

**MINUTES of the ANNUAL PARISH COUNCIL MEETING**

held on Monday 8 May 2017 at 8:00 p.m. at Barwick in Elmet Methodist Schoolroom

**PRESENT:**

Councillor	Claire Hassell (Chair)	
Councillors	Amanda Munro	Neil Beaumont
	Glyn Davies	Paul Remmer
	Howard Bedford	Tom Crosfill
	Matt Baker	

**In attendance:** Ward Councillor Matthew Robinson, PCSO Andy Katkowski (part) and the Clerk.

**1 ELECTION of CHAIRMAN:** It was **resolved** that Councillor Claire Hassell be elected as Chair for the ensuing year proposed by Cllr. Baker, seconded by Cllr. Bedford. There being no other nominations Cllr. Hassell was duly elected and signed her declaration of acceptance of office.

**2 ELECTION of VICE CHAIRMAN:** It was **resolved** that Councillor Matt Baker be elected as Vice Chairman for the ensuing year, proposed by Cllr. Hassell, seconded by Cllr. Bedford. There being no other nominations Cllr. Baker was duly elected.

**3 APOLOGIES:** Cllrs. Geoff Yapp, Karen Dales and Stella Walsh

**4 DECLARATIONS OF PECUNIARY INTEREST**

Cllr. Crosfill declared an interest in item 10 (Planning Applications) as a close family member lives very close to one of the applications being considered.

**5 MINUTES OF PREVIOUS MEETING**

It was **resolved** that the minutes of the **Parish Council Meeting (11/2016)** held on 3 April 2017 (453-456) having been circulated, be approved and signed, proposed Cllr. Beaumont, seconded Cllr. Remmer, all were in favour.

**6 CRIME REPORT**

The annual report of crimes in the Parish was presented as follows (numbers in brackets being the movement compared to the previous year's figures);

**Barwick in Elmet:** Burglary Dwelling – 10 (down 4), Burglary Other - 16 (down 14), Theft from Motor Vehicles – 6 (down 6), Criminal Damage – 12 (down 8) and Other – 8 (down 15). A total of 52 (down 47).

**Scholes:** Burglary Dwelling – 11 (unchanged), Burglary Other - 17 (up 2), Theft – 8 (unchanged), Theft from Motor Vehicles – 0 (down 8), Criminal Damage – 10 (up 4) and Other – 13 (down 1). A total of 59 (down 3).

The PCSO reported that he had had a couple of letters from residents of The Boyle regarding the proposed parking restrictions. The full street had had letter drops. There had been numerous problems with refuse collections not taking place due to parked vehicles. Cones had been put down but had not been well received. Nick Borrás from Highways was still considering possible solutions. One suggestion was for parking restrictions at specific times.

The Chair had e-mailed Highways about the pavement outside the Methodist Chapel.

There was a suggestion of a Youth Club to engage that generation.

**7 FINANCE**

**6.1 The cash book, bank reconciliation statement and budget monitor** were circulated showing payments made during April £7,928.63 (cheques totaling £7,831.16 and two direct debits of £97.47). Feedback regarding the 2017/18 budget monitor was noted and suggested changes would be made ahead of the June meeting.

**6.2** The **cash book** showed eight cheque payments to be made in May amounting to £4,835.89 and three direct debits of £365.24.

**6.3 To formally approve the Annual Accounts and the Annual Governance Statement.** The Clerk had requested the papers to be resent for approval at the June meeting having written some of the figures in the wrong places and crossed through and rewritten them correctly.

**6.4 To note the comments of the Internal Auditor.** The Internal Auditor had inspected the accounts on 27<sup>th</sup> April and the In-House Auditor the week before. A copy of her comments had been circulated showing that checks had been carried out and that there were no matters arising to give cause for concern. Both Auditors had noted that the Bank were no longer paying interest on balances of less than £1M.

## **8 CORRESPONDENCE**

The Clerk presented the list of **correspondence** (2802-2813). Channel Four were looking for entrants for its Village of The Year 2017 competition with a £10,000 prize for the winning village (2811). Cllr. Bedford agreed to nominate Barwick in Elmet and Cllr. Baker would nominate Scholes. A letter had been received from Barwick School asking for permission for their sports teams to use the Playing Fields (2812). The Parish Council had no objection and agreed that the school could use the fields subject to consultation with and agreement from Mount Saint Mary's Football Club & Barwick Cricket Club.

## **9 OTHER ITEMS**

**9.1 Report on activity on Parish Facebook and web-site – Twitter account proposal** – April had been a very busy month with 12,888 visits (views) to the Facebook page and 542 likes. The Maypole lowering attracted 4,324 visits, Leeds Strategic Housing Market Assessment 4,283 and 2,500 regarding the Saint George's Day parade which was attended by three-hundred people of which two-hundred were Beavers, Cub-Scouts and Scouts lead by a band. Regarding Twitter, this was something which had been raised in the Social Media Policy prepared by Cllr. Walsh. Cllr. Beaumont felt it would be good if other Councillors were involved in posting content and reviewing the Facebook page and Cllr. Bedford volunteered for this. Cllr. Baker was trying to arrange a meeting with the designer of the new webpage.

**9.2 Barwick Vacancy – To note that there were no requests for an election, we can now co-opt** – The deadline of 5 April 2017 for ten or more residents to request an election had passed. The Parish Council could now fill this vacancy by co-option. It was hoped that someone representing the younger generation could be encouraged to become a Councillor. Cllr. Beaumont would post an article on Facebook encouraging people to consider becoming a Parish Councillor.

**9.3 Report on the Meeting at Bramham Park House to discuss the festival – 11th April** – a short report of this meeting had been circulated to all. The meeting was attended by Cllrs. Baker, Beaumont, Bedford, Hassell and Yapp. There would be no road closure on Thursday 24<sup>th</sup> August and a new closure on Sunday 27<sup>th</sup>, changes to parking areas and drop off and collection at the Red Gate.

**9.4 Hall Tower Field – update** – a short report had been circulated to all. The History Board at the top and the Easter Cross erected by the Methodist Church had been damaged, brambles, saplings and a tree stump had been removed and the area mown. Quotes were being sought for repair of the steps and ongoing maintenance costs. A budget of £1,000 was suggested. Letters had been written to residents of adjoining properties to see if there were any issues with the retaining wall.

**9.5 Scholes Lodge Farm – update** – the Working Party had met on 3rd May 2017. There had been discussion about lecterns (now in place), maintenance of bird boxes and the owl box, ditch cleaning, letters for residents backing onto the field, trees, bulbs and seeds (now planted), benches and moles (treatment to be put on hold for six months).

**9.6 Defibrillator for Barwick – update** – the defibrillator had still not arrived. The Clerk will chase this. Concern was expressed about the availability of the person who quoted for its fitting.

**9.7 Neighbourhood Plan – update** – The Planning Inspector, Ann Skippers, had submitted a list of questions needing an almost immediate response. The Chair and Heather Suggate (Principal Planning Policy Officer of Leeds City Council) had addressed these and it was hoped that she would have a report fairly soon.

**9.8 Report on the Outer-North East Parish and Town Council forum** – Cllrs. Beaumont and Hassell and the Clerk had attended this, held in the John Rylie Centre on 20<sup>th</sup> April. The bulk of the meeting was devoted to a presentation by Debra Coupar talking about the Charter and Community Committees (of which she is an Executive member). A meeting to discuss a revised charter was planned for May. There were reports from the Police, the Environmental Action Officer and an opportunity to raise concerns with Russell Martin, Highways Maintenance Manager.

**9.9 To note that the minutes of the Playing Fields committees have been circulated** – draft minutes of the Barwick in Elmet and Scholes Playing Fields committees had been circulated and the contents noted. There were belated apologies from one Councillor.

## **10 PLANNING**

It was **resolved** that the recommendations of the Planning Committee (see below) be accepted.

There were **no objections** to the following applications

- Scholes Cricket Club Rakehill Road - Detached cricket pavilion building – subject to planner's satisfaction regarding concerns about the septic tank.
- Green Meadows, Potterton Lane - Retrospective application for boundary fence to front – subject to vegetation being used to screen the fence.
- 31 Elmete Avenue - Alterations involving new first floor and single storey rear extension to
- Bungalow – subject to planner's satisfaction that the volume does not exceed published guidelines.
- 16 Elmet Drive – Single storey front side and rear extension.
- 18 Leeds Road – Alterations involving first floor side extension.

The Chair reported a telephone conversation she had had with someone whose application had been considered by the Parish Council at a previous meeting and clarified the Parish Council's role.

**11 REFERRALS & RISK ASSESSMENTS** – Cllr. Bedford expressed concerns that the speed limit indicator sign at the Aberford Road/Fieldhead Drive junction going out of the village is partly obstructed by the bus stop.

**12 TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA OF THE NEXT MEETING** – It was announced that Cllr. Crosfill was resigning in order to pursue a career out of the Parish. He was thanked for his time as a Councillor, congratulated on his appointment and asked for advice regarding recruitment of the younger generation in as Parish Councillors. Cllr. Crosfill has done speaking engagements in local schools. The vacancy will be an agenda item next time.

## **13 DATES OF FUTURE MEETINGS**

Monday 5 June 2017: Scholes Methodist Hall (7:30pm) preceded by Planning Committee (6:30pm) and Open Forum (7pm)

There being no further business the meeting closed at 8.45 p.m.

Signed

Chairman  
5 June 2017