

# BARWICK in ELMET & SCHOLES PARISH COUNCIL

## MINUTES of a meeting of the Finance and General Purposes Committee held on 13<sup>th</sup> October 2020 at 7pm using remote access

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

**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 15<sup>th</sup> September 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.**

A local farmer had been approached by the Clerk and following an on-site meeting with Cllr. Hassell had levelled the land. This had taken him about three hours and he would invoice this as part of other work undertaken for the Parish Council (PC). It was agreed that a high-quality membrane should be put down before weeds started to regrow. Cllr. Slater had obtained a provisional quote for a membrane of 100 grams per square metre and gravel to a depth of 50-75mm. Cllr. Walsh reminded the Committee that grass cutting would work out more expensive after a period of about five years. Although a summary of costs had been presented to the Committee at a previous meeting, it was noted that the breakdown was based on estimates rather than on specific research. The Committee needed quotes which showed a fully costed breakdown which would give a clear picture of the cost of each individual part of the project from which an agreed proposal could be formed on which a formal resolution could be taken. Cllr. Walsh had drafted a specification for the work and a landscape gardener (who was not interested in the work) had advised regarding the suitability of the specification against which a potential contractor could supply quotes. It was agreed that the Clerk use this to approach three potential contractors so that these could be considered at the next meeting. Cllr. Hassell advised the Committee that trees were available free of charge from the Arium (paid for out of the Well-Being fund) – the Committee was committed to a minimum of one cherry tree plus acers. Discussion regarding the wall was deferred to the next meeting.

- **Barwick Cess Pool.**

It was noted that work had begun on 12<sup>th</sup> October. The Clerk had been forwarded an email from the Football Foundation which quoted advice from Matthew Ritchie, Senior Building Control Surveyor, Building Control Services, City Development, Leeds City Council confirming that Planning Permission was not required for the installation of a new Cesspool.

- **Christmas Lights**

A revised quote from Leeds City Council (LCC) of £5,000 + VAT had been received. Cllr. Hassell had spoken to Leeds Lights and agreed an increase in the floods and an increase in the wattage. Floods at Saint Philip's were considered better than strings. It was **resolved** to recommend to the full Parish Council that the revised quote be accepted. Permission from the owner would be needed.

### 5. **ASSETS**

- **Trees inspections**

Cllr. Slater advised that trees near a building should be inspected every 12-18 months – this inspection does not require arboricultural qualifications. He had spoken to the Chair of Scholes in

Bloom (and former Chair of the PC) who was only aware of two such trees in Scholes being those on Scholes Lodge Lane. Cllr. Davies had circulated a plan showing all PC land suggesting that any trees on this land be the responsibility of the PC. He was willing to go round places in Barwick in Elmet to carry out checks. It was felt that a report highlighting specific trees would be better than one which simply identified land ownership. It was agreed that the Clerk approach LCC to see if they have any information on trees which might pose a risk in Barwick in Elmet and Scholes.

- **Barwick Playground**

Following an article in the PC newsletter asking for ideas regarding the playground, Cllr. Ward had been in touch with a resident. The resident had suggested a pressure wash and made comments about the surface and made comparisons with the playground at Manston Park. The current surface was a mixture of modern wet pour and older surfaces. Cllr. Ward would go to the playground to speak to parents and seek their views. Provision of facilities for older children such as skateboard ramps was considered. Money had been spent on the playground in 2012 including about £24,000 worth of new equipment. Cllr. Ward would produce a report for the next meeting. It was also suggested that Councillors are issues with lanyards identifying themselves as Councillors when approaching residents.

- **Asset register.** There had been no changes to PC assets since the September meeting.

## 6. SPORTS PAVILION AND FIELD IN SCHOLES

Cllr. Slater gave a report on Pavilion bookings. The Pavilion is being used by a youth group, most of those attending are Scholes residents which meets on a Wednesday evening. They had supplied comprehensive risk assessment documents. There is football coaching on a Saturday morning and Shadwell Junior use the pitch on a Sunday at around midday. One children's party has been held. Another had been planned for the coming weekend for someone outside the parish but this enquiry had been declined as not appropriate under current guidelines. The personal trainer was running one-to-one sessions. Regarding grants, an application had been made to the Emmerdale Fund. They met on 7<sup>th</sup> October to consider applications and a reply was awaited. An application to the Community Asset Fund had been considered but they are not accepting applications at present. Cllr. Slater reported that there had not been any recent expenditure and didn't anticipate any in the near future. Regarding the Vision for the Future project, Cllr. Slater advised that it would not be possible to complete the project in stages as it would be detrimental to matched-funding opportunities to have part-spent the capital.

## 7. Finance

- **Setting up an account with Lloyds bank.** It was noted that following enquiries, an account with Lloyds Bank had been established with Cllrs. Bedford, Hassell, Slater and the Responsible Financial Officer (RFO) as signatories. At this stage, no formal approval had been given by the PC to bank with Lloyds and it was therefore **resolved** to make a recommendation to the PC to agree to open an account with Lloyds Bank with authorised signatories to mirror those of the account with Barclays and that the PC agree to transfer an appropriate amount to the Lloyds account to spread financial risk and to agree which activities would be handled from the Lloyds account.

- **External Auditor's report.** The External Auditor's report was noted and it was noted that notices regarding public inspection of accounts had been placed.

- **Reserves Policy**

It was noted that the PC currently has around £164,000 in the bank and that spend to date in the current financial year is about £16,000. Some of this is earmarked for specific projects but even with this taken out, the amount of money being held is considerably higher than precept. Cllr. Austin had produced a reserves policy for the charity she is involved with and it was agreed that given her experience, she write a report for consideration at the next meeting.

- **Overdue rent/water**

It was noted that Scholes Tennis Club owed over £300 in unpaid rent and water rates. When Scholes and Barwick Junior Football Club surrendered their documents to the PC in 2019 (as they were no longer able to continue), bank statements showed that they had over £300. The Responsible Financial Officer (RFO) had been trying to contact those involved at the time to find out what had happened to his money with a view to using it to pay the Scholes Sports Association appears.

## **8. ACTION TRACKER**

An Action Tracker had been circulated with the agenda papers listing all previously agreed actions and reports on progress. Cllr. Bedford had not made much progress regarding a map of an alternative proposal to be drawn up using access from Chapel Lane due to legal uncertainties regarding the land ownership, he would contact the PC Chair to discuss this further. All assets in Scholes had been inspected by Cllr. Slater and the bench at the top of Scholes Lane End had been identified as needing repairs – this was being pursued with Leeds City Council (LCC). Cllr. Slater would email Cllr. Ward a copy of the asset register for her to inspect assets in Barwick. There would be an agenda item at the November meeting to consider the use a single contractor for all hedge cutting requirements in the Parish. Agreement had been made for a contractor to cut the allotment hedges at the end of November and this agreement would be honoured.

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

The next meeting date would be on Tuesday 10<sup>th</sup> November at 7pm using remote access technology unless advised otherwise.

The meeting closed at 8:45pm