

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 6<sup>th</sup> June 2022 at 7:30pm in Barwick Village Hall.

**PRESENT:**

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

**In attendance:** Three residents and the Clerk.

**1 APOLOGIES.** Cllr. Walsh. It was noted that notice of the vacancy following the resignation of David Budd 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 7<sup>th</sup> June 2022 and that the Parish Council (PC) could fill this vacancy by co-option after that date if less than ten electors submitted such a request.

**2 DECLARATIONS OF PECUNIARY INTEREST.** None.

**3 PUBLIC PARTICIPATION**

There were comments as follows

- One resident had used the shuttlebus provided by the PC to return to Scholes following involvement in the Platinum Jubilee/Maypole celebrations on 2<sup>nd</sup> June. She remained seated on the minibus but passed forward flyers advertising the Mad Hatter’s Tea Party event on Scholes Lodge Field on 4<sup>th</sup> June. A Councillor was on the shuttlebus and made a comment suggesting the flyer was only litter. The resident felt the comment was rude, hurtful and unnecessary. The Councillor in question did not recall the comment and the Chair apologised to the resident on behalf of the PC. Cllr. Remmer thanked the organisers of the tea party for the work that they had done and there were congratulations from Cllr. Ward.
- Another resident expressed concern that PC meetings were being held in Barwick every month and felt that they should go back to alternating between the two halves of the Parish. Concerns about social distancing and suitable airflow had ruled out smaller venues and availability had ruled out larger ones. It was agreed that the Clerk investigate further as circumstances might have changed.

**4 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that subject to the comments below, the minutes of the Annual Meeting of the PC (1/2022) held on 9<sup>th</sup> May 2022 (677-681) having been circulated, be approved, all in favour. The bullet point for the Platinum Jubilee should have been 10.2 (not 9.2) and there was no reference in the minutes to a debate between two Councillors under item 7 (Committees for 2022/23) and in particular, the paragraph relating to the Peace Flame subcommittee. The rules of debate, as stated in the standing orders, had not been followed (leading to correspondence item 3183). This debate had been conducted without the involvement of the Chair and one Councillor had ruled on whether another could speak. It was agreed that the minutes of the May meeting could be approved without further amendment on the understanding that this incident be recorded as part of the discussions at the June meeting.

**5 CORRESPONDENCE**

3180 was from a Barwick resident concerned about the lack of safe walking routes around Barwick.  
3181 was from a Barwick resident concerned about road safety on Barwick Main Street and the lack of a pedestrian crossing. There was a suggestion that this is brought forward again (having been raised in the past) and there were comparisons with pedestrian controls in Wetherby.  
3182 was from a Barwick resident concerned about growth of ivy on his fence adjoining the public right of way going past the primary school and past the allotments. The Clerk had taken this up with the Leeds City Council (LCC) Public Rights of Way officer who had returned to work and replied earlier that day saying that the surface of this footpath had been cut by contractors on 19 April. It only

has a legal width of 0.9 metre but they should have done to 1.2 m. If the ivy was outside of this width it wouldn't have been cut.

3183 was a complaint that the exchange at the Annual Parish Council meeting between two Councillors had not following the rules of debate – see paragraph 5 above.

## 8 PLANNING MATTERS

This agenda item was brought forward as Cllr. Ward had indicated that she may need to leave early.

- a. The Planning Working Committee had met on 1<sup>st</sup> June and the draft minutes would be circulated in due course. Further information was needed regarding two applications before a response could be made.
- b. It was noted that the planning application for a crematorium on Long Lane had been withdrawn due to greenbelt issues.
- c. Following the resignation of David Budd, it was **resolved** that Cllr. Ward be appointed to the Committee. She was willing to be so nominated but would resign from the Finance and General Purposes (F&GP) Committee.

## 6 ACTION TRACKER

The Clerk presented the Action Tracker.

Progress was being made on several items

- a. Cllr. Brunt was now a signatory on the Lloyds account and had received paperwork and a card reader to allow him to process digital payments but was still awaiting a user identification. The Clerk would pursue this with the bank. The Clerk reported that the bank had now paid out further compensation for the time taken to resolve this issue including a payment of mileage expenses for having to visit the nearest branch.
- b. Elder Tree on Scholes Lodge field. The tree surgeon had provided a quotation for this work. The Scholes Lodge Field subcommittee would formally consider this at their next meeting but views had been expressed that the price was prohibitive.
- c. Concerns in the March meeting Public Participation about Valley Side Farm. On 26<sup>th</sup> May 2022, the Clerk had received an acknowledgement from LCC Planning Enforcement about this.
- d. Clerk to contact Taylor Wimpey and request the stream running alongside Scholes Lodge field is once again cleared. On 20<sup>th</sup> April, the Clerk exchanged emails with Savills plc who act on behalf of Taylor Wimpey and sent them a diagram of the field. A chasing email had been sent on 23<sup>rd</sup> May 2022
- e. 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 had logged a case via LCC website on 20<sup>th</sup> April - reference W68399221100. He had chased this on 23<sup>rd</sup> May 2022 and received a reply the same date saying that the problem had been raised with Highway Drainage team, rather than Network Management and that they had asked their Customer Request team to find out who dealt with your report and provide an update.
- f. PC garage lock. No progress since 20<sup>th</sup> April (repair request report reference 4104301). The Clerk would chase this. The lock works but was a little tricky to operate
- g. Quotations for repairs to Verity Strip. Cllr. Remmer had forwarded a up to date quotation and he in turn had forwarded this to members of Barwick Cricket Club on 31<sup>st</sup> May. Councillors had not been made aware of the value of this quotation in case Cricket club declined to apply for a grant in which case normal financial regulations would apply.
- h. Hall Tower overhanging trees. The work had been done.
- i. PC Strategic Plan. Cllr. Brunt provided an update on progress of this, he was half-way though and would provide an update the following week.
- j. Railway bridge. Cllr. Cantelo provided an update on this. The bridge needed sand blasting and riveting. LCC Highways would be approached regarding permission for a flower bed. The department dealing with this had agreed to supply the necessary type of paint. Pictures had been sent and measurements taken.
- k. Drainage of Scholes Football field. A start date was awaited.

- l. Cllr. Ragg to be given view-only access to the bank account. Appropriate documents had been signed but one box requiring a signature had printed on the reverse side of the paper and not been signed. The Clerk called at Cllr. Ragg's house on 26<sup>th</sup> May and the signature obtained.
- m. Financial Regulations – a review was being carried out by Cllr. Ragg with liaison with the F&GP Committee.
- n. Terms of reference for the Planning Committee. This had been considered at their meeting on 1<sup>st</sup> June but as the meeting was not quorate, formal approval had not been possible.
- o. Equalities Policy. This had been an agenda item at the F&GP Committee meeting of 31<sup>st</sup> May 2022 and had been deferred to their June meeting.
- p. Complaints Policy. Agenda item 7.5 below refers.
- q. Wheelie bin for the Pavilion. A bin had been delivered to the Clerk's house at 6am on 6<sup>th</sup> June 2022, there was no charge.
- r. Flagstones. The Clerk had written on 18<sup>th</sup> May 2022 to the contractor to acknowledge and thank him for his last communication and agreed to his withdrawal from the contract.
- s. Bench at Rakehill Road. See agenda item 6.9
- t. Payment of an invoice for £22.50 to the Yorkshire Local Councils Association (YLCA) for a training course being withheld until copies of the PowerPoint slides and any recording so of the training were supplied. The YLCA had cancelled the invoice having been unable to supply the slides or recording.

## 7 OTHER ITEMS

### 7.1 F&GP Report of their meetings of 17<sup>th</sup> and 31<sup>st</sup> May 2022.

The draft minutes of the F&GP meetings of 17<sup>th</sup> and 31<sup>st</sup> May 2022 had been circulated and their decisions noted.

- a. Insurance renewal – the premium had been paid on 1<sup>st</sup> June.
- b. The appointment of Cllr. Ragg as Chair was noted.
- c. Revised Pavilion subcommittee terms of reference were considered. Clarification on matters relating to data protection and cash handling were needed (although the Internal Auditor in her recent visit had noted that cash handling was minimal and had no concerns as long as receipts were being given). Concerns that this was being run as a business were addressed with reassurances that the Pavilion was being run as an activity of the PC.
- d. It was **resolved** to accept the recommendation of the F&GP Committee to adopt revised terms of reference for the Scholes Lodge Field subcommittee.

### 7.2 Platinum Jubilee

Cllr. Hassell read out a report of events over the Platinum Jubilee bank holiday weekend having attended each one. The full text of her report is listed as an appendix to these minutes. This report would be put on the website and on social media.

### 7.3 Parish Council response to the consultation on the introduction of 20mph zones in Barwick and Scholes.

Proposals for the introduction of 20mph restrictions on streets in Barwick in Elmet and Scholes were considered. The PC was happy to accept most of the recommendations but with the following changes.

- a. The proposal was that the 20mph zone ends at the Main Steet/Station Road junction (near the War Memorial). The PC felt that the restriction should extend along the entire length of Main Street.
- b. The PC would like to see a 30mph restriction along Scholes Lane.
- c. Aberford Road should have restrictions (the proposals end restrictions at Ass Bridge).
- d. Leeds Road between the two villages should be 30mph.
- e. Leeds Road from the Coronation Tree towards Leeds such be 30mph as far as 547 Leeds Road.
- f. Long Lane should be 40mph.

The Clerk would respond on behalf of the PC and Councillors were asked to email any views to the Clerk by the end of the follow week (17<sup>th</sup> June).

#### **7.4 Defibrillator to be sited at Scholes Pavilion.**

It was **resolved** that an application be made to the Outer North-East Wellbeing fund for a defibrillator to be sited at Scholes Pavilion. This would cost £1,333 plus a possible £150 extra due to the location of the fence.

#### **7.5. Complaints policy.**

It was recognised that the purpose of a complaints policy is to create a method of dealing with complaints about the PC as a corporate body and that the wording of the previous policy suggested that the same process applied to complaints about individual Councillors. The code of conduct required such complaints to be made to the Monitoring Officer (in the case of the Clerk, the Chair can make a referral to the monitoring officer). Councillors requested that the Chair circulate copies of the advice she had been given by the Solicitor at LCC and the Yorkshire Local Councils Associations (YLCA) which made reference to the role of the Monitoring Officer and the Localism Act 2000. The Clerk would contact the YLCA to see if they had a Legal Topic Note (LTN) on the subject or suggested wording. There was a proposal to rescind the old policy and to form a review committee tasked with taking professional advice and producing a revised policy to recommend to the PC. Cllr. Brunt suggested an amendment to this proposal that the existing policy be retained in the meantime but all references to complaints about individual councillors be deleted thus creating a holding position. Following a vote, this amendment was not supported (there being no statutory requirement to have a complaints policy). It was **resolved**, following a vote, to agree the original proposal.

#### **7.6 Having a subcommittee to manage Hall Tower field.**

This agenda item was not discussed due to Standing Order 3x (A meeting shall not normally exceed a period of 2.5 hours).

#### **7.7 Request for hire of the Pavilion for a Holiday Club to run for two weeks from 7.30am to 6pm.**

This agenda item was not discussed as the applicant had withdrawn their request.

#### **7.8 Pavilion subcommittee – meeting 24<sup>th</sup> May 2022**

The Pavilion subcommittee had asked that the PC consider their recommendations that

- a. Hire charges for the coming year be increased by 10%, deferred until April 2023.
- b. Exclusive use hire charges to be £4 per half hour for tennis court and £8 per half hour for the Multi Use Games Area (MUGA).

It was **resolved** that this agenda item be deferred due to Standing Order 3x

The following decisions of the subcommittee were noted

- a. A second closed-circuit television camera be installed to overlook the Tennis Courts and MUGA.
- b. The former Scholes & Barwick Junior football club sign be replaced to indicate the new entrance for the Tennis Courts and MUGA.
- c. Another thirty key fobs be purchased. To date 109 had been given out, another 24 had been paid for but not yet collected and another twenty residents had ordered key fobs but not yet paid.

#### **7.9 Benches**

The purchase of a pallet of flagstones (22), a bag of cement and a 1-ton bag of sand to be delivered to the Pavilion so as to provide enough material for most of the remaining bench locations and in doing so save on the costs, was noted.

#### **7.10. Scholes Lodge Field subcommittee**

The subcommittee had discussed public liability insurance for the Mad Hatter's Tea Party event on the field on 4<sup>th</sup> June. The Clerk had agreed to this being paid for out of the Platinum Jubilee budget (£66).

#### **7.11 Training attended**

It was noted that Cllr. Ragg had attended a Finance for Councillors Webinar run by the Parkinson Partnership held on 18<sup>th</sup> May 2022.

#### **7.12 Website report.**

The Clerk had circulated a report showing the number of hits and users as of 27<sup>th</sup> May 2022.

### 7.13 Surgery report.

There was no surgery in May.

## 8 PLANNING MATTERS

This agenda item had been taken earlier – see above.

## 9 FINANCE

### a. Cash book and bank reconciliation for May

The cash book and bank reconciliation for May had been circulated, the Responsible Financial Officer (RFO) commented on the compensation payments received from the bank.

### b. Formal approval of invoices and payments to be made for June.

It was resolved that thirty-nine payments totalling £7,397.56 be approved, all in favour (ten direct debits totalling £409.39 and twenty-seven BACS payments totalling £6,962.50). The list included seven automated payments which had been approved at the May meeting totalling £242.48. The list included seven automated payments expected in July (£228.25), however, one of these was £11.99 + VAT for remote meetings using Zoom. This had been used by the Neighbourhood Planning Working Party and the Planning Working Party, as neither group still used this, it was agreed that the RFO cancel this reoccurring payment. One payment of £155.80 + VAT had been listed twice in error, the above totals only include this once. The RFO reported on nine new payments received since the agenda papers were distributed (27<sup>th</sup> May) totalling £2,151.43 (including VAT) and an extra £215.71 due to payment of additional hours worked (agreed at the March meeting). The increase in fees charged by the third-party payroll provider were noted, £15 of this was due to administration costs associated with the tri-annual re-enrolment required by The Pensions Regulator.

### c. Internal Auditor report.

It was noted that the Internal Auditor had been on 12<sup>th</sup> May 2022 and carried out checks and signed the Annual Internal Audit Report section of the Annual Governance and Accountability Return (AGAR). Her written report was awaited but the RFO had circulated an email regarding some of the things discussed such as the reserves policy (the auditor was happy to note that such a policy had been adopted and the PC was compliant with its own policy). Although not commented on by the auditor, it was noted that the bank balance in the Lloyds account was over the £85,000 protection from the Financial Services Compensation Scheme and the RFO would take steps to share the risk by an appropriate transfer to the Barclays account.

### d. 2021/22 Annual Governance Statement (AGAR 2021/22 Part 3).

It was **resolved** to formally approve the 2021/22 Annual Governance Statement (AGAR 2021/22 Part 3). All in favour.

### e. Accounting Statements 2021/22.

It was **resolved** to formally approve the Accounting Statements 2021/22, all in favour

## 10 CRIME REPORT

The next Police and Communities Together (PACT) meeting would be 9<sup>th</sup> June 2022. Councillors were asked to notify Cllr. Cantelo of any issues they would like her to raise. A concern was expressed regarding motorcyclists wearing balaclavas but no helmets and the need for greater Police pressure. It was noted that following anti-social behaviour at the MUGA, closed circuit television (CCTV) camera footage had been consulted and a report had been sent to PC Katkowski (PC 2010). The Police had visited the homes of those responsible and the parents grateful that this had been addressed.

## 11 DATES OF FUTURE MEETINGS

Dates of forthcoming meetings:

**Parish Council** – 4<sup>th</sup> July 2022, 7:30pm, Barwick Village Hall (or alternative as advised).

**Finance and General Purposes Committee** – 14<sup>th</sup> June 2022, 7pm, Pavilion.

**Planning Committee** – 29<sup>th</sup> June 2022, 6:30pm, venue to be determined.

**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 10:10pm.

Signed

Chair  
4 July 2022

Appendix One – the Chair’s Report on activities of events to mark the Platinum Jubilee of Her Majesty Queen Elizabeth II – agenda item 7.2

***The Queen’s Plainum Jubilee 2022 – events in Barwick in Elmet and Scholes***

*I would like to thank and congratulate all our residents, our organisations and our community for the marvellous programme that was prepared and executed in Barwick in Elmet and Scholes over the four days of the Jubilee.*

***Thursday 2<sup>nd</sup> June.***

*I made a point of visiting every event. The first was the erection of Barwick maypole after a five-year gap. The pole had been refurbished and looked fantastic – paraded through the streets followed by a long procession including bands, entertainers and of course, the new May queen and all the children all dressed for maypole dancing and all looking lovely, boys as well as girls. It is a huge job taken on by the maypole trust – as in previous years they did a superb job.*

*This was followed by the lighting of the beacon on the top of Hall Tower Motte. Stan Hardy, Deputy Lord Lieutenant crowned the May queen and later lit the beacon.*

***Friday 3<sup>rd</sup> June***

*This was the day for Scholes scouts to hold their b-b-q along with lots of stalls and games for the youngsters. They had a good supply of beer and the sun shone – well done to John Bliss and his team.*

*In the evening Barwick Village Hall held a supper dance with entertainment. The food was good, the entertainment excellent and we were encouraged to have a dance so dance we did. A lot of work for a small team led by Linda Turp, it went with a swing and was enjoyed by all.*

***Saturday 4<sup>th</sup> June***

*Now we return to Scholes for the Mad Hatter’s tea party, the weather a bit cooler but dry. Janet Horkan and the Scholes Lodge Farm team put on a great show, fancy dress, cake baking, down the rabbit hole and most successful tug of war. Everyone wanted to have a go. Similar to the scouts bbq the emphasis was on entertainment for all our youngsters, and it made for memorable occasions.*

***Sunday 5<sup>th</sup> June***

*Songs of praise with the Gawthorpe Brass Band – in the rain – but who cared. Following the combined Anglican and Methodist service the rain increased and everyone moved indoors to listen to the band and have a picnic, the church café opened so warm drinks were available.*

*After all this excitement I was exhausted so returned home to watch the Jubilee pageant on the tv. This Jubilee has been truly memorable and again on behalf of the Parish Council I thank and congratulate everyone in the community for setting events up and participating. well done to all.*

*Claire Hassell, Chair to the Parish Council of Barwick in Elmet and Scholes 2022- 23*