

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 2 October 2017 at 7:30pm. at Barwick in Elmet Methodist schoolroom

**PRESENT:**

Councillor	Claire Hassell (Chair)	
Councillors	Craig Barker	Matt Baker
	Glyn Davies	Neil Beaumont
	Howard Bedford	Paul Remmer
	Karen Dales	Stella Walsh

**In attendance:** One Barwick and one Scholes resident and the Clerk.

**1 APOLOGIES:** Cllrs. Ian Westmoreland, Phil Maude and Ward Cllr. Matthew Robinson

**2 DECLARATIONS OF PECUNIARY INTEREST**

Cllr. Beaumont regarding his interest in the Maypole Trust (item 7.7) and Cllrs. Beaumont, Dales and Davies as dog owners (item 7.9). Cllr. Walsh is now one of part of the Ancient Parish of Barwick in Elmet Trust.

**3 MINUTES OF PREVIOUS MEETING**

It was **resolved** that the minutes of the Parish Council (PC) Meeting (5/2017) held on 4 September 2017 (469-472) having been circulated, be approved and signed subject to item 2 being changed from *secret ballot* to *silent ballot* proposed Cllr. Beaumont, seconded Cllr. Baker, all were in favour.

**4 CRIME REPORT**

There was no Police presence; however reports of crimes in September 2017 had been circulated ahead of the meeting. There were seven reported crimes in September as follows; one *Burglary Residence*, two *Criminal Damage*, one *Theft from motor vehicle*, one *Theft Non-Specific*, one *Theft from Shop* and one *Other*.

**5 FINANCE**

**5.1 The cash book, bank reconciliation statement and budget monitor** had been circulated showing payments made during September of £2,989.61 (cheques totaling £2,770.13 and five direct debits of £219.48). There were comments that the budget monitor needed to be amended to reflect decisions taken at the September meeting regarding Scholes Lodge Farm & Hall Tower field budgets and the amount of capital.

**5.2 The Responsible Financial Officer (RFO)** reported changes and corrections made since the previous week's distribution of the **cash book** the final version of which showed fourteen cheque payments to be made in October amounting to £3,809.22 and two direct debits of £53.42.

**5.3 To note the Internal Auditor's interim report and the External Auditor's report** – The RFO had circulated scanned copies of the above reports to all Councillors ahead of the meeting. There had also been an In-House audit since the previous meeting. The contents of these reports were noted.

**6 CORRESPONDENCE**

The Clerk presented the list of **correspondence** (2869-2875). 2869 was a list of YLCA (Yorkshire Local Councils Associations) training courses in the coming weeks. Cllr. Dales and the Clerk had attended one of these (see 7.13 below) and Councillors were booked on three different training courses from the list – those attending will give their reports at the next meeting. 2874 was an invitation to the official opening of the Arium Leeds Park Nursery which Cllrs. Dales and Hassell will be attending. 2872 was an Advance Notice of Recommendations to be considered by General Purposes Committee. Cllrs. Dales and Hassell had attended this meeting earlier in the afternoon (see 7.4 below). 2873 was the agenda for the October meeting of the Leeds branch of the YLCA to be held in Horsforth Town Council offices on 10<sup>th</sup> October, Cllr. Davies agreed to attend this event.

**7 OTHER ITEMS**

**7.1 Mount Saint Mary's Football Team storage container request** - it was agreed that this football team be given permission to place a storage container (about four by two meters) on the existing concrete

slab beside the changing facility subject to the following conditions: they seek any necessary planning permission from Leeds City Council (LCC); they accept responsibility for maintenance & removal of the container and that the colour of the storage container is in keeping with the surroundings. Concern was expressed that children might be tempted to climb onto it and the club would be expected to take appropriate action to minimise risk.

**7.2 Proposal to set up a Finance & General Purposes Committee the purpose of which shall be to review Standing Orders, Financial Regulations and Risk Assessments, to carry out a skills review and an annual programme of works** – it was **resolved** that a Finance and General Purposes Committee be set up to consider the above mentioned and that it be made up of Cllrs. Bedford, Dales, Davies, Remmer, Walsh and Westmoreland, proposed Cllr. Baker, seconded Cllr. Beaumont, all were in favour. The Chair and Vice Chair would retain their ex-officio status. The Committee would meet to consider its terms of reference and report back to the full Parish Council. The Clerk would contact the YLCA for guidance and advice.

**7.3 The Parish Council response to the East Leeds Orbital Road** - a two-hour meeting with Adam Brennan (LCC) had been arranged for 6<sup>th</sup> October to address the issues raised by the Parish Council.

**7.4 To note the proposal for a referendum for the de-grouping of the Parish and to consider the Parish Council's position** – earlier that afternoon, Cllrs. Dales and Hassell had attended (as observers) a meeting of LCC which considered the various proposals put forward as part of the Governance review. The meeting was used to gather information and would be followed by a second consultation running from 3<sup>rd</sup> October to 14<sup>th</sup> November. LCC rejected the idea of a referendum which would cost £10,500. It was **resolved** that the PC do a leaflet drop of the entire Parish setting out the arguments for and against de-grouping and giving residents opportunity to express their views, proposed Cllr. Baker, seconded Cllr. Hassell, all were in favour. Although all replies would be confidential, it was suggested that it be possible to identify whether the respondent was a resident of Barwick in Elmet or of Scholes. It was also suggested that a public meeting be held. It was agreed that to avoid any confusion, residents should not receive any communications until after the Neighbourhood Plan referendum. Councillors were asked to send their for and against arguments to the Chair who would collate the responses. The Governance review meeting had also considered proposals for a Garforth Town Council to include parts of existing parishes including Barwick in Elmet and Scholes.

**7.5 Peace Lamp proposal** – it was **resolved** that a Working Party (to include representatives of the community in both villages) be formed to consider this proposal, proposed Cllr. Walsh, seconded Cllr. Barker, all were in favour.

**7.6 Neighbourhood Plan** – the referendum will be on 12<sup>th</sup> October, the Parish newsletter has been delivered to every home in the parish along with a flyer to help residents make an informed decision. Posters would be put around the village to encourage people to vote. Drop-in sessions had been advertised, 4<sup>th</sup> October in Manor House, Scholes and 6<sup>th</sup> October in Barwick in Elmet Village Hall. There would be a further meeting of the Steering Group following the Scholes drop-in session. All those who had been involved in bringing the plan to this stage were thanked.

**7.7 Hall Tower Field** – the grass on the mound had been cut. A different contractor was supposed to be doing the flat area around the mound but this work was still outstanding. A drop-in session on 19<sup>th</sup> October at the John Rylie Centre had been advertised in the Newsletter, this would allow residents to express their views about the Parish Council becoming involved.

**7.8 Scholes Lodge Farm** – the Working Party had met on 20<sup>th</sup> September and considered fly-tipping, grass & hedge cutting, the boardwalk extension, a planting programme for trees/bulbs/seeds and signage for dog fouling

**7.9 Dog Walker chart** – the agenda item was carried forward to the next meeting.

**7.10 Report on activity on Parish Facebook and an update on the new web-site** – Cllr. Beaumont reported that there were 594 followers with about three and a half thousand views of the Neighbourhood Plan posts. There were messages about inconsiderate car parking on Wood Lane (Ward Cllr. Robinson has been made aware of this) and a query about the polling cards circulated by LCC.

### **7.11 A proposal to request more speed limit signs in the Parish from Leeds City Council**

**Highways** – Cllr. Bedford had an hour and a half telephone conversation with Kasia Szczerbinska-Speakman of LCC on 29<sup>th</sup> September. There is a proposal for a blanket 20mph restriction in both villages with the programme being rolled out in the next fiscal year or two. This would discourage traffic from the proposed East Leeds Orbital Road from using the villages to as a by-pass during congested periods. Cllr. Bedford shared a PowerPoint slide presentation. There was discussion about having a public meeting and the lack of support for traffic calming measures such as speed bumps.

**7.12 Clerk's Appraisal** – Cllr. Walsh had met with the Clerk on 7<sup>th</sup> August for the annual performance review. The Clerk had gained the industry recognised CiLCA qualification during the review period. Cllr. Davies had agreed to oversee Financial matters. A copy of the appraisal had been sent to the employment group and would now be circulated to all Councillors.

**7.13 All Things Digital training** - Cllr. Dales & the Clerk had attended this training and a report had been circulated, there was useful advice about creating Parish websites which would be passed on as suggestions to the person creating the new PC site.

**7.14 Outer North-East Parish and Town Council forum** – this had been attended by Cllr. Davies and a report had been circulated. Of particular interest was a presentation regarding Community Infrastructure Levy (CIL), the Clerk would make enquiries regarding a couple of properties in the Parish where major work had been carried out to see if the Parish was due to receive any CIL money.

**7.15 Safer Roads, Vehicles, Road Users & Speeds Event 25<sup>th</sup> September** - this had been attended by Cllr. Bedford who found this very useful – he would circulate a report to all.

**7.16 Access to Bog Lane** – the Public Rights of Way Officer for LCC had advised that they could install suitable barriers for stock control purposes but capital funding would need to be obtained. It was noted that the existing barrier had been reinstated.

## **8 PLANNING**

A report of the decisions of the Planning Committee of 2<sup>nd</sup> October was given and the decisions duly noted, the minutes of which would be circulated in due course.

**9 REFERRALS & RISK ASSESSMENTS** – the wall between Hall Tower field and Jubilee Gardens (this had already been reported).

**10 TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA OF THE NEXT MEETING** – the condition of Scholes playground.

## **11 DATES OF FUTURE MEETINGS**

Monday 6<sup>th</sup> November 2017: Scholes Methodist Hall (7:30pm) preceded by Planning Committee (6:30pm) and Open Forum (7pm)

Mon. 9<sup>th</sup> October: Scholes Playing Fields at the Sports Pavilion at 7:30pm (the Chair was unable to attend, Cllrs. Barker, Beaumont, Dales and Maude all confirmed availability)

Mon. 16<sup>th</sup> October: Barwick Playing Fields/Allotments Committee at Barwick Methodist Schoolroom at 7:30pm.

There being no further business the meeting closed at 9.22 p.m.

Signed

Chairman  
6 November 2017

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## **OPEN FORUM**

Two residents were in attendance with concerns about speeding traffic, parking around the school at drop-off and pick-up times, the East Leeds Orbital Road and the Planning Applications regarding 12 Main Street and The Boyle.