

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

held on Monday 2<sup>nd</sup> October 2023 at 7pm in the John Rylie Centre, Barwick In Elmet.

**PRESENT:**

Councillor	Stella Walsh (Chair)		
Councillors	Deborah Gilmore	Kinga Ragg	Paul Walsh
	John Hayton		

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

The Chair welcomed everyone to the meeting.

**1       APOLOGIES.** Cllrs. Dales, Remmer and Williamson. The resignation of Cllr. Cantelo was noted.

**2       PUBLIC PARTICIPATION**

The following matters were raised;

- A query about agenda item 7.5 (precept increase) and whether a budget had been set.
- Royal Society for the Prevention of Accidents (RoSPA) inspections of the Multi-Use Games Area (MUGA) and the need for two entry/exit points and bullying.
- Whether there had been a review of allotment rents for 2025/26.
- A resident reported that Scholes in Bloom and Scholes Lodge Field had each had received a silver gilt award as part of the judging for Yorkshire in Bloom.
- A query regarding the progress of the playground for older children in Scholes and whether item 7.11 meant that this location was no longer being considered and the residency status of members of Scholes Bowling and Cricket Clubs.

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

**4       MINUTES OF PREVIOUS MEETING.**

It was agreed that item 7.6 should be changed from “*references to antisocial behaviour but no supporting evidence*” to “*references to antisocial behaviour but no supporting evidence that this would increase if the proposals were implemented* “. It was **resolved** that subject to this amendment, the minutes of the meeting of the PC (4/2023) held on 4<sup>th</sup> September 2023 (751-754) having been circulated, be approved and that the Chair be authorised to sign.

**5       CORRESPONDENCE**

The list of correspondence items 3267-3271 was presented to the PC and the Clerk reported on each item and the PC response where appropriate. 3267 asked the PC if it had any plans to commemorate the life of a Scholes resident who had contributed greatly to the community. It was noted that this resident had been a devout Sikh and Cllr. P. Walsh agreed to look at ways the PC could celebrate the life of this resident aligned with one of the main Sikh festivals and would contact Leeds Sikh network. Complaints that Mangrill Lane (closed for the Festival and not since reopened) had been passed to the Chair of the Community Fund. There was correspondence about traffic calming, resurfacing Rakehill Road (resolved) and children climbing over the fence at the MUGA.

**6       ACTION TRACKER**

The Action Tracker had been circulated to all. The format had been changed following the report given at the September meeting (item 7.5, page 752). The progress on various items as recorded on the agenda support document was noted, in particular, in getting the signatories updated on the Barclays and Lloyds accounts.

## 7 OTHER ITEMS

### 7.1 Formal complaint.

Following the September meeting, a formal complaint had been made by a member of the public regarding agenda item 7.4 (the use of Scholes football pitch) and the use of closed sessions for agenda items 7.4 and 7.11. It was **resolved** that Cllrs. Hayton, Ragg and P. Walsh be appointed to a committee with delegated powers to continue handling the complaint and that Cllr. Ragg be appointed as Chair of that committee in line with paragraph 4 of the formal complaints policy.

### 7.2 Purchase of QuickBooks accounting software.

It was **resolved** to accept a recommendation of the Finance and General Purposes (F&GP) Committee that with effect from April 2024, QuickBooks software be used instead of spreadsheets. This would cost about £12 a month and the cost of training would be included in the purchase cost. It was noted that this software could deliver savings costs as there was a payroll option.

### 7.3 Christmas Lights

The quotations for Christmas Lights were considered and in particular, what changes needed to be made to work within the budgeted amount of £4,000. Lamp post columns were £248 per motif and it was agreed that a reduction in the number of motifs was necessary. It was **resolved** that the Clerk ask Leeds Lights to say what they could do for £4,000 by initially asking for a reduction of one motif per village.

### 7.4 Neighbourhood Plan boundary.

It was **resolved** to accept a recommendation of the Neighbourhood Plan Review Group that extension of the boundary of the Plan was not pursued.

### 7.5 Precept 2024/25.

A recommendation of the F&GP Committee that the precept be increased by 10% for 2024/25 (an increase of about £4,300) was considered taking into account comments from residents in the public participation (see above). Whilst there was support for this recommendation, it was realised that deadlines for submission to the principal authority (Leeds City Council) were not imminent and as there was no advantage to be gained by submitting early, it was agreed to defer this to the November meeting.

### 7.6 Pavilion energy supply.

A recommendation of the F&GP Committee that the energy supply for the Pavilion be switched to Corona on a 36-month contract subject to this still being the best offer at the time of the meeting was considered. Revised quotations had been received earlier that day and the Corona offer (dated 18<sup>th</sup> September) was no longer the best offer, the prices quoted by British Gas were more competitive (with options for twelve, twenty-four and thirty-six month terms). It was **resolved** to accept the quotation from British Gas with a twenty-four month term.

### 7.7 Meeting Rooms.

It was **resolved** to accept a recommendation of the F&GP Committee that alternative room hire be considered to reduce costs and that the Pavilion be considered for meetings in Scholes.

### 7.8 Clearing the growth of vegetation at the top of Richmondfield Mount.

The Clerk had tried to get quotations from four contractors but only one had replied quoting £50. It was **resolved** to accept this quotation.

**7.9 Parish Council website.**

It was **resolved** that the Parish Council website should no longer have a directory of local businesses.

**7.10 New football club.**

It was noted that the agreed changes to the draft contract for the new football club had been implemented and this was now ready to be signed.

**7.11 Spoil on Scholes Sports pitch.**

One quotation had been received for removal of the spoil on Scholes Sports pitch; others would be sought.

**7.12 Reports of meetings/training attended.**

There were no meetings to report.

**7.13 Pavilion MUGA usage report**

A report had been circulated to all Councillors showing usage in September. Following the resolution at the previous meeting, the Clerk had adjusted the gate access so that key fobs would no longer be required and the gate would be opened in the morning and locked in the evening on a timer. This came into effect on 6<sup>th</sup> September. There was a concern that bicycles were being ridden across the surface.

**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. There would be an agenda item in November to appoint someone to take on his role following the resignation of Cllr. Cantelo.

**8 PLANNING MATTERS**

The Planning Committee had met on 6<sup>th</sup> September 2023 but was not quorate and the Clerk had therefore replied using his delegated authority. The draft minutes had been circulated.

**9 FINANCE**

**9.1 Cash book and bank reconciliation for October 2023.**

The Responsible Financial Officer (RFO) had circulated the cash book, bank reconciliation and budget monitor showing all income and expenditure up to 26<sup>th</sup> September. There were ten items of income totalling £384.10 (mainly allotment rents) and twenty-one of expenditure totalling £3,477.19.

**9.2 Invoices and payments to be made for October/November 2023.**

The RFO presented a list of payments for October ten of which were payments to be made by bank transfer and one other payment listed as a cheque payment would now be paid by bank transfer. There were also four automated payments due to be taken in November (totalling £1,488.79) and five payments on the credit card (totalling £143.43). The RFO would stop the automated renewal of the .pdf editing software at £79.99 (pending investigation of alternatives by Cllr. Hayton) and it was **resolved** to approve the remaining payments (having clarified the reason for annual renewal of the Royal Mail Licence fee). Automated payments due in October had been approved at the previous meeting as had payments on the credit card, due to be taken by direct debit in October 2023.

Following the September meeting, the RFO had circulated a report of all emails exchanged between a contractor and himself relating to a disputed invoice (see item 9.2 of the previous minutes, page 754). It was **resolved** to agree to payment of the £190 balance.

### **9.3 Section 137 Payments**

A payment of £300 under Section 137 of the Local Government Act 1972 in recognition of the Remembrance Day commemoration was considered as this had been itemised on the budget. This was deferred pending a formal request from members of the Royal British Legion.

### **9.4 External Auditor's Report**

It was noted that the External Auditor has completed their checks and had found nothing of concern and that the Notice of Conclusion of Audit and Right to Inspect had been displayed on the website and in the notice boards.

## **10 CRIME REPORT**

None. There would be an agenda item in November to appoint someone to take on his role following the resignation of Cllr. Cantelo.

## **11 DATES OF FUTURE MEETINGS**

**Parish Council** – 6<sup>th</sup> November 2023, 7pm, the Pavilion, Scholes.

**Planning Committee** - 4<sup>th</sup> October 2023 in Barwick in Elmet Miner's Institute at 6:30pm.

**Playing Fields Committee** – 16<sup>th</sup> October 2023 in Barwick Miner's Institute.

**Finance and General Purposes (F&GP) Committee** – 23<sup>rd</sup> October 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 8:37pm.

Signed

Chair

6 November 2023