

MINUTES of the PARISH COUNCIL MEETING

held on Monday 9th January 2023 at 7pm in the John Rylie Centre, Barwick in Elmet.

PRESENT:

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

In attendance: One resident and the Clerk.

1 PUBLIC PARTICIPATION.

There was one resident in attendance who did not wish to speak but was present to hear the discussions regarding an item of correspondence.

2 APOLOGIES. Cllrs. Remmer and Williamson.

3 DECLARATIONS OF PECUNIARY INTEREST. None.

4 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the extra-ordinary meeting of the Parish Council (6/2022) held on 28th November 2022 (704-705) having been circulated, be approved and that the Chair be authorised to sign.

It was **resolved** that the minutes of the meeting of the Parish Council (7/2022) held on 5th December 2022 (706-711) having been circulated, be approved and that the Chair be authorised to sign.

5 CORRESPONDENCE.

- 3209 was from a resident regarding newsletter content noting that some of the advertised events had already happened and thanking the Parish Council (PC) for the unpaid work Councillors do. The Clerk had responded to this. There would be an article in the next newsletter appealing for more volunteers to help with deliveries. Feedback from one resident suggested that an entire round was still to be done as this resident had not received a newsletter.
- 3210 was from a resident regarding the former railway bridge on Station Road and the need to repaint it, something that the Clerk (acting under instruction from the PC) had been pursuing. This had been an agenda item at the Leeds City Council (LCC) Outer North-East meeting on 12th December 2022 but had been deemed a Harewood Ward matter and therefore Councillors from that Ward were meeting with the Chief Officer of LCC Highways & Transportation on 18th January 2023 to discuss this. This meeting was not open to the public.
- 3211 was from Scholes Cricket Club regarding proposals for a playground for older children at the Pavilion car park end of the sports field. Consultation with the village and other interested parties on this proposal had not yet begun. An eight-foot-tall fence around the proposed playground would protect anyone using the playground from cricket balls.
- 3212 was from a resident regarding four teenagers with three lurcher dogs who he suspected of hare coursing and lamping who was still awaiting a response from the Police at the time of his contact. Cllr. Cantelo would raise this at the next Police and Communities Together (PACT) meeting.
- 3214 was also from Scholes Cricket Club, this time regarding dog walking across their field, the drainage work done on the football pitch overlapping their outfield and the spoil heap of clay and stones and portable goal posts being dragged onto their outfield. Locking the access gate from the car park had been tried before and proved unworkable but it could be possible to link the gate to the Pavilion key fob access system to control access to dog walkers. There had been discussion with a representative of Cricket Club six to twelve months previously about having some form of barrier between the edge of the cricket pitch and the public right of way, however Cricket Club were not supportive of this suggestion. The field was being used by commercial dog walkers, it was also noted that one dog walker allowed her dog to run freely across the field with the lead still attached and

therefore argued compliance with signage saying “dogs must be kept on a lead”. Signage with the wording “dogs must be kept under control” was therefore considered. An A3 sign would cost £35. there were similar issues on Scholes Lodge Field. Cricket Club had also complained about the two-hundred tons of spoil which was being used as a BMX track by local children and about stones on the outfield. None of this spoil was on the cricket outfield and a local farmer had moved forty tons free of charge. The spoil was unsuitable for infill of the drainage channels. It was agreed that the Clerk investigate whether LCC bylaws regarding dog control on sports fields could be used to address the issues raised by Scholes Cricket Club and he would also see if the local dog warden could pay a visit. Regarding the goalposts, these would be put together and chained up or fastened to the railing by the gate, Cllr. Cantelo knew someone who will be willing to assist with this.

- 3213 was from a resident unhappy that there were no blue Christmas tree lights on Leeds Road, the Clerk had replied.
- Agenda item 7.9 was taken under correspondence. This was regarding concerns about street parking near the Barleycorn public house, on one occasion, the bus had not been able to get through. The Police would be asked for advice on this.

7 OTHER ITEMS

7.1 Finance and General Purposes (F&GP) Committee.

A recommended budget had been considered by the F&GP Committee at its meeting of 3rd January 2023 and was presented to the PC for formal approval showing budgeted expenditure of £56½. Suggested changes included removal of the Peace Flame from the budget (this raised its own funds with funds held in trust by the PC). It was also suggested that cancellations of subscriptions to the Society of Local Council Clerks (SLCC) and the Campaign for the Protection of Rural England (CPRE) be cancelled and whether the subscription to Yorkshire Local Councils Associations (YLCA) was value for money. Expenditure exceeded income by between £10K and £15K. It was agreed to defer a review of the Reserves Policy. Cllr. Slater reminded the meeting of a previous resolution regarding the defibrillator where £500 a year would be set aside and the surplus rolled over to the following year. Cllr. Dales felt that the cuts to the Scholes Lodge Farm maintenance budget would adversely affect the ability of the subcommittee to maintain the field and undermine previous work done regarding control of dock. It was **resolved** to increase the precept by 10% (which was an amendment to a proposal to increase it by 9% which in turn was an amendment to the original recommendation of the F&GP Committee to increase it by 8%). It was **resolved** to adopt the revised budget which now showed budgeted expenditure of £55.8K, all in favour.

The purchase of a further three tons of topsoil for maintenance of Scholes Sports field was considered, this would cost about £150. It was agreed that the Clerk contact the contractor who did the drainage work and ask them to come back out to address this or to provide suitable reimbursement. This would be an agenda item next time.

7.2 Appointment of an Internal Auditor.

It was **resolved** to give the Clerk delegated authority to deal with this.

7.3 Safeguarding Policy.

A suggested safeguarding policy had been circulated and it was **resolved** to adopt this subject to some grammatical corrections and the phrase “emotional abuse” being changed to “*psychological and emotional abuse*”, all in favour.

7.4 Grant application process.

A suggested process for applying for grants had been circulated taking into account the suggested changes proposed at the last meeting. Paragraph 5 was discussed (this dealt with the situation where a deadline for grant submission precedes the date of the next PC meeting). This was amended so that the only option in this situation would be for an extra-ordinary meeting to be called to consider whether to apply. It was **resolved** to adopt the suggested process with the above amendment.

7.5. Complaints Procedure.

A suggested complaints procedure had been circulated taking into account the suggested changes proposed at the last meeting. It was **resolved** to adopt this procedure subject to a correction to paragraph 1 (changing “ten *five* working days” to “ten working days”), all in favour.

7.6 Benches.

It was noted that applications for benches had been received. The wording of the inscriptions on three of those benches had been circulated ahead of the meeting and the wording was approved in all cases. A quotation for laying the flagstone bases had been circulated (the Clerk had unsuccessfully tried three other contractors) and this quotation was accepted noting that this would be cost neutral to the PC as the sponsor paid this.

7.5 Commemoration benches

It was **resolved** to provide hard standing bases for the two Queen Elizabeth II memorial benches (being provided by Ward Councillors) at a cost of up to £250 + VAT with the cost allocated to the Environment Budget. The locations reported in agenda item 7.4 of the December 2022 minutes were being considered.

7.8 Leeds Older People’s Forum funding.

It was noted that the first round of funding from Leeds Older People’s Forum had expired on 21st December 2022.

7.9 Concerns about street parking near the Barleycorn public house.

This had been dealt with under correspondence.

7.10. Request for Barwick in Bloom to use Jack Heaps field for car parking.

It was noted that Barwick in Bloom had submitted a request to use Jack Heaps field for car parking on Sunday 25th June 2023 for their Open Gardens event and that the Clerk would reply using his delegated authority.

7.11 Reports of meetings/training attended

Cllr. Slater had enrolled for a Community Building and Village Hall network meeting on 25th January 2023.

7.12 Multi Use Games Area (MUGA) usage report

A report had been circulated to all Councillors.

7.13 Website and Social Media report.

A report of website usage had been circulated to all Councillors.

8 PLANNING MATTERS

The draft minutes of the Planning Committee held on 4th January 2023 had been circulated and the decisions were noted. The deadline for a response to a consultation on the Inspector’s further proposed main modifications to the remitted part of the Site Allocations Plan was 27th January 2023. This had been circulated and Councillors were asked to send any comments to the Clerk so that these could be collated and a PC response submitted.

9 FINANCE

9.1 Cash book and bank reconciliation for December 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 December 2022.

9.2 Invoices and payments to be made for January/February 2023

The RFO presented a list of payments for January. Some of these had been reported at the December meeting but were being reported again as follows;

- a. Direct Debits due for payment in January had been reported the previous month as some of these would have been taken by the time the January meeting took place.
- b. Some payments had been reported at the December meeting in anticipation of invoices arriving before the January meeting but the invoices were still awaited.

The RFO reported on payments where invoices had arrived after circulation of the agenda papers, i.e.

- a. The secretary of the Neighbourhood Plan Group was seeking reimbursement for room hire charges paid by himself for their meetings of 12th January 2023 and a previously unpaid reimbursement for a meeting on 12th May 2022, £32 each meeting.
- b. The RFO had ordered a pack of ten key fobs (as he was out of stock). The order was £32.45 plus £4.95 delivery plus £7.48 VAT.
- c. The RFO also reported on the need to buy more postage stamps.
- d. A bench sponsor had paid £1,044 for a wooden bench and the RFO would be placing an order accordingly - delivery normally takes six weeks.
- e. The cash book circulated had indicated two benches at £1011.26 + £202.26 VAT, in fact the invoice was less due to a promotional offer, i.e. £910.14 + £182.03 VAT.
- f. The goal nets on Jack Heaps Field needed replacing, these come in pairs costing £73.75 + VAT. This would be paid for from Barwick Environment Fund.
- g. The board listing previous Chairs from 1894 onwards had been restored and brought up to date and was on display in the John Rylie Centre, the person who did this work was claiming £55.50 for the work carried out.
- h. The Hall Tower gate had been fitted. Barwick in Bloom had offered to paint it. Labour would be free but they would need reimbursing for the paint etc.
- i. Cllr. Ward asked for a replacement padlock for the entrance gate to the Pavilion as the current one was becoming unmanageable, and this was agreed.

Excluding the payments mentioned above, there were fourteen other newly reported payments to be paid by bank transfer totalling £10,453.14 and two to be paid by cheque totalling £30, two room hire payments to be paid by bank transfer (invoice awaited) and six payments to be taken automatically in February totalling £246.66

9.3 Signatories on the Bank mandate.

The RFO noted that at least one of the current signatories on the bank account would not be seeking re-election at the May 2023 election and suggested that steps be taken to ensure business continuity. Cllr. Williamson was suggested and the RFO would contact her accordingly.

9.4 Community Infrastructure Levy (CIL).

It was noted that projects for the unspent CIL money needed to be identified by March and suitable projects for this funding (e.g. the replacement gate for Scholes Lodge Field) needed to be considered.

10 CRIME REPORT

Cllr. Cantelo had circulated crime reports to everyone. The last PACT meeting due on 22nd December had been postponed. Cllr. Cantelo would let Cllr. Walsh know the date of the next one for the newsletter.

11 DATES OF FUTURE MEETINGS

Parish Council – 6th February 2023 in Saint Philip’s Church Hall, Scholes at 7pm.

Finance and General Purposes Committee – To be agreed.

Planning Committee – 8th February 2023 at the Miner’s Institute, Barwick in Elmet.

Note: The wording of agenda items to be submitted in writing to the Proper Officer at least ten clear days before a meeting.

6 ACTION TRACKER

The Action Tracker had been circulated to all and progress on various items was noted.

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 9:25pm.

Signed

Chair
6 February 2023