

**MINUTES of the ANNUAL MEETING OF THE PARISH COUNCIL**

held on Monday 15<sup>th</sup> May 2023 at 8pm in the John Rylie Centre, Barwick in Elmet.

**PRESENT:**

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

**In attendance:** The Clerk and most of the twelve residents who had attended the earlier Annual Parish meeting.

**1 ELECTION OF CHAIR OF THE COUNCIL FOR THE ENSUING YEAR.** There were two nominations, Cllrs. Walsh and Slater. Following a vote, Cllr. Walsh was declared the new Chair and duly signed the Declaration of Acceptance of Office.

**2 ELECTION OF VICE CHAIR OF THE COUNCIL FOR THE ENSUING YEAR.** Cllr. Williamson was nominated and indicated her willingness to be so considered, it was **resolved** that Cllr. Williamson be elected as vice chair.

**3 APOLOGIES.** None.

**4 DECLARATIONS OF PECUNIARY INTEREST.** Re-elected Councillors were reminded to notify the Clerk of any amendments to their previous declarations. Cllr. Williamson advised that she was now an allotment holder.

**5 MINUTES OF PREVIOUS MEETINGS.**

It was **resolved** that the minutes of the extraordinary meeting of the PC (11/2022) held on 21<sup>st</sup> March 2023 (729-730) having been circulated, be approved and that they be signed as appropriate (the Chair having not been present).

Regarding the minutes of the April meeting, the public participation stated that the two representatives of the Friends of Scholes Lodge Field present had received a user agreement from Cllr. S. Walsh. Cllr. S. Walsh advised that she had circulated a draft user agreement to members of the Scholes Lodge Field subcommittee (one of whom was one of the two representatives of the Friends group who attended the meeting) and the circulation did not constitute a formal issuing of the agreement to the Friends group. Subject to this clarification, it was **resolved** that the minutes of the meeting of the PC (12/2022) held on 3<sup>rd</sup> April 2023 (731-735) having been circulated, be approved and that they be signed as appropriate (the Chair having not been present).

**6 COMMITTEES FOR 2023/24**

A suggested committee structure had been circulated ahead of the meeting. Vacancies following the 2023 election were filled (changes in purple font)

**Planning:** Cllrs. Cantelo (chair), Dales and **Williamson**

**Finance and General Purposes:** Cllrs. Remmer, Ragg, Slater, **P. Walsh**, S. Walsh. and **Williamson**

**Staffing:** Cllrs. Remmer (Chair), S. Walsh and Ragg (subject to confirmation that there was no conflict of interest with her role as Internal Controls Officer).

**Subcommittee membership for 2022/23.**

**Scholes Lodge Field:** Cllrs. Dales, Remmer (Chair), Slater, **P. Walsh** and S. Walsh plus Janet Horkan (resident).

**Hall Tower Motte and Bailey:** Cllrs. **Cantelo, Ragg and Williamson**. An appeal would go in the newsletter for residents to join this.

**Pavilion:** Cllrs. Cantelo, Remmer and Slater plus John Moreland (resident)

**Peace Flame:** Cllrs. **P. Walsh** and S. Walsh plus the following residents: Roger Mawson (Scholes Village Show), Maurice Walker (Scholes Community Care), I. Hay (Scholes in Bloom), A. Wagstaff (Scholes Women's Institute), Les and Jackie Goddard (British Legion), Mike Holliday and Glyn Davies (Technical Advisor). The work of this group was ongoing (e.g. they had observed International Peace Day).

### **Working Parties**

**East Leeds Orbital Group:** Cllrs. Dales, Remmer and S. Walsh.

**Neighbourhood Plan:** Cllrs. Cantelo, Dales, P. Walsh and S. Walsh plus Phil Maude (chair) and Andrew Wheeler (Secretary).

### **Individual Responsibilities**

**Review of Internal Controls:** Cllr. Ragg.

**Newsletter:** Cllr. S. Walsh.

**Social Media:** Cllr. Cantelo (Twitter), Cllr. Slater (Facebook).

**Website:** Cllr. Slater, **P. Walsh** and the Clerk.

**Playground Inspection:** Cllrs. Dales and Remmer.

**Outdoor Gym Equipment and Multi-Use Games Area Inspection.** Cllr. Remmer

### **Organisations and Forums not part of the Parish Council (PC) but requiring PC Representation**

**Barwick Village Hall:** Former Cllr. Hassell would continue this role.

**The Ancient Parish of Barwick In Elmet Trust:** Tim South (five-year term of office from 2021)

**Outer Northeast Forum:** Cllrs. Slater and **S. Walsh**.

**Yorkshire Local Councils Associations - Voting Representatives:** Cllrs. Slater and **S. Walsh**.

**Community Fund Representatives:** Cllr. S. Walsh.

The Chair of the PC is an ex-officio and voting member of all Committees and subcommittees.

The previous Chair of the PC was thanked for her contribution to the PC over many years.

## **7 CORRESPONDENCE**

- 3243 was from Osman House regarding a coffee morning on 31<sup>st</sup> March 2023 at 2pm. Cllr. Slater had attended this on behalf of the PC.
- 3244 was from a resident regarding Barwick Playground, this being a concern about facilities already there and received just before (and therefore not part of) the ongoing consultation. A member of the public present confirmed that the basket swing had been reinstated.

## **8 ACTION TRACKER**

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

### **Grass Cutting**

- a. Following the last meeting, the Clerk had contacted both contractors who provided quotations for cutting the flat area of Hall Tower Motte and Bailey and obtained like-for-like quotations and used his delegated authority to award the grass cutting contract accordingly.
- b. Hall Tower Motte and Bailey. Regarding the cutting of the mound, the Clerk emailed the successful bidder and asked for evidence of public liability insurance, employers liability insurance, method statements and risk assessments and was awaiting a reply. A short contract would be put together.
- c. The Scholes Lodge Field subcommittee had met on 24<sup>th</sup> April and made a decision regarding the contractor for Scholes Lodge Field. The contractor had been duly notified of the decision.

### **Other Matters**

- d. Regarding the Verity strip, there had been an onsite meeting on 21<sup>st</sup> April between the contractor, the Chair and former Chair and the Clerk (cricket club had been notified of this meeting). Leeds City Council (LCC) sent the Clerk a draft licence which he signed and returned after giving Councillors the opportunity to comment. The contractor began work and this had now been completed and an invoice had been received. Cllr. Remmer agreed to inspect the work prior to payment being made. The Clerk made Councillors aware of a complaint about the noise by the adjoining primary school as the

children were taking their Standards & Testing Agency (SATs) examinations. This had been resolved with agreement to avoid noise before 11:30am (Thursday) and 11am (Friday).

- e. The garage was now fully empty with the exception of the tables belonging to the Friends of Scholes Lodge Field. A member of that group had been emailed on 31<sup>st</sup> March to advise that they needed to remove their equipment. The Clerk has exchanged emails (and photographs) with Scholes in Bloom regarding sharing their garage, they considered this at their meeting on 25<sup>th</sup> April and declined. It was agreed to give the Friends of Scholes Lodge Field ten days to remove the remaining tables (with a "read receipt" on the email) after which LCC would be notified to cancel the rent on the garage.
- f. Both memorial benches were now installed but the Clerk had had to use delegated authority regarding the location of the Scholes bench due to a last-minute objection from the adjoining property of the location originally agreed. The revised location was on the corner of Belle Vue Avenue and Elmete Avenue.
- g. The defibrillator at Scholes Sports field was now installed and was registered with "The Circuit". It was suggested that the location could be pinpointed using the what3words geocode system. The grant was now fully spent (following the ordering of a set of pads). Cllr. Slater was thanked for his input which had made this possible. The registered guardians would be Cllrs. Remmer, P. Walsh and former Cllr. Ward. The Clerk would check the email address used for notifications.
- h. The Hall Tower gate has been painted by Barwick in Bloom and the broken latch replaced but it had not been possible to fit a spring. Someone putting flowers on the gate was taping them on and this was pulling the new paint off.
- i. Poor state of the footway alongside the road between the two villages. The Clerk had written 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. Since then, the hedges had been cut.
- j. Friends of Scholes Lodge Field event. The Clerk had checked the insurance position and a hire agreement had been drafted (see item 5 above). The Clerk had circulated the response from the insurance company on 6<sup>th</sup> April 2023.
- k. The Clerk had written in support of the Ward Cllrs. aspirations to secure funding for improving Rakehill Road. He had received a follow up email from the Chair of the Neighbourhood Plan Review Group wanting to understand the thinking of the PC.
- l. The Clerk had written to Barwick in Bloom to ensure they had no objections to the PC seeking sponsors for the planters along the Verity Strip. The reply from Barwick in Bloom had been circulated accordingly.
- m. Cycle rack. Scholes Village Hall had declined the offer of cycle racks but Scouts had agreed to take it.
- n. An appeal for local contractors to put themselves forward for consideration for PC work would appear in the next newsletter and a similar appeal would be put onto the website.

## **9 ANNUAL REVIEW OF DOCUMENTS.**

This agenda item was deferred until the Chair had had chance to meet with the Clerk and go through them.

## **RESIGNATION OF CLLR. SLATER.**

Cllr. Slater handed a letter of resignation to the PC and having done so, sat with members of the public. He was thanked for his contribution to the PC.

## **10 OTHER ITEMS**

### **10.1 Granting permission for a resident to place a bookcase for children on Jack Heaps field.**

This had been discussed at the April meeting as correspondence item 3241. The PC had agreed in principle subject to clarification on issues raised at that meeting. The resident's response to these concerns had been circulated to the PC but there was no overall agreement and some Councillors were apprehensive. There was an amendment to a proposal to grant this permission to add that this was subject to clarification of the insurance position. The resident agreed to buy the bookcase and gift it to the PC. As such it would become a PC asset and thus be covered by insurance and ensure that the

bookcase would be administered in the future. It was the **resolved** to grant the permission on this basis, all in favour.

### **10.2 Adoption of the General Power of Competence.**

As the PC no longer met the threshold of having two-thirds of all Councillors elected, it was not possible to proceed with this agenda item.

### **10.3 Vacancies**

It was noted that the 2023 Election resulted in six Councillors for Scholes but only two for Barwick in Elmet. Ways were considered to attract people to apply to fill the vacant positions. Suggestions included an article in the newsletter, circulation of a flyer and Social Media engagement.

### **10.4 Proposals for a new playground in Scholes for youngsters 7+**

It was noted that at the Playing Fields Committee on 17<sup>th</sup> April, the Scholes Clubs represented had expressed concerns about the location of the proposed playground and felt other locations should be explored and in particular a formal approach should be made to Scholes (Elmete) Primary school to see if they would allow a corner of their land to be so used. Cllr. Walsh agreed to meet with the Head of the School.

### **10.5 Grant application for funding for a junior gymnast.**

An application had been received for grant funding for a junior gymnast. The application appeared to be being made by a third-party and the Clerk was asked to write to the applicant declining the request.

### **10.6 Proposals for a humped zebra crossing on Station Road, Scholes.**

Comments had been invited regarding a proposal for a humped zebra crossing on Station Road, Scholes with a suggested deadline of 23<sup>rd</sup> May 2023. Ward Cllrs. were fully supportive of this. The work would probably be carried out during the school summer holidays. It was **resolved** that the PC responds to this consultation giving these proposals their full support, all in favour.

### **10.7 Repair of a broken sign.**

It was resolved to accept a quotation of £190 for the repair of a broken sign which had previously stood in the Village Hall car park and that the cost of the repair be taken from the budget of Barwick Conservation fund, all in favour.

### **10.8 Insurance renewal.**

It was noted that the insurance was due for renewal on 1<sup>st</sup> June and that renewal documents had been received. It was **resolved** that as the renewal date was before the June PC meeting, that this be delegated to the Finance and General Purposes (F&GP) Committee for consideration and that they be given delegated power to decide on the renewal terms without further reference to the PC.

### **10.9 Neighbourhood Plan Review Group report.**

The Chair of the Neighbourhood Plan Review Group addressed the meeting. The group had concerns about the eastern boundary of the East Leeds Orbital Road and wanted assurances that there would be no development in this area as an officer of LCC wouldn't rule out new settlements in recent discussions with members of the Review Group. He proposed that the Clerk should write to Martin Elliott, the head of Strategic Planning at LCC to seek assurances and that the Clerk liaise with the Clerk at Thorner to ensure that their PC writes in similar manner and that there is alignment in the concerns expressed by each parish.

### **10.10 Barwick Playground Consultation replies**

Former Councillor Jacqueline Ward had made arrangements to go into the local primary school in Barwick once the children had finished their examinations to seek the views of the children and to deliver consultation flyers. It was therefore agreed to defer this item.

### **10.11 Defibrillator for Barwick.**

Former Councillor Jacqueline Ward made the PC aware that there was a fundraising campaign in Barwick to buy a defibrillator. This followed an incident in which an 18-year-old man had died, the existing defibrillator had been instrumental in attempts to save his life. Permission was being sort from the proprietors of the Post Office for this to be mounted on the outside wall of their premises. It was suggested that the money raised be given to the PC so that they could buy a defibrillator (and claim back the VAT). This would then become a PC asset. Mrs. Ward was the registered guardian of the existing defibrillator and was happy for her name to be put forward as the registered guardian of the new defibrillator. It was **resolved** to agree in principle to what had been proposed.

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

Cllr. Slater had attended the weekly Energy Ambassadors training on 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> April 2023 which looked at energy saving for households. He was also an assessor for the Yorkshire Local Councils Associations (YLCA) for the National Association of Local Councils (NALC) Local Council Quality Assurance Awards and would continue to do this work.

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

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

### **10.14 Website report**

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

### **10.15 Safeguarding report.**

Cllr. Cantelo had produced a Safeguarding report which had been circulated to all ahead of the meeting. She had checked whether the organisers of the carnival due to be held on Scholes Lodge Field on 10<sup>th</sup> June needed to be Disclosure And Barring Service (DBS) checked and established that there was no such requirement for this event. It was suggested that if they signed up to the PC volunteer policy, they would then be covered by the PC and then could be eligible for training.

## **11 PLANNING MATTERS**

The draft minutes of the Planning Committee meetings of 19<sup>th</sup> April and 3<sup>rd</sup> May 2023 had been circulated and the decisions were noted. The May meeting had been scheduled to take advantage of the availability of those who would no longer be Councillors following the 4<sup>th</sup> May elections.

## **12 FINANCE**

### **12.1 Cash book and bank reconciliation for May 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 April 2023. He had also circulated the bank reconciliation and budget monitor showing all income and expenditure for the financial year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023. The RFO had begun the Value Added Tax (VAT) return and discovered some VAT amounts which were not reported in the latter document, but the overall totals were correct. Cllr. P. Walsh queried the apparent duplication of Staffing Costs (one was the Clerk's salary and the other was taxable deductions) and the duplication of payments to Microsoft. The RFO would double check this and take any necessary action. Regarding income, the precept had been received along with payments from Barwick Sports Clubs. Invoices from Scholes Sports Clubs which included water charges would be sent shortly and since 30<sup>th</sup> April, a Community Infrastructure Levy (CIL) payment of £763.15 had been received.

### **12.2 Invoices and payments to be made for June/July 2023**

The RFO presented a list of payments for May. The direct debits had already been reported at the April meeting and those due for payment in June were listed as many of these payments would be taken before the meeting on 5<sup>th</sup> June.

The RFO reported on one anticipated payment not shown on the list being the invoice of £5,788 + VAT for the work done on the Verity Strip, see item 8d above.

Excluding the payments mentioned above, there were twelve other newly reported payments to be paid by bank transfer totalling £2,483.88 and three payments to be taken automatically in June totalling £151.24. There were six payments on the PC credit card totalling £132.80 which had been taken by direct debit on 5<sup>th</sup> May leaving a further three payments totalling £74.85 still to be taken. It was **resolved** to approve these payments.

### **12.3 Signatories for the bank mandate**

Of the four signatories on the bank account, three were no longer Councillors leaving Cllr. Remmer as the only signatory left. It was **resolved** that Cllrs. P. Walsh and Williamson become signatories on the account.

### **12.4 Internal Auditor's report.**

A copy of the Internal Auditor's report had been circulated ahead of the meeting. There were no issues of concern, however, she had struggled to understand the income and expenditure spreadsheets, especially the fact that there were two worksheets for the expenditure and recommended the use of formulas to link these two together. She recommended a display screen equipment (DSE) review of the Clerk's workstation and the creation of a training policy. Cllr. Ragg would assist the RFO regarding the spreadsheets. The RFO was asked for his feedback regarding the new internal auditor and how it compared with the processes adopted by the previous internal auditor. He advised that this had been audit by e-mail and that internal auditor's working hours meant that there was a window in the afternoon when the RFO was working but the internal auditor wasn't and the reverse situation in the evening. The new internal auditor's way of working was less disruptive to the RFO than a personal visit to the house and the RFO was happy to continue with the new internal auditor.

### **12.5 2022/23 Annual Governance Statement (AGAR 2022/23 Part 3).**

It was **resolved** to formally approve the 2022/23 Annual Governance Statement (AGAR 2022/23 Part 3). All in favour.

### **12.6 Accounting Statements 2022/23**

It was **resolved** to formally approve the Accounting Statements 2022/23, all in favour

## **13 CRIME REPORT**

Cllr. Cantelo had attended the Police and Communities Together (PACT) meeting of 14<sup>th</sup> April. She was having difficulty in providing a report but did advise that the Police were increasing their patrols. She reminded everyone that crimes should be reported in the usual manner, i.e. 999 for emergencies and 101 for non-urgent matters. Her role was not to pass on details of crimes, and she could not raise any issues unless she had a crime number.

## **14 DATES OF FUTURE MEETINGS**

**Finance and General Purposes Committee** – The meeting was scheduled for 22<sup>nd</sup> May 2023 at 7pm in the Pavilion but several Councillors were unable to make it on this date. Cllr. Ragg would find a date better suited to everyone and reschedule accordingly.

**Parish Council** – 5<sup>th</sup> June 2023, 7pm, Saint Philip's Church Hall

**Planning Committee** - 7<sup>th</sup> June 2023 Barwick in Elmet Miner's Institute at 6:30pm.

**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 10pm.

Signed

Chair  
5 June 2023