

MINUTES of the ANNUAL PARISH COUNCIL MEETING

held on Monday 9th May 2022 at 8:30pm in Barwick Village Hall.

PRESENT:

Councillor	Claire Hassell (Chair)		
Councillors	Mike Brunt	Karen Dales	Graham Slater
	David Budd	Kinga Ragg	Stella Walsh
	Alex Cantelo	Paul Remmer	Jacqueline Ward

In attendance: The Clerk and five residents.

1. ELECTION OF CHAIR OF THE COUNCIL FOR THE ENSUING YEAR. There were two nominations, Cllrs. Hassell and Slater. Both exercised their right to address the Parish Council (PC) in support of their nomination following which there was a vote. Cllr. Hassell was declared the new Chair and duly signed the Declaration of Acceptance of Office. Appreciation of the quality and quantity of work done by Cllr. Slater and a suggestion of a mayoral leader were noted.

2 ELECTION OF VICE CHAIR OF THE COUNCIL FOR THE ENSUING YEAR. There were two nominations, Cllrs. Cantelo and Remmer. There was a vote and Cllr. Remmer was elected as vice chair.

3 APOLOGIES. There were no apologies. It was noted that notice of the vacancy following the resignation of Carl Atkinson 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 4th May 2022 and that the PC could fill this vacancy by co-option.

4 DECLARATIONS OF PECUNIARY INTEREST. Cllr. Dales regarding grass cutting.

5 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the PC meeting (12/2021) held on 4th April 2022 (672-676) having been circulated, be approved, all in favour.

6 CORRESPONDENCE

3176 & 3179 were from Barwick and Kiddal residents respectively regarding land clearance works being carried out at the York Road/Kiddal Lane junction (in preparation for access to polytunnels). The residents were concerned that the area would be fenced off and subsequently built on.

3177 was from the owner of one of the shop units in Barwick regarding a communication from Leeds City Council (LCC) saying that their security shutters did not have planning permission. The PC were sympathetic but as a statutory consultee on planning matters, felt unable to support breaches of planning regulations. The owner had cited insurance requirements as the reason for having shutters and it was felt that they should make representations to LCC accordingly and seek retrospective approval.

3178 was from owner of one of the shop units in Barwick regarding recent repairs carried out by Yorkshire Water Authority leaving a drain cover standing proud and wobbly flagstones creating a trip hazard. The Clerk had reported this to LCC Highways.

7 COMMITTEES FOR 2022/23

A suggested committee structure had been circulated ahead of the meeting. Planning would revert to being a full committee and Cllr. Brunt indicated a willingness to serve on this. Cllr. Hassell agreed to step down from the Finance and General Purposes (F&GP) Committee in order to provide equality in the membership from each village. Cllr. Remmer agreed to carry out inspections of the outdoor gym equipment and multi-use games area (MUGA).

Committee membership for 2022/23.

Planning: Cllrs. Cantelo (chair), Brunt, Budd, and Dales.

Finance and General Purposes: Cllrs. Brunt, Remmer, Ragg, Slater, Walsh and Ward.

Staffing: Cllrs. Hassell, Remmer, Walsh and Ward.

Subcommittee membership for 2022/23.

Scholes Lodge Field: Cllrs. Dales, Hassell, Remmer (Chair), Slater and Walsh plus Janet Horkan (resident).

Pavilion: Cllrs. Brunt, Cantelo, Remmer, Slater and Walsh plus John Moreland (resident) and Tony Robinson (resident).

Working Parties

East Leeds Orbital Group: Cllrs. Dales, Hassell, Remmer, Slater and Walsh.

Neighbourhood Plan: Cllrs. Brunt, Cantelo, Dales and Walsh plus Phil Maude (chair) and Andrew Wheeler (Secretary).

Individual Responsibilities

Review of Internal Controls: Cllr. Ragg.

Newsletter: Cllr. Walsh.

Social Media: Cllr. Cantelo (Twitter), Cllr. Slater (Facebook).

Website: Cllr. Slater and the Clerk.

Playground Inspection: Cllr. Ward (Barwick, awaiting a suitable training course). Cllrs. Dales and Remmer had both been on training and would support Barwick inspections.

Outdoor Gym Equipment And Multi-Use Games Area Inspection. Cllr. Remmer

Organisations and Forums not part of the PC but requiring PC Representation

Barwick Village Hall: Cllr. Hassell

The Ancient Parish of Barwick In Elmet Trust: Tim South (five-year term of office from 2021)

Outer Northeast Forum: Cllrs. Hassell and Slater.

Yorkshire Local Councils Associations - Voting Representatives: Cllrs. Hassell and Slater.

Community Fund Representatives: Cllrs. Walsh and Ward.

It was noted that the Peace Flame subcommittee only had one Parish Councillor, the rest of the group being residents. They worked very harmoniously and enjoyed a degree of autonomy from the PC, it was recognised that this autonomy was not in keeping with its status as a subcommittee of the PC and they would consider alternatives at their next meeting. Cllr. Brunt would set out in writing his suggested solutions. Meanwhile, Cllr. Ward volunteered to join the subcommittee.

The Chair of the PC is an ex-officio and voting member of all Committees and subcommittees.

There would be an agenda item next time to consider the necessity of a subcommittee to manage Hall Tower field.

8. ANNUAL REVIEW OF POLICIES AND TERMS OF REFERENCE.

It was noted that most Policies and Terms of Reference had been reviewed at the 2021 Annual PC meeting and that further review was not necessary with the following exceptions;

- a. **Financial Regulations** (to include changes suggested by the Internal Controls Officer and to clarify the role of the Committee in decisions about awarding grants).
- b. **Terms of reference for the Planning Committee** (to remove the reference to three Councillors from each village).
- c. **Pavilion subcommittee** (to include the MUGA in its area of responsibility).
- d. Revised **Scholes Lodge Field subcommittee terms of reference** (reflecting clarification that the land is known as Scholes Lodge field – not farm).
- e. **Equalities Policy.** A draft policy would be considered at the next F&GP Committee meeting.
- f. **Complaints Policy.** A revised policy would be drafted, examples of such policies for other Parish Councils would be used to inform policy content.

9. ACTION TRACKER

The Clerk presented the Action Tracker.

Progress was being made on several items

- a. Getting Cllr. Brunt added to the Lloyds account – On 19th April, the Clerk had responded to a secure message received from Lloyds (dated 1st April) seeking confirmation that the request received was genuine. Cllr. Brunt had still not heard from the bank.
- b. Elder tree in Scholes Lodge field needs pruning – On 12th April, the tree surgeon had advised the Clerk that he had walked round the field and not been able to see which tree needed to come down. The Clerk called at the field on his way to a meeting and using information supplied at the April PC meeting, found the tree and photographed it from his mobile telephone. On 20th April, he emailed the photographs to the tree surgeon and had got a confirmation email later the same day.
- c. Concerns in the March meeting Public Participation about Valley Side Farm – On 20th April, the Clerk had emailed LCC Planning Enforcement. They replied on 22nd April saying that there was insufficient resource to investigate.
- d. Clerk to contact a local farmer to obtain prices to cut the inner side of the Scholes Lodge field hedges on the Leeds Road - The Clerk had contacted the farmer on 20th April, he was not willing to quote.
- e. Clerk to contact Taylor Wimpey and request the stream running alongside Scholes Lodge field is once again cleared – On 20th April, the Clerk exchanged emails with Savills plc who act on behalf of Taylor Wimpey and sent them a diagram of the field.
- f. Clerk to contact whoever is responsible for the cleaning of the ditch that runs alongside the hedge on Leeds roadside from the bus stop to the entrance of the Scholes Lodge field and again to the existing water course running under Leeds Road as the field is suffering from flooding due to this ditch being silted - The Clerk logged a case via LCC website on 20th April - reference W68399221100
- g. A resident expressed concerns about the lock to the PC garage. The Clerk reported this to LCC on 20th April – repair request report reference 4104301.
- h. The Clerk to contact the insurance broker to consider the insurance implications of Platinum Jubilee events and if any additional levy on the insurance premium would be applied. The Clerk emailed the Insurance Brokers on 19th April to ask about cover for Platinum Jubilee events. Their reply of 20th April was received and circulated to Councillors the same day.
- i. At the Playing Fields Committee meeting, Barwick Cricket Club had reported that they were struggling to get quotations and it was agreed that the Clerk ask Cllr. Remmer for an update to the quotation he had obtained. The Clerk emailed Cllr. Remmer on 19th April who replied the same day saying he would call the contractor the following day
- j. Hall Tower overhanging trees. On 13th April, the tree surgeon called at the Clerk's home to return the key to Jack Heaps field and was advised that his £250 quotation for cutting overhanging branches on Hall Tower field had been accepted. He would do the work in the next three weeks.
- k. The wall adjoining the closed cemetery in Barwick had been repaired by LCC bereavement team.

10 OTHER ITEMS

10.1 F&GP Report of their meeting of 12th April 2022.

The draft minutes of the F&GP meeting of 12th April 2022 had been circulated and their decisions noted.

- a. It was **resolved** to accept a recommendation of the Committee that the historic unpaid rent and water charges of Scholes Sports Association (Tennis Section) of £142.51 be written off following a payment of £194.04.

Their decisions regarding matters referred to them by the April PC meeting were noted

- a. A contractor had been appointed to do the drainage of Scholes Football field (Shelton Sportsturf Drainage Limited). Specifications and a contract had been issued and the use of a subcontractor had been agreed. A start date was awaited.
- b. They had agreed to purchase water bottles and bunting for the Platinum Jubilee of Her Majesty Queen Elizabeth II.
- c. A benches policy has been agreed. The next F&GP committee meeting would decide whether maintenance should be paid for by the sponsor as soon as the bench was installed or separately as need arose.

Other decisions of the Committee were noted.

- a. Award of grants to the personal trainer and to the organisers of the event on Scholes Lodge Field.

- b. Formal approval of the use of Jack Heaps field and Hall Tower field by the Maypole Committee and the use of Scholes Lodge Field for the Platinum Jubilee event.
- c. Cllr. Ragg to be given view-only access to the bank account.

Concern was expressed that the grants had been awarded without reference to the full PC. The Financial Regulations were vague on this and it was agreed that this be made clearer in the revised Financial Regulations (see 8a above).

9.2 Platinum Jubilee

- a. It was noted that a meeting took place in the Miner's Institute on 20th April.
- b. The water bottles (see above) had been delivered and distribution to the primary schools had taken place. These water bottles were just for the children and did not include members of staff. A thank you letter had been received from the head teacher of Barwick in Elmet (Church of England) primary school with an invitation to councillors to attend the school on 27th May when the bottles would be given out. It was recognised that some children of primary school age attend schools outside the Parish or are home schooled. The newsletter and social media would be used to invite parents of such children to apply for a water bottle.
- c. It was **resolved** to accept a £400 quotation for street entertainers (stilt walkers dressed as clowns). Assurances would be sought that they were Disclosure and Barring Service (DBS) checked.
- d. The costs to date included £2,500 (water bottles), £450 (Barwick bunting), £250 (over-hanging branches – Hall Tower), £400 (street entertainers), £560 (shuttlebus) and £100 (extra grass cutting – Scholes). It was therefore **resolved** to accept a £300 grant application from Gawthorpe Brass Band for a concert in Scholes on 5th June 2022.

10.3 Newsletter.

A twelve-page newsletter had been produced, the first four pages would contain information about events in the Parish over the bank holiday weekend. A quotation of £400 had been received from a printer which was comparable to the price charged by the printer of previous newsletters and this printer would be sent the artwork when the newsletter was ready.

10.4 Pavilion

- a. It was **resolved** to purchase a wheelie bin from LCC at a cost of £20.
- b. The Clerk's decision made under delegated authority to purchase thirty extra key fobs as the number of people registering an interest exceeded the number of key fobs bought at the time was noted. The April 2022 F&GP minutes, item 5.6a records previous purchases of key fobs. To date, 105 £5 deposits had been received.
- c. It was noted that the anti-slip surface had been applied and lines put down (including an additional £200 for netball markings agreed by the Clerk using delegated authority).
- d. It was also noted that a contractor has attempted repair of the flagstones and that payment has been refused until the work was completed to a satisfactory standard. The Clerk would write to the contractor to acknowledge and thank him for his last communication and to agree to his withdrawal from the contract.

10.5. Bench

It was **resolved** to agree to a memorial bench being placed on Rakehill Road near the Scout Hut, all in favour. 1st Scholes Scouts had agreed to do the preparation of the base. The sponsor would liaise with the Clerk. It was also noted that action was needed to facilitate a bench at Potterton (Morgan Cross) as a resident had had a long-standing request with LCC to place a memorial bench at this site. Sponsors would be given a range of options in selecting the type of bench.

10.6 Reports of meetings/training attended

Councillors had attended the following meetings/training:

- a. Playing Fields Committee 11th April 2022.
- b. Scholes Lodge Farm subcommittee – 11th April 2022

- c. Roles and Responsibilities of a Councillor Webinar session attended by Cllr. Hassell – 5th April. Cllr. Hassell encouraged other Councillors to look at this webinar.
- d. East Leeds Orbital Road meeting 9th May 12:30pm. This meeting had been earlier that day, notes would be circulated.
- e. Christmas Lights meeting attended by Cllrs. Brunt, Hassell & Slater on 29th April. The use of motifs on lamp posts in Scholes was considered. Costings would be circulated.
- f. Meeting with Festival Republic on May 4th. Cllr. Hassell had attended with a representative of the Community Fund. The meeting considered road closures during the Festival. Cllr. Hassell would submit a report. Cllr. Dales asked to be invited to any future meetings.

10.7 Website report.

The Clerk had circulated a report showing the number of hits as of 3rd May 2022 at 16:22. There had been 35 views that day, 867 users in the last thirty days and 2,654 this year. The total number of users was 9,833. Full details available in the members section of the website.

10.8.Surgery report.

Cllrs. Cantelo and Slater had attended the surgery held on 30th April at Saint Philip's Church café and distributed key fobs for the MUGA. There had been concerns about speeding traffic.

11 PLANNING MATTERS

Reports on the decisions of the Planning Working Party made at its meeting on 6th April had been circulated. Concerns had been expressed about 22/01625/FU (The Rectory). The plans were not to scale and there were concerns about entry to/exit from the site.

9 FINANCE

It was **resolved** that forty-one payments totalling £10,522.90 be approved, all in favour (eleven direct debits totalling £579.27 and thirty BACS payments totalling £9,943.63). The list included seven automated payments which had been approved at the April meeting, the amounts of five of these were as expected but the telephone bill had increased to £26.69 (£22.50 approved in April) and the electricity supply at Scholes Pavilion had reduced to £10.16 (£11.36 approved in April). The list included seven automated payments expected in June. Payment of an invoice for £22.50 to the Yorkshire Local Councils Association for a training course would be withheld until copies of the PowerPoint slides and any recording so of the training were supplied.

10 CRIME REPORT

Cllr. Cantelo reported that she had been unable to attend the meeting of 14th April 2022. The minutes of the meeting were awaited, and she would circulate them once received.

11 DATES OF FUTURE MEETINGS

Dates of forthcoming meetings:

Parish Council – 6th June 2022, 7:30pm, Barwick Village Hall

Finance and General Purposes Committee – 17th May 2022, 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 10:32pm.

Signed

Chair
6 June 2022