**BARWICK in ELMET & SCHOLES PARISH COUNCIL 11/2019**

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 3rd February 2020 at 7:30pm at the John Rylie Centre, Barwick in Elmet

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| **PRESENT:** | Councillor | Claire Hassell (Chair)  |  |
|  | Councillors | Joanne AustinHoward Bedford Karen Dales | Glyn Davies Phil MaudePaul Remmer  | Graham SlaterStella WalshJaqueline Ward |

**In attendance**: Ward Cllr. Firth, Ward Cllr. Robinson and the Clerk.

**1 APOLOGIES.** Cllr. Moreland. It was noted that Cllr. Beaumont had resigned and that the deadline for ten electors to request an election is 4th February 2020 and that the vacancy can then be filled by co-option.

**2 DECLARATIONS OF PECUNIARY INTEREST.** Cllr. Hassell regarding item 7.4(iii).

**3 MINUTES OF PREVIOUS MEETING**

It was **resolved** that the minutes of the Parish Council (PC) meeting (10/2019) held on 6th January 2020 (574-577) having been circulated, be approved.

**4 CRIME REPORT**

The crime report was received and having been circulated to all, taken as read noting that there were two thefts (or attempted thefts) of motor vehicles, one burglary, one theft non-specific and one case of Interference with motor vehicle. Cllr. Dales had reported the theft of charity bags intended for the British Heart Foundation and it was noted that a car window had been broken the evening of the meeting. There would be an agenda item next time to consider cameras for the garages.

**5 FINANCE**

**5.1** The **cash book, bank reconciliation statement, screen print and budget monitor** had been circulated showing payments made during January of £7,569.18 (eight cheques totalling £7,383.40 and four direct debits of £185.76). The receipt of a National Lottery Grant for the Pavilion of £1,000 was noted. This arrived on 1st February in the form of a pre-loaded card with a deadline for expenditure in December 2020.

**5.2** The **cash book** showed twelve cheque payments to be made in February amounting to £5,442.00. It was resolved that the Clerk’s mileage expenses be paid by bank transfer in order to establish the viability of using this payment method in future. A payment for removal of shrubs and trees in the entrance to Scholes Lodge Lane and to grind out stumps was not approved as the work done was not considered satisfactory.

**5.3 To consider a new signatory.** Following the resignation of Cllr. Beaumont, it was proposed that Cllr. Ward become a signatory on the account. An amended proposal suggested that the Chair of the Finances & General Purposes committee be the new signatory. Following a further amendment, it was **resolved** to increase the number of signatories to five that Cllrs. Davies and Ward become the new signatories.

**6 CORRESPONDENCE**

Cllr. Maude would look at a conifer tree on Scholes Sports field and report back to the next PC meeting. This followed a letter from a resident whose garden adjoins the field who felt that the tree was having a detrimental effect on her property.

**7 OTHER ITEMS**

 **7.1 Meeting start times.** It was proposed to consider a resolution that PC meetings start at 7:00pm with up to 30 minutes to be allocated to an Open Forum during which Standing Orders would be suspended. It was **resolved** to accept an amendment to the proposal which removed the reference to suspending Standing Orders, the amended resolution was duly proposed, seconded and passed

**7.2 Scholes Meeting Venue.** It was **resolved** that the March PC meeting be held in the Pavilion at Scholes Sports Grounds to establish its suitability as a venue for future Scholes PC meetings. It was noted that a “Members Only” sign could be off putting and would need to be removed. An orange sign for Scholes Sports Association would be changed.

**7.3 Pavilion management.** It was **resolved** to set up a Pavilion Committee to consist of Councillors Hassell, Moreland and Slater with powers to set up further subgroups subject to PC approval. Suggested terms of reference would be circulated for consideration at the March meeting. Any hire agreements would be signed by a member of the Committee. Cllr Walsh would supply notices regarding food hygiene, kitchen cleanliness, use of refrigeration and any other applicable issues.

**7.4 (i) Expenses policy.** It was **resolved** that apart from a spelling correction, no changes were necessary to the 2016 expenses policy and that this be adopted subject to annual review by the Finance and General Purposes Committee. **(ii) Annual allowance for the Chair.** It was agreed that this was unnecessary if the Chair’s expenses were met under the terms of the expenses policy. **(iii) Retrospective approval for repairs to the Chair’s computer.** The Vice-Chair chaired this item. It was **resolved** that due to a pecuniary interest, no dispensation be given to the Chair and that she therefore leave the room. It was **resolved** that retrospective approval should not be given for the repairs to the Chair’s computer and that she repay the money within fourteen days. The Chair returned to the meeting and returned to the chair.

**7.5** **Pavilion Block bookings**. It was **resolved** to retrospectively approve an agreement to hire the Pavilion to a keep-fit instructor at 68 sessions a month for £204 February to June after which the agreement would be renegotiated as necessary.It was **resolved** to approve an agreement to hire the football pitch for junior football coaching with an additional fee for hire of the Pavilion to be agreed.

**7.6** **Community Fund Committee.** Following the resignation of Cllr. Beaumont,it was **resolved** to appoint Cllr. Bedford to represent the PC on the Community Fund Committee.

**7.7 To consider responsibilities for litter in the villages and whether the PC should hire skips.** This was deferred to the next meeting. The successful litter pick on Leeds Road on 2nd February organised by residents was noted.

**7.8** It was **resolved** to allow the use of Jack Heaps Field for parking on Maypole Day (25th May), 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 the Maypole day festival on spring bank holiday Monday.

 **7.9 To consider options for Scholes Football Pitch drainage.** Cllr. Maude had produced a report which noted correspondence with Barwick historical society, £5,500 being spent by the PC in 1982-83 relating to a covenant and drainage over the adjoining field. Cllr. Maude would contact the solicitors to see if they held any documents relating to this. Cllrs. Dales and Maude would visit the farmer who cultivates the land (who also may be a director of the company which owns the land). Cllr. Remmer has a manhole locator if needed.

**7.10 Social Media/Newsletter.** Following the resignation of Cllr. Beaumont, it was **resolved** that Cllr. Slater manage Facebook content and that he be authorised to post material without reference to the PC subject to compliance with the Social Media Policy. It was **resolved** that Cllr. Bedford manage Twitter content and take on responsibility for the newsletter (on the understanding that contributions would be forthcoming from other Councillors). The next newsletter would be at the end of April.

**7.11 Quotes received for installing a cesspool at Barwick Football ground.** Three companies had been contacted and two had been to the site (one of whom had supplied a quote). A third company were due to visit on the 10th. Cllr. Davies would provide the Clerk with details of another company who would be approached for a quote.

**7.12 Car parking near Barwick school.** Cllr. Slater agreed to mount “No Parking” signs on the planters at the top of the Verity Strip.

**7.13 New website.** Cllr. Bedford reported that he was aiming to get quotes from six potential web developers had so far got names of four (three of which are local). The designer of the existing site would be given opportunity to quote. There would be a six-week tender period and a thirty-day period to build the site would be set.

**7.14** It was noted that the Clerk had agreed to allow Jack Heaps field to be used for car parking for Barwick Open Gardens on 28th June 2020.

**7.15 Community Week Scholes School –** Cllr. Walsh reported on her visit in November 2019 to Scholes School to talk about the work of the PC to year groups 7, 8 and 9. This resulted in sixty-one letters from the children to the PC and Cllr. Walsh has replied to all. The concerns raised were lack of a shop in Scholes (29), sports, the park and play facilities (18), speeding traffic (7), addition of a café (4), lack of bins (2) and individual requests for a cinema, a trampoline, a reptile park and use of the tennis courts for a bird sanctuary.

**7.16 Code of Conduct training.** Cllr. Slater had attended a webinar on Code of Conduct on 7th January. He had shared the presentation and recording on the webinar on the shared drive

**7.17 Scholes World Peace Flame Monument report.** A report had been circulated by Cllr. Walsh listing the members of the working group, the date of the next meeting (18th February), information about funding and arrangements for maintenance and advising that an application had been made to the community fund.An event to celebrate International Day of Peace was planned for September 20th. The Peace Flame had drawn comment from the In Bloom judges.

**7.18 LCP funding.** The Clerk had attended a meeting regarding LCP funding, £50,000 of this fund would be used in Barwick in Elmet to provide block paving in front of the parade of shops and to fund a disabled access ramp to the Post Office (if the Post Office were willing to contribute 20% of the cost). A further meeting had been arranged for 21st February.

**7.19 Chairmanship Skills training.** Cllr. Slater had attended a webinar on Chairmanship Skills on 22nd January. He had shared the presentation and recording on the webinar on the shared drive.

**7.20 Surgeries.** Cllrs. Hassell and Slater had covered the January surgery. Five residents had attendedand issues raised included Scholes Playground roundabout. Cllrs. Slater and Ward would cover the next one on 29th February 2020.

**8 PLANNING**

The **Planning Committee** had met on 20th January. The draft minutes had been circulated; it was noted that the outcome of the crematorium appeal was still awaited. It was also noted that due to boundary changes along Skelton Lane, a new development of over fifty properties now fell within the parish and the implications of this on Community Infrastructure Levy were being considered. The developer building properties on Belle Vue Road had now vacated the site having completed all the work but had not restored the road markings. Cllrs. Davies and Maude had attended a meeting with Leeds City Council (LCC) enforcement officers to discuss ongoing issues in the Parish.

**9 REFERRALS & RISK ASSESSMENTS­**

Concern was expressed regarding parking on Leeds Road (about seven vehicles parked half on the road and half on the footway between Cllr. Remmer’s house and the Coronation Tree). There were also concerns about cars parked on the footway on Potterton Lane at the top of the hill. It was suggested that an article be put in the newsletter to remind people to park considerately.

**10 MATTERS FOR INCLUSION ON THE MARCH AGENDA.** Skelton Lane Boundary changes, update on the website and permission for the churches to use Hall Tower Hill over Easter.

**11 DATES OF FUTURE MEETINGS**

Monday 3rd March: PC Meeting and Open Forum (7pm). Scholes Sports Pavilion.

Thursday 13th February 2020: Finance & General Purposes Committee – (7pm) Scholes Sports Pavilion

Monday 17th February 2020: Planning Committee (6.30pm) Scholes Sports Pavilion

There being no further business the meeting closed at 10:15pm.

Signed

Chair

3rd March 2020

**OPEN FORUM**

There were no residents present therefore matters of concern were put to the Ward councillors;

* Footpath clearance along Leeds Road. It was noted that the resident who came off his motor scooter on this stretch had died at Christmas. At the on-site meeting last year, the officer from LCC responsible for footways had promised to do half the work in the current financial year and the remainder in the coming financial year but there had been no written confirmation of this. Cllr. Dales had contacted the landowners. Hedges had been cut back but not far enough. Ward Cllr. Robinson would contact the officer concerned. There was discussion about ways the PC could support this work.
* Ward Cllr. Firth reassured the PC that issues relating to the flagstones on Belle Vue Avenue and Belle Vue Road had not been forgotten.
* There was discussion about the boundary changes along Skelton Lane (see item 8 above). Cllr. Maude and Ward Cllr. Robinson are hoping to secure a meeting. There was a meeting the following day regarding the middle and southern quadrants of the East Leeds Orbital Road.
* Ward Cllr. Firth continues to press for better bus services and has spoken to Kim Groves at LCC and would send an e-mail accordingly. There was concern that buses no longer go to the train station.