

# Barwick in Elmet & Scholes Parish Council

Annual meeting to be held on Monday 5 July 2021 at 7:45pm at Barwick Village Hall

## AGENDA

### 1. Apologies

- To receive apologies for absence and where requested consider approval of the reasons given for absence.
- To note the resignation of Howard Bedford and that the deadline for ten electors to request that this vacancy is filled by election was 3<sup>rd</sup> June 2021 and to note that this vacancy can now be filled by co-option.
- To note the resignation of Glyn Davies and that the deadline for ten electors to request that this vacancy is filled by election was 24<sup>th</sup> June 2021 and to note that this vacancy can now be filled by co-option.

2. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to receive and consider any applications for dispensation.

3. Public participation – a maximum of thirty minutes for members of the public to address the Parish Council.

4. To **approve and sign the minutes** of the **annual** meeting of the Parish Council held on 5<sup>th</sup> May 2021

### 5. Other Items

- 5.1 To consider how the Parish Council can organise and support events in the Parish to mark the Queen's Platinum Jubilee.
- 5.2 To consider Councillors to fill committee and role vacancies following the resignations of Howard Bedford and Glyn Davies
- a. A Councillor is needed to oversee the Twitter account
  - b. A Councillor is needed to take on the role of Internal Controls Officer.
  - c. A Councillor is needed to fill the vacancy on the Planning Committee.
  - d. A Councillor is needed to fill the vacancy on the Finance and General Purposes (F&GP) Committee.
  - e. Cllr. Walsh has agreed to take over producing the quarterly newsletter.
  - f. Cllr. Cantelo has agreed to attend the Police and Community Together (PACT) meetings
  - g. To consider a replacement signatory on the bank account.
  - h. To consider a Barwick Councillor to be the representative on the Community Fund
- 5.3 To note the Leeds Road will be closed for six weeks from 23<sup>rd</sup> July to 6<sup>th</sup> September and to consider the Parish Council response.
- 5.4 To consider a recommendation that Cllr. Brunt join the Pavilion Subcommittee
- 5.5 To note that the Environment Committee had met and were not suggesting adjustments to the existing committee structure and were instead recommending an Environment champion for each village.
- 5.6 Capital programme – To consider the report from the Chair regarding schemes for inclusion in a capital programme and to agree the recommendations
- 5.7 Finance and General Purposes Committee. To note that the Committee had met, and the draft minutes circulated. The Committee had considered a report of a meeting with Leeds City Council's Playground Fabrication manager held on-site on 7<sup>th</sup> June 2021 and had noted that scalplings had been delivered for Rakehill Road.
- To consider a recommendation of the Committee that the suggested Reserves Policy be adopted.
- 5.8 To consider a Parish Council response to the A64 improvements consultation  
<https://a64.consultation.ai/#board-24>
- 5.9 To note the report by the Clerk of the Local Centres Project meeting he attended on 24<sup>th</sup> June and to consider the recommendations.
- 5.10 Update from Staffing Subcommittee
- 5.11 To note that Cllr. Ward attended a Grant Funding Webinar on 10<sup>th</sup> May 2021, Cllr. Cantelo has attended parts 1 and 2 of Off To A Flying Start training (18<sup>th</sup> May and 30<sup>th</sup> June), Cllr. Slater attended a Productivity and Finance virtual summit for councils (29<sup>th</sup> June) and that Cllr.

Cantelo is booked on a YLCA webinar "A basic understanding of the Planning System" on 6<sup>th</sup> July.

5.12 Website report showing the number of hits on each page

6. **Planning Matters**

- To note that the Clerk has used his delegated authority to respond on behalf of the Parish Council to respond to planning applications to be reported to the next Planning Committee.

7. To consider the **financial issues** below

7.1 Cash book and bank reconciliation for May/June

7.2 Formal approval of invoices and payments to be made for July and to note invoices paid by the Clerk under his delegated authority.

7.3 To note that the Notice of Public Rights And Publication Of Unaudited Annual Governance & Accountability Return For The Year Ended 31 March 2021 was published and that these documents would be available for inspection from 7<sup>th</sup> June to 16<sup>th</sup> July 2021 in the notice boards and on the website.

7.4 To note that following consultation with members of the Finance and General Purposes Committee – the Clerk has given appropriate instruction to the insurance brokers regarding renewal premium.

7.5 To note that under delegated authority, the Clerk has renewed the agreement with the landline provider to switch to a business tariff to include a dongle device in the Pavilion to allow hirers to use devices requiring Internet connection.

8. To consider **Correspondence** received by the Clerk since the last meeting.

9. To receive the Action Tracker noting that the signs for Scholes Sports field have arrived and to note any agenda items for inclusion at the next meeting.

10. **Crime Report** - Report on PACT meetings of 13<sup>th</sup> May 2021 and 24<sup>th</sup> June attended by Cllr. Cantelo. To note the report of anti-social behaviour outside Barwick Cricket Club.

11. **Dates of forthcoming meetings:**

To decide whether to have a Parish Council meeting in August (having missed a meeting in June).

Finance and General Purposes (F&GP) Committee – 13<sup>th</sup> July 7pm Pavilion

**Note:** The wording of agenda items to be submitted in writing to the Proper Officer at least ten clear days before a meeting.