

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 7<sup>th</sup> November 2022 at 7pm in the John Rylie Centre, Barwick in Elmet.

**PRESENT:**

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

**In attendance:** The Clerk.

**1 PUBLIC PARTICIPATION.**

No members of the public were in attendance.

**2 APOLOGIES.** None.

**3 VACANCY.** It was **resolved** that that Gillian Williamson be co-opted to fill the vacant position on the Barwick Ward, all in favour.

**4 DECLARATIONS OF PECUNIARY INTEREST.** None.

**5 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the September meeting of the Parish Council (4/2022) held on 26<sup>th</sup> September 2022 (694-698) having been circulated, be approved.

It was **resolved** that the wording of the public participation session recorded in the June minutes be changed from "A Councillor was on the shuttlebus and made a comment . . . ." to "A Councillor was on the shuttlebus and *the resident alleged* that the Councillor made a comment . . . .

**6 CORRESPONDENCE.**

A resident had emailed expressing concerns that the contractor who had done the drainage work done on Scholes football pitch had left it in an unplayable and in a dangerous state. The Clerk had responded and an exchange of emails followed which confirmed that the work had been paid for out of Community Infrastructure Levy (CIL) money and the resident suggesting that remaining CIL money was spent on improving the link between the two villages along Rakehill Road.

**7 ACTION TRACKER**

The Clerk presented the Action Tracker.

**Ongoing**

- Railway Bridge. There had been no progress since the previous meeting (the Clerk having agreed to take this forward). It was suggested that as the Parish Council (PC) did not have direct responsibility for the bridge, that concerns should be taken up with Historic Railways England (HRE). It was however noted that improvements to the bridge had been considered as part of the PC capital programme.
- Complaints Policy. There had been no progress in setting up a review committee (agreed at the June PC meeting) tasked with taking this forward. Therefore, the Clerk would produce a template policy for consideration at a future meeting.
- Lack of a pedestrian crossing concerns in Barwick Main Street (correspondence item 3181). The Clerk had received an email on 27<sup>th</sup> September from Jonathan Waters, Senior Engineer, Traffic Engineering saying "*I oversee the Pedestrian Crossing programme of work*" and "*We will arrange for a new survey to be carried out and to back that up with a full Pedestrian Crossing Assessment accordingly. I will ask that my colleague Chris Procter who covers the Harewood area picks this up for me, including the onsite work when he is in the area. Once we've conducted this exercise and*

reached a conclusion, either myself or Chris will write back with the findings". The Clerk would ask for an update.

- 20mph consultation – Consultation notices were now appearing on lampposts. There were still concerns about Leeds Road which had been raised with the East Leeds Orbital Road (ELOR) team. The Clerk would write again about this.
- Plaques for the “Tommy” silhouette statues. Cllr. Walsh reported that a stone plaque with the words “To our fallen comrades” was being considered.

#### **Completed.**

- A successful application had been made to the Outer North-East Wellbeing fund for a defibrillator to be sited at Scholes Pavilion.
- Cllr. Remmer had been added as a signatory to the Lloyds account.
- A quotation had been received from a local contractor regarding flagstones near Crosland Mews. It was **resolved** to accept this quotation.

## **8 OTHER ITEMS**

**8.1 Finance and General Purposes (F&GP) Committee.** The draft minutes of the F&GP Committee meeting of 4<sup>th</sup> October 2022 had been circulated and the following items were brought to the PC for consideration.

- a. Equal Opportunities and Diversity policy. A draft policy had been circulated. It was **resolved** to adopt this policy subject to the addition of the words “*available from Leeds City Council*” in the final section regarding alternative formats.
- b. Benches Policy and application form. A draft policy and application form had been circulated. there was a concern that the choice of benches outlined in the policy did not match those identified on the application form. It was agreed that both documents be considered separately, and it was **resolved** that they be adopted.
- c. Proposal that a consultation leaflet be produced with proposals for Hall Tower field usage on one side and for a playground for seven to twelve-year-olds near the football pitch Scholes on the other side. It was agreed that this proposal be considered as two separate items and **resolved** that the proposal be amended to exclude any further consultation regarding Hall Tower Hill. It was felt that the consultation process should include the age group most likely to use the facility and that this could be done through the schools, Cllr. Ward would be happy to do so. It was **resolved** to agree in principle to the consultation for the proposals in Scholes. Councillors were asked to provide feedback on the consultation leaflet which Cllr. Slater had produced and that such feedback be submitted to Cllr. Ragg within two weeks of the day of the meeting. There was a query about safeguarding and there would be an agenda item at a future meeting to consider a safeguarding policy.

### **8.2 Thanking those who deliver Parish newsletters.**

It was **resolved** to purchase a small token of appreciation for those delivering Parish newsletters such as a tub of chocolates.

### **8.3 Grant application from Scholes in Bloom.**

A grant application had been received from Scholes in Bloom for £1,500 and it was **resolved** to award them a grant of this amount.

### **8.4 Terms of Reference of the Pavilion subcommittee**

A draft set of Terms of Reference of the Pavilion subcommittee had been circulated, various changes were suggested such as changing “committee” to “subcommittee”, “Pavilion” to “facility” and creation of a couple of bullet points in a couple of places which had originally been listed as a single bullet point. The Clerk would circulate the revised document for formal approval at a future meeting.

### **8.5. Purchase of additional bunting for events in 2023 using unused Jubilee budget money.**

It was proposed that up to 50% of the unused Platinum Jubilee budget be used for the purchase of additional bunting for events in 2023. It was **resolved** to accept an amendment to this proposal that up to £600 of the unused Platinum Jubilee budget be used in this way.

### **8.6 Scholes Lodge Farm subcommittee meeting 24<sup>th</sup> October 2022.**

Following the above subcommittee meeting the following items were brought to the PC for consideration.

- a. A proposal that the subcommittee also has responsibility for the maintenance of Hall Tower Field. This was deferred to the next meeting.
- b. To consider whether the event being planned for 2023 will be a private event or a PC event. This was also deferred to the next meeting and in the meantime, a budget for this event would be produced, the insurance cost established and options for grant funding be investigated.

### **8.7 Gate at the entrance to Scholes lodge field.**

It was noted that the gates at the entrance to Scholes Lodge Field was rotting, Cllr. Hassell would get quotations for all three gates.

### **8.8 Graffiti on East Leeds Orbital Road**

Cllr. Remmer had contacted the ELOR team regarding graffiti on this road, especially at the gateway to the village. Anti-graffiti paint and the use of a professional graffiti artist were suggested. Anti-graffiti paint had not been applied to the buttresses. The Clerk would write on behalf of the PC to Paul Russell of the ELOR team and copy to the Ward Councillors.

### **8.9 PC support of residents in the event that the electricity supply is turned off due to the energy crisis.**

Cllr. Dales had been contacted by a resident who had concerns about vulnerable residents in the event of planned power outages reported in the media as being considered by suppliers in response to the energy crisis and wondered if the PC had any contingency plans. The resident had a wood burner and would be able to offer hot drinks even if the power was turned off. Cllr. Cantelo spoke about a calling tree and offered to post something similar on the social media pages of both Neighbourhood Watch groups. Cllr. Walsh agreed to find out what Scholes Community Care were doing in this regard. The agenda item was deferred until further information had been established.

### **8.10. Recommendations of the Staffing Committee regarding the Clerk's Salary.**

Following the Clerk's appraisal, the Staffing Committee had had concerns that the Clerk might not be on the pay scale (Spinal Column Point) appropriate to his level of responsibilities and workload and therefore sought external advice from the Yorkshire Local Councils Associations (YLCA). Following a review, they had recommended that the appropriate pay scale for the Clerk should be Spinal Column Point 19. It was **resolved** to accept the recommendation of the Staffing Committee that the Clerk be moved onto this pay scale with effect from January 2023. It was also noted that a cost-of-living increase had been agreed by the National Joint Committee (NJC) backdated to April 2022.

### **8.11 Allowing subcommittees to meet using remote access or as hybrid meetings.**

Following advice from the YLCA, it was noted that there was no reason in statute why subcommittees could not meet either using remote access technology or as hybrid meetings but all subcommittees in the Parish were nevertheless subject to PC Standing Orders, paragraph 3q of which requires those voting to be present. To was resolved to change this paragraph to "*Subject to a Parish Council or Committee meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting, the same shall apply to subcommittees other than the requirement to be present*". It was noted that the PC no longer had a subscription to Zoom.

### **8.12 Playing Fields Committee.**

It was noted that the Playing Fields Committee met on 24<sup>th</sup> October and the draft minutes had been circulated.

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

- a. Cllr. Remmer had attended a remote access ELOR meeting on 13<sup>th</sup> October 2022. There how to pin concerns about graffiti and light pollution (a shadow was being created). The speed limit was remaining at 50 miles an hour. A traffic count on Leeds Road had been requested.
- b. Cllr. Slater had attended the Leeds Branch meeting of the YLCA on 18<sup>th</sup> October 2022. A report of the meeting had been circulated.
- c. Cllrs. Hassell and Slater had attended the Outer North-East Town & Parish Council Forum on 27<sup>th</sup> October 2022. There had been discussions about quality of bus services, about half of which concerned Wetherby. Opportunity had been taken to raise concerns about the number 11 (Scholes).
- d. Cllr. Slater had attended the Outer North-East Community Committee on 26<sup>th</sup> October 2022 using Webcast. This meeting confirmed the successful grant applications regarding Christmas lights and the defibrillator. Two benches were being supplied to the Parish courtesy of the Ward Councillors, these would be considered PC assets. Three locations for each village had been put forward and Councillors were asked to e-mail the Clerk ahead of that meeting with suggestions ahead of the next meeting where there would be an agenda item to consider this.

### **8.14 Multi Use Games Area (MUGA) usage report**

A report, extracted from the access control software, showing entry and exit to the facilities for the month of October had been circulated. This lead to questions about the red key and the gold key and repeated pressing of the exit button in quick succession.

### **8.15 Website and Social Media report.**

A report dated 1<sup>st</sup> November had been circulated showing the number of hits and users on the website the previous month and the contents were noted.

## **9 PLANNING MATTERS**

The minutes/draft minutes of the Planning Committees held on 28<sup>th</sup> September and 26<sup>th</sup> October 2022 had been circulated and the decisions were noted.

## **10 FINANCE**

### **10.1 Cash book and bank reconciliation for September and October 2022.**

The Responsible Financial Officer (RFO) had circulated the cash book, bank reconciliation and budget monitor showing all income and expenditure to the end of October 2022. It was noted that much of the income was payment of allotment rents including one to the Barclays account.

### **10.2 Formal approval of invoices and payments to be made for November 2022**

The RFO presented a list of payments for approval noting the following;

- a. As discussed at the previous meeting, he had contacted the YLCA (both by telephone and e-mail) regarding a disputed invoice for training and asked for terms and conditions. Their reply had being circulated and stated that when a Councillor books a training course, the onus is on them to ensure attendance and to flag any lack of reporting instructions.
- b. The F&GP Committee had revisited a previously approved payment to the Royal Mail for the annual renewal of the postage paid licence and agreed that not this should not be paid subject to consultation with the Neighbourhood Plan Steering Group who might want to make use of the postage paid envelopes. The Chair of the Steering Group had requested that the licence be renewed.
- c. The RFO reported several invoices not included when the cash book had been circulated the previous week which will be added to those being approved, i.e. allotment hedge cutting - £500 + VAT, a replacement battery for the Scholes defibrillator - £265 + VAT, a room hire expenses claim by the secretary of the Neighbourhood Plan Steering Group – £32, a new defibrillator for Scholes Pavilion - £1,030 + VAT and the fitting costs (signs and posts) - £155 + VAT.

It was therefore **resolved** to approve thirty-six payments for November and the first week of December totalling £6,697.85, i.e. ten direct debits totalling £882.50 and twenty-seven bank transfer payments totalling £5,815.35.

**10.3 Payment of the Clerk's salary without waiting for the formal approval at the monthly meeting.**

It was **resolved** that in future, payment of the Clerk's salary be made without waiting for the formal approval at the monthly meeting.

**10.4 Retention of the Youth Club £50 deposit.**

It was noted that the heating in the Pavilion had been left on during a period of lockdown and that the last group to use it were the Youth Club. The meter reading had now been taken resulting in an invoice from the energy supplier of £364.88 + VAT. It was therefore **resolved** that the £50 deposit held as part of the agreement with them be retained. The Clerk would write to them accordingly.

**10.5 Appointment of an Internal Auditor.**

It was noted that the Internal Auditor had retired and would not audit the accounts next April. The RFO had looked at the finance pages of the websites of neighbouring parishes and contacted the Clerks in order to obtain contact information of these auditors. In order to get like for like quotations, he had created a specifications document which had been circulated. Councillors were asked to consider this ahead of the next meeting.

**10.6 Used Jubilee budget.**

It was **resolved** to move £1,000 from the Jubilee budget and to put £500 in each of the Environment budgets. It would ensure sufficient funds in those budgets for projects such as the new gate for the entrance to Hall Tower field.

**10.7 Completion of external audit.**

It was noted that the external auditor did not meet the statutory deadline of 30<sup>th</sup> September and had issued an interim report and that the final report was issued on 14<sup>th</sup> October and it was noted that the Responsible Financial Officer (RFO) posted both the interim report and the final report on the website and notice board in line with statutory requirements as far as possible.

**11 CRIME REPORT**

Cllr. Cantelo had circulated a report of the Police and Communities Together (PACT) meeting of 20<sup>th</sup> October 2022. It was noted that crime statistics were available online and that it was possible to search for local statistics by doing a post code search. Information would be communicated in the February 2023 newsletter.

**12 DATES OF FUTURE MEETINGS**

Dates of forthcoming meetings:

**Parish Council** – Monday 5<sup>th</sup> December 2022 at 7pm at Saint Philip's Church Hall.

**Finance and General Purposes Committee** – It was agreed that this take place on Friday 11<sup>th</sup> November 2022 at 6pm in the Miner's Welfare.

**Planning Committee** – 23<sup>rd</sup> November 2022, 6:30pm, Barwick Miner's Welfare.

**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 December 2022