be brought forward to mid-October with the earlier cut to be listed for mid-June.
- Defibrillator checking and bridleway fencing would be added to the programme of works.
- The programme of works listed hedge planting at the allotments – this would be removed.
- Cllr. Barker would issue a revised programme of works document.
- The “no-dogs” signs for Jack Heaps field had been bought and needed someone to put them up.
- A quote for grass cutting on Hall Tower field was awaited. An additional cut for the end of March would be added to the programme of works.

## **7. ADDITIONAL WORK REQUESTS, COSTINGS AND ACTION**

- **Scholes playground roundabout**

A revised a quote for repair of the roundabout was awaited as the price originally quoted was no longer valid.

- **Christmas Lights**

After discussion of the options available, it was agreed that a budget of £4,000 + VAT be set for Christmas Lights. This would mean a reduction in the number of strings or locations, options were considered including a suggestion that Cllrs. Barker and Hassell go round the two villages to look at potential locations or meet with Leeds City Council officers.

- **Jack Heaps Field wall**

The contractor would be contacted about this as the repair he had agreed to do was still outstanding.

- **Scholes Water**

The water charges for Scholes Playing fields for 2018/19 were £968, significantly higher than normal. This would be discussed at the next Scholes Playing fields committee.

- **Leaflet Distribution**

Royal Mail charge a minimum of £500. Other potential distributors had been approached but none had been forthcoming with a quote. The Clerk will continue to pursue.

- **Barwick Playground**

Cllr. Clover had attended a Playground Inspection course in Barwick which included an inspection of the playground. As a result, several items of playground maintenance were identified. Cllr. Clover would contact Leeds City Council to get these issues addressed.

- **Scholes Lodge Lane wall**

This would be assessed in April.

- **Tree on the public right of way adjoining the allotments**

A tree had fallen across the footpath causing an obstruction to users of the path and damaging one panel of the allotments boundary fence. The Leeds City Council public rights of way officer had been notified.

## **8. BUDGET REVIEW**

Cllr. Davies had reviewed income and expenditure and produced a table showing all expenditure in order of largest to smallest. Excluding the Community Infrastructure Levy (CIL) money, there had been a total income of £49,000 in the first eleven months of the Financial Year and outcoming in the same period of £64,000. It was noted that some of the expenditure was for one-off items. The reserves appeared to be healthy but some of this was set aside for CIL, election costs and playground repairs.

## **9. OTHER AGENDA ITEMS**

- i. **To consider insurance renewal quotes**

One renewal quote had been obtained. An approach would be made to another who advertises in a National Association of Local Councils publication. Quotes would be considered at the May Parish Council meeting. The Peace Monument and allotments fencing would be added to the schedule.

- ii. **Newsletter – quotation from an alternative printer**

There had been no progress on this since the last meeting and it was decided to leave this off future agendas pending any updates.

**iii. To consider making payments electronically**

Approaches had been made to Lloyds Bank, investigation of this was still ongoing.

**10. OPEN FORUM ISSUES/SUGGESTIONS**

Concern was expressed at the amount of litter on Leeds Road.

**11 DATES OF FUTURE MEETINGS**

Thursday 20<sup>th</sup> June 2019 7pm at John Rylie Centre.

The meeting closed at 9:45pm