

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 7<sup>th</sup> December 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	Graham Slater	David Young
	Glyn Davies		

**In attendance:** One resident, Ward Cllrs. Firth and 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.** Apologies were noted from Cllr. Remmer.

**2 DECLARATIONS OF PECUNIARY INTEREST.** Cllrs. Maude and Young advised that their wives were members of Scholes in Bloom and Barwick in Bloom respectively, agenda item 5.6

**3 PUBLIC PARTICIPATION.**

A resident was interested in organising an event for children and was seeking Parish Council (PC) support for a venue and for a contribution towards the cost. The event would take place on 19<sup>th</sup> December and would involve children seeing Father Christmas and being given a gift. Assurances were given regarding appropriate social distancing controls. It was agreed that there be an agenda item at the January meeting to consider this and meanwhile Councillors indicated their position regarding a proposal to support this up to £250 so that the resident had appropriate assurances and could make the necessary arrangements. She was willing to stand the cost pending a formal decision. Cllr. Ward volunteered to help.

**4 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the PC meeting (9/2020) held on 2<sup>nd</sup> November 2020 (607-609) having been circulated, be approved.

**5 OTHER ITEMS**

**5.1 Staffing Committee Terms of Reference.** It was **resolved** 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 East Leeds Orbital Road (ELOR).** The Chair's report regarding the ELOR was noted and it was also noted that a meeting has been arranged for 9<sup>th</sup> December with ELOR officials.

**5.3 Speeding in the Parish.** It was **resolved** that Cllr. Young pursue with Leeds City Council (LCC) issues relating to speeding in the Parish and although there is no budget in LCC for Speed Indicator Signs, to press them to take appropriate action and to pursue the introduction of 20mph zones. It was noted that there is no budget in LCC for Speed Indicator Signs and as such, funding for such signs would need to come from the PC budget.

**5.4 Amended grants policy.** It was **resolved** to defer this to the January 2021 meeting.

**5.5 Website.** It was **resolved** to accept the recommendation of the website development subcommittee that the PC formally appoints John Fergusson as the Contractor to build and deliver the new website. The construction to be based on a project plan to be agreed with the Contractor to follow the PC meeting – with the go live date of 31<sup>st</sup> January 2021. Cllr. Slater volunteered to act as the primary liaison with the developer and to ensure delivery within agreed timescales. Progress would be reported to the January meeting.

**5.6 Contribution to the In-Bloom groups for £5,000 each.** A proposal to contribute £5,000 each to Barwick in Bloom and Scholes In Bloom was considered. It was **resolved** to agree an amendment to this proposal inserting the word grant.

**5.7 Training Report.** It was noted that and Cllr. Maude had attended training on managing people on 17<sup>th</sup> November.

**5.8 Report from the Chair regarding various matters at Chapel Lane.**

- It was **resolved** 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 plus a one-off sum of £300 for initial planting.
- It was **resolved** to agree a budget of up to £10,000 plus VAT 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.
- It was **resolved** to accept 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. An appropriate letter with a permit would be drafted.

**5.9 Barwick Post Office awning.** A proposal to support the provision of awning for those queuing outside Barwick Post Office up to £2,050 was considered. An amendment to this proposal with the PC contributing £1,025 and the Post Office to contribute the balance was then considered and a further amendment which proposed asking to see their accounts and meanwhile deferring the decision to the January meeting was considered. The two amendments were rejected by vote following which it was **resolved** to support the original proposal.

## **6 PLANNING**

The minutes of the Planning Committee regarding Planning Applications considered at their meeting of 16<sup>th</sup> November 2020 were noted. The decision of the Committee to set up a steering group to consider a review of the Neighbourhood Plan was noted, A number of residents had volunteered to join the Group. The Planning Committee will be asking the Steering Group to look at extending the boundary of the new Plan area beyond the extent of the Parish to allow policies to apply to the land on the western side of the Parish between the new road and the parish Boundary.

## **7. FINANCE**

**7.1 The cash book, bank reconciliation statement, screen print and budget monitor had been** circulated and showed fourteen BACS payments made in November amounting to £23,502.97. There were also six direct debits totalling £534.47.

**7.2 Cash book.** An invoice for cutting the hedges at Barwick allotments also included £150 for cutting a tree limb, clarification would be sought whether the contractor acted under instruction. It was **resolved** that subject to a satisfactory response to this query, that payment of this invoice and fifteen others with a total value of £9,091.04 (plus direct debits) to be made in December be approved, all in favour.

## **8 CORRESPONDENCE**

The list of correspondence had been circulated.

- 3093 was from The Tribe Youth Group wanting to set up elf trails. These would last until Christmas Day.
- 3094 was from a disabled resident seeking PC support to remain in Barwick and have one of the sheltered housing bungalows on Carrfield Drive.

## **9 ACTION TRACKER**

The Clerk had circulated the Action Tracker showing all ongoing actions, a column showing date last actioned had been added to make it easier to track ongoing actions.

## **10 CRIME REPORT.**

Notification had been received that crime reports would not be produced in future and instead, reports could be extracted from website information, a link to which had been circulated.

## **11 VERITY STRIP.**

It was **resolved** that the Clerk, in consultation with the Chair, 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 DATES OF FUTURE 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 Clerk would be on leave for the week between the Christmas and New Year bank holidays.

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).

There being no further business the meeting closed at 10:05pm.

Signed

Chair  
4<sup>th</sup> January 2021