**BARWICK in ELMET & SCHOLES PARISH COUNCIL 10/2019**

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 6th January 2020 at 7:30pm at Scholes Methodist Hall.

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| **PRESENT:** | Councillor | Claire Hassell (Chair) |  |
|  | Councillors | Joanne Austin  Howard Bedford  Karen Dales | Glyn Davies  Phil Maude  John Moreland | Graham Slater  Stella Walsh  Jaqueline Ward |

**In attendance**: Ward Cllr. Firth, Ward Cllr. Robinson, PSCO Sue Broadbent (part) and PCSO Lou Crossland (part), five residents and the Clerk.

**1 APOLOGIES.** Cllrs. Beaumont and Remmer.

**2 DECLARATIONS OF PECUNIARY INTEREST.** None

**3 MINUTES OF PREVIOUS MEETING**

It was **resolved** that the minutes of the Parish Council (PC) meeting (9/2019) held on 2nd December 2019 (571-573) having been circulated, be approved.

**4 CRIME REPORT**

The Police Community Support Officers (PCSO) reported that there were three reported crimes in December which was a welcome reduction compared to recent months. One was a delivery made to an incorrect address with the recipient denying receiving the goods and there was a case of damage being caused after a hose had been disconnected. In the wider community, there had been a spate of burglaries where the suspects entered the property whilst the occupants were watching television and sneaking upstairs, usually between 4pm and 10pm. A warning had been posted on the village Social Media page. There had also been an incident where scrap metal collectors had scratched a vehicle whilst carrying what they had collected. The PCSOs advised that the Police do not have the resource to check Social Media and crime should be reported through the usual channels. They reported on three arrests but the suspects could not be linked to the crime.

**5 FINANCE**

**5.1** The **cash book, bank reconciliation statement, screen print and budget monitor** had been circulated showing payments made during December of £2,548.50 (sixteen cheques totalling £2,172.47 and seven direct debits of £376.03).

**5.2** The **cash book** showed eight cheque payments to be made in January amounting to £7,383.40.

**5.3 Budget and precept for 2020/21.** Cllr. Davies gave a report on the budget. Although costs were forecast to exceed income, it was **resolved** that due to the high level of reserves, the precept will remain at £37,148. It was noted that there would be costs associated with the new website.

**6 CORRESPONDENCE**

There was one item of correspondence being a report that on 10th December, Main Street, Scholes was flooded as a result of a storm. Cllr. Dales had been liaising with Yorkshire Water Authority.

**7 OTHER ITEMS**

**7.1 Scholes Sports Pavilion – Hire Charges.** A proposal that the Pavilion is available for hire by Parish residents with suggested rates was considered. An amendment to the original proposal was considered as follows; Children's parties £40 for four hours; £60 for eight hours and the following hourly rates for other bookings: £6 daytime hire other than children’s parties; £12 at weekends and evenings, a maximum of £4 for non-profit making community groups. The rates for non-residents would be as above plus 50%. It was **resolved** that the amended proposal be accepted. All monies raised would be banked in existing PC accounts but reported separately for budgeting purposes.

**7.2 Scholes Sports Pavilion – Hire Agreement and Terms and Conditions.** A suggested **hire agreement** had been circulated. It was suggested that all references to specific hire charges be omitted as the agreed charge would be added according to the type of booking being made. It was **resolved** to adopt this hire agreement subject to this amendment and on the understanding that it was subject to review by the F&GP Committee as necessary. Cllr. Maude had circulated suggested **Terms and Conditions** with eight conditions of hire. A further eleven suggested conditions of hire had been circulated to all. It was agreed to accept the original eight and all but the first of the additional conditions (which related to music copyright laws). A copy of the terms and conditions would be displayed on a wall in the Pavilion. Cllr. Slater would circulate revised documents.

**7.3a Maintenance of Scholes Sports Pavilion.** It was **resolved** to agree a budget of £500 to purchase capital equipment necessary to make the Pavilion suitable for hire.

**7.3b Maintenance of Scholes Sports Pavilion.** It was **resolved** to agree a budget £300 to improve heating, fit a smoke detector or fire alarm (depending on insurance requirement) and ensure outside lights are working.

**7.5** **Draft Minutes.** A proposal was discussed that all draft minutes of the PC and PC sub-committee meetings be circulated as soon as practicable after the meeting and that all councillors, or in the case of a sub-committee all members of that sub-committee, will receive such draft minutes simultaneously. Cllr. Davies proposed an amendment removing references to sub-committees and in the case of Committees, suggesting simultaneous circulation to the full PC. It was **resolved** that the proposal as amended be adopted. It was emphasised that no amendments could be made to draft minutes expect by vote at the next meeting of the PC or Committee.

**7.6** It was **resolved** to appoint Cllr. Ward to the Finance & General Purposes (F&GP) Committee.

**7.7 Website Accessibility webinar.** Cllr. Slater had attended this on 13th December and produced a report which had been posted on the shared drive.

**7.8 Parish Website.** Cllr. Bedford had circulated a comprehensive report regarding proposals for change to the website. The emphasis was on compliance with new accessibility regulations and on the number of clicks necessary to get the visitor to the information they are looking for. It was **resolved** that Cllrs. Bedford, Slater and Ward would invite quotes from web developers to bring to a future PC meeting for consideration. Councillors were encouraged to put forward suggestions for content such as an events diary (if a way can be found for content to be managed by event organisers).

**7.9 Land on Scholes Lodge Lane.** Two quotes had been received and a third had been sought for clearing the land. It was **resolved** to accept the cheaper quote (noting that the quotes were comparable as both contractors had been given identical specifications). It was noted that there was an apple tree within the conservation area.

**7.10 Standing Orders.** Revised Standing Orders considered by the F&GP Committee were considered. There were queries regarding paragraphs 1m and 25a (ii). It was **resolved** to accept revised wording to paragraph 25a (ii). It was then **resolved** to adopt the revised Standing Orders as recommended by the Committee subject to changes to the wording of paragraph 25a (ii).

**7.11** It was **resolved** to formally adopt Disciplinary and Grievance policies based on the National Association of Local Councils template, copies of which had been circulated to all.

**7.12 F&GP Committee.** The Committee had met on 12th December. The draft minutes had been circulated and actions and contents were duly noted.

**7.13 Barwick football septic tank.** The need for a cesspool tank had been established. Action; Cllr. Hassell would set up a meeting with Mount Saint Mary’s football Club regarding their fund-raising. The Clerk would get a specification from Cllr. Remmer which could be used to get three comparable quotes for consideration at the February meeting.

**7.14 Scholes Football Pitch drainage.** Cllrs. Maude and Remmer had carried out a site visit. Potential drainage solutions included re-excavating the drainage ditch adjacent the hedge on the southern boundary or to re-create the drainage channel running south from the football pitch. This would need the cooperation of the owners of the adjacent land and land registry records had been obtained accordingly. Historical minutes and records suggested agreements with the local farmer at the time. This would be an agenda item for the February meeting.

**7.15 Facebook/Newsletter.** There were 877 followers on Facebook, four posts were viewed 2,000 times. Twitter now has - 108 followers

**7.16 Surgeries.** The January surgery would be conducted by Cllr. Beaumont.

**8 PLANNING**

The **Planning Committee** had met on 16th December. The draft minutes had been circulated with the agenda and the contents were duly noted.

**9 REFERRALS & RISK ASSESSMENTS­**

Scholes playground roundabout was still not working. Concerns were expressed about advertising boards on Scholes Main Street. Advice had been sought from the Yorkshire Local Councils Associations regarding the Pavilion lease – it had been hoped to meet their legal representatives but this was purely a desktop advisory service.

**10 MATTERS FOR INCLUSION ON THE FEBRUARY AGENDA.** Use of Jack Heaps Field for Parking on Maypole Day (25/05/2020), and Hall Tower Field for storing and renovating the maypole from Easter Monday to Maypole Day on the slip and erect a light scaffolding tent to cover the pole while the maypole is painted also use of the field and hill for Maypole day festival on spring bank holiday Monday.

**11 DATES OF FUTURE MEETINGS**

Monday 3rd February: John Rylie Centre: Open Forum (7pm), PC Meeting (7:30pm). *Note the change of venue.*

Monday 20th January 2020: Planning Committee (6.30pm) Scholes Sports Pavilion.

There being no further business the meeting closed at 10:25pm.

Signed

Chair

3rd February 2020

**OPEN FORUM**

* A resident asked if the PC would consider more trees on Scholes Lodge Farm citing environmental reasons and suggesting plaques on which families could write a dedication. She was aware of concerns that trees might affect the aspect of those adjoining the field and of the archaeological significance of much of the site. She proposed cherry trees along the public right of way. She also asked if the field could be dedicated to the children of the village. The Scholes Lodge farm working group would consider these suggestions at their next meeting.
* Another resident expressed disappointment that the bus service had not improved noting that late running buses make up lost time by cutting out the Scholes part of the route and that a promised link to the bottom of Barwick Road has not happened. Ward Cllr. Firth advised the need for specific information about dates and times. He advised that there would be a meeting in late January or February and was asked to ensure that the PC were kept abreast of agreed outcomes. It was noted that Leeds City Council are running a transport consultation (closing date 5pm 17th February). The trial of using Connexions for the 64 service is to continue.
* Another resident complained about slow broadband speed at the Coronation Tree end of Scholes. The nearest cabinet as still using copper cable. There were issues due to REIN (Repetitive Electrical Impulse Noise). She was advised about the voucher scheme and the need to get neighbours to sign up to it.
* A representative of the Royal British Legion reported on preparations fort commemoration of the 75th anniversary of Victory in Europe (VE) Day which would be a parish event to be held at Saint Philip’s Church grounds in Scholes. This would run from 1pm to 6pm on 8th May 2020 with a party, a bar and children’s activities. Posters advertising the event would be displayed. There would be a formal church service at 3pm. Funding had been applied for but the greatest need was for volunteers.