

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 7<sup>th</sup> March 2022 at 7:30pm in Barwick Village Hall.

**PRESENT:**

Councillor	Claire Hassell (Chair)		
Councillors	Carl Atkinson	Karen Dales	Stella Walsh
	Mike Brunt	Paul Remmer	Jacqueline Ward
	Alexandra Cantelo	Graham Slater	

**In attendance:** The Clerk and five residents.

In the absence of the Chair, Cllr. Hassell as vice-chair presided over agenda items 1 and 2.

- 1 Resignation of Chair.** The formal written resignation of the Chair, Cllr P Maude was received and accepted. It was noted that notice of the vacancy had been displayed and that the deadline for ten or more local government electors to submit a written request that this be filled by election was 10<sup>th</sup> March 2022 following which the Parish Council (PC) could fill this vacancy by co-option.
- 2 Election of a Chair.** It was **resolved** that the election of Chair be done by ballot in line with previous standing orders. There were two nominations, Cllrs. Hassell and Slater and once the votes had been counted, Cllr. Hassell was declared the new Chair and duly signed the Declaration of Acceptance of Office.
- 3 Election of Vice-Chair.** There were two nominations for the position of Vice-Chair, Cllrs. Cantelo and Remmer. Following a vote (by show of hands), Cllr. Remmer was declared the new Vice-Chair.

Cllr. Hassell asked the members of the public to leave the room whilst she addressed Councillors about matters relating to the resignation of the previous Chair. She would write to him to thank him and to apologise that he had been put in a position where he had felt it necessary to resign.

**4 APOLOGIES.** Cllrs. Budd and Ragg.

**5 DECLARATIONS OF PECUNIARY INTEREST.** Cllr. Dales reminded the meeting of a previously declared pecuniary interest in respect of item 10.5.

**6 PUBLIC PARTICIPATION**

There were five residents present who raised the following concerns:

- One resident expressed concerns about Valley Side Farm. Since Christmas, concrete had been laid and a steel frame is being erected. Concrete pieces which make the walls up have been delivered. He has raised this with Leeds City Council (LCC) Planning Compliance and was aware of previous attempts to gain retrospective planning approval for this site all of which had been refused (the most recent one being November 2021). There had been previous complaints that this site was being used for the repair of vehicles and machinery and this activity had ceased several months ago. He had seen cattle in the fields but not in the barns. He was concerned that this latest construction might lead to the return of the vehicle repair business. He was encouraged to continue to report this to LCC and the PC would also raise their concerns.
- Another resident (whose property adjoins Jack Heaps field) suggested making a redundant part of Jack Heaps field into a wildflower meadow. She was aware of the level of maintenance required and noted that the area in question was not good grassland and that it was south facing and the soil was probably on magnesium limestone. She commented that the Royal Horticultural Society are keen to encourage biodiversity and felt that this could be a resource for primary school education and had

spoken to Barwick In Bloom. Her email to the PC had been logged as a correspondence item the previous month.

- Another resident asked about cycle parking at Scholes Pavilion. Two “Sheffield” bike racks would be provided by the contractor doing the East Leeds Orbital Road. He suggested one be located inside the entrance and one outside in order to maximise this provision.
- He reported that he had emailed Ward. Cllr. Robinson about Rakehill Road and its suitability for cyclists.
- The resident also asked for an update on the introduction of 20mph zones. Cllr. Hassell reported that she and Cllr. Slater had recently attended a meeting with opportunity questions of Gary Bartlett, head of Highways (see item 10.10 below). Further consultation was planned ahead of this being introduced across the Harewood Ward.
- The resident thanked Phil Maude for his time as Councillor and Chair.

## **7 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the PC meeting (10/2021) held on 7<sup>th</sup> February 2022 (662-666) having been circulated, be approved, all in favour.

## **8 CORRESPONDENCE**

A list of correspondence (items 3173-3174) had been circulated. 3173 was a Scholes resident regarding the Pavilion “Vision for the Future” project and the decision to exclude the benches from the grant application (this had since been resolved). 3174 was a Scholes resident researching the history of Scholes Hall and helpful advice had been given by the Historical Society.

## **9. ACTION TRACKER**

The Clerk presented to the Action Tracker

- a. He was struggling to get quotations for the cutting of the hedges at the allotments, those that had provided quotations were considerably higher than what had been paid in the past. However, the previous Saturday, following an on-site meeting, he had received a quotation for £375 to do the side by the school and the side beside plots 47/48 and £90 (three hours at £30 an hour) to use a tractor with side arm to do the hedge running alongside the track at the top. He had received a telephone call that afternoon from another contractor. This work was now urgent (due to the bird-nesting season) and it was agreed that the Clerk use delegated authority in line with standing orders to progress this.
- b. Cllrs. Cantelo, Hassell, Ragg and Ward had expressed an interest in a Platinum Jubilee working party. They would be meeting the following evening using remote access technology. The Maypole Committee were meeting on Thursday 10<sup>th</sup> March.
- c. Cllr. Brunt was taking the lead in setting up a working party to produce an Equal Opportunities Policy to recommend to the PC at a future meeting. He suggested a meeting the following Monday (14<sup>th</sup>).
- d. Cookies Policy – see 10.4 below
- e. Grant to the Post Office for an awning – see 10.8 below.

## **10 OTHER ITEMS**

**10.1 Proposals for a wild-flower meadow on part of Jack Heaps field.** This had been discussed during the Public Participation – see above.

### **10.2 Grants Policy.**

It was **resolved** to accept a recommendation of the Finance and General Purposes (F&GP) committee that a revised Grants Policy be adopted with the following changes, that paragraphs be numbered, that items 13 and 14 of the conditions of support be combined into a single condition (due to the similarity of both conditions), that the requirement for a six-monthly report be amended with the addition of further quarterly reports thereafter and that requirement for accounts and/or most recent bank statements be changed from “essential” to “where appropriate”, all in favour.

### **10.3 Barriers in the Parish garage.**

Cllrs. Atkinson and Cantelo had been round the Parish looking for areas vulnerable to trespass which could be protected by use of one or more of the barriers stored in the garage. Two areas had been identified (using what-three-words to indicate their locations). The one in Barwick was an entrance to a field not belonging to the PC. It was felt that the offer of a barrier to protect this field against trespass could set a precedent for similar requests. The other area identified was the entrance to Scholes Cricket pitch. It was noted however that access was needed at this point by LCC for grass cutting. The chain at this entrance was flimsy and it was agreed that a more substantial chain be bought and "Private Land" signs be considered. It was noted that fly-tipping down Potterton Lane was an issue resulting in a stopping up order by LCC and that one of the barriers could be used at this location. Meanwhile the PC would retain these barriers.

### **10.4 Website cookie policy.**

It was **resolved** to adopt the website cookie policy produced by Cllr. Slater, all in favour.

### **10.5 Grass cutting at Scholes Lodge Farm.**

Cllr. Dales left the meeting for this item due to a pecuniary interest. A specification had been issued for six to ten cuts and three quotations had been received and it was **resolved** to accept one of these based on price. Cllr. Remmer was thanked for his efforts in taking this forward. Cllr. Slater had killed off the grass for the proposed wildflower meadow and the area had been rotavated.

### **10.6 Pavilion Matters.**

#### **a. Free of charge Pavilion hire.**

It was noted that for legal reasons, conditions of hire, are not enforceable where no charge is levied on the hirer. It was therefore **resolved** that future 'FREE' hire of the pavilion would require a token hire charge of 1 penny, all in favour. The 1p hire would also apply for multiple bookings by the same hirer.

#### **b. Pavilion subcommittee membership**

It was **resolved** to accept a recommendation of the Pavilion subcommittee that Cllr. Remmer be appointed as a member of that subcommittee, all in favour.

#### **c. Electrical Work**

A specification had been issued and three quotations had been received for the electrical work at the Pavilion, it was **resolved** to accept the one from Fosters Electrical Contractors based on price, all in favour.

#### **d. CCTV**

It was **resolved** to accept a quotation of £495 for a single closed-circuit television (CCTV) camera which would point at the access gate. This would be paid out of the Emmerdale Grant. It could store up thirty days' worth of images and therefore a sign would be needed to comply with data protection legislation. The equipment being provided could handle up to four CCTV cameras.

#### **e. Pavilion bookings and invoicing.**

It was **resolved** that Pavilion bookings and invoicing be returned to the Pavilion subcommittee, all in favour. There was a suggestion that subcommittee consider setting up the Pavilion as a registered charity, Cllr. Brunt offered to produce a report regarding this.

Proposals to use a drone to capture images of the multi-use games area (MUGA) were noted.

### **10.7 Clerk overtime.**

It was **resolved** to accept a recommendation of the Staffing Committee that the Clerk be paid an additional fifteen hours overtime for carrying out additional duties.

### **10.8. Post Office grant for awning.**

It was noted that the Post Office had still not claimed the £2,050 grant offered to them in December 2020. They had twice had planning applications for the awning refused due to the Post Office being in a conservation area. Although, it was understood that the Post Office were still pursuing this, it was felt that the PC offer could not remain open indefinitely and that the basis of the offer (people waiting outside due to pandemic restrictions in place at the time) no longer applied. It was **resolved** that the Clerk write to the Post

Office to advise them that the offer would you remain open until the end of the financial year after which it would be withdrawn, all in favour. The PC would consider any future application in line with its grants policy.

### **10.9 F&GP Committee**

The draft minutes of the F&GP meeting of 22<sup>nd</sup> February 2022 had being circulated and the contents noted. It was noted that the tree on Jack Heaps Field recommended for felling is not the one originally thought. A much larger tree needed to be cut and the tree surgeon felt that removal of a single branch will be sufficient and would do this for the same price.

### **10.10 Outer Northeast Town & Parish Council Forum**

Cllrs. Hassell and Slater had attended a meeting of the Outer Northeast Town & Parish Council Forum on 24<sup>th</sup> February. Gary Bartlett, the head of Highways at LCC had been invited to the meeting and answered questions which had been submitted in advance on issues such as gutter clearing (they have a two-year rotational plan), introduction of the 20mph zones and verges. Some gullies in Scholes are currently blocked. The East Leeds Orbital Road would be open a time for the Festival, there were no plans that it be opened in sections. The Police update emphasised that there has been an increase in burglaries late afternoon or early evening. The repairs of the Regent Street flyover are nearing completion.

### **10.11 Surgery held at Saint Philip's Church café.**

Cllrs. Brunt and Slater had manned the last surgery on 26<sup>th</sup> February. The following concerns had been raised.

1. A update on the closed mini-mart on Rakehill Road/Station Road (a suggestion that it might be re-opening).
2. Concerns about a planning application in Barwick (the PC having submitted its comments).
3. Royal British Legion asking for details of what has been arranged for Jubilee Week celebrations.

### **10.12 Website report.**

Details of the numbers of visitors had been circulated ahead of the meeting.

## **11 PLANNING MATTERS**

Reports on the decisions of the Planning Working Party had been circulated ahead of the meeting and the contents noted. There had been objections to a retrospective application for Manor House (the design of the extension was unsympathetic to the surrounding area and visible from Barwick Road). They had also commented on substantial reduction of sycamore trees on The Cross. Following the resignation of Phil Maude, there was now a vacancy on the Planning Working Party. However no one expressed any interest in joining the Working Party which would therefore continue with its current membership until the Annual Parish Council Meeting.

## **12 FINANCE**

It was **resolved** that twenty-four payments totalling £102,706.69 be approved, all in favour (five direct debits totalling £196.47 and nineteen BACS/cheque payments totalling £102,510.22). The Allotment Hedge cutting invoice was subject to the Responsible Financial Officer (RFO) not getting a better quotation in the meantime (see 9a above). The invoice for the "Vision for the Future" fencing and tarmac (£40,890) was less than expected (the expected amount being £41,712). As grant funding of £42,970 had been awarded for this, the RFO would ask the contractor to explain the difference. Grant funding of £19,000 had already been paid to the PC for other aspects of the "Vision for the Future" project and the RFO would notify the grant funder accordingly. Two quotations had been received for the repair of flagstones at the Pavilion, the successful bidder had been notified but no acknowledgement had been received. The RFO would ring him to confirm that he was still interested. The end of the month deadline for grant funding of £350 for bulbs for Scholes Lodge Farm was noted – Cllr. Slater would therefore request a proforma invoice from the Arium for mixed bulbs.

It was noted that Internal Auditor was booked to come on 12<sup>th</sup> May

## **13 CRIME REPORT**

Cllr. Cantelo reported that the next Police and Communities Together (PACT) meeting would be Thursday 10<sup>th</sup> March and asked Councillors to email either her or Cllr. Atkinson of any issues. Cllr. Dales reported cannabis spoil being dumped on the roadside at various points on Leeds Road (from the junction with Taylor Lane), on Aberford Road and Cattle Lane. Cllr. Cantelo also reported that she had received a Neighbourhood Police Team (NPT) report with statistical information about crimes committed in the Harewood Ward (including one threat to life incident). This document could not be circulated further without the permission of the sender, Cllr. Cantelo would therefore circulate this if such permission were granted. Fly tipping hotspots had been identified with cases of offenders driving to the boundary with North Yorkshire and tipping across the border line. Residents can report instances of fly-tipping to LCC at [ENEAction@Leeds.Gov.UK](mailto:ENEAction@Leeds.Gov.UK). Information to be published in the next newsletter.

## 11 DATES OF FUTURE MEETINGS

Dates of forthcoming meetings:

**Parish Council** – 4<sup>th</sup> April 2022, 7:30pm, Barwick Village Hall

**Finance and General Purposes Committee** – 15<sup>th</sup> March 2022, 7pm, Pavilion

**Planning Working Party** – 9<sup>th</sup> March 2022 (6:30pm using remote access technology).

**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 10:05pm.

Signed

Chair  
4 April 2022