

MINUTES of the MEETING OF THE PARISH COUNCIL

held on Monday 4th September 2023 at 7pm in Saint Philip's Church Hall, Scholes.

PRESENT:

Councillor	Stella Walsh (Chair)		
Councillors	Karen Dales	Kinga Ragg	Gillian Williamson
	John Hayton		

In attendance: Four adult residents and one child, Ward Cllr. Matthew Robinson and the Clerk.

1 APOLOGIES. Cllrs. Cantelo, Gilmore, Remmer and P. Walsh,

2 PUBLIC PARTICIPATION

The following matters were raised;

- A resident addressed the Parish Council (PC) regarding his planning application which had been refused by Leeds City Council (LCC). The PC planning committee had objected to these proposals as had the next-door neighbour who had attended Planning Committee meetings on two occasions. He made comparisons with a similar property on the same street whose application had been approved.
- A resident asked the PC about matters relating to procedure and policies and asking whether quotations had been obtained in accordance with financial regulations citing specific examples and asking if due process had been followed regarding a successful grant application. He also asked for an update on the Scholes Playground proposals.

3 DECLARATIONS OF PECUNIARY INTEREST. None.

4 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the meeting of the PC (3/2023) held on 3rd July 2023 (746-750) having been circulated, be approved and that the Chair be authorised to sign.

5 CORRESPONDENCE

The list of correspondence items 3255-3266 was presented to the PC and the Clerk reported on each item and the PC response where appropriate.

6 ACTION TRACKER

The Action Tracker had been circulated to all. The progress on various items as recorded on the agenda support document was noted. A local farmer had taken the galvanised steel barriers.

7 OTHER ITEMS

It was **resolved** under Section 100 (A)(4) of the Local Government Act 1972 to exclude the press and public from the meeting during the discussion on items 7.4 and 7.11 due to the confidential nature of the business being transacted as defined in Schedule 12A of the said Act. These two items were taken at the end of the meeting.

7.1 Committee membership of the new Councillors.

It was resolved that Cllr. Gilmore be appointed to serve on the Planning Committee and Cllr. Hayton on the Finance and General Purposes (F&GP) Committee. All in favour.

7.2 Hall Tower Motte and Bailey subcommittee.

A draft copy of the minutes of the first meeting of the Hall Tower Motte and Bailey subcommittee had been circulated to all. It was **resolved to** agree the terms of

reference of the subcommittee and to agree membership of that subcommittee, namely Cllrs. Williamson (Chair), Cantelo and Ragg together with residents Carl Atkinson, Danny Gallagher, Claire Hassell, Jenny McCulloch and Zoe Rainbow.

7.3 Fair on Jack Heaps Field.

The decision of the Clerk under delegated authority to allow the fair to use Jack Heaps Field from Monday 16th October to Wednesday 25th October was noted. The fair would be open from Thursday 19th to Monday 23rd.

7.4 Approach by a football team representing both villages wanting to use Scholes football pitch and Pavilion from September.

Since the July meeting, a football team representing both villages had asked to use Scholes football pitch and Pavilion from September. A draft agreement had been circulated for comment and suggested changes to the wording were agreed. There was discussion about an appropriate annual fee. The Chair would circulate a copy of the agreement with the agreed changes to the Clerk and to all Councillors and the Clerk would send this to the football club. The Clerk had made a successful grant application for grant funding of 75% of the cost of a pair of goals. It was **resolved** to approve the payment of the balance of £224 plus VAT and delivery. Mount Saint Mary's would be made aware that the first home game on 10th September would be played at Barwick as the Scholes pitch wasn't ready.

7.5 Internal and External Communication.

Cllr. Hayton presented a report on internal and external communication.

- He suggested that the website should be used for static information and social media should be used for dynamic content. He suggested that the Clerk should no longer maintain reports of works on the highways and planning applications submitted and instead provide a link to external websites where this information could be found.
- The Action Tracker was far too detailed and should only be used by the Clerk as a reminder of ongoing actions who would then present Councillors with a summary of ongoing actions in bullet point form.
- The directory of local businesses on the website was a concern, there would be a formal agenda item to consider whether this should be continued.

7.6 Barwick playground consultation

Cllr. Hayton presented a summary of the results of the recent consultation on playground provision in Barwick in Elmet for older children. There were lots of references to antisocial behaviour but no supporting evidence, polarised views on the location (but an overall majority favouring Jack Heaps Field), roughly equal numbers in favour and against the idea of restricted access, support for a covered area and preferences for options A or B or for a zip wire.

7.7 Purchase of fire extinguishers, fire exit signs etc. for the Pavilion.

Quotations would be obtained for foam fire extinguishers and fire exit signs to ensure compliance with regulations, and these would be considered by the F&GP Committee.

7.8 Christmas Lights.

The quotations from Leeds Lights for 2023 were considered. It was **resolved** to seek grant funding to pay for part of the costs and that the Clerk would contact Ward Cllr. Robinson about the Well-Being fund and the Chair would ask the Chair of the Community Fund committee. In each case funding of £1,000 would be sought.

7.9 Recommendation of the Neighbourhood Plan Review Group that extension of the boundary of the Plan is not pursued.

This item was deferred as the Chair of the Neighbourhood Plan Review Group was not present to speak to the PC about this.

7.10 Pavilion bookings via the website.

Cllr. Ragg had spoken to the resident who built the PC website about updating the website so that those wanting to book the Pavilion can “self-serve”. He had given a quotation for the initial cost of setting this up and for annual maintenance of the site. Thos compared well with similar “off-the-shelf” products. Another option would be to share costs with the Village Halls who used “Hallmaster” software. The Clerk would make enquiries with the bookings secretary of Scholes Village Hall.

7.11 Clerk’s heating and lighting allowance.

It was **resolved** that the Clerk’s heating and lighting allowance be increased to £6 a week and backdated to April 2020 in line with government recommendations. The F&GP Committee would consider whether this should be done by instalments.

7.12 Reports of meetings/training attended.

There were no meetings to report as there are few training courses and meetings in August.

7.13 Pavilion Key Fob Entry System.

A report had been circulated to all Councillors showing usage in the months of July and August 2023. It was agreed that the Clerk gets a quotation for a “no climbing” sign following health and safety concerns about children climbing over the boundary fence. It was **resolved** that the key fob entry system be suspended for a trial period of two months (with immediate effect) with open access from dawn until dusk and that this be reviewed at the November meeting.

7.14 Website report

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

7.15 Safeguarding report.

No issues to report this time.

8 PLANNING MATTERS

There had been no meeting of the Planning Committee meeting since 12th June (the scheduled meetings of 5th July and 2nd August had been cancelled). The Clerk had responded to some applications using his delegated authority. See also public participation above.

9 FINANCE

9.1 Cash book and bank reconciliation for July/August 2023.

The Responsible Financial Officer (RFO) had circulated the cash book, bank reconciliation and budget monitor showing all income and expenditure from 29th June to 29th August 2023. There were ten items of income totalling £2,673.15 including £1,333 defibrillator grant and £878.55 bench sponsorship and thirty-seven of expenditure totalling £8,820.33.

It was **resolved** that the surplus of the money given to the PC for the new defibrillator in Barwick (£255.05) be earmarked for replacement pads.

The RFO was unable to provide a screen print of the Barclays account due to issues with the bank. It was agreed that other options for earning interest on capital be explored.

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

The RFO presented a list of payments for September. Eight were automated payments due in September totalling £1,657.77 and already considered at the July meeting. A further seven automated payments due in October totalling £1,519.06 were presented. Eight payments to be made by bank transfer totalling £1,084.10 were also listed. In addition, invoices for the grass cutting of Hall Tower Field and Scholes Lodge Field totalling £492 were presented at the meeting and an invoice for the repair of the sign in Barwick Village Hall car park and the Clerk had bought envelopes since the circulation of the agenda papers at £38.28. Also, payment for the purchase of new goal posts had been approved – see 7.4 above.

It was **resolved** to approve these payments (Cllr. Dales did not vote due to a pecuniary interest) with the following exceptions.

- Bench installation. Concern was expressed that the flagstone base was not level. It was agreed that this payment could be made once this had been addressed, the Chair was willing to meet the contractor onsite to explain what remedial action was needed.
- Barwick Village Hall car park sign repair. The PC had accepted a quotation of £190 but the invoice was twice this amount as the contractor had repaired two signs. It was agreed to pay for the repair of one sign and the Clerk would check the clarity of the instructions given and circulate accordingly.

9.3 Annual Community Infrastructure Levy return

It was noted that the annual Community Infrastructure Levy return would be submitted within the requested timescales (deadline 8th September).

9.4 View-only access to the Lloyds account.

It was **resolved** that all Councillors have view-only access to the Lloyds bank account in the interests of Business Continuity.

9 CRIME REPORT

None.

11 DATES OF FUTURE MEETINGS

Parish Council – 2nd October 2023, 7pm, John Rylie Centre Barwick in Elmet.

Planning Committee - 6th September 2023 Saint Philip's Church Hall, Scholes at 6:30pm.

Finance and General Purposes (F&GP) Committee – 11th September 2023 at 7pm in Scholes Sports Pavilion.

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 9:33pm.

Signed

Chair
2 October 2023