

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

held on Monday 3<sup>rd</sup> July 2023 at 7pm in the John Rylie Centre Barwick in Elmet.

<b>PRESENT:</b>	Councillor Stella Walsh (Chair)		
	Councillors Alexandra Cantelo	John Hayton	Paul Remmer Gillian
	Karen Dales	Kinga Ragg	Williamson
	Debbie Gilmore		

**In attendance:** Four residents, Ward Cllr. Sam Firth and the Clerk.

**1 APOLOGIES.** Cllr. P. Walsh

**2 VACANCIES.**

It was noted that the following display of the notice of the vacancy in Scholes for the statutory period, no local government electors had requested that this be filled by election and therefore the Parish Council (PC) could fill this vacancy by co-option. It was **resolved** to co-opt Debbie Gilmore and John Hayton to fill two of the vacant positions on the Barwick Ward. There followed a period of introductions.

**3 PUBLIC PARTICIPATION**

The following matters were raised;

- A resident had represented the PC on a visit to Barwick In Elmet Church of England primary school on 23<sup>rd</sup> June. She had presented Year 5 and Year 6 children with a copy of the Barwick playground consultation and reported to the meeting the outcome of this consultation and presented each Councillor with a written report. She had also asked the children additional questions to ascertain which equipment in the existing playground they liked and didn't like (the tractor) and asked the children to name other playgrounds local to Barwick which they enjoyed going to. Options "A" and "B" were the most popular although maintenance would be high for option "B". They all wanted a zip wire and felt that the monkey bars needed to be higher. Provision of shade in hot weather was requested.
- Ward Cllr. Firth suggested looking at the zip wire provision at Scarcroft and Thorner.
- The resident was happy to continue as guardian of the defibrillator in Barwick.
- Another resident asked for a report on the meeting on 3<sup>rd</sup> June between the Chair and the head of Scholes (Elmete) primary school. The Chair reported that the head of the school had agreed to take this away and look at the opportunities. Ward Cllr. Firth reported that Leeds City Council (LCC) were looking to relocate a wooden playground (which was in a high risk area) to a more suitable location and that Scholes was considered the best option, especially as the village had borne the brunt of the disruption caused by the construction of the East Leeds Orbital Road (ELOR). This piece of equipment had diversity of play. However, it was slightly too large to fit into the existing playground space and would require additional land from the school. Although the school was investing in new playground facilities, this would not be open for public use.
- One of the organisers of the carnival event held on Scholes Lodge Field thanked everyone who had helped and everyone who had come and supported this. She had received a letter from two children asking if the football nets could be left out permanently. These (previously stored at the Pavilion) were now in the resident's garage. She was advised that these needed to be returned. Two of the organisers of the event offered to do this (a key would be needed). The Clerk would scan the letter and email to Councillors. She expressed concerns about the non-collection of the bags of litter having sent two emails to the ENEAction e-mail address. The Chair had emailed Ward Cllr. Firth about this. Concerns about access via the historic stone stile had been emailed to Ward Cllr. Firth. It had been agreed four years previously that this should be retained Ward Cllr. Firth would pick this up.

#### 4 DECLARATIONS OF PECUNIARY INTEREST. None.

#### 5 MINUTES OF PREVIOUS MEETING.

The Chair went through the minutes noting that item 7.5 (review of documents) was still ongoing. It was **resolved** that the minutes of the meeting of the PC (2/2023) held on 5<sup>th</sup> June 2023 (742-745) having been circulated, be approved and that the Chair be authorised to sign.

#### 6 CORRESPONDENCE

- **3247** - a resident of Kiddal asking about ownership of unregistered land by the junction of Kiddal Lane and the A64. *The resident had replied to the Clerk's response suggesting the PC acquires the land (unregistered doesn't mean the land is unowned).*
- **3248** - a resident of Kiddal asking who is responsible for cutting the grass verges outside Kiddal Lane Cottages with concerns that their sight lines were obscured by the height of the grass. *The Clerk had referred the resident to Continental Landscapes (subcontractor for LCC).*
- **3249** – a resident of Nook Road regarding a Cherry Tree which had been cut down due to health issues wanting to know who to contact to get permission to plant a replacement. *The Clerk would check with LCC that their policy of planting three trees for every one cut down had been applied).*
- **3250** - a resident concerned that the safety barrier on Welfare Avenue to stop children running into the road has been taken down and not replaced. *The LCC Playgrounds and fabrications manager had given the Clerk an e-mail address to pursue this which came back as undeliverable.*
- **3251** - Scholes resident expressing concerns that children were climbing over the fence to the multi-use games area and entering the farmer's field and causing damage to the crops.
- **3252** - Scholes resident expressing concern about proposals by LCC to put double yellow lines on Station Road. *The Chair had Spoken to the resident face to face about this.*
- **3253** - Scholes resident expressing concern about self-seeded trees behind the Village Hall causing damage to their fence. *This is not PC land.*
- **3254** - Resident with health and safety concerns about a hole on Hall Tower Field. *This had been addressed free of charge by the grass cutting contractor.*

#### 7 ACTION TRACKER

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

##### **Completed since last meeting**

- a. The garage had been surrendered. The direct debit had been cancelled and a letter signed by the former Chair had been sent to LCC along with the key (as the garage was in her name).
- b. Proposed Traffic Regulation Orders for three places in the Parish. As agreed, LCC Highways had been emailed to say that the PC supported 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.
- c. Proposed humped zebra crossing on Station Road, Scholes. As agreed, LCC Highways had been emailed to say that the PC supported this.
- d. Correspondence item 3246 from a resident whose property adjoins the Village Hall car park expressing concerns about tree roots causing damage to his garage. As agreed, the Clerk had responded to this asking the resident to contact their insurer to appoint a loss adjuster for a structural report. The resident had since come back with a structural report and recommendations. This would be an agenda item for the next Finance and General Purposes (F&GP) Committee.
- e. An application had been received for grant funding for a junior gymnast. The Clerk had hand-delivered a reply declining the request.

##### **Progress since last meeting.**

- f. Hall Tower Field Subcommittee to be established and an appeal for residents to become members to be put on the website. See item 7.4 (below).
- g. Appeal for local contractors to put themselves forward for consideration for PC work. A local contractor had responded to the newsletter article asking to be considered for any paving works. The Clerk had acknowledged him and circulated his details to the PC.
- h. Cllr. Remmer agreed to review the Health and Safety Policy. Ongoing.

- i. An approach would be made to a member of Scholes litter picking team to borrow a litter picking grabber. It was agreed that the Clerk should use his delegated authority to purchase a litter picker.
- j. Concerns that the Christmas lights in the tree at Green Court were still switched on. No one was able to confirm whether this issue has been fixed or not.
- k. Proposals for a new playground in Scholes for youngsters 7+. See public participation (above).
- l. Scholes Cricket Club in their letter of 1st November 2022. regarding the spoil heap of clay and stones. The F&GP Committee had considered this and it was suggested that the soil be offered to a local farmer. The Clerk spoke to the farmer who advised that he can't take the soil until after the harvest (after 1<sup>st</sup> August). He would charge a day-rate for the machinery needed to move this and was going to come back with a price. The Clerk reported this conversation to the PC.
- m. Former Cllr. Ward had carried out a risk assessment of assets in Barwick and reported that a sign in Hall Tower field was down. This had still not been restored by members of the Maypole Committee who had taken down the sign, however, the grass cutting contractor had offered to remount the sign on the entrance gate (free of charge).
- n. Getting bank signatories updated. Cllrs. P. Walsh and Cllr. Williamson now added to the Lloyds account, and progress was being made in updating the signatures on the Barclays account.
- o. Sale of barriers. Ward. Cllr. Firth considered it very unlikely that LCC would want these, the Clerk would e-mail him photographs. Aberford and Thorner Parish Councils and Scholes 1<sup>st</sup> Scouts would be given the opportunity to have them, this would be an agenda item at the next F&GP meeting.
- p. Barwick playground consultation. See public participation (above).
- q. The work on the Verity Strip had been completed but Barwick Cricket Club had raised concerns about exposed pipes. The contractor had since been and dealt with this.

## 8 OTHER ITEMS

### 8.1 Committee membership of the new Councillors.

Both Cllrs. Gilmore and Hayton had attended the last meeting of the Planning Committee and both agreed to attend the next meeting of the F&GP Committee after which they could make an informed decision about which committees they wished to be involved in.

### 8.2 Lighting for the defibrillator at Scholes.

It was **resolved** to accept a quotation for lighting for the defibrillator at Scholes.

### 8.3 Scholes football pitch.

On 1<sup>st</sup> July 2023, a working party consisting of Cllr. Remmer, three adults and one young man had spread two tons of topsoil onto the football pitch at Scholes. It was estimated that a further ten tons would be needed to cover the rest of the drainage channels on the football pitch. It was **resolved** the Clerk obtain three quotations and be given delegated authority to agree expenditure up to a maximum of £700, all in favour. The names of several suppliers of topsoil were provided. Gary and Tony from Scholes Cricket Club were thanked for providing a roller.

### 8.4 Hall Tower Field subcommittee.

It was noted that two residents had put their names forward for a proposed Hall Tower Field subcommittee in addition to the former Chair and Cllrs. Cantelo, Dales, Ragg and Williamson. It was **resolved** that Cllr. Williamson be Chair of the subcommittee, all in favour. She would set up an initial meeting and agree terms of reference using the terms of reference of the Scholes Lodge Field subcommittee as a template.

### 8.5 Inventory of items in the Pavilion.

It was **resolved** to carry out an inventory of all the items stored in the Pavilion. An amendment to this proposal regarding disposal of items was deferred. The Chair would carry out the inventory with help from anyone who was available on 7<sup>th</sup> July at 1pm.

### 8.6 Sponsored Bench application.

It was **resolved** to approve the wording of an inscription on a plaque for a bench sponsored by a resident.

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

Cllr. Williamson had attended a meeting of the Leeds branch of the Yorkshire Local Councils Associations (YLCA) a report of which had been circulated ahead of the meeting. One of the key messages was that the YLCA was not getting enough feedback from delegates who attended training and attendees were strongly encouraged to do so. Also, Clerks had set up a Talking Tables event and would like more candidates to sign up. The Chair had attended a YLCA discussion forum. She reported that ten Councillors had attended this forum, most of whom were from parishes in North Yorkshire. Earlier that evening, she had also attended an ELOR meeting with Ward Cllr. Firth. The build of three-hundred new houses in the middle quadrant would commence in November and would take four years.

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

The usage report had been circulated to all Councillors ahead of the meeting. There were concerns that the gate was being propped open, concerns about improper usage needed to be discussed at a future meeting.

### **8.9 Website report**

A report of website usage had been circulated to all Councillors. Cllr. Williamson raised concerns about improper spelling and grammar on the website. Cllr. Dales raised concerns that Pavilion hire prices were not on the website and that some of the information was out of date, e.g. committee membership and the Scholes consultation.

### **8.10 Safeguarding report.**

There was nothing to report.

## **9 PLANNING MATTERS**

The decisions of the Planning Committee meeting of 12<sup>th</sup> June were noted. Changes by LCC to their planning portal were also noted, i.e. for a trial period of six months, comments to planning applications submitted by residents would no longer be publicly available. Also, LCC would no longer consider any comments from the PC to planning applications for works to protected trees. It was **resolved** that Cllr. Dales takes over as temporary Chair of the Committee as Cllr. Cantelo would be unavailable for a few months.

## **10 FINANCE**

### **10.1 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 June 2023. Regarding income, the following had come into the PC account, a refund of VAT paid last year (£9,506.43), defibrillator grant from LCC (£1,333) and ground rent and water usage from the Scholes sports clubs (£461.92). In addition, funds for a new defibrillator in Barwick have been paid in (£1,495). These exceed the cost of the defibrillator by about £255, the surplus could be used to fund spare pads. The Actual Payments for June 2023 was higher than usual as the payments approved at the May meeting were delayed whilst new signatories were established and there were also the payments approved at the June meeting.

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

The RFO presented a list of payments for July and had also tried to anticipate likely payments for August.

The direct debits due to be taken in July had already been reported at the June meeting and those due for payment in July/August were listed as some of these payments would be taken before the July meeting. There were four changes to the automated payments.

1. The Clerk's salary would be paid by standing order starting in July.

2. The Pavilion Wi-Fi contract expired on 3<sup>rd</sup> June. It had been replaced with a new twelve-month contract at £10 a month reducing the usage from 50Gb to 10GB.
  3. The Clerk's office landline and broadband contract expired on 15<sup>th</sup> June 2023 and a competitive alternative had been found with TalkTalk. The old service provider had exercised their right to charge out of contract fees until 14<sup>th</sup> July.
  4. The direct debit payment for the garage had been stopped - see 7a above.
- The Responsible Financial Officer (RFO) has been in discussions with water suppliers and is awaiting a formal offer which will reduce water charges by 12%.

Since the papers were circulated, the RFO had received an expenses claim of £64 for room hire from the secretary of the Neighbourhood Plan Review Group. The RFO needed a print cartridge and bags for the dog poo-bag dispensers would be needed. The PC did not agree to authorise the purchase of new key fobs for the Pavilion (£35.38) on the basis that the Clerk should first write to those who had had key fobs and not used them for six months to seek to recover them for reuse and refund the deposit.

Excluding the payments mentioned above, there were nine newly reported payments to be paid by bank transfer in July and August totalling £3,011.59 (this included an anticipated invoice for grass cutting on Hall Tower Field received since the papers were circulated).

There were four payments on the PC credit card totalling £166.45 which would be taken by direct debit on 5<sup>th</sup> July leaving a monthly amount of £11.28 (Microsoft Office subscription fees) to be taken 5<sup>th</sup> August and 5<sup>th</sup> September.

It was **resolved** to approve these payments.

### **10.3 Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.**

It was noted that the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2023 had published on the website and displayed in the notice boards and that these documents were available for inspection from 16th June to 27th July 2023.

## **11 CRIME REPORT**

Cllr. Cantelo reminded everyone that crimes should be reported in the usual manner and she could not raise any issues at the Police and Communities Together (PACT) meetings unless she had a crime number.

## **12 DATES OF FUTURE MEETINGS**

**Parish Council** – 4<sup>th</sup> September 2023, 7pm, Saint Philip's Church Hall, Scholes.

**Finance and General Purposes (F&GP) Committee** – 10<sup>th</sup> July 2023 at 7pm in Scholes Sports Pavilion.

**The Planning Committee.** The meetings of 5<sup>th</sup> July 2023 and 2<sup>nd</sup> August 2023 had been cancelled and the next meeting would be 13<sup>th</sup> September.

**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 8:57pm.

Signed

Chair  
4 September 2023