

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

held on Monday 4<sup>th</sup> December 2023 at 7pm in the Miner's Institute, Barwick in Elmet.

**PRESENT:**

|             |                      |             |                    |
|-------------|----------------------|-------------|--------------------|
| Councillor  | Stella Walsh (Chair) |             |                    |
| Councillors | Karen Dales          | Paul Remmer | Gillian Williamson |
|             | John Hayton          |             |                    |

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

**1 APOLOGIES.** Cllrs. Gilmore, Ragg and P. Walsh.

**2 PUBLIC PARTICIPATION**

There were three members of the public in attendance who raised the following points;

- A question about agenda item 7.2 (proposed precept increase) and why an increase in rents for allotment plot holders and for the various sports clubs had not been considered.
- A query about proposals for a playground in Scholes for older children and concern at the lack of progress in moving this forward and a reminder that Community Infrastructure Levy (CIL) money had been assigned to this project. The Chair apologised that a written response had not been received, the project was being led by Ward Councillors.
- A resident asked about the 20mph speed restrictions and the proposed speed limit on Leeds Road from the East Leeds Orbital Road roundabout to the 20mph limit just before the Coronation Tree. He had been pursuing this with Leeds City Council (LCC) who had said that the 20mph restrictions would be in place by Christmas. Regarding Leeds Road, LCC preferred to avoid multiple speed limit restrictions over short distances of less than a kilometre. He asked the PC to write in support of these restrictions by the February 2024 deadline.

**3 DECLARATIONS OF PECUNIARY INTEREST.** All Councillors had received an invitation for drinks and canapés at Bramham Park. Cllrs. S. Walsh and Williamson and the Clerk were intending to attend this event and declared this as a gift of hospitality.

**4 MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the meeting of the Parish Council (PC), 6/2023, held on 6<sup>th</sup> November 2023 (759-762) having been circulated, be approved and that the Chair be authorised to sign.

**5 CORRESPONDENCE**

The list of correspondence items 3276-3278 was presented to the PC and the Clerk reported on each item and the PC response where appropriate.

- 3277 was from a Scholes resident regarding children in the Multi Use Games area after dark. The gate was set to allow the personal trainer to access the Pavilion without needing to use her key fob at this time of year, this meant the gate was unlocked after darkness descended. The Clerk would look at the gate entry software and adjust if possible.
- 3278 was from a Scholes resident regarding the beech trees on PC land overhanging his property. The resident had concerns about bird droppings. Planning Permission had been granted to draw back the crown by one and a half to two metres where over the house and drive. The resident was under the impression that the PC would pay for this. The Clerk was asked to collate all previous correspondence in this matter so that the PC could make an informed decision and there would be an agenda item and the next meeting of the Finance and General Purposes (F&GP) Committee to consider this.

## 6 ACTION TRACKER

The Action Tracker had been circulated to all.

- a. All actions from the old format of Action Tracker had now been added to the new Tracker to ensure all agreed actions were listed even if there was nothing new to report.
- b. Two quotations had been received for putting up the goal posts on Scholes football pitch and the Clerk was awaiting a quotation from a third contractor. The Clerk would contact the supplier to ask for the specifications for putting up the goal posts.
- c. Three quotations have been received for the Legionella checks in Scholes Pavilion. The most competitive of these had been instructed to proceed. The checks would be delayed until the contract with the football club had been signed and were booked for January 2024.
- d. The Clerk had left a note in the Pavilion for the cleaner on 9<sup>th</sup> November and had heard nothing further. One of the residents in attendance was aware that the cleaner had sustained an injury. Data protection meant that he was unable to give contact information to the PC but he agreed to contact the cleaner and request that she contact the PC.
- e. Two quotations had been received for putting the sponsored bench on Belle Vue Avenue on a level surface. A third quotation would be sought.
- f. It had been agreed that the tree surgeon be given instruction to remove the sycamore tree in the Village Hall car park which had been causing structural damage to the garage of an adjoining property. The loss adjuster had supplied a comprehensive report confirming that the tree was the cause.
- g. Barwick and Scholes Football Team. A reply had been sent to Mount Saint Mary's football team. Barwick and Scholes Football Team had played their last match at Aberford and were due to play their last match at Barwick on 3<sup>rd</sup> December but this had been postponed due to the weather.
- h. The Clerk had emailed LCC along the lines suggested by the Chair of the Neighbourhood Plan Review Group (NPRG) expressing 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 NPRG.

## 7 OTHER ITEMS

### 7.1 Budget recommended by the F&GP Committee.

Cllr. Hayton went through the budget which had been considered at the previous three F&GP meetings. The budget (with the proposed 10% increase in precept) was for a loss of about £6.5K which would mean using up some of the reserves of which about £34K were earmarked amounts.

### 7.2 Recommendation of the F&GP Committee that the precept be increased by 10% for 2024/25.

Although the meeting was quorate, it was felt that there should be better representation of Councillors in order to agree the 2024/25 precept and it was therefore agreed to defer this agenda item and to call an extra-ordinary meeting if necessary.

### 7.3 Revision to the Financial Regulations to raise the level at which three quotations are necessary.

It was **resolved** that paragraph 11.1h of the Financial Regulations was changed from "*the Clerk, as RFO, shall obtain 3 quotations . . . where the value is below £5,000 and above £100 the Clerk, as RFO, shall strive to obtain 3 estimates*" to "*. . . where the value is below £5,000 and above £1,000 the Clerk, as RFO, shall strive to obtain three estimates, where the value is below £1,000 and above £500 the Clerk, as RFO, shall strive to obtain two estimates*", all in favour.

**7.4 Dead cherry tree on Jack Heaps Field.**

An unsolicited quotation had been received for the removal of a dead cherry tree on Jack Heaps field. The Clerk would ask the tree surgeon for a view regarding whether there was any immediate danger to members of the public.

**7.5 Meeting due to be held on 8<sup>th</sup> January 2024.**

It was agreed that there be no meeting on 8<sup>th</sup> January 2024. This would give the Clerk time off over the festive season without having to prepare the summons and associated papers for that meeting.

**7.6 Request by Barwick and Scholes Football Club for a revised contract.**

Barwick and Scholes Football Club had still not signed the agreement and were looking for the increased security of a longer contract, possibly twenty-four months with an option to extend. It was noted that an approach had been made by a junior girls' team and the contract did not give Barwick and Scholes Football Club (who play on a Sunday) exclusive access. Any extended agreement would define the terms by which an increase in rent within the contract term could take place.

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

There were no meetings to report.

**7.8 Website report**

A report of website usage had been circulated to all Councillors

**7.9 Safeguarding report.**

In the absence of Cllr. Gilmore, there was nothing to report.

**8 PLANNING MATTERS**

The Planning Committee had met on 15<sup>th</sup> November 2023 and a copy of the draft minutes had been circulated. There had been only one application received since then being for 9 Richmondfield Avenue (single storey extension to side/rear; garage to be demolished and rebuilt to side). The Clerk would reply to this using delegated authority noting that Councillors had **No Objections** to this application.

**9 FINANCE**

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

The Responsible Financial Officer (RFO) had circulated the cash book, bank reconciliation and budget monitor showing all income and expenditure up to 28<sup>th</sup> November. There were eight items of income totalling £3,014.28, these included a retrospective reporting of interest earned on the Barclays Bank account (as the RFO's access had been restored by the bank). Barwick Cricket Club had paid their share of the cost of the resurfacing of the Verity Strip and the Football Foundation had awarded and paid a grant for 75% of the cost of the goal posts at Scholes. There were twenty payments totalling £4,060 (nine automated payments totalling £1,595.75 and eleven manual payments totalling £2,464.25).

**9.2 Formal approval of invoices and payments to be made for December 2023/January 2024/ February 2024.**

- The RFO presented a list of fifteen payments for December totalling £1,682 to be made by bank transfer. As there would not be a meeting in January 2024 (see item 7.5 above), the RFO also presented a list of five anticipated manual payments for January totalling £4,820.85 (both the December and January list excluding payments to the Pavilion cleaner as it had been established that she had not been able to attend – see Action Tracker item 6d above).

- There were also five automated payments due to be taken in January 2024 and five in February 2024 (each totalling £1,531.82) and a sixth expected from the new Pavilion energy supplier. There were three payments on the credit card (totalling £132.628) due to be taken in January 2024. There had been no hedge cutting done on Scholes Lodge Field.
- It was **resolved** to approve these payments.
- Automated payments due in December had been approved at the previous meeting as had payments on the credit card, due to be taken by direct debit in December 2023.

### 9.3 Clerk's salary.

The nationally agreed cost of living increase in the Clerk's salary backdated to April 2023 was noted and the third-party payroll provider would be notified. A report showing the amounts had been circulated. The amounts approved above (item 9.2) would therefore be subject to change. The Standing Order paying the Clerk's salary would be adjusted accordingly and a manual payment made to cover the difference.

## 10 CRIME REPORT

There was nothing to report.

## 11 DATES OF FUTURE MEETINGS

**Parish Council** – 5<sup>th</sup> February 2024, 7pm, Barwick Miner's Welfare.

**Finance and General Purposes (F&GP) Committee** – 11<sup>th</sup> December 2023 at 7pm in Scholes Sports Pavilion.

**Extra-ordinary meeting of the Parish Council** – 15<sup>th</sup> January 2024 in Scholes Sports Pavilion.

The **Planning Committee** meeting scheduled for 6<sup>th</sup> December 2023 would not take place as only one application had been received since the last meeting – see agenda item 8 (above).

**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 8:12pm.

Signed

Chair

5 February 2024