

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 11<sup>th</sup> July 2022 at 7pm in Barwick Miner's Institute.

**PRESENT:**

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

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

**1 PUBLIC PARTICIPATION**

There were comments as follows

- Two residents came regarding proposals for Hall Tower Field. The Chair confirmed that there had been an on-site meeting between her and the former Chair and Heritage England. A trim trail for running had been considered and Heritage England had agreed in principle to this but a full circuit of the mound was not possible due to the uneven nature of the land at the back of the hill. The matter was now with Ancient Monuments. One of the residents stated his objection to the proposal expressing concerns that this would attract children and welcome behaviour and suggested that Jack Heaps field would be better. He asked if there was an appetite for the track and asked about timescales and asked if there had been any input from Leeds City Council (LCC) and whether exercise equipment was also being considered. The Chair didn't feel Jack Heaps field was appropriate as it had been left to the village for the children of the Parish. The other resident expressed surprise that Heritage England had no objections as his property was on land considered to be part of the historic site and he articulated the many difficulties he had had with Heritage England in building an extension including much negotiation and inspection of the digging. His stated that his only concern was the cost of the proposal. The Chair confirmed that this was in the early stages, there were no timescales, there had been no costings and no input at this stage from LCC and that there would be consultation before anything was done. Cllr. Dales expressed support for the concerns raised by the residents. The residents asked how will they would find out about the proposals and were advised these would be in the minutes and by email. The method of consultation would be considered. The Chair agreed to let the residents have the name of the contact at Heritage England.
- Another resident repeated his concerns made at the June meeting that meetings were being held in Barwick every month and expressed frustration at the lack of progress in the month since. He noted that the venue had changed (to allow the meeting to start at 7pm) but felt that the size of the room contradicted the claims about social distancing. The Clerk had made some enquires, only the anteroom in Scholes Village Hall is available on a Monday night and Saint Phillip's church has another meeting on the first Monday of the month. The resident asked whether consideration could be given to changing meetings from the first Monday of the month.

**2 APOLOGIES.** None. It was noted that notice of the vacancy following the resignation of Mike Brunt 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> July 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.

**3 DECLARATIONS OF PECUNIARY INTEREST.** None.

**4 MINUTES OF PREVIOUS MEETING.**

Cllr. Slater challenged the reporting of the public participation at the June meeting. He was concerned that the Chair had apologised to the resident on behalf of the PC when there was no evidence of improper conduct and suggested that the resident had misheard a comment. The resident was upset, and the Chair clarified that she had apologised to the resident that she felt that way. This was one person's word against

another, Cllr. Slater had no recollection of the alleged comment and therefore felt no need to apologise. He was thanked for spending eight hours on the day assisting users of the shuttlebus. It was **resolved** that subject to the comments above being noted in the July minutes, that the minutes of the June meeting of the PC (2/2022) held on 6<sup>th</sup> June 2022 (682-687) having been circulated, be approved.

## 5 CORRESPONDENCE

3184 was from a resident concerned about an overgrown hawthorn hedge at the rear of his property. 3185 was from a resident concerned about an overgrown public right of way (19). The Clerk had emailed the LCC public rights of way officer about this and a reply had been received.

3186 was an enquiry about using Barwick football field for a junior football team on a Sunday morning. The resident had also spoken to the Clerk by telephone. An official of Mount Saint Mary's football team had been made aware and it was left to the two parties to liaise with one another.

3187 was from residents concerned that a wall on Leeds Road has been taken down and a new access created. This had been passed to LCC Planning Compliance and an acknowledgement received with a case reference number. Concerns had been passed to Ward Cllr. Stephenson.

3188 was from Scholes 1<sup>st</sup> Scouts concerned that their grass has not been cut. The PC had a bespoke agreement with LCC regarding grass cutting. Highlighting concerns about this could lead to a review which was disadvantageous to the PC (due to the probable change of officer at LCC). The grass was being cut alternate Friday mornings and it was suggested that Scouts ensure they leave their gate open or attend and speak directly to the driver of the tractor.

## 6 ACTION TRACKER

The Clerk presented the Action Tracker.

Actions arising from Scholes Lodge Field subcommittee meetings.

- Scholes Lodge Field (SLF) – skip. Deferred.
- Elder Tree on Scholes Lodge field. A quotation had been received from the tree surgeon who did Jack Heaps field and Hall Tower field. The SLF subcommittee felt that this was above what they envisaged and were considering doing this themselves.
- SLF subcommittee would be publicised in the next newsletter, an article had been drafted.
- Clerk to contact Taylor Wimpey and request the stream running alongside Scholes Lodge field is once again cleared. On 10<sup>th</sup> June, the Clerk got a reply from the agent acting on behalf of Taylor Wimpey (Savills) suggesting that the tenant was on holiday and that they would sort it out when he returned. The Clerk had heard nothing further but Cllr. Dales had been in conversation with one of the tenant's employees who confirmed that this had been discussed.
- 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. No progress beyond what was recorded in the June minutes.

Actions arising from PC meetings.

- PC Strategic Plan – following the resignation of Mike Brunt, Cllr. Ragg agreed to take the lead on this. The Clerk would contact the former Councillor so that Cllr. Ragg could pick up where he left off.
- Two residents had attended the meeting on 1<sup>st</sup> November and expressed frustration regarding their planning application for the former rectory and were disappointed with the time taken for LCC to determine their application (seven months) and were seeking PC support to get a decision. LCC had determined the application on 23<sup>rd</sup> June 2002 (they had refused permission)
- PC garage lock. The garage door was now working, helped by a squirt of a solvent-based, spray degreaser (WD40). There was discussion about selling the barriers, a response to proposals to use two of them as bicycle racks was awaited.
- Quotations for repairs to Verity Strip. On 1<sup>st</sup> July 2022, the Clerk had emailed members of the Cricket Club for an update aware that the club had had a meeting. He had received a reply from one of the committee members to say that he had not attended the meeting.
- Cllr. Ragg now had view-only access to the bank account and had been passed various papers from the bank.

- Financial Regulations review. This had begun at the Finance and General Purposes (F&GP) Committee meeting in June and was an agenda item at the July meeting to continue.
- Terms of reference for the Planning Committee – see below.
- Equalities Policy. This was an agenda item for the July F&GP Committee meeting. Meanwhile the Clerk would circulate a copy of the LCC Equality and Diversity Policy to all Councillors.
- Terms of reference for the Pavilion subcommittee. This had been considered at the June PC meeting where clarification had been requested on matters relating to data protection. This had been raised with the Information Commissioner’s Office and a reply was awaited.
- Complaints Policy. Policies of other parishes would be used as templates for the PC policy.
- Bench at Rakehill Road. This was now fitted. A concern was expressed that the grass sods had not been removed from the location.
- Pavilion – a final payment of £1,900 from Veolia had been received taking the total amount awarded to the full £38,000.
- The Clerk had begun investigating venues to allow meetings to alternate between the two villages and to start at 7pm. The Miner's Institute had been booked for the July PC meeting to allow a 7pm start. Only the anteroom in Scholes Village Hall was available on a Monday evening which only seats six.
- Correspondence item 3181 was from a Barwick resident concerned about road safety on Barwick Main Street and the lack of a pedestrian crossing. The Clerk had chased LCC Highways for a response to previous concerns. He had had a reply on 17<sup>th</sup> June 2022 to say that a Senior Engineer oversees their pedestrian crossing programme this location would be referred to him. There was an aspiration for a more information early the following week. As this had not occurred, the Clerk would chase.
- 20mph consultation - The Clerk had responded on behalf of the PC on 23<sup>rd</sup> June 2022
- The Clerk was still to submit an application to the Outer North-East Wellbeing fund for a defibrillator to be sited at Scholes Pavilion and would ensure this was dealt with as a priority.

## 7 OTHER ITEMS

### 7.1 Neighbourhood Plan update and proposals that the area covered by the Plan be to be extended beyond the Parish boundary

The Chair of the Neighbourhood Plan working party was in attendance and asked to give a report. A Statement in Support of request to extend the boundary of the Neighbourhood Area had been circulated to all ahead of the meeting. This asked LCC to approve boundary changes and the working group were asking the PC to approval in principle the extension of the boundary. The statement had been drafted in consultation with the LCC Neighbourhood Planning Manager. Support from Ward Councillors for Cross Gates ward would be needed. As members of the working party, Cllrs. Cantelo and Walsh endorsed the comments of the Chair of the group. It was **resolved** to agree in principle to the proposals, all in favour.

### 7.2 Finance and General Purposes (F&GP) Committee meeting of 14<sup>th</sup> June 2022 and drainage works on Scholes Sports field

The draft minutes of the F&GP meeting of 14<sup>th</sup> June 2022 had been circulated and their decisions noted. It was noted that the drainage works on Scholes Sports field commenced on Monday 20<sup>th</sup> June 2022, this was not completed, the contractor was making a further visit on 13<sup>th</sup> July.

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

- It was **resolved** to accept the recommendation of the subcommittee that hire charges for the coming year be increased by 10%, deferred until April 2023. this was due to increased running costs due to inflation and annual inspection of the new equipment.
- It was **resolved** to accept the recommendation of the subcommittee that exclusive use hire charges be £4 per half hour for the tennis court and £8 per half hour for the Multi-Use Games Area (MUGA). The subcommittee would consider the practicalities and administration of this. The main grant funders had been notified.
- It was agreed that the Clerk produce a report from the key fob gate access software to show the level of usage of the MUGA/Tennis Courts.

#### **7.4 Management of Hall Tower field.**

It was **resolved** that the Scholes Lodge Field subcommittee also oversees the management of Hall Tower field and that a Barwick Councillor joins the subcommittee.

#### **7.5. Spare water bottles.**

It was **resolved** that the spare Platinum Jubilee water bottles be given to the Elderberries group in Scholes, all in favour. There was discussion about how many water bottles were left the Clerk would establish how many had been given to each school and to children resident in Parish who attend schools elsewhere and any otherwise distributed.

#### **7.6 Post Office access to the Pavilion**

It was **resolved** that an additional key to the Pavilion be cut for the Post Office.

#### **7.7 Pavilion cleaner**

It was noted that the cleaner for the Pavilion has withdrawn her services. Cllr. Cantelo suggested someone and further discussion of this matter was referred to the Pavilion subcommittee.

#### **7.8 Benches policy**

This would be considered by the F&GP Committee. There was discussion about the need to include reference to sustainable sources in the policy and the supplier being the PC. The list of locations would be recirculated. The Clerk would email the LCC Highways officer to clarify that there would be a small amount of excavation associated with each bench (in order to lay flagstones) to ensure he was aware of this in the granting of permission.

#### **7.9 Allotment Association.**

Cllr. Hassell had circulated a report detailing progress being made with regard to setting up an Allotment Association. She had taken advice from the National Allotment Association and obtained lots of information. There would be another meeting with the allotment holders. She suggested that the collection of rent from plot holders be deferred. There would be an agenda item at the September meeting for a formal decision to be taken.

#### **7.10. Plaques for the “Tommies”.**

It was noted that the plaque for the Scholes “Tommy” (being wooden) had rotted. Quotations for stainless steel and stone plaques would be obtained for the next meeting. It was felt that the wording should be kept simple, “to our fallen comrades” was considered appropriate.

#### **7.11 Request from Scholes 1st Scouts for a contribution towards the cost of sending two of their number to the World Jamboree in South Korea in 2023**

Scholes 1<sup>st</sup> Scouts had requested a contribution towards the cost of sending two of their number to the World Jamboree in South Korea in 2023. It was felt that any such contribution should be conditional on Scout members giving something back to the Parish in return such as painting Scholes playground, delivering newsletters or doing a litter pick. It was suggested that the newsletter be used to advertise a “Just Giving” page. It was also suggested that they apply to the Community Fund. Cllr. Hassell would contact the Group Scout Leader to discuss these suggestions.

#### **7.12 Barwick notice board.**

It was noted that the Clerk had used his delegated authority to repair the notice board in Barwick which was urgent to the danger of broken glass at a location heavily used by the public.

#### **7.13 Reports of meetings/training attended**

- On Wednesday, 15<sup>th</sup> June 2022, Cllr. Slater had attended a Play Area Inspections webinar course run by Streetscape Products and Services Limited, (RoSPA qualified). He expressed disappointment as this was more of a sales pitch than a training course and he did not gain

any formal certification as a result. It was agreed that in future, clarification from the Yorkshire Local Councils Associations (YLCA) be sought regarding courses before enrolment.

- On 21<sup>st</sup> June 2022, Cllrs. Hassell and Slater had attended the quarterly YLCA Meeting.
- Cllr. Slater had also attended the Outer North-East forum at Leeds Civic Hall.
- Cllr. Walsh had attended a consultation meeting regarding the East Leeds Orbital Road (ELOR). There was an expectation that this would be completed before the music festival. The road would be opened without formal announcement one an unspecified Tuesday afternoon.
- Cllrs. Remmer and Walsh were attending a Zoom meeting on 12<sup>th</sup> July, also regarding the ELOR.

#### 7.14 Website report.

The Clerk had circulated a report showing the number of hits and users as of 5<sup>th</sup> July 2022.

#### 7.15 Surgery report.

Cllr. Cantelo had attended the June surgery. A concern had been expressed about the new LCC notice board on Belle Vue Estate. Cllr. Slater had also heard similar concerns from residents he had meet. The next surgery was at the end of July, Cllr. Ward was happy to attend future surgeries but wasn't available for the July one.

### 8 PLANNING MATTERS

- a. The Planning Working Committee had met on 29<sup>th</sup> June and 11<sup>th</sup> July (just before the PC meeting). The notes of the meeting of 29<sup>th</sup> June had been circulated ahead of the meeting and the decisions were noted.
- b. Following the resignation of Mike Brunt, there was now a vacancy on the Committee. Cllr. Hassell (who is ex-officio) asked to be included in distribution of planning notifications and it was **resolved** to extend this to this to all Councillors.
- c. It was **resolved** to adopt the revised Terms of Reference which had been circulated to all ahead of the meeting.

### 9 FINANCE

- a. Cash book and bank reconciliation for June  
The cash book and bank reconciliation for June had been circulated, it was noted that Scholes 1<sup>st</sup> Scouts had paid their ground rent and water. The Responsible Financial Officer (RFO) advised the meeting that since 30<sup>th</sup> June, Scholes Bowling and Cricket Clubs had made similar payments and that all rents were now received and that secondary water meter readings had allowed bowling club to be invoiced for actual usage (insufficient information from Cricket and Scouts had meant both being charged equally for the balance of usage). Pavilion usage was also noted and it was suggested that an invoice be raised. There was a comment that the cost of the key fobs had been taken from the Pavilion budget with a suggestion that there be a dedicated entry for these.
- b. Formal approval of invoices and payments to be made for July/August  
As there was no meeting in August, the RFO had included anticipated payments for which an invoice was yet to be received (a total of nineteen potential payments from 1<sup>st</sup> August 2022, seven by bank transfer with an estimated total of £2,283.86 and twelve automated payments with an estimated total of £481.78. The total number of payments for July and August was £30,346.68, forty-three payments, twenty-four by bank transfer (£29,612.01) and nineteen automated payments (four card payments totalling £45.84 and fifteen direct debits totalling £688.83). The largest invoice was £20,274 + VAT for the drainage works on the football area of Scholes Sports field. This work was still ongoing and payment would be made on completion of works. It was **resolved** that payment of the above amounts be approved, all in favour. It was noted that a resident who had organised the Mad Hatter's tea party had still not been reimbursed for her of pocket expenses (i.e. insurance cover). It was **resolved** that this payment (£66) be made subject to a revised invoice from the resident being received, all in favour.

- c. It was noted that the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2022 had been published on the website and in notice boards and that these documents were available for inspection from 20<sup>th</sup> June to 29<sup>th</sup> July 2021.

## **10 CRIME REPORT**

A report of the Police and Communities Together (PACT) meeting of 9<sup>th</sup> June 2022 had been circulated. There was concern about fighting outside public houses leading to a proposal to introduce a pub watch scheme.

There was a sign down in the conservation area, the Clerk would look into this.

## **11 DATES OF FUTURE MEETINGS**

Dates of forthcoming meetings:

**Parish Council** – 5<sup>th</sup> September 2022, venue and time to be confirmed.

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

**Planning Committee** – 27<sup>th</sup> July 2022, 6:30pm at the Miner's Institute.

**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 9:55pm.

Signed

Chair  
5 September 2022