

MINUTES of the PARISH COUNCIL MEETING

held on Monday 2nd November 2020 at 7pm using a remote access platform.

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

In attendance: Two residents, Ward Cllr. Robinson and 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. Greenwood.

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 5.4).

3 PUBLIC PARTICIPATION.

Two issues were raised

- Concern about the size of the annual bonfire of a resident down Taylor Lane and its close proximity to an adjacent bungalow with an elderly occupant and the level of smoke from the bonfire entering the property. The fire brigade attended last year and this year at the request of the homeowner and at the request of the person holding the bonfire. Recommendations by the fire brigade were disregarded. Ward Cllr. Robinson agreed to take this up with Leeds City Council's Environmental Enforcement team.
- Concern at the Parish Council (PC) decision to agree to an approach by Leeds City Council (LCC) to allow removal of the chicane on the ginnel between Carrfield Road and Wendell Avenue noting that there were two concealed drives and nothing now to slow down children on bicycles. There was also concern that there was no appropriate signage. It was agreed that the Clerk take this up with LCC.

4 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the PC meeting (8/2020) held on 5th October 2020 (604-606) having been circulated, be approved.

5 OTHER ITEMS

5.1 Christmas Lights. It was **resolved** to retrospectively approve acceptance of the quote for Christmas Lights as recommended by the Finance & General Purposes (F&GP) Committee, all in favour.

5.2 Vexatious Policy. It was **resolved** to adopt the changes to the Vexatious Policy clarifying the process of dealing with complaints, in particular the circumstances in which the Clerk would refer a matter to the Staffing Committee, all in favour. It was noted that the Terms of Reference for the Staffing Committee would need to be changed to reflect the above resolution, however this was deferred to the next meeting as further changes to the Staffing Committee Terms of Reference were anticipated once the volunteering policy had been agreed.

5.3 Theft of coping stones from the wall on Scholes Lodge Lane. It was noted that coping stones had been stolen from the wall on Scholes Lodge Lane and that the insurance company have been advised and quotes were being sought.

5.4 Grant Policy and application for funding from both In Bloom groups. A suggested grants policy produced by Cllrs. Hassell and Ward had been circulated ahead of the meeting. A suggestion that grant applications be considered by the Chair, Vice-Chair and Chair of Finance & General Purposes Committee was not supported and it was suggested that references to notifying applicants within two weeks of their submission be removed. Consideration was given to using the original grants policy but the requirement for four months notification made this option unsuitable. This agenda item was deferred to the next meeting.

Consideration was given to a request from both Bloom Groups for funding of £5,000 each. Both groups had supplied financial information but there was a feeling that neither had fully explained what the funds would be used for and as such, it was **resolved** that this agenda item be deferred to the next meeting and that in the meantime, the Clerk would write to the groups accordingly. The Autumn displays of both groups were appreciated and the Clerk would write to each group and thank them.

5.5 Tree planting. A grant had been obtained for twenty trees and consideration was given to places where these could be planted. Confirmed locations were Barwick sports field and a triangle of land managed by Barwick in Bloom near the Bowling Green. There was also a request for a cherry tree to be planted on the strip of land on Scholes Lodge Lane. Advice was awaited from a professional gardener regarding other trees which could go on this land. It was hoped that planting be done by the Bloom groups as they have the appropriate licence. Hall Tower field and Leeds Road were also suggested. It was suggested that an article go in the newsletter asking for suggestions. There would be an agenda item for the December or January meetings to consider this further.

5.6 Footpath from the East Leeds Orbital Road (ELOR) to Scholes. It was **resolved** that the PC pursue improving the footpath from the ELOR along Leeds Road to Scholes. It was noted that once ELOR is opened another footpath route using Wood Lane would be available Cllr. Maude and a member of the Elmet Greenway Group were also looking at an additional footpath link from ELOR along the route of the disused railway line to join Wood Lane and both had had a meeting with the developer landowner the previous week.

5.7 Website. Cllr. Bedford reported on progress in getting a new website. Three local web designers had been shortlisted for consideration. Cllrs. Bedford, Slater and Ward would meet to prepare a way of assessing the submissions aiming to start on 5th November.

5.8 Outer North-East Forum and National Allotment Society Annual General meeting. It was noted that Cllrs. Davies, Hassell and Slater attended the Outer North-East forum on 22nd October and that Cllr. Hassell attended the National Allotment Society Annual General meeting.

6 PLANNING

The minutes of the Planning Committee meeting of 19th October had been circulated and the decisions and discussions were noted. A two-page newsletter for the review of the Neighbourhood Plan had been put together for distribution round the parish. Concern had been expressed regarding the amount of mud resulting from construction of the ELOR, Cllr. Remmer was due to meet with a representative of LCC to discuss this and other concerns including run off into Cock Beck and noted that some lorries had travelled via the village. Ward Cllr. Robinson was also seeking solutions.

7. FINANCE

7.1 The cash book, bank reconciliation statement, screen print and budget monitor had been circulated and showed eight BACS payments made in October amounting to £2,418.95. There were also four direct debits totalling £232.42.

7.2 Cash book. It was **resolved** to amend a proposal to make a donation of £200 to the Royal British Legion in lieu of Remembrance Day wreathes to remove any reference to wreathes and on the understanding that this would be reviewed in 2021, all in favour. It was **resolved** to approve the amended resolution for payment to the Royal British Legion, all in favour. It was **resolved** to approve the remaining nine BACS payments to be made in November of £16,988.27 (plus direct debits), all in favour.

7.3 Opening an account with Lloyds Bank. It was noted that Barclay's Bank were unable to offer financial controls for digital payments to mirror those for cheques and that research carried out by the F&GP Committee had identified that Lloyds Bank could offer this functionality. It was **resolved** to agree in principle to accept a recommendation by the Committee that the PC opens an account with Lloyds Bank and the Committee be given delegated authority to consider signatories, appropriate amounts to transfer to minimise exposure to risk and decide which activities would be handled from the Lloyds account, all in favour.

7.4 Cess Pool. It was noted that the cess pool had been installed and an invoice of £12,580 received. It had previously been agreed that following a Community Fund grant of £3,500, that the Football club contribute a further £6,000 which had been received. The football club had now secured a further grant from the Football Association Foundation of £7,965 leaving £1,115 outstanding to be paid by the PC. It was **resolved** that the full £6,000 be repaid to the club. Cllr. Remmer was thanked for the amount of time he had spent on site and in liaison with the contractor.

8 CORRESPONDENCE

The list of correspondence had been circulated.

- 3088 was a resident of Aberford concerned about a vehicle regularly parked on Aberford Road close to the Chapel Lane junction. This had been reported to the Police Community Support Officer (PCSO) although it was noted that the even numbered properties on this stretch of Chapel Lane had no facility to either park on the street adjacent to their homes or within the curtilage of their property.
- 3089 was a request to use Scholes car park for walking netball on a Wednesday morning and the person making this request had attended the Scholes Playing Fields Committee, no objection was raised.

9 ACTION TRACKER

The Clerk had circulated the Action Tracker showing all ongoing actions, red/amber/green colouring had been added to make it easier to see which actions were completed and which were ongoing.

10 CRIME REPORT.

No crime report had been received. Cllr. Walsh had written to one of the PCSOs about anti-social behaviour near Manor House and not had a reply. Cllr. Maude had spoken to another PCSO covering Barwick and Scholes about this. She was aware of concerns and advised that she spent as much time in this area as her shift allowed. It was agreed to ask a representative to attend the next meeting.

11 DATES OF FUTURE MEETINGS

Next PC meeting - Monday 7th December 2020 at 7pm.

Finance and General Purposes Committee – Tuesday 10th November 2020 at 7pm.

Planning Committee – Monday 16th November 2020 at 7pm.

All the above meetings to be held by remote access unless advised otherwise. The Chair expressed disappointment at the level of Councillor attendance at the Playing Fields Committee meetings and encouraged councillors to attend the meetings in April.

The deadline for agenda item requests for the December meeting to be submitted to the Proper Officer is **26th November 2020** (standing order 9b).

There being no further business the meeting closed at 9:30pm.

Signed

Chair
7th December 2020

Note: The crime report was received after the meeting and circulated to all Councillors.

DRAFT