

MINUTES of the PARISH COUNCIL MEETING

held on Monday 6th December 2021 at 7:30pm in Barwick Village Hall.

PRESENT:

Councillor	Phil Maude (Chair)		
Councillors	Carl Atkinson	Alexandra Cantelo	Stella Walsh
	Mike Brunt	Claire Hassell	Jacqueline Ward
	David Budd	Graham Slater	

In attendance: The Clerk and one resident.

The Chair welcomed everyone with seasonal goodwill greetings.

1 APOLOGIES. Cllrs. Dales and Remmer.

2 DECLARATIONS OF PECUNIARY INTEREST. None.

3 PUBLIC PARTICIPATION

There was one resident present who was interested in the vacancy in the Barwick Ward. The Chair reported he had been told that Yorkshire Water Authority were addressing an issue raised at the August meeting regarding flooding on Main Street by proposing to fit one-way valves.

4 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the Parish Council (PC) meeting (7/2021) held on 1st November 2021 (649-653) having been circulated, be approved subject to the word “objectives” being changed to “questions” in paragraph 6.4, all in favour.

5 CORRESPONDENCE

The list of correspondence items 3163-3164 had been circulated and was noted. The Clerk had replied to both.

6 OTHER ITEMS

6.1 Venues for future meetings

The Clerk had struggled to find a suitable venue in Scholes large enough to allow social distancing as Saint Philip’s church was now booked for another meeting on the first Monday of the month. The Clerk would confirm the position with one of the church wardens.

6.2 Surgeries in Saint Philip’s café

It was noted that the café at Saint Phillip’s church had reopened on the last Saturday of the month allowing PC surgeries to resume. Cllr. Slater volunteered to be the PC representative the next time the café was open (18th December as the following two Saturdays were Public Holidays).

6.3 Platinum Jubilee shuttlebus

It was agreed to defer this item as further information was awaited. Ward Councillors were supportive and Ward Cllr. Firth was having a meeting to consider this.

6.4 East Leeds Extension update

An update on this had been circulated ahead of the meeting and the contents were noted.

6.5 Resurfacing the access road to the allotments and cricket pitch.

Cllrs. Hassell and Remmer had obtained three quotations. All had been given the same specification (i.e. to take out the middle strip and fill in the potholes ready for tarmacking at a later date). An email from Cricket Club had been received earlier that day, they had volunteered to undertake some of this work (Cllrs.

Budd, Hassell, Maude and Slater expressed a willingness to meet with the cricket club). Concerns were expressed that tarmacking would create surface run off and it was agreed to seek the advice of Cllr. Remmer. It was **resolved** to defer this agenda item until a meeting with the Cricket Club had taken place and drainage advice had been received, all in favour.

6.6 East Leeds Orbital Road Country Park update.

Papers relating to this had been circulated ahead of the meeting and the contents were noted. A meeting between the Chair, ward Councillor Robinson and the head of LCC parks and gardens had been suggested but had yet to take place.

6.7 Publication of minutes.

A proposal that draft minutes be available within five working days and that all minutes be published on the PC website within thirty days of the meeting taking place was considered. There was particular concern about infrequent meetings such as the Playing Fields committees and the Annual Parish Meeting. It was **resolved** that draft minutes would be available as soon as practicable and that minutes would be published on the PC website when agreed.

6.8. Parish Council Boundary.

It was noted that confirmation had been received from LCC that the PC boundary had not been moved and remains in its existing location. The Community Fund had been notified regarding Festival ticket distribution. The newsletter would be circulated to the affected properties with an insert explaining the situation and a full report would appear in the next newsletter.

6.9 Request by Barwick in Bloom to plant trees on Barwick sports field

Barwick in Bloom were looking to plant trees on Barwick sports field near to the changing rooms and to the car park. The football club had been advised and had no objections. It was **resolved** to agree in principle to the planting of these trees subject to the species of trees being determined, all in favour.

6.10 Annual ground rents for the Sports Clubs

It was **resolved** to increase the annual ground rents for the Scouts and sports clubs. Two proposals were considered, to increase the rent to either £100 or £105, the voting was evenly split on this issue with the Chair having the casting vote in favour of an increase to £100.

6.11 Vision for the Future” – contract with Axo.

Following clarification with Cllr. Remmer (by telephone) regarding the use of appendices, schedules and retention values, it was **resolved** to agree the suggested contract drafted by Cllr. Remmer subject to a minor correction (changing “28 of receipt” to “28 calendar days of receipt”). Cllr. Remmer was thanked for his work in producing this. Cllr. Remmer was seeking quotations for installation of ducting. A proposal to accept his recommendations regarding lighting controls was not supported due to lack of information being supplied ahead of the meeting. Balfour had agreed to supply bicycle racks. Cllr. Remmer was still investigating a PC and router to control access to site and a fixed fused spur for electric to gate/lighting.

6.12 Clerk's appraisal and recommendations.

The appraisal had identified that the Clerk was working more than his contracted hours and the following proposals were considered to reduce the workload.

- 1) It was proposed that as the printer of the newsletter would have access to a franking machine he could distribute postal copies with minor additional cost. As newsletter costs to date had exceeded the amount budgeted, it was **resolved** that this proposal be deferred until a revised budget had been produced, all in favour. Cllr. Slater volunteered to take on responsibility for posting newsletters to addresses outside the village centres (and therefore not otherwise covered by the delivery team).
- 2) It was proposed that Finance and General Purposes (F&GP) committee meetings be reduced to bimonthly. This proposal was not supported.
- 3) It was **resolved** that the separate Scholes and Barwick Playing Fields Committee meetings to be merged with two joint meetings to held per year in April and October.

- 4) It was **resolved** that the PC aim to keep August clear of meetings.
- 5) It was **resolved** that the Action Tracker to be placed earlier on the agenda.
- 6) Other recommendations were noted
 - a. The agenda for all to be standardised (the Clerk to decide on appropriate format).
 - b. Councillors to keep emails to a minimum (emails from PC Chair and F&GP to take priority)
 - c. No telephone calls after 5pm (unless an emergency)
 - d. To publish on the website that the office is closed on a Wednesday morning
 - e. The Clerk to develop use of shared folder to save time circulating paperwork.

Cllrs. Remmer and Walsh were thanked for the time they had spent on this.

6.13 Pavilion subcommittee meeting 23rd November 2021 and recommendations.

- a. It was **resolved** that Cllr. Mike Brunt be co-opted to the subcommittee, all in favour.
- b. It was **resolved** to approve the use of the Pavilion at zero cost for an outreach Post Office on Thursday afternoons from January 2022, all in favour.
- c. It was **resolved** to approve the provision of a café facility run concurrently by Royal British Legion, initially at no cost (noting the need for hygiene level two certificate).
- d. It was **resolved** to approve the installation of a telegraph pole by BT Openreach to allow the provision of a secure telephone line for Post Office facilities and paid for by the Post Office, all in favour.
- e. It was **resolved** to approve the recommendation that a 10% discount voucher be distributed for the hire of the pavilion for children's parties during 2022, all in favour.

6.14 Benches policy

It was **resolved** that the PC consult residents in the Parish about the provision of benches along the lines suggested by Councillor Brunt.

6.15 Finance and General Purposes Committee.

It was noted that the F&GP Committee met on 12th November and elected a new Chair and considered a budget which would be presented to the PC with a proposal to increase the precept in line with inflation for formal approval at its January meeting.

6.16 Training report.

It was noted that:

- Cllr. Slater attended a webinar on "How can local councils make a difference to the environment?" training on 10th November which had considered litter and plastic bags and having litter heros.
- The Clerk attended "No Clerk - How would the council manage?" training on 17th November. The Chair now had a sealed envelope in his possession containing secure information should the Clerk become unavailable and had made enquiries with neighbouring parishes regarding reciprocal agreements and would report back in due course.

6.17 Website and Social Media report.

There were no items of particular note this month.

7 PLANNING MATTERS

- a. The Clerk had circulated a report of the decisions he had made using delegated authority, the contents of which were noted.
- b. It was noted that planning applications could not be considered by a working party as working parties were by definition "task and finish" groups. It was **resolved** that planning applications be considered by a working party until the next annual PC meeting when the position would be reviewed.
- c. It was **resolved** that Cllrs. Maude, Slater, Cantelo, Dales, Atkinson and Budd be appointed to the working party and that Cllr. Cantelo take the minutes. The working party would appoint a Chair at its first meeting.

8 FINANCE

It was noted that there was £35.55 remaining in the budget for the newsletter and that the anticipated newsletter payments were more than this and that a review of the budget would be necessary. It was **resolved** that the list of twenty-five anticipated payments totalling £10,670.40 be approved (six direct debits totalling £231.80 and nineteen BACS payments totalling £10,438.60).

9 ACTION TRACKER

The Clerk had circulated the Action Tracker showing all ongoing actions, there were no items of particular note

10 CRIME REPORT

Cllrs. Atkinson and Cantelo had been unable to attend the PACT (Police and Communities Together) meeting of 28th October. The next meeting was 9th December. Cllr. Cantelo agreed to raise the following issues: concerns about youths and Christmas lights, a concern about a vehicle which seemed to stalking children and concerns about fires on the cricket club outfield.

11 DATES OF FUTURE MEETINGS

Dates of forthcoming meetings:

Parish Council – 10th January 2022, 7pm, Saint Philip's Church.

Finance and General Purposes Committee – 14th December, 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.

There being no further business the meeting closed at 10:15pm.

Signed

Chair
10 January 2022