

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 5<sup>th</sup> October 2020 at 7pm using a remote access platform.

**PRESENT:**

Councillor	Phil Maude (Chair)		
Councillors	Joanne Austin	Dan Greenwood	Stella Walsh
	Howard Bedford	Claire Hassell	Jaqueline Ward
	Karen Dales	Paul Remmer	David Young
	Glyn Davies	Graham Slater	

**In attendance:** The Clerk.

The Chair read out a statement outlining the procedures to be undertaken to hold a lawful and effective remote meeting.

**1 APOLOGIES.** Cllr. Remmer.

**2 DECLARATIONS OF PECUNIARY INTEREST.** Cllrs. Maude and Young declared that their wives were members of Scholes in Bloom and Barwick in Bloom respectively (agenda item 5.7).

**3 PUBLIC PARTICIPATION.**

No members of the public were in attendance.

**4 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the PC meeting (7/2020) held on 7<sup>th</sup> September 2020 (601-603) having been circulated, be approved.

**5 OTHER ITEMS**

**5.1 Playgrounds.** It was noted that the playgrounds were now open and that the roundabout in Scholes was now working. There had been an item in the newsletter asking residents to contact Cllr. Ward for ideas for improvements to Barwick playground. It was **resolved** that Cllr. Ward be authorised to make enquiries and to investigate options for improvements. Cllr. Slater had obtained information in connection with the proposals for Scholes tennis courts some of which was relevant to considerations for Barwick playground.

**5.2 Finance and General Purposes Committee report.** The draft minutes of the September meeting of the Finance and General Purposes Committee had been circulated and the contents noted. It was **resolved** to appoint Cllr. Ward to the Committee.

**5.3 Volunteering policy.** It was noted that many residents do work for the community on a voluntary basis (for example picking up litter). Although some might be covered by other insurances, it was felt that by giving them an option to sign up to a Parish Council volunteering policy, they would be regarded as PC volunteers by the PC insurance company and as such, covered under the terms of that policy. It was **resolved** that the Staffing Committee seek advice from the vice-Chair of Thorner PC and the Yorkshire Local Councils Associations and draft a policy for consideration at a future meeting using the example circulated as a template. Cllr. Greenwood would speak to work colleagues involved in charity work regarding their volunteering policy.

**5.4 Fast fibre broadband.** Cllr. Bedford reported that Openreach had quoted £111,558 for the cost of install fast fibre access to residents in Potterton and Kiddal which was way beyond the £63,000 which could be raised from the voucher scheme. Further funding was being sought from Leeds City Council (LCC) and the local Member of Parliament. The voucher scheme could be extended to Barwick in Elmet and he was looking to pull together a programme of volunteers to pursue this with Openreach.

**5.5 Neighbourhood Plan review.** Members of the Planning Committee had met with the Neighbourhood Planning officer of LCC the previous Friday. The main outcome of this meeting was confirmation that the Neighbourhood Plan boundary could be extended beyond the Parish boundaries. Cllr. Davies had drawn up a plan. A special newsletter would be delivered to every property in the Parish. It was **resolved** to set up a steering advisory group and to set aside a budget of £2,000 for the Planning Committee for costs associated with the setting up of that group.

**5.6 Safe observance of Halloween.** It was **resolved** that Cllr. Dales post advice on the PC Facebook page giving advice to residents regarding observance of Halloween in line with Government guidelines regarding prevention of the spread of the pandemic. Cllr. Greenwood agreed to proofread this prior to posting.

**5.7 Community Fund Support.** Barwick in Bloom, Scholes in Bloom and Scholes Allotments had all expressed an interest in applying for funds from the PC. It was noted that these applications were premature as no formal decision had been taken regarding amendment of the grants policy following the decision at the September meeting (item 5.2). It was agreed that both Bloom groups (who had applied for £5,000 each) be asked to produce evidence of the state of their finances and an estimate of loss of income due to cancellation of fund-raising events due to restrictions associated with the pandemic. Any decisions regarding Community Fund Support and amendment of the grants policy was deferred to the next meeting.

**5.8 Website.** Cllr. Bedford reported on progress with the new website and apologised that the 23<sup>rd</sup> September deadline for the new accessibility regulations had been missed. He had received confirmation from those who had quoted that the prices they had quoted were still valid. He had an accessibility statement which he would circulate ahead of the next meeting. This would be an agenda item for the November meeting.

**5.9 Councillor Training.** It was noted that Cllr. Slater had attended a Protecting the Parks Fields in Trust Webinar on 9 September 2020. There were no learning outcomes of particular relevance to the Parish.

## 6 PLANNING

The minutes of the Planning Committee meeting of 21<sup>st</sup> September had been circulated and the decisions and discussions were noted.

## 7. FINANCE

**7.1 The cash book, bank reconciliation statement, screen print and budget monitor had been** circulated and showed eighteen BACS payments made in September amounting to £2,675.38. There were also four direct debits totalling £188.34. There was money still owed to the PC by the Tennis section of Scholes Sports Association (annual rent and water). The Responsible Financial Officer would check bank statements passed to him by Scholes Sports Association to seek to recover as much as possible from them. The report now also showed an itemised list of earmarked reserves. Feedback was received regarding other earmarked reserves which would be added to the list going forwards and there were suggested corrections to attribution of some of the items on the expenditure spreadsheet. Enquiries had been made to Lloyds Bank and an account had now been established with Cllrs. Bedford, Hassell, Slater and the Clerk as signatories. There would be an agenda item at the November meeting to consider a formal resolution to move to Lloyds and to consider management of the account.

**7.2 Cash book.** It was **resolved** to approve five BACS payments to be made in October of £672.40 (plus direct debits) plus Clerk's salary and deductions to HMRC (pay-slip awaited). A further payment of £55 + VAT to the National Allotments Society (Annual Affiliation Fees) was also approved subject to confirmation that the Allotments Sub-Committee had agreed to continue this affiliation (Cllr. Ward would check the recording of the meeting).

**7.2 External Auditor's report.** It was noted that the External Auditor's report had been received and circulated and the contents noted. Notices regarding public inspection of accounts had been placed.

## 8 CORRESPONDENCE

The list of correspondence items 3085-3087 had been circulated. 3085 & 3086 had been considered at the September meeting (having been received after distribution of agenda papers) and both concerned the proposals for the new Verity Strip access. 3087 was from a resident regarding alleged threatening behaviour towards her son on Chequers Field.

## **9 ACTION TRACKER**

An Action Tracker had been circulated listing previously agreed actions at PC and Committee meetings with updates on the progress of each. Since the tracker had been circulated, the fair had contacted the PC to confirm that they would not be coming due to pandemic restrictions. Cllr. Maude is still investigating problems regarding the junction of Chapel Lane and access to the school and Cllr. Bedford has drawn up a report regarding alternative access to the field. Cllr. Davies has issued a plan of PC land to show where the PC had responsibility for trees.

## **10 CRIME REPORT.**

There had been nine crimes in September including one where the victim had left their car keys on an outer lock. It was noted that the crime report made no reference to correspondence item 3087 (above) and that anti-social behaviour was not regarded as a criminal offence and therefore not reported. There was a particular concern regarding anti-social behaviour on Belle Vue Road near Manor House and that firearms had been used. Cllr. Walsh agreed to make further enquiries. The Clerk would contact the Police Community Support Officer and invite him to attend the November meeting to allow full discussion on these matters.

## **11 DATES OF FUTURE MEETINGS**

Next PC meeting - Monday 2<sup>nd</sup> November 2020 at 7pm.

Scholes Playing Fields Committee - Monday 12<sup>th</sup> October 2020 at 7:30pm

Finance and General Purposes Committee – Tuesday 13<sup>th</sup> October 2020 at 7pm.

East Leeds Extension Middle & Southern quadrants meeting - Thursday 15<sup>th</sup> October at 10.00am

Planning Committee – Monday 21<sup>st</sup> October 2020 at 7pm.

Barwick in Elmet Playing Fields Committee – Monday 26<sup>th</sup> October 2020 at 7:30pm

All the above meetings to be held by remote access unless advised otherwise.

The deadline for agenda item requests for the November meeting to be submitted to the Proper Officer is **22<sup>nd</sup> October 2020** (standing order 9b).

There being no further business the meeting closed at 8:45pm.

Signed

Chair  
2nd November 2020

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