

MINUTES of a meeting of the Finance and General Purposes Committee held on 14th September 2021 at 7pm in Scholes Pavilion

PRESENT: Councillor Graham Slater (Chair)
Councillors Claire Hassell Mike Brunt Paul Remmer
Jacqueline Ward

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

1 APOLOGIES. Cllr. Walsh

2 DECLARATIONS OF PECUNIARY INTEREST. There were no declarations of pecuniary interest.

3 TO SIGN AND APPROVE THE MINUTES OF THE LAST MEETING

There was one amendment to item 4 "Pavilion grant applications", the £38,000 grant was from Veolia and the £43,000 from FCCL, not as stated. Subject to this amendment, it was **resolved** that the minutes of the Committee meeting of 15th July 2021 be approved, all in favour.

4 REPORT OF PROGRESS ON MATTERS DISCUSSED AT THE PREVIOUS MEETING

i. Tree Inspection Reports.

A quotation had been received from a contractor regarding the three trees recommended for felling in the tree inspection report. It was **resolved** to accept the quotation relating to the tree on Jack Heaps field, to review the condition of the tree on Hall Tower field in the spring and that the Clerk seek to establish land ownership of the land adjoining the Allotments and write as necessary should it become evident that the tree is within the boundaries of their land.

ii. Hedge cutting in the Parish.

On 4th September the Clerk had taken a contractor around the Parish and shown him all hedges on PC boundaries, a quotation was awaited. Meanwhile Cllrs. Hassell and Slater had offered alternative contacts and the Clerk was also considering other contractors.

iii. Land off Scholes Lodge Lane.

Cllr. Remmer had met with the contractor onsite. The paving would be granite and would be bonded. There were lots of holes in the rendering along the length of the boundary wall and many of the copings were loose. He agreed to reprice to include the cost of taking these off and re-bedding. A resident of Scholes Lodge Lane had contacted the Parish Council (PC) to enquire about the plans for this land, Cllr. Walsh had replied to him.

iv. Barwick playground.

It was noted that Barwick playground had been repainted. Cllr. Ward and her team of helpers were thanked for the work that they had done on a hot day with the paint drying very quickly. There had been lots of positive feedback with over a hundred likes on Facebook. Cllr. Ward had consulted with the children when painting to establish their preferences.

v. Local Centres Funding.

A revised quotation for the work to the layby in front of the parade of shops had been received. Ward Cllr. Robinson felt that the Local Centres Funding should not to be used to pay for works which should come from the budget of Leeds City Council (LCC) Highways. A meeting with him would be set up and Cllr. Hassell was willing to attend, either within the Parish or if necessary, at LCC offices. The Clerk would arrange a suitable date.

vi. Financial Regulations.

Cllr. Hassell had amended the Financial Regulations to allow refund of Pavilion deposits without formal PC approval. It was **resolved** to recommend the revised Financial Regulations to the PC for formal approval, all in favour.

5. WORK REQUESTS

i. **Report on risk assessments recently conducted in the Barwick Ward.**

Cllrs. Brunt and Ward had carried out risk assessments of all PC assets in Barwick. Cllr. Brunt had produced two reports, one showing the locations of all assets by latitude & longitude and by using the What3Words system. All assets had been assigned a reference made up of an FC reference and a category. The other report listed all the assets by reference, the date the check was carried out and a summary of the findings. Green/yellow/orange/red background was used to highlight the level of risk with red being the most urgent. Further information would be put on the Google-Drive drop box. There followed discussion about the findings of this report.

- a. Trees at risk had been discussed as agenda item 4(i) above.
- b. Other items highlighted in red included potholes on the Verity Strip.
- c. The entrance gate to Hall Tower field. The local sawmill had been approached about this and were willing but their core business activities had delayed prompt action. It was agreed to get a quotation for a replacement gate for the next meeting from the business who had done the gate and bird's mouth fencing work at the Verity Strip.
- d. There was also concern about the kissing gate on the public right of way which adjoins the allotments. There was uncertainty about whether this was indeed a PC asset and the Clerk would liaise with a couple of former Councillors to seek their view about this.
- e. Most of the waste bins on the asset register had LCC branding on them and as such, there were questions about whether they ought to be listed on the PC asset register, Cllr. Brunt would come to next meeting with an itemised list.
- f. Lectern-style interpretation display boards at the top of Hall Tower Hill needed replacing and the boards on and around Hall Tower lacked some historical information. These had been put up by the Historical Society. It was suggested that the Historical Society be invited to apply to the PC for a grant for a replacement interpretation display board and that the PC in turn apply to the Community Fund (deadline 31st October 2021) and Ward Councillors for funding. It was suggested that a triangulation-style marker be put up with arrows indicating the distance and direction to landmarks visible on the horizon.
- g. There was also concern about the steps up all Tower Hill some which needed additional granite pebbles, this would be an agenda item in the spring.
- h. There was concern about the absence of a bench at Morgan Cross, the Clerk advised that a resident was dealing with LCC about this and he would circulate the email he had been copied into.

ii. **Deletions from the asset register.**

The structural failure of the gazebo was noted. This gazebo had been in the changing room when the PC took over the Pavilion.

iii. **Thank you gifts for newsletter delivery team members.**

It was agreed that thank you gifts for newsletter delivery team members be bought in line with previous years.

iv. **Garage hire.**

It was noted that Barwick in Bloom had now vacated the garage hired by the PC and that the size of the garage far exceeded the storage needs of the PC and was costing over £500 a year. The Pavilion loft could be used to store paperwork and it was agreed to investigate the cost of an eight by six plastic shed to go at the side of the Pavilion, a quotation would be obtained for consideration at the next Committee meeting. Cllr. Brunt agreed to go through the paperwork and scan those documents needed to be retained and dispose of the rest. The garage also contained plastic barriers, orange mesh fencing and cord pins, all of which the Committee would like to see retained. It was also noted that there is a legal requirement regarding the car parking signs to put contact details on them. It was noted that there was a four-drawer filing cabinet in the cellar of Barwick Methodist. The Clerk had removed the contents of this during the pandemic lockdown when the church was otherwise being unused.

v. **Tree planting policy.**

It was **resolved** to recommend to the PC that it adopts a policy of planting three new trees for every one taken down on the understanding that the replacement trees don't have to be in the same location as the ones taken down and that some PC land is unsuitable for trees. This policy would not retrospectively include the twenty trees recently planted.

vi. Christmas Lights.

The decision of the PC at its last meeting regarding the quotation for Christmas lights was noted. Since that meeting, the Clerk had contacted LCC Leeds Lights and requested two motifs to be mounted on suitably equipped lampposts in Scholes and to request a meeting with them early in the New Year (February). This would discuss provision in Scholes and whether the upward pointing floodlights in Barwick on the land opposite the Post Office might be replaced with something mounted on the wall of the adjacent property instead.

6. SCHOLES PAVILION

i. Meeting with Shadwell United junior football club.

Cllrs. Maude and Slater had met with representatives of Shadwell United junior football club. The club had white lined the field and would only be using the full-size goals this year. Brambles growing in the boundary hedge had been strimmed. Rents had been agreed.

ii. Multiple booking discount.

It was noted that the PC had approved the multiple booking discount for Personal Trainer Pavilion hire.

iii. Deposits due for refund.

It was noted that there had been one deposit refunded.

7. Sports Field drainage.

It was noted that grants had been successfully obtained for £6,000 from the Emmerdale Fund plus others for £38,000 and £43,000 as stated in item 3 above. This was more than enough to cover the cost of the "Vision for the Future" project and there was therefore opportunity to address long-standing issues regarding football field drainage. A quotation had been obtained from a local farmer to mole plough it. Quotations had been obtained for drainage work of £22,000 and £31,000. Regarding the "Vision for the Future" project, there was a suggestion that consideration be given to employing a project manager.

8. FINANCE. Annual Agenda Items (Autumn pre-October)

The next meeting would consider the budget for the next financial year taking into account the decision of the PC at its August meeting regarding a Capital programme. The Chair of the Scholes Lodge Farm subcommittee was asked to produce a budget for maintenance of that field.

9. PROGRAMME OF WORKS

The next meeting would also consider whether to go back to using the Programme of Works started by the first Chair of the Committee and continued by his successor. Cllr. Slater would circulate a copy to Committee members.

10. ACTION TRACKER

Most of the ongoing items on the Action Tracker had been considered as part of the agenda items above. In addition, the RFO brought the Committee up to speed with the latest developments regarding the Scholes Sports Association account. The bank mandate forms had been signed by Parish Councillors and posted to the former Chair of the junior football club who had signed and returned the documents. These were then sent to the former treasurer of the junior football club who contacted the RFO to say that she was not signatory. He had requested the return of the mandate forms in the stamped self-addressed envelope provided and had heard nothing since. This would be chased.

11. DATE OF NEXT MEETING

The next meeting would be **Tuesday 12th October 2021 at 7pm** in the Pavilion (the John Rylie Centre is no longer free of charge to Parish Councils).

The meeting closed at 9pm