

MINUTES of the PARISH COUNCIL MEETING

held on Monday 26th September 2022 at 7pm in Saint Philip's Church, Scholes.

PRESENT:

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

In attendance: Four residents and the Clerk.

The Chair opened the meeting by thanking all those involved with the Peace Flame. She thanked the local lay reader, Alan Stanley, for delivering an appreciation of the life of Her Majesty Queen Elizabeth II. The deputy Lord Lieutenant was also in attendance. It was noted that the Parish Council (PC) was entitled to a proclamation, something which could be considered for the Coronation.

1 PUBLIC PARTICIPATION

- Two members of the Community Fund came to share information with the PC about the ticket allocation process for residents applying for reduced price tickets. This was in response to criticism of the existing process as some people seemed to get a ticket every year whilst others missed out. The process was explained. The key deadline for the Community Fund was 31st July being the date that they had to submit final resident data to Festival Republic. It was noted that an adjacent parish received a bigger allocation from Festival Republic allowing their residents to nominate a friend (not necessarily a resident of their parish). Some residents of Barwick and Scholes were using this route to obtain tickets and therefore consistently being successful. Also, some of those living in properties especially close to the Festival were being given tickets which they passed on to friends and family. There had been 670 applications for tickets with the draw being done in late May or early June. 61 applications were invalidated leaving 609 to be drawn. 89 tickets were returned after the first ballot and 381 were picked out. One member of the Community Fund had sent 1400 emails and the Chair had sent a further 418 and a bank reconciliation needed to be done. The ticket price was set by Festival Republic. The PC newsletter and website were suggested as ways to inform residents about the way their ticket applications are handled.
- Another resident gave advanced notice of a proposed event on Scholes Lodge Field, the date of which was still to be decided. There would be no gala in Scholes in 2023. The local lay reader had suggested making this a dual event with Saint Philip's Church. The PC could help with insurance and music but would need to know the costs involved. There would be an agenda item at the next PC meeting to consider this.

2 APOLOGIES. Cllrs. Cantelo and Ragg.

3 DECLARATIONS OF PECUNIARY INTEREST. None.

4 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the July meeting of the PC (3/2022) held on 11th July 2022 (688-693) having been circulated, be approved. There were still concerns regarding the previously agreed corrections to the June minutes, there would be an agenda item next time to consider this further and a suggestion that advice be sought from the Yorkshire Local Councils Associations (YLCA) regarding retrospective corrections to approved minutes.

5 CORRESPONDENCE

- 3189 was from a resident concerned that water bottles had been distributed at the June 2022 PC meeting and that these had been accepted by Councillors named in his email. This had been referred to the Police and a response was awaited.

- 3190 and 3199 related to public transport, Mayorsbigbuschat, was a survey and face-to-face public drop-in events regarding bus services and 3199 was an email from a Better Buses for West Yorkshire Campaigner with a template letter for Parish Councils to sign and send to the Mayor of West Yorkshire.
- There had been lots of responses to the newsletter article about proposals for Hall Tower Field, these had been collated and circulated (3201). There had also been a Freedom of Information request from a resident regarding all communications between the PC and Historic England (3194).
- There had been two communications from 1st Scholes Scouts. 3191 regarding proposals for a steel-roofed canopy to the south side of the hut and 3197 regarding grass cutting and proposals for more efficient heating and lighting for the hut and a facelift to the external of the building as well as the canopy.
- 3192 was regarding missed bin collections (Schoolgate) and 3198 was from a resident asking if anyone on the PC knew of any land available for rent for equestrian use.
- 3195 was from a resident wanting minutes of the PC Festival Committee (note: the PC does not have such a committee).
- 3193 was regarding parking (and leaving of trailers and bins) on the footpath/grass and road.
- 3196 was regarding a proposal by the YLCA to introduce a grants bulletin with associated survey to determine whether parish councils would be prepared to pay additional subscription for this. The PC felt that this was unnecessary.
- 3200 was a letter from the Valuation Office Agency asking for information to be completed online by 20th October 2022 (the Clerk had done so).
- 3202 was a resident concerned about bird droppings from beech trees on PC land overhanging their property.
- 3203 was an allotment holder making a complaint about abusive behaviour from another plot holder. The resident had also complained to the Police and got a crime reference number.

6 ACTION TRACKER

The Clerk presented the Action Tracker.

- The 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. 01/09/2022 a chasing email had been sent by the Clerk. 05/09/2022 Reply received ""Through Riparian ownership the ditch is actually the responsibility of the landowner of the field adjacent".
- PC Strategic Plan – in the absence of Cllr. Ragg there was no update on this.
- Scholes Lodge Field subcommittee to be publicised in the next newsletter – this was a proposal from the September 2021 subcommittee meeting. A feature appeared in the September 2022 newsletter.
- Railway Bridge – it was noted that Cllr. Cantelo was struggling to find time to take this forward and it was agreed that the Clerk progresses this.
- Complaints Policy. Agreed at the June PC meeting to rescind the old policy and form a review committee tasked with taking professional advice and producing a revised policy to recommend to the PC. No progress.
- Financial Regulations – review being carried out by Cllr. Ragg with liaison with the Finance and General Purposes (F&GP) Committee. Reviewed at the F&GP meetings of 14th June 2022 and 12th July 2022.
- 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 Leeds City Council (LCC) Highways for a response to previous concerns. 01/09/2022 chasing email sent by the Clerk.
- 20mph consultation - The Clerk had responded on behalf of the PC on 23rd June 2022. Reply received from Gary Pritchard (Senior Engineer, Traffic Engineering, LCC Highways) on 22nd August 2022, circulated by the Clerk 23rd August.

- The Clerk had submitted an application to the Outer North-East Wellbeing fund on 29th July for a defibrillator to be sited at Scholes Pavilion. Meanwhile, the Clerk has been approached by a resident who is a representative of a men's society who have been fund-raising and wish to pay for a defibrillator at this location. The Clerk emailed members of the Pavilion subcommittee about this on 16th August 2022.
- The Clerk would ask a local contractor to quote for the flagstone work near Crosland Mews.
- Cllr. Ward now had a key for opening the Pavilion for the Post Office, she thanked Cllr. Slater for opening up until now.

7 OTHER ITEMS

7.1 Pattern of Meetings venues.

It was agreed to keep the pattern of meeting on the first Monday of the month (where possible) and to alternate between the two villages subject to venue availability. The next meeting would be in Barwick in the John Rylie Centre. Scholes meetings would be at Saint Philip's, either in the church building or in the adjacent hall (another hirer meets on the first Monday of the month and uses either the church or the hall).

7.2 Leeds Festival Working Group meetings of 26th July and 16th August.

A report of the Leeds Festival Working Group meetings was received. The main concern was regarding road closures, following accidents at the "soft" closure of the Kiddal Lane/A64 junction, it had been necessary to close this junction to all traffic. There would be a further meeting that week.

7.3 Christmas Lights.

It was **resolved** to accept the quotations from Leeds Lights for Barwick and for Scholes. In response to a query, it was noted that Leeds Lights take strings of lights down every two or three years, not annually.

7.4 Insurance for additional the Multi-Use Games Area (MUGA) and outdoor gym equipment.

It was **resolved** to accept the quotation from the Insurers for additional premium to cover the MUGA and outdoor gym equipment.

7.5. National Association of Local Councils (NALC) Civility and Respect Project.

It was **resolved** that the PC signed up to the pledge associated with the NALC Civility and Respect Project and that Councillors and the Clerk attend associated training courses as appropriate

7.6 Cost-of-living crisis and a proposed heat bank.

It was **resolved** that the PC supports in principle measures to help residents with the cost-of-living crisis including a proposed heat bank. The Pavilion and the Methodist Hall were suggested as possible venues (with a suggestion that the Pavilion is renamed as a Community Hub). An evaluation of costs would be carried out.

7.7 Fair on Jack Heaps field

It was noted that the Fair would be coming to Barwick in Elmet and planned to move onto Jack Heaps field on Monday 17th October and to open Thursday - Friday 6pm to 9.30pm, Saturday 2pm to 9.30pm Sunday 2pm to 7.30pm and Monday 6pm to 9pm.

7.8 Allotments

- a. It was **resolved** to notify PC allotment holders as required by legislation that there would be a rent increase of 10% from October 1st 2023 and that in future years the annual rent review would be an agenda item each September
- b. Progress in setting up an Allotment Association was noted and there would be an agenda item at the next meeting to consider proposals.
- c. It was **resolved** to accept a recommendation of the F&GP Committee that the cost of renewing membership of the National Allotment Association be taken from unused Community Fund grant

7.9 Cutting back of laurel trees, rose and hebes on the land adjacent to Crosland Mews

A request to consider cutting back of laurel trees, rose and hebes on the land adjacent to Crosland Mews and to consider a skip for the foliage was considered. As this was not PC land, LCC would be approached about this.

7.10. Finance and General Purposes Committee.

The draft minutes of the F&GP Committee meeting of 12th July 2022 were noted. Advice had been sought from the YLCA about the holding of information about Pavilion Bookings and allotment waiting lists on personal computers noting that where this was happening, there needed to be a clear justification for doing so.

7.11 Clerk's appraisal. It was noted that the Clerk's appraisal had taken place on 26th July and the report was noted.

7.12 Reports of meetings/training attended

- a. Nimble Training - Data Protection Essentials – 8th August 2022 – Cllr. Cantelo
- b. YLCA training - Standards of Behaviour Webinar session on Wednesday, 17 August 2022 – Clerk
- c. Allotments - Site Facilities and Health & Safety Webinar on Wednesday, 14 September 2022 - Cllr Hassell

7.13 Website report

The Clerk had circulated a report showing the number of hits and users as of 1st September 2022.

7.14 Surgeries held at Saint Philip's Church café

There was no report and the effectiveness of the surgeries was discussed. It was noted that Connexions would be taking over as the service operator for the number 11 bus service.

8 PLANNING MATTERS

The minutes of the Planning Committees held on 27th July and 24th August had been circulated and their decisions were noted.

9 FINANCE

- a. Cash book and bank reconciliation for July/August
The Responsible Financial Officer (RFO) had circulated the cash book, bank reconciliation and budget monitor showing all income and expenditure to the end of August 2022. Since then, there had been two £5 payments for key fob deposits and very few outgoings other than automated payments and payments to the cleaner and to the credit card company (to avoid fees). Cllr. Slater expressed concerns that expenditure was sometimes incurred which exceeded the budgeted amount (and cited specific examples of where this had occurred). He also expressed concern that the Clerk's salary should be paid on the 20th of the month and this was now overdue in spite of a commitment when this had occurred previously that this would not happen again. There would be an agenda item next time to consider preventing this happening again.
- b. Formal approval of invoices and payments to be made for September/October
The RFO had circulated a list of payments. Due to the fact that there had not been a meeting since 11th July, there were more payments than usual and as the meeting was well into September, the RFO had also included anticipated payments for October. Since the list of payments had been circulated, there had been additions, i.e. annual renewal of the Royal Mail Licence (£99.70 + VAT), grass cutting of the mound on Hall Tower Hill (£1,140 + VAT) and grass cutting of the flat area on Hall Tower Field (£155). The electricity bill for the Pavilion had been reported as £34.10 + VAT but the amount to be taken in October would be £33.44. In total there were fifty-eight payments/adjustments with a total value of £6,316.93. Of these, ten were direct debit payments totalling £463.19. There were forty-eight other payments

totalling £5,853.74 (three adjustments totalling £4.99). It was realised that the Clerk's October salary had not been listed in the anticipated payments for October and it was **resolved** that this be added to the list as the next PC meeting would not be until November. There was one disputed payment being £25 to the YLCA for training, Cllr. Cantelo had not received the reporting instructions, but the YLCA insisted that these had been send. The RFO would contact the YLCA for their terms and conditions before a decision about payment would be made. It was **resolved** that payment of the above amounts be approved, all in favour.

- c. It was **resolved** that Cllr. Remmer be an approved signatory on the account.

10 CRIME REPORT

A report of the Police and Communities Together (PACT) meeting of 18th August 2022 had been circulated.

11 DATES OF FUTURE MEETINGS

Dates of forthcoming meetings:

Parish Council – Monday 7th November 2022 at 7pm at the John Rylie Centre

Finance and General Purposes Committee – Tuesday 4th October 2022 at 7pm at the Pavilion.

Planning Committee – 28th September 2022, 6:30pm, Barwick Miner's Institute

Barwick in Elmet and Scholes Playing Fields Committee – scheduled for 10th October 2022, 7:30pm, Barwick Miner's Institute (note: since the meeting, this has been rescheduled for 24th October).

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 9:22pm.

Signed

Chair

7 November 2022