

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

held on Monday 5<sup>th</sup> June 2023 at 7pm in Saint Philip's Church Hall, Scholes.

<b>PRESENT:</b>	Councillor Stella Walsh (Chair)		
	Councillors Alexandra Cantelo	Kinga Ragg	Paul Walsh
	Karen Dales	Paul Remmer	

**In attendance:** Eleven residents and the Clerk.

The Chair welcomed everyone to the meeting.

**1 APOLOGIES.** Cllr. Williamson

**2 PUBLIC PARTICIPATION**

The following matters were raised;

- There was a question about the poor appearance of the bridge over of the former railway in Scholes. Although the Parish Council (PC) had been pursuing this on behalf of residents (and would continue to do so), it was not a PC asset and residents were encouraged to move this forward.
- There were questions relating to the finances of the PC, i.e. whether three quotations had been obtained for the newsletter and who placed the order, the insurance renewal cost and the late payment of the Clerk's salary.
- There was a query about progress of the Scholes Playground consultation, The Chair advised that she had an appointment to see the head teacher to explore suggestions that part of the school playing field be used. Cllr. P. Walsh suggested that the plans would be changed to better suit the needs of the community.
- The Chair of Scholes Cricket Club expressed concerns about the ruts on the cricket outfield caused by the drainage channels. The recent spell of dry weather had caused these to become baked hard and occasionally a fielder had allowed a ball to go over the boundary line for four runs rather than risk injury in stopping the ball. He had concerns that representatives of the league might inspect the facilities and produce an adverse report. He asked about volunteers in the village. It was suggested that a local farmer be approached about removal of the pile of spoil.

**3 DECLARATIONS OF PECUNIARY INTEREST.** None.

**4 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the annual meeting of the PC (1/2023) held on 15<sup>th</sup> May 2023 (736-741) having been circulated, be approved and that the Chair be authorised to sign, subject to two changes, i.e. removal of the cause of death from item 10.11 and changing 10.6 from "*these* full support" to "*their* full support".

**5 CORRESPONDENCE**

- 3245 from the Chair of the Neighbourhood Plan Review Group regarding the position of the PC on improvements to Rakehill Road had been discussed at the May meeting.
- 3246 was from a resident whose property adjoins the Village Hall car park expressing concerns about tree roots causing damage to his garage. It was felt that the footings for the garage should have taken into account tree root growth when it was built and it was agreed that the Clerk responds to this asking the resident to contact their insurer to appoint a loss adjuster for a structural report.

## 6 ACTION TRACKER

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

- a. The garage was now empty. The Clerk had collected the padlock and would cancel the direct debit. He had spoken to the former Chair (as the garage agreement was in her name) and she had agreed that once the key was returned to her, she would write to Leeds City Council (LCC) to cancel the agreement. The Friends of Scholes Lodge Field would not need the tables following the carnival event on 10<sup>th</sup> June and would take them to the tip unless anyone wanted them.
- b. Poor state of the footway alongside the road between the two villages. The Clerk had written to LCC about this. Since then, hedges and the grass verges had been cut but the issue of verge creep had not been addressed.
- c. Appeal for local contractors to put themselves forward for consideration for PC work. This appeared in the latest newsletter and the Clerk had received an email from a local landscaper asking to be put on the list.
- d. Basket swing at Barwick Playground. This had now been replaced as reported by a resident at the May meeting.
- e. Pavilion flagstones – at the Finance And General Purposes (F&GP) Committee, it was felt that there was no pressing need to deal with this.
- f. Sale of barriers. This was to be considered as part of item 7.1b (below)

### Other Matters

There were no further developments on the other items on the tracker.

## 7 OTHER ITEMS

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

- a. It was **resolved** to accept a recommendation of the Committee that the Pavilion Subcommittee be disbanded, and that the Committee takes over the responsibilities of that subcommittee, all in favour. Cllr. Cantelo agreed to come to the first forty minutes or so of the next F&GP Committee meeting to explain what issues had been dealt with by the subcommittee.
- b. It was **resolved** to accept a recommendation of the Committee that the barriers listed on eBay and Gum Tree be reduced to £15 and offered to Scholes Cricket club or Scouts if they remained unsold. They would also be listed on Facebook marketplace. Ward Cllrs. would be asked if Leeds City Council (LCC) could use them. There was also concern about tyres and barrels stored at the Pavilion which needed to be removed.

### 7.2 Pavilion responsibilities.

Responsibility for several Pavilion maintenance duties previously carried out by former Cllr. Slater were considered. It was agreed to set up a meeting to consider this, The Chair would circulate some suggested dates and Cllr. P. Walsh would send out calendar invitations.

### 7.3 Day to day running of the Pavilion

- a. Wheelie bin collection. Cllr. Cantelo volunteered to ensure that the wheelie bins were put out ready for collection on a Thursday.
- b. Routine check of the interior of the pavilion for items needing attention and ensuring toilet rolls were in place and checking for any minor damage to the Pavilion. The Chair agreed to do this on Thursdays when the outreach Post Office was using the Pavilion.
- c. Litter collection. An approach would be made to a member of Scholes litter picking team to borrow a litter picking grabber.
- d. Meter readings. The Chair would take a reading when the next one was due at the end of June.
- e. Weed control. On 26<sup>th</sup> May, former Cllr. Slater had sprayed the weeds growing at the edges of the Multi-Use Games Area (MUGA) and Cllr. Remmer had done further spraying (29<sup>th</sup>).

#### **7.4 Proposals from LCC for Traffic Regulation Order (TRO) for three locations in the Parish.**

LCC had sent draft proposals for comment by the PC on the understanding that these were not shared with the general public until LCC had completed that part of the process. As such, this item was deferred to the end of the meeting and members of the public were asked to leave the meeting before any discussion took place. The three locations were looked at, there were concerns that the parking restrictions would simply create new issues further along the road. In two of the three locations, there were restrictions down one side of the road only. The proposals did not include Belle Vue Estate where it was felt that a one-way system would be appropriate (this having been suggested about a year previously). It was **resolved** that the PC supports the proposed restrictions but nevertheless had concerns that the restrictions may cause some problems for residents that do not have drives or those that require accessible parking.

#### **7.5 Review of documents.**

This was ongoing. However, there were two documents in particular which needed consideration. The Internal Auditor's report had recommended the need for a training and development policy and the insurance renewal documents contained a clause suggesting that health and safety policies are reviewed annually (as a minimum). Cllr. Remmer agreed to review the health and safety policy and consideration was given to making the training policy part of an existing policy.

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

There had been no meetings or training courses attended since the May meeting.

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

This report was unavailable at the time of the meeting.

#### **7.8 Website report**

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

#### **7.9 Safeguarding report.**

Cllr. Cantelo had nothing further to add to the report that she had circulated for the May meeting.

### **8 PLANNING MATTERS**

The next meeting of the Planning Committee would be held on 12<sup>th</sup> June having been rescheduled from 7<sup>th</sup> June.

### **9 FINANCE**

#### **9.1 Cash book and bank reconciliation for June 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 May 2023. Regarding income, the previously reported payment of Community Infrastructure Levy of £763.15 had now been paid into the bank. The F&GP Committee had proposed that grant funding be obtained for projects whenever possible.

#### **9.2 Invoices and payments to be made for July/August 2023**

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

The RFO reported on four anticipated payments not shown on the list including three grass cutting invoices for Hall Tower Field (two invoices each of £110 + VAT) and Scholes Lodge Field (£300 + VAT). The fourth amount was a card payment for twelve books of eight postage stamps (£78). Excluding the payments mentioned above, there were twelve newly reported payments to be paid by bank transfer totalling £10,816.44 and three payments to be taken automatically in July totalling £162.84. There were three payments on the PC credit card totalling £74.85 which had been taken by direct debit on 5<sup>th</sup> June leaving a further three payments totalling £88.45 still to be taken. It was **resolved** to approve these payments.

## **10 CRIME REPORT**

Cllr. Cantelo 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. The next Police and Communities Together (PACT) meeting would be held on 8<sup>th</sup> June. She advised that she had made a request to the Neighbourhood Policing Team (NPT) for an increase in the number of patrols and for reports regarding the East Leeds Orbital Road etc. There was a request that Police representatives attend community events such as coffee mornings, she advised that the organisers of such events contact the Police directly to make such requests or send an email.

## **11 DATES OF FUTURE MEETINGS**

**Parish Council** – – 3<sup>rd</sup> July 2023, 7pm, John Rylie Centre, Barwick in Elmet

**Planning Committee** - 12<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  
3 July 2023