

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 6<sup>th</sup> March 2023 at 7pm in the John Rylie Centre, Barwick in Elmet

<b>PRESENT:</b>	Councillor	Claire Hassell (Chair)		
	Councillors	Alexandra Cantelo	Graham Slater	Jacqueline Ward
		Karen Dales	Stella Walsh	Gillian Williamson
		Kinga Ragg		

**In attendance:** Eight residents, Ward Cllrs. Matthew Robinson and Sam Firth and the Clerk.

**1 PUBLIC PARTICIPATION.**

Seven of the residents present addressed the Parish Council (PC) regarding the article in the last newsletter which suggested that dogs must be kept on a lead on Hall Tower Motte and Bailey, on the sports pitches in both Barwick in Elmet and Scholes and other locations such as All Saints' Churchyard and that dogs not be allowed on Jack Heaps field at all. A petition to retain areas to exercise a dog with 142 signatures was handed to the PC. Various points were made including;

- A request that the PC decision be reversed.
- Irresponsible dog owners would not pick up dog mess whether the dog was on a lead or not.
- The presence of a dog bin on Jack Heaps field was inconsistent with the ruling that dogs are banned from this area and the fairground people allowed their dogs onto this field. Jack Heaps field was not enclosed and adjoined a busy road therefore considered unsuitable by those who exercise their dogs.
- Those present articulated that they were mindful of their responsibilities, picking up after their dog (and occasionally picking up dog mess left by less responsible dog owners) and putting the dog on a lead in the presence of livestock (respecting the fact that the lambing season was due and the sheep would be pregnant). They endorsed fining those who didn't pick up after their dog.
- A ban would just transfer the problem elsewhere.
- A sense that the decision was unfair on responsible dog owners, 95% of whom were responsible.
- A lack of consultation and a view that twenty-eight days' notice had not been given.
- A feeling that the PC was "anti-dog".

Councillors responded to the above as follows;

- No resolution insisting that dogs were kept on a lead had been passed.
- The Chair commented that Hall Tower Motte and Bailey and Jubilee Gardens were appropriate places to exercise a dog, although in the latter case, Leeds City Council (LCC) signage stipulated that dogs be kept on a lead (the presence of this sign was intermittent).
- Legally dogs must be under control, this is not necessarily on a lead and the dog owners exercise discretion, e.g. keeping a dog on a lead on a public footway.
- There had been a few complaints from Barwick Cricket Club about dog mess, their main concern being dogs chasing balls skidding across the wicket (which was currently protected on three sides by plastic fencing).
- Some dog walkers became absorbed in their mobile telephones and weren't watching what their dog was doing.
- Scholes sports field was a recreational area for football and cricket.

A Scholes resident commented on the use of the sports fields in Scholes for dog walking noting that it was used by professional dog walkers with up to six dogs each who could not watch all the dogs all the time when off lead and reminding the meeting that children played on this area. Scholes Cricket club had not fenced off their wicket and there were other areas in Scholes where dogs could be exercised.

It was agreed that the PC should look to improve signage rather than imposing a blanket ban and communicate using social media.

There was discussion with the two Ward Councillors regarding bus services, in particular the 64 service and the proposal by First Buses to the Traffic Commissioner to make changes to the timetable reducing the number of services available. The other operator, Connexions, was not proposing any changes. A reduction in the night-time service would have an adverse effect on local public houses reliant on bus services for both customers and staff and the lack of a doctor's surgery in Aberford made some residents of that village reliant on daytime services. A new ticketing service was being introduced, a "through ticket". Many people were no longer using public transport due to lack of reliability. The Ward Cllrs. were seeking a meeting with the service provider and it was hoped to include the PC.

The Ward Cllrs. also reported on;

- Introduction of 20mph speed zones (due to come into force May/June 2023, a report would go to the Highways board, Police would monitor this, the current half-term being the worst for inconsiderate driver behaviour).
- The former Railway bridge (not structurally unsound but lacking any aesthetic function, they restated the position reported in Section 6 of the previous set of minutes).
- The traffic lights on Scholes Lane would be coming soon.
- Leeds Road/Elmwood Lane were being resurfaced.

**2 APOLOGIES.** Cllr. Remmer.

**3 DECLARATIONS OF PECUNIARY INTEREST.** Cllr. Dales regarding grass cutting.

**4 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the meeting of the Parish Council (9/2022) held on 6<sup>th</sup> February 2023 (717-722) having been circulated, be approved and that the Chair be authorised to sign.

**5 CORRESPONDENCE.**

Nine of the items of correspondence related to the article in the February newsletter saying that dogs must be kept on a lead – see public participation above. One email was a complaint about dog mess on the pavement, Leeds Road, Scholes. 3226 was a planning matter from LCC regarding the call to landowners, developers and stakeholders to suggest land to be considered for future development for the Leeds Local Plan 2040, this was an agenda item for the Planning Committee. Cllrs. Dales and Walsh offered to approach a local resident with planning experience for his thoughts on this. 3225 was from a resident regarding the trees on Nook Road.

**6 ACTION TRACKER**

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

- a. Correspondence regarding Wendel Hill ancient monument. The Clerk had obtained Land Registry documents and contacted the landowner and had a reply and would put the landowner and Barwick Historical Society in touch with one another in order to take this forward. The Clerk was still to contact Heritage England. The boundary fence does belong to LCC.
- b. The next newsletter will contain an appeal for local contractors to put themselves forward for consideration for PC work.
- c. Railway Bridge. See Public Participation (above).
- d. 20mph consultation. See Public Participation (above).
- e. Plaques for the "Tommy" silhouette statues. Cllr. Walsh was dealing with this.
- f. Gate to Hall Tower field. Barwick in Bloom had agreed to paint this and had given the Clerk a list of what they needed to do this. They would do the work when the weather improved. The catch on the new gate had broken – the contractor would be asked to replace this when he returned to fit the return spring.

- g. Gate at the entrance to the field. It had been agreed at the last Scholes Lodge Farm (SLF) subcommittee meeting to get a quotation for repair and the Clerk was dealing with this.
- h. Scholes Cricket Club letter of 1<sup>st</sup> November 2022 and other items of correspondence regarding the field. The bin full of dog-poo bags had now been removed and a “Dogs Must Be Kept on a Lead” sign erected, the goalposts had been moved and padlocked together (resulting in a resident writing to complain about this - correspondence item 3224). The Clerk had written to Scholes in Bloom regarding hedge clippings and to Scholes (Elmete) Primary School regarding the contractor who did the drainage work. The contractor was unwilling to spread any more topsoil unless this was provided by the PC – see item 7.7 below.
- i. Strategic Plan. There had been no response to the article in the newsletter which had appealed for suggestions. Cllr. Walsh would contact the Chair of the Neighbourhood Plan Review Group.
- j. 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 was due to raise this at the next Police and Communities Together (PACT) meeting but needed a crime reference number. Cllr. Dales had been promised a SMS text message with this information when the crime was first reported but this had not been forthcoming.
- k. Bank Mandate. Cllr. Williamson was not willing to become a signatory.
- l. Tree survey. Cllr. Cantelo contacted the Chair of the Neighbourhood Plan Group and although a member of the group has done some research regarding trees in the Parish, they were not specialists. It was noted that they didn’t need to be, Cllr. Cantelo would address this at the weekend for both halves of the Parish.
- m. Sale of barriers – this was now advertised on three sites including eBay and Gum Tree. There had been an enquiry from someone in Dundee willing to pay for carriage but the dimensions of the barriers exceeded the maximum allowed by the carrier.
- n. Garage. Cllr. Cantelo had found a concrete sectional garage in good condition with a corrugated (not asbestos) roof located in Barwick. The current owner was not seeking anything for it. It was felt that although this would not cost the PC anything, it was not appropriate for the storage needs of the PC. Meanwhile a quotation of £2,750 + £220 delivery had been received. Cllr. Cantelo knew of a business who had donated a twenty-foot container to someone and would make enquiries to see if they would be willing to supply the PC with a ten-foot one.
- o. Playground consultation. The Scholes consultation had been sent to the printers and delivery to addresses in Scholes had begun. Councillors approved the design of the Barwick produced by Cllr. Ragg and the Clerk would take this forward with the printers and the newsletter delivery team.
- p. Basket Swing. On 14<sup>th</sup> February, the Clerk had emailed Steven Wray, LCC playgrounds and fabrications manager asking for an update. He received a reply the next day to say that the lugs on the top bar which holds the swing in place were worn beyond safe operation and would need repairing by a professional body who issue certification of the repair. He was struggling for anyone to undertake the works. The resident who had raised this had been made aware but the Clerk was continuing to receive emails from residents about this matter.
- q. Poor state of the footway alongside the road between the two villages. The Clerk was still to write in the strongest possible terms to LCC to ask that a highway maintenance gang be sent to cut back the vegetation so as to increase the width of the path and make it more suitable for use by residents.
- r. Grant application for funding for Hall Tower field from The National Lottery Heritage Fund. This application would be withdrawn, and the Clerk would reapply. Cllr. Hassel has forwarded information to the Clerk.
- s. Hall Tower Hill/Field. The Clerk has written to four grass cutting contractors asking for quotations, letters posted 18<sup>th</sup> February 2023.
- t. Land Registry. HM Land Registry showed the addresses of previous Clerks on land registry records. The Clerk had been trying to get this updated since August 2021 and sent another form off on 22<sup>nd</sup> February 2023.
- u. Allotment Association. Still waiting to hear from the National Allotment Society.
- v. Pavilion flagstones. Still in need of repair.
- w. Broken sign Village Hall car park. It was agreed to ask the Finance And General Purposes (F&GP) Committee to get quotations for the repair or replacement of this sign.

- x. Memorial benches – update. Cllr. Slater has spoken to Graham Beverley, LCC regarding the Scholes bench and the Clerk has spoken to the same person about the bench in Barwick. He had replied by email dated 23<sup>rd</sup> February saying that hoping to have a team free later the next week to get some of the benches fitted.

## **7 OTHER ITEMS**

### **7.1 Response to the Emails and Facebook posts in response to the newsletter article regarding keeping dogs on a lead.**

See public participation (above). There was a new sign at the car park entrance to the sports pitches and a suggestion that a similar one go at the opposite end of the field.

### **7.2 Vexatious Policy, Freedom of Information Policy and Model Publication Scheme.**

It was **resolved** to adopt the suggested Freedom of Information Policy and Model Publication Scheme which had been circulated with the agenda papers subject to them being reviewed at the next PC meeting.

### **7.3 Scholes Lodge Farm subcommittee and Hall Tower Motte and Bailey**

A recommendation that the PC set up a Barwick Group to manage Hall Tower Motte and Bailey was considered. It was noted that item 7.4 of the July 2022 minutes reported that it had been resolved that SLF subcommittee takes on the management of Hall Tower Motte and Bailey. It was felt that this minute was incorrect and there would be an agenda item next time to retrospectively correct this. Cllrs. Cantelo, Ragg and Williamson expressed a willingness to be members of a Hall Tower subcommittee and an appeal for residents would be made on the website.

The Friends of Scholes Lodge Field were planning an event on the field for 10<sup>th</sup> June 2023. This was not a PC event and they were arranging their own insurance. The Clerk would check with the PC insurers the insurance position regarding third-party usage and risk assessments. Although there would be no charge for the use of the field, a hire agreement would be needed as there had to be a consideration for an agreement to be lawful, Cllr. Slater agreed to draft an agreement.

### **7.4 Application to National Lottery Awards for All for funding for events planned to celebrate the Coronation of His Majesty the King on 6 May.**

Saint Philip's Church were planning events for the Sunday and Scholes 1<sup>st</sup> Scouts were having a barbeque. There would be an official proclamation from the deputy Lord Lieutenant and Councillors had been invited. As there were no plans for a PC event, there wasn't the need to seek grant funding.

### **7.5. Improvements to Rakehill Road in response to feedback from residents to the Neighbourhood Plan Steering group consultations.**

It was **resolved** to support the Ward Cllrs. aspirations to secure funding for improving Rakehill Road (in particular to secure some funding from the £200 million Active Travel England fund announced on 6<sup>th</sup> February 2023). Cllrs. Cantelo and Slater and the Chair of the Neighbourhood Plan Steering group had been down this road and supported proposals for a path for pedestrian and cycle access all year round. A separate meeting with Ward Cllrs. was considered.

### **7.6 Repairs to the Verity Strip and to consider the quotation received.**

Cllrs. Hassell, Remmer and the Clerk and the former PC Chair and members of the cricket club had met on 23<sup>rd</sup> February 2023 to consider proposals to re-grade the existing hardcore surface. Cricket Club had presented these proposals to their meeting on 28<sup>th</sup> February and agreed to contribute £2,000 towards the cost. Three quotations had been received but only one of these was recent and Cllrs. had not seen the other two. There were also concerns about the ongoing maintenance off the track once resurfaced and lack of formal agreement with the Cricket Club on this matter. It was felt that in the absence of these things, and due to the lack of clarity in the wording of the agenda item that this should be deferred and revised quotations obtained. There had been liaison with Ward Cllrs. regarding the lease.

### **7.7 Purchase of topsoil plus grass seed for the football field at Scholes.**

It was noted that Cllr. Remmer had emailed the contractor who did the work originally and they were not prepared to come back to fill in the drainage channels at their expense. It was therefore **resolved** to purchase three tons of topsoil plus grass seed to enable the football field at Scholes to be repaired as soon as possible up to a cost of £200 and to be paid for from the Scholes Community Infrastructure Levy (CIL) money. The visit of the contractor to do another job in Scholes had been postponed and therefore the spreading would be done manually. Cllr. Slater was thanked for the work he had done to address this issue.

### **7.8 Verity Strip planters.**

It was **resolved** that if there were no objections from Barwick in Bloom, and subject to the proposal being cost-effective, that the PC seek sponsors for the planters along the Verity Strip. Sponsorship would be £40 for an A3 size advertisement. The planters were starting to go green and were in need of painting.

### **7.9 Cycle racks at the Pavilion in Scholes.**

The cycle rack at Scholes Pavilion had been made into a set of two racks after two sections had been cut off. Potential locations of the remaining cycle racks were discussed and it was agreed to approach organisations such as Scholes Village Hall and Saint Philip's Church to see if they were interested in having them. Barwick Village Hall and Manor House were also considered.

### **7.10 Reports of meetings/training attended.**

- **Role of the monitoring Officer - 2<sup>nd</sup> March 2023**
- **Yorkshire Local Councils Associations (YLCA) Leeds branch meeting. 23<sup>rd</sup> February 2023**

Cllr. Slater had attended the above events and a written report of both had been circulated to all Councillors ahead of the meeting noting that Ward Cllr. Firth had spoken at great length at the latter.

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

A report had been circulated to all Councillors showing usage in the month of February 2023.

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

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

### **7.13 Safeguarding report.**

There were no matters to report.

## **8 PLANNING MATTERS**

The Planning Committee had met on 8<sup>th</sup> February 2023 and the draft minutes had been circulated and the decisions noted.

## **9 FINANCE**

### **9.1 Cash book and bank reconciliation for February 2023.**

The Responsible Financial Officer (RFO) had circulated the cash book, bank reconciliation and budget monitor showing all income and expenditure to the end of February 2023.

### **9.2 Invoices and payments to be made for March/April 2023**

The RFO presented a list of payments for March. The direct debits had already been reported at the February meeting and those due for payment in April were listed as many of these payments would be taken before the meeting on 3<sup>rd</sup> April.

The RFO reported on anticipated payments not shown on the list.

- a. A £25 invoice from the YLCA for training – see 7.10 above
- b. There would be expenditure on the Barwick playground consultation leaflet (see item 60 above).
- c. At the last SLF subcommittee meeting it had been agreed to use some of the remaining budget on grass cutting and dock control and there was a query about how this could be

included in the current financial year if inclement weather prevented the work being carried out until April. Some of the remaining budget could be used on repair of the gate (see item 6g above).

There was now a new cleaner for the Pavilion. The previous cleaner had sent an invoice for £54 at £18 an hour but there was a concern that the actual time worked was less than an hour a week. It was **resolved** to pay the invoice in full.

There was a query about what happens to unused budget at the end of the financial year. It was confirmed that this gets put back into reserves and is not carried forward.

Excluding the payments mentioned above, there were eight other newly reported payments to be paid by bank transfer totalling £2,125.38 and five payments to be taken automatically in April totalling £207.42. The Scholes consultation leaflet was £120 (not £150 as reported).

If necessary, an extra-ordinary PC meeting would be called to approve any further payments received. There was also a discussion about the accounting system based on invoice date rather than payment date, appropriate enquiries would be made.

### **9.3 Community Infrastructure Levy.**

It was agreed that the remaining Community Infrastructure Levy (CIL) money be used towards the cost of the playground proposals and if necessary, the Scholes Lodge Field entrance gate.

## **10 CRIME REPORT**

The next PACT meeting would be on 16<sup>th</sup> March 2023. There had been damage to a window in Scholes Village Hall, a crime reference number had been obtained.

## **11 DATES OF FUTURE MEETINGS**

**Parish Council** – 3<sup>rd</sup> April 2023 in Saint Philip's Church Hall, Scholes at 7pm

**Finance and General Purposes Committee** – 13<sup>th</sup> March 2023 at 7pm in the Pavilion.

**Planning Committee** – 8<sup>th</sup> March 2023 at 6:30pm in Saint Philip's Church Hall.

**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

3 April 2023