

# Barwick in Elmet & Scholes Parish Council

Meeting to be held on Monday 7 December 2020 at 7pm using a remote access platform

## AGENDA

Statement from the Chair outlining the procedures to be undertaken to hold a lawful and effective remote meeting.

1. To receive and approve where requested apologies for absence
2. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to receive and consider any applications for dispensation.
3. Public participation – a maximum of thirty minutes for members of the public to address the Parish Council.
4. To **approve and sign the minutes** of the meeting of the Parish Council held on 2<sup>nd</sup> November 2020
5. **Other Items**
  - 5.1 To consider a resolution to approve and adopt the changes to the Terms of Reference of the Staffing Committee to reflect the additional role of dealing with parts of the Vexatious Policy and Volunteer Policy Process.
  - 5.2 To note the Chair's report regarding the East Leeds Orbital Road (ELOR) and to note that a meeting has been arranged for 9<sup>th</sup> December with ELOR officials
  - 5.3 To consider a report regarding speeding in the Parish and the introduction of speed monitor signs.
  - 5.4 To consider adoption of an amended grants policy
  - 5.5 To accept the recommendation made in the document "Website Development Recommendation Report to the Parish Council for the 7<sup>th</sup> December 2020 meeting" that the Parish Council formally appoints John Fergusson as the Contractor to build and deliver the new website. The construction will be based on a project plan - to be agreed with the Contractor to follow this PC meeting – with the go live date of 31<sup>st</sup> January 2021.
  - 5.6 To consider a request from both In Bloom groups for £5,000 each.
  - 5.7 To note that and Cllr. Maude had attended training on Managing People on 17<sup>th</sup> November.
  - 5.8 To consider a report from the Chair regarding various matters at Chapel Lane Barwick and to agree the following,
    - To ask Barwick in Bloom to take over the maintenance of the Planters and an annual sum of £100 be made available for replacement planting
    - To agree to replace the fencing and gate alongside the Verity Strip and to delegate to the Finance and General Purposes Committee authority to agree a specification, seek tenders, appoint a contractor and complete the work. A budget of £10,000 plus VAT be allocated for this work.
    - To agree the recommendations of the Allotment subcommittee regarding the location of a Container for use by Barwick in Bloom at Barwick Allotments subject to the group obtaining planning permission.
6. **Planning Matters**

To note the minutes of the **Planning Committee** regarding Planning Applications considered at their meeting of 16<sup>th</sup> November 2020. To note the decision of the Committee to set up a steering group to consider a review of the Neighbourhood Plan.
7. To consider **financial issues** as below
  - 7.1 Cash book and bank reconciliation for November
  - 7.2 Formal approval of invoices and payments to be made for December.
8. To consider **Correspondence** received by the Clerk since the last meeting.
9. To receive the Action Tracker and note progress of previously agreed actions.
10. To note that the **Crime Report** is now accessed from an interactive map and to consider that the Clerk collate information on a quarterly basis from this.

11. 11.1 To consider exclusion of the press and public for the item below due to the legal issues arising from the business to be discussed.
- 11.2 The Clerk, in consultation with the Chair, to obtain information from the PC`s solicitors regarding existing rights of way and third party obligations to maintain the Verity Strip and to instruct the PCs solicitors to correct the lease plan of the Verity Strip to show access to the Allotments and to seek to achieve this at no cost to the PC and in any event for costs not to exceed £1000 plus VAT.

**12. Date of forthcoming meetings:**

Next PC meeting - Monday 4<sup>th</sup> January 2021 at 7pm.

Planning Committee – Monday 14<sup>th</sup> December 2020 at 7pm.

Finance and General Purposes Committee – Tuesday 15<sup>th</sup> December 2020 at 7pm.

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

The deadline for agenda item requests for the January meeting to be submitted to the Proper Officer is **21<sup>st</sup> December 2020** (standing order 9b).

Zoom details

Topic: Barwick in Elmet and Scholes Parish Council Meeting

Time: 7<sup>th</sup> December 2020 at 7pm.

Join Zoom Meeting

<https://us02web.zoom.us/j/84649791090>

Meeting ID: 846 4979 1090

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