

# BARWICK in ELMET & SCHOLES PARISH COUNCIL

## MINUTES of a meeting of the Finance and General Purposes Committee held on 10<sup>th</sup> November 2020 at 7pm using remote access

<b>PRESENT:</b>	Councillor	Glyn Davies (Chair)		
	Councillors	Claire Hassell	Jacqueline Ward	Paul Remmer
		Graham Slater	Joanne Austin	Stella Walsh
		Howard Bedford		

**In attendance:** The Clerk/Responsible Financial Officer (RFO).

The Chair played a recording of a statement outlining the procedures to be undertaken to hold a lawful and effective remote meeting.

1 **APOLOGIES.** None.

2 **DECLARATIONS OF PECUNIARY INTEREST.** None.

### 3 **TO SIGN AND APPROVE THE MINUTES OF THE LAST MEETING**

It was **resolved** that the minutes of the Committee meeting of 13<sup>th</sup> October 2020 be approved and that the Chair sign the minutes when able to do so, all in favour.

### 4. **ADDITIONAL WORK REQUESTS, COSTINGS AND ACTION**

- **Scholes Lodge Lane wall.**

Since the last meeting, some of the stones at the top of the wall had been stolen. The Clerk had notified the insurers and given them the crime reference number and they had requested two quotes. The Clerk had contacted two local firms but had only had a response from one of them and neither had given a price. It was noted that even before the theft, parts of the wall needed repointing and it was agreed that any quote should include repointing work and should also include measures to prevent reoccurrence. Being in a conservation area, lime render or mortar would have to be used.

- **Scholes Lodge Lane land update.**

The Clerk had emailed the specifications supplied by Cllr. Walsh to two local firms. One had not responded and the other had advised that they proposed to visit the site on 6<sup>th</sup> November and come back with some prices. At the time of the meeting, the Clerk had heard nothing further. It was suggested that the Clerk telephones rather than emails and states deadlines. If there had been no response within the timescales quoted, then the Clerk would seek quotes from web based sites such as MyBuilder.Com or Rated People.

- **Hedge cutting requirements in the Parish.**

Hedges on PC land had been identified, some of these were being maintained by leaseholders, e.g. Barwick Cricket maintain their boundary hedges and Barwick in Bloom maintain those of the Village Hall. It was agreed that quotes be sought from contractors for cutting the allotments hedges, Scholes Lodge Farm and Scholes Football pitch and that approaches be made to leaseholders who maintain hedges on land they lease to see if they would be interested in being a part of the specifications issued to potential contractors. Three potential contractors were suggested. Cllr. Davies would ring Cllr. Hassell the following day regarding which hedges needed cutting on the Allotments and Cllr. Remmer would liaise with Cllr. Davies regarding which hedges needed cutting on Scholes Lodge Farm. Cllr. Ward would chase the contractor who was due to be doing the allotments hedge. Cllr. Davies would update the plan and sent it to the Clerk so that he could seek quotes.

### 5. **ASSETS**

Cllr. Slater had produced a map showing all trees on Parish Council (PC) land in Scholes and Cllr. Davies had added details for Barwick in Elmet to this. The trees on Scholes Lodge Lane and the beech tree on Jack Heaps field were identified as being the responsibility of the PC. The Clerk had emailed the Leeds City Council (LCC) Tree Officer (Richard Lapish) to see if they had a record of the trees which needed

inspection. He had forwarded the email to Glen Gerner (Forestry) but had heard nothing further. Cllr. Hassell suggested a couple of other officers at LCC as possible contacts. It was suggested that an initial professional inspection was required after which checks could be carried out by those without formal qualifications. It was noted that this had been an agenda item across several Committee meetings with little progress and it was agreed that Cllr. Remmer would take the lead on this.

## 6. SPORTS PAVILION AND FIELD IN SCHOLES

Cllr. Slater reported that all Pavilion income had dried up once the pandemic lockdown restrictions had begun.

- Due to the new restrictions caused by the pandemic, Shadwell United junior football team had had to suspend playing for a month. They had been charged for a full season under the terms of their agreement with the PC. It was **resolved** that all hire charges be suspended whilst pandemic lockdown restrictions prevented the club from using the field, all in favour.
- Cllr. Slater reported that it had now been established that the proposals for the “Vision for the Future” scheme required planning permission. A suggestion was made that the project be divided into stages, Cllr. Slater advised that this project was being considered as a single job. An application had been made for funding to the Emmerdale fund but had not been received and thus not been considered at the last meeting of those who consider applications. It would be considered at their next meeting in January 2021. Other sources of funding were being considered, the estimated cost of the project being about £80,000.
- An approach had been made by the Post Office seeking a Scholes venue, a further communication from a member of Saint Philip’s Church suggested they too had been approached. They had offered a Tuesday but Barwick Post Office wanted Thursdays which the church couldn’t offer. The contact at the Post Office was handing over to a colleague and advised that proposals were in an early stage.

## 7. Finance

- **Budget for 2021/2022.**  
The Responsible Financial Officer (RFO) had circulated a document showing income and expenditure to the end of October with comparative figures from a .pdf document produced by Cllr. Davies in 2019. Cllr. Davies agreed to send the same information to the RFO in an editable format and the RFO would combine the two and make recommendations for consideration at the December meeting.
- **Reserves Policy.**  
Cllr. Austin had produced a report regarding having a reserves policy with four tables which forecast potential reserves at the end of the financial year and identified Earmarked Reserves to be deducted from this to calculate the forecast of General Reserve. This in turn would inform how much needed to be held in General Reserves from which a reserves policy could be agreed. Her forecast suggested a current year-end reserve of 1.25 times precept. It was agreed that Cllr. Austin write a reserves policy for consideration at the December Committee meeting and the budget produced by the RFO will reflect Earmarked and General Reserves. It was suggested that the term “Conservation Fund” for certain types of expenditure was unhelpful and that a more suitable terminology be used and that a percentage of precept allow for unexpected expenses.
- **Switch to Lloyds bank.**  
It was noted that the PC had agreed in principle to setting up an account with Lloyds Bank and that they had delegated all further decisions to the Committee. There was discussion about whether the signatories on the Lloyds account mirror those of the Barclays account and views about whether to fully close the Barclays current account or to leave it dormant. Two options were considered, a full switch where all activity is transferred to Lloyds and the Barclay’s current account closed or a partial switch which leaves the Barclays account open. The RFO had established that it was not a requirement of Barclays that a certain level of activity on the current account be necessary to allow the savings account to be maintained and therefore the Barclays Business Premium account could remain open even if the current account was closed. It was proposed that a full switch be made, this proposal was not supported.

## 8. ACTION TRACKER

The Action Tracker had been circulated with the agenda papers listing all previously agreed actions and reports on progress. The following were noted.

- The Clerk had spoken to the former leader of the Scholes and Barwick Junior Football Club regarding the outstanding rent and water charges for Scholes Tennis Club. This person had just received a letter from Yorkshire Bank suggesting that due to lack of activity on their account, monies would be transferred to a suspense account. The Clerk had written to Yorkshire Bank asking that they send the necessary documentation to the address on their records to allow the PC to take over the account. The Clerk has since had an email from the individual to say he will look out for any letters from the bank.
- Cllr. Ward had spoken to some parents prior to the pandemic lockdown who felt that the playground looked tired but had put further consultations on hold due to social distancing restrictions. Cllr. Hassell had spoken to parents collecting children from school when she was planting plants in the planters and established a desire for skateboard ramps and gym equipment. It was suggested that the school be asked if they would be willing to circulate a questionnaire to canvass views. Cllr. Ward agreed to do this. She would also write something for the next newsletter which would be proof-read by Cllr. Bedford.
- It was noted that the cess pool had been installed to a satisfactory standard and that the invoice had been paid. Some kerb stones for the cricket club car park had been disturbed and remedial action had been taken. Grass seed had been laid to recover the area where the hole had been dug, if this didn't take then the contractor had undertaken to lay more seed.

#### **9. DATE OF NEXT FUTURE MEETING**

The next meeting date would be on Tuesday 15<sup>th</sup> December at 7pm using remote access technology unless advised otherwise.

The meeting closed at 8:45pm