

MINUTES of the ANNUAL PARISH COUNCIL MEETING

held on Monday 18th May 2020 at 7pm using a remote access platform.

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

In attendance: One resident, Ward Cllrs. Ryan Stephenson and Sam Firth and the Clerk.

Agenda item 7.1 was taken first.

Other Items

7.1 Standing Orders

It was **resolved** to adopt an addendum to the Standing Orders allowing for meetings to be held remotely a copy of which had been circulated to all Councillors, all in favour.

The Chair read out a statement outlining the procedures to be undertaken to hold a lawful and effective remote meetings.

- 1. APOLOGIES.** None
- 2. DECLARATIONS OF PECUNIARY INTEREST.** None.
- 3. CRIME REPORT.**
The Crime Report had been circulated and its contents noted.
- 4. MINUTES.**

It was **resolved** that the minutes of the Parish Council (PC) meeting (12/2019) held on 2nd March 2020 (582-585) having been circulated, be approved. All in favour.

It was **resolved** that the minutes of the PC meeting (1/2020) held on 4th May 2020 (586-588) having been circulated, be approved. All in favour.

5 CORRESPONDENCE.

- 3061 was from a resident who adjoins the Parish Council land on Scholes Lodge lane regarding the boundary wall. This would be dealt with by the Finance and General Purposes (F&GP) Committee. The Clerk would notify the resident.
- 3062 was from a resident concerned about water running down Long Lane. This had been reported before the Yorkshire Water Authority who had inspected this and concluded that it was due to surface water run-off. Ward Cllr. Firth would pursue this with Leeds City Council Highways department.
- 3063 was from a resident suggesting the setting up of green groups to look at what they can do in the parish to reduce the carbon footprint and expressing concern that Barwick school leave their lights on from 4pm to 8am. Ward Cllr. Robinson had been contacted. The Clerk would contact the school and write to the resident to ask for suggestions or proposals regarding the green groups.
- 3064 was a follow up to an item raised at the public participation at the meeting of 4th May and this had been referred to the F&GP Committee.

6. FINANCE

- 6.1 It was **resolved** to formally approve the 2019/20 Annual Governance Statement (AGAR 2019/20 Part 3). All in favour.
- 6.2 It was **resolved** to formally approve the Accounting Statements 2019/20 noting that the value of the assets should be £83,586. All in favour. It was also noted that the definition of Staff Costs for 2019/20 no longer included employment expenses. This did not affect the overall total and it was agreed to accept the 2019/20 Accounting Statements on the understanding that employment expenses would not be included in the staff costs for 2020/21 onwards.
- 6.3 The Internal Auditor's Report had been circulated and the contents noted. It was **resolved** that the F&GP Committee to consider her report and report back to the Parish Council with any recommendations it considers necessary, all in favour.
- 6.4 It was **resolved** to formally approve a list of anticipated payments for May showing sixteen payments totalling £2,283.10 plus four direct debit payments totalling £187.33. All in favour.

7. OTHER ITEMS

- 7.2 Committee membership for 2020/21.
Membership of the Committees and Sub-Committees was considered. Each Committee was approved in turn by a formal resolution with everyone being in favour. Regarding Scholes Lodge Farm, the resolution also included a proposal that it became a sub-committee.
Planning: Cllrs. Austin, Bedford, Dales, Davies and Ward.
Scholes Lodge Farm: Cllrs. Dales, Remmer, Slater and Walsh plus Janet Horkan (resident)
Community Fund Representatives: Cllrs. Bedford and Walsh.
Finance and General Purposes: Cllrs. Austin, Bedford, Davies, Remmer, Slater and Walsh.
Review of Internal Controls: Cllr. Austin.
Newsletter: Cllr. Bedford.
Social Media: Cllr. Bedford (Twitter), Cllr. Slater (Facebook).
Website: Cllrs. Bedford, Slater and Ward.
Staffing: Cllrs. Hassell, Remmer, Walsh and Ward.
Playground Inspection: Cllr. Dales (Scholes) and Cllr. Ward (Barwick).
Peace Flame: Cllr. Walsh plus residents (the PC would be notified of their names).
Yorkshire Local Councils Associations - Voting Representatives: Cllrs. Hassell and Maude.
Pavilion: Cllrs. Bedford, Maude and Slater plus John Moreland (resident). Cllr. Bedford stressed that he was willing to be nominated on the understanding that he would step down once the vacancies on the PC were filled and one of the new Councillors can join this sub-committee.
Allotments: Cllrs. Austin, Hassell, Slater and Ward.
- 7.3 It was **resolved** to delegate the decision regarding insurance renewal to the F&GP Committee noting that the renewal date is 1st June, all in favour.
- 7.4 An emergency back-up plan to protect against the Clerk being unable to continue his duties and against loss of data had been circulated. It was **resolved** that the Staffing Committee consider this report. The Clerk would use his delegated authority to purchase two solid-state storage devices.
- 7.5 It was noted that Cllrs. Maude and Ward would be attending Chairmanship Skills and new Councillor training respectively.

8 PLANNING

It was noted the following planning applications received in the absence of any meetings of the Planning Committee and that the Clerk had replied to the first three delegated authority.

- 20/02072/TR 1 Aberford Road - T1 Apple - Remove. Replanted with another apple tree further back in the garden.
20/02286/FU 31 Main Street, Scholes - Alterations including infill extensions to front and side to convert existing garage to form a habitable room, new pitched roof to side
20/02383/FU 20 Lynnfield Gardens - Part two storey, part single storey front, side and rear extension with pitch roof to front
20/02637/TR 4 Scholes Lodge Lane - T1 and T2 Beech - To reduce by 20% (2m) and deadwood in circumference, as they overhang the public footpath
20/02698/TR 9 The Sycamores - T1 Sycamore - Reduce crown circumference by 2 meters
20/02708/TR 5 Maypole Mews - T1 Ash - Reduce crown by 2 meters to old cuts

9 DATES OF FUTURE MEETINGS

Monday 1st June 2020 at 7pm. PC meeting and Open Forum.
Tuesday 26th May 2020 at 7pm F&GP committee meeting.
Thursday 28th May 2020 at 7pm. Scholes Lodge Farm sub-committee
4th June 2020 at 6:30pm. Staffing Committee.
9th June 2020 at 7pm. Allotments sub-committee.

There being no further business the meeting closed at 9:05pm.

Signed

Chair
1st June 2020
