**BARWICK in ELMET & SCHOLES PARISH COUNCIL 12/2019**

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 2nd March 2020 at 7pm in the Sports Pavilion, Scholes

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

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

**1 APOLOGIES.** Cllrs. Moreland and Remmer

**2 DECLARATIONS OF PECUNIARY INTEREST.** Cllrs. Austin and Hassell regarding item 9.7. Cllr Stella Walsh declared an interest during the open session as the discussion related to Scholes allotments.

**3. PUBLIC PARTICIPATION** – issues raised were;

* Scholes allotments. Although privately owned, would like help from the Parish Council (PC). The hedges are cut by a local farmer free of charge but the resident had bought fence posts and incurred other personal expenses. Plot holders have to do their own maintenance as part of their agreement. The offer from the Chair of a supply of weed killer was accepted. There would be an agenda item on the next Finance and General Purposes (F&GP) Committee to consider possible options for PC support.
* There was a question regarding timescales for introduction of the 20mph zones in Scholes.
* A resident asked about plans for the PC strip of land on Scholes Lodge Lane. The PC had received correspondence from residents’ who live adjacent to the wall, see below. The PC has no plans for removal of the of the trees that overhang adjoining property, LCC and the PC are not legally bound to clear leaves and twigs falling onto adjoining land. At a previous meeting the resident had asked about plans for more trees in Scholes Lodge Field. Cllr Maude had requested a map of where the trees should be planted, this had been provided and will be discussed at the Scholes Lodge field meeting 11th March. Grants are available from the Woodland Trust and Ward Cllr. Robinson has some money for trees. The resident had received an approach from Scholes in Bloom to plant more trees on SLF and also this land will now be included in the judging for Scholes in Bloom.

The public session was closed.

**4. VACANCY.** It was noted that the PC can fill the vacancy due to the resignation of Cllr. Beaumont by co-option following expiry of the 4th February deadline for electors to request that this be filled by election. Three residents had expressed an interest but only one had returned the application form.

**5 MINUTES OF PREVIOUS MEETING**

The following correction was made:

Item 9.13. It was noted that there would be a thirty-day period to assess the tenders for building the website (item 9.13), not thirty days to build the site as reported. It was **resolved** that the minutes of the Parish Council (PC) meeting (11/2019) held on 3rd February 2020 (578-581) having been circulated, be approved.

**6 CRIME REPORT**

The crime report was received and having been circulated, taken as read noting that there were two cases of *Burglary Residential* (Lyndhurst Road and Parlington Meadows) and one case of *Theft from Vehicle* (Morwick Grove).

**7 FINANCE**

**7.1** The **cash book, bank reconciliation statement, screen print and budget monitor** had been circulated showing payments made during February of £5,164.19 (eight cheques totalling £4,866.00, one bank transfer of £11.48 and six direct debits of £286.71). Three cheques had had to be rewritten, there was an unpresented cheque from November (this had been sent to the contractor’s previous address). It was agreed that payment for the clearance of the Scholes Lodge Lane land could now be made noting that the specifications regarding the work required could have been clearer. There was a query regarding the necessity of reporting the Clerk’s salary with a suggestion that this could be reported as Administration.

**7.2** The **cash book** showed six cheque payments to be made in March amounting to £1,472.79.

**8 CORRESPONDENCE**

3058 was from a resident concerned that a tree on Scholes Playing Fields was having a detrimental effect on the amount of light in their garden. Cllr. Maude had visited the resident and had been in touch with Bowling Club and Scouts and will liaise with Cllr. Slater to resolve the issue.

3059 was from a resident concerned that the number of trees people have in their gardens has decreased over the years and suggesting the PC look into opportunities for grant funding for tree planting. The PC is seeking ideas for suitable locations for planning trees

The Yorkshire Local Councils Associations (YLCA) had circulated an e-mail advising that they are not able to advise councils regarding the corona virus.

In addition, three emails from Cllr Moreland; letter from resident regarding the removal of two trees on Scholes Lodge Lane which they deemed were dangerous. A resident sent in details of a meeting that had been arranged by residents living near Scholes Lodge Lane outlining their ideas for planting in this area. To defer to F&GP agenda once the wall has been repaired.

**9 OTHER ITEMS**

**9.1** The **Finance and General Purposes Committee** had met and the draft minutes

circulated. The following issues were considered by the PC.

1. It was **resolved** to open a bank account with Lloyds Bank to allow digital payments to be made whilst preserving current controls requiring two Councillors to authorise a payment prepared by the Responsible Financial Officer (as Barclays Bank didn’t have the systems in place to achieve this).
2. It was **resolved** to write off the remaining third of the value of the Christmas Lights and to remove them from the asset register.
3. It was **resolved** that 2018 water charges relating to Football and Tennis clubs in Scholes be written off and that the other three clubs pay an average of water costs in the previous three years. A report was given on the progress of the fitting of secondary meters to ensure accurate invoicing in future.
4. One quote had been received for repointing the wall at Scholes Lodge Lane and one was anticipated. A third contractor has seen the wall and felt that the work needed was more extensive than repointing and he would not be submitting a quote. Professional advice from a local stonemason had been obtained by the resident of the adjoining property and he had suggested to the them that the work done to the trees some years previously (under instruction from the PC) had left the trees unsafe. The Clerk would contact the Tree Officer at Leeds City Council (LCC) to arrange a visit and seek advice and add to next agenda. A resident of Scholes Lodge Lane was granted permission to comment. Matter remains outstanding until the additional quote is submitted. A request to send the specifications to local stonemason was also made.
5. It was noted that Cllr. Dales was unable to continue on the Committee; it was **resolved** to appoint Cllr. Bedford to the Committee in her place. There would be a re-evaluation of Committee membership at the annual meeting in May.

**9.2 Pavilion Management** **Committee.** Draft terms of reference for the Pavilion Committee had been circulated. Numerous changes were suggested, the Clerk noted these and would circulate a revised document for consideration at the next meeting. An initial meeting of those interested had been held, outcomes unclear.

**9.3 Scholes Scouts.** Permission was given for the Group Scout Leader to address the meeting following which it was **resolved** to allow Scouts to sublet their facilities for a football development camp, the probable dates being 7th and 8th April 2020. This was on the understanding that Scouts were responsible for all liabilities relating to the subletting.

**9.4 Development Working Party.** Draft terms of reference for the Development Working Party had been circulated. This agenda item was withdrawn following concerns expressed at the meeting. Working Party membership would be reconsidered at the annual meeting in May.

**9.5** **Barwick in Bloom**. It was **resolved** to donate £100 to Barwick in Bloom towards to cost of work on The Sycamores**.**

**9.6** **Climate change and Tree planting**. Cllrs. Bedford and Walsh would look for ways the PC can contribute in a positive way to concerns about climate change. An article in the next newsletter would seek ideas from residents. Cllr. Hassell had spoken to Barwick Cricket Club regarding tree planting. Opportunities for funding of trees would be pursued including the Forestry Commission’s Urban Tree Challenge Fund.

**9.7 Barwick Allotments.** It was noted that Barwick allotments are run without reference to the PC (other than representation at the Playing Fields Committee) and although there is a PC approved budget, decisions about specific expenditure are taken outside PC meetings and reported retrospectively. It was **resolved** that a working party of three Councillors be formed to look at allotment management. This would also look at ways to support residents who have plots on the privately owned plots in Scholes and would consider the necessity of separate allotment insurance and membership of the National Allotment Society. Cllrs. Austin, Slater and Ward would be members of the working party supported by the Chair and other allotment holders in both Barwick and Scholes as necessary. The Chair was thanked for having undertaken management of the allotments over many years which had freed up the Clerk’s time to pursue other PC matters.

**9.8 To consider a resolution that a security lights be bought for Scholes garages**. This item was deferred.

**9.9 Scholes Venue for future Parish Council meetings.** A resolution that the Pavilion venue for future meetings in Scholes was not supported. Future meetings at Scholes would be the Methodist School room.

**9.10 Website.** Seven invitations to tender had been sent with a deadline of 20th March for quotes to be received.

**9.11 Parish Council expenses claims.** Cllr Moreland had sent a series of emails regarding expenses claims, policy and procedure which resulted in Cllr. Walsh seeking advice from LCC and the YLCA. The outcome of these investigations was summarised. It was **resolved** that Cllr. Walsh ask the internal auditors to consider all Parish Councillor expenses claims made from 2016 and advise noting the cost implications of this. Cllr. Walsh would seek advice from LCC and the YLCA and circulate accordingly.

**9.12 Proposed briefing on the East Leeds Extension to be held on 16th March.** Cllr. Maude would contact Ward Cllr. Robinson to confirm the arrangements and liaise with the Clerk as necessary.

**9.13 Social Media/Newsletter.** This agenda item was not considered due to Standing Order 3x (A meeting shall not normally exceed a period of 2.5 hours).

**9.14** **Surgeries**. No residents had attended the last surgery.

**9.15 Update on filling the planters at the top of the Verity Strip.** Cllr. Hassell was working with the school. The PC had agreed a budget of £500 towards this. It was noted that there was a 2018 grant from the Community Fund for plants on Hall Tower field.

**9.16 YLCA branch meeting.** Cllrs. Davies, Hassell & Slater had attended the meeting on 18th February. The regular business of the branch meeting had been preceded by a presentation on climate change. It was felt that this presentation was too long to retain the interest of those present.

**9.17 Report of a meeting on 21st February regarding LCP funding attended by Cllr. Hassell.** This agenda item was not considered due to Standing Order 3x.

**9.18 Report on webinar training on Finance and Budgeting attended by Cllr. Slater.** This agenda item was not considered due to Standing Order 3x. Cllr. Slater would attend the next webinar

**10 PLANNING**

To note or consider recommendations of Planning Committee regarding Planning Applications considered at their meeting of 17th February. To note that Cllr. Dales was no longer able to continue to serve on this Committee and to consider a replacement. This agenda item was not considered due to Standing Order 3x.

**11 REFERRALS & RISK ASSESSMENTS­**

Concern was expressed regarding a dropped grate on Leeds Road between 48 and 88 Leeds Road.

**12 MATTERS FOR INCLUSION ON THE NEXT AGENDA.** This agenda item was not considered due to Standing Order 3x.

**13 DATES OF FUTURE MEETINGS**

Monday 6th April: Parish Council Meeting (7pm). John Rylie Centre

Monday 16th March: Planning Committee (6.30pm) John Rylie Centre

Monday 30th March: Barwick Playing Fields/Allotments Committee at Barwick Methodist Schoolroom at 7:30 p.m.

Thursday 9th April: Finance & General Purposes Committee – (7pm) John Rylie Centre

Monday 30th April: Scholes Playing Fields at the Sports Pavilion at 7:30 p.m.

There being no further business the meeting closed at 10:30pm.

Signed

Chair

6th April 2020