

MINUTES of the ANNUAL MEETING OF THE PARISH COUNCIL

held on Monday 13th May 2024 at 8pm in Scholes Sports Pavilion.

PRESENT: Councillor Stella Walsh (Chair)
Councillors John Hayton Paul Walsh Gillian Williamson
Paul Remmer

In attendance: Three residents and the Clerk.

1 ELECTION OF CHAIR OF THE COUNCIL FOR THE ENSUING YEAR.

It was **resolved** that Cllr. S. Walsh be elected as Chair, all in favour. Cllr. S. Walsh duly signed her declaration of acceptance of office.

2 ELECTION OF VICE CHAIR OF THE COUNCIL FOR THE ENSUING YEAR.

It was **resolved** that Cllr. Hayton be elected as Vice-Chair, all in favour.

3 APOLOGIES. Cllrs. Dales and Ragg. The resignation of Debra Gilmore was noted and it was noted that a notice of the vacancy in Barwick had been displayed and that the deadline for ten or more local government electors to submit a written request that this be filled by election was 14th May 2024.

4 DECLARATIONS OF PECUNIARY INTEREST. None.

5 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the meeting of the Parish Council (PC), 12/2023, held on 8th April 2024 (780-784) having been circulated, be approved and that the Chair be authorised to sign.

6 COMMITTEES FOR 2023/24

- a. It was **resolved** that due to the small number of Councillors, the Planning Committee be disbanded and that future planning applications be considered as part of the agenda of the PC meeting, all in favour. As Chair of the now former Planning Committee, Cllr. Dales would be asked to take the lead on future planning applications and give Councillors appropriate guidance to make informed decisions.
- b. It was **resolved** that due to the small number of Councillors, the Hall Tower Motte and Bailey subcommittee be disbanded and that the Finance and General Purposes (F&GP) Committee take direct responsibility for matters relating to this asset, all in favour.
- c. A suggested committee structure had been circulated ahead of the meeting. The following people were appointed (taking into account the decision above in items 6a and 6b to disband a Committee and a subcommittee), changes in purple font.

Committees.

Finance and General Purposes: Cllrs. Remmer, Ragg, P. Walsh, S. Walsh. and Williamson. It was noted that this would mean that Cllr. Dales would therefore be to only Councillor not to be on this Committee and it was agreed to appoint her to this Committee subject to her willingness to serve.

Staffing: Cllrs. Hayton, Remmer and S. Walsh.

Subcommittees

Scholes Lodge Field: Cllrs. Dales, Remmer (Chair), P. Walsh and S. Walsh plus Janet Horkan (resident).

Peace Flame: Cllrs. P. Walsh and S. Walsh plus the following residents: Roger Mawson (Scholes Village Show), I. Hay (Scholes in Bloom), A. Wagstaff (Scholes Women's Institute), Les and Jackie Goddard (British Legion) and Glyn Davies (Technical Advisor).

Neighbourhood Plan Review Group: Cllrs. Dales, P. Walsh and S. Walsh plus Phil Maude (chair), Andrew Wheeler (secretary) and some other residents.

Individual responsibilities:

Review of Internal Controls: Cllr. Ragg.

Newsletter: Cllr. S. Walsh.

Facebook: Clerk and Cllr. Williamson (who removes unauthorised content).

X: The PC were no longer maintaining content on this Social Media platform.

Website: Cllr. P. Walsh and the Clerk.

Playground Inspection: Cllrs. Dales and Remmer.

Outdoor Gym Equipment and Multi-Use Games Area Inspection. Cllr. Remmer.

Safeguarding Lead. Cllr. P. Walsh.

Organisations and Forums not part of the PC but requiring PC Representation

The Ancient Parish of Barwick In Elmet Trust: Tim South (five-year term of office from 2021)

Outer Northeast Forum: Cllr. S. Walsh.

Yorkshire Local Councils Associations - Voting Representatives: Cllrs. Remmer and S. Walsh.

Community Fund Representatives: Cllr. S. Walsh.

Police And Communities Together (PACT). Cllr. P. Walsh.

The Chair of the PC is an ex-officio and voting member of all Committees and subcommittees. It was **resolved** to agree the above Committee structure for 2024-25.

7 CORRESPONDENCE

The list of correspondence items 3300-3307 was presented to the PC. Issues raised included;

- 3301 and 3302. Concerns about anti-social behaviour on the Multi-Use Games Area (MUGA). This had been discussed at the public participation at the April meeting (see page 780).
- 3303. Concern about the quality of work being carried out by a local contractor (the PC felt that it lacked the authority to give accreditation to, or regulate the work done by contractors).
- 3304. Lack of “No Dogs Allowed” signs on Jack Heaps field. There would be a reminder in the next newsletter about appropriate areas to exercise dogs.
- 3305. Signage for the 20mph areas in Scholes with a suggestion that they failed to comply with statutory requirements.
- 3306. Someone seeking a suitable location for a planter placed in memory of her son. Jack Heaps field was suggested in the event that permission for the other suggested locations was not forthcoming. She had already approached Barwick in Bloom.
- 3307. Possible closure of the Barwick and Scholes branch of the Royal British Legion. There would be a meeting on 15th May 2024 to discuss its future. There were implications for this, not only on Remembrance Sunday but also regarding the sale of coffee on a Thursday afternoon at the Post Office the proceeds of which go to the local branch (£150 to £200 a month).

8 ACTION TRACKER

The Action Tracker had been circulated to all.

- a. Insurance documents from contractor cutting Hall Tower mound. These had still not been received, the Clerk would chase these up.
- b. Scholes Lodge Field gate. The Clerk had obtained quotations for gates and got a quotation for fitting them. He would try to get more quotations for supplying and fitting them.
- c. Visual check of trees. Barwick trees were still to be inspected.
- d. Disused railway bridge. Work had now been completed.
- e. Scholes Playground proposals. There would be a meeting on 30th May to discuss the existing facilities.
- f. Barclay’s Bank signatories. Completed forms had been sent to the bank who had replied to say that there was missing information about both Cllr. S. Walsh and Cllr. Williamson. This turned out to be just a missing date next to the signature. Corrected forms had been sent off to the bank.
- g. Request from a girl’s under fourteen’s football team to use Scholes pitch. A representative had attended a meeting on 15th April ahead of the Playing Fields Committee meeting.
- h. Proposals to buy Scholes Allotments. Ongoing.

9. ANNUAL REVIEW OF DOCUMENTS.

The Annual review of documents was considered, the F&GP Committee had reviewed the Financial Regulations.

10 OTHER ITEMS

10.1 **To agree insurance cover for the coming year noting that three quotations have been received.**

Three quotations for insurance renewal had been received and Cllr. Hayton had produced a table comparing the cover in key areas for each. The cheapest option was to stay with the existing insurer but in some areas, the cover was less than that of the other two quotations and the PC reassured itself that the level of cover was sufficient to cover any potential claim. Some of the discussion on this item took place following the end of the Annual Parish meeting and prior to the start of the PC meeting. After due consideration, it was **resolved** to accept the renewal quotation from Hiscox, all in favour.

10.2 **Concerns about speeding traffic in the Parish and the Vehicle Activated Signs.**

The introduction of 20mph zones in both villages was welcomed but there were concerns about signage and enforcement. Some of the discussion on this item took place following the end of the Annual Parish meeting and prior to the start of the PC meeting. It was agreed to defer this to the agenda of the June meeting but in the meantime, to pursue some of the issues raised through the Ward Councillors.

10.3 **Request by the organisers of Barwick Beer Festival for permission to use the Village Hall car park for a marquee and Jack Heaps Field for car parking.**

The concerns expressed by Barwick Cricket Club in correspondence item 3300 (concerns about health and safety and anti-social behaviour) were noted. It was also noted that there had since been a meeting between Barwick Cricket Club and the organisers of the Beer Festival to address these concerns. The organisers of the Beer Festival had advised that agreement had been reached at this meeting and the health and safety concerns addressed. There would be an agenda item at the June meeting to consider this further and in the meantime, reassurances would be sought from Barwick Cricket Club that they felt that the meeting had addressed the issues they had raised. It was **resolved** to allow the use of Jack Heaps Field for car parking noting that there would be no vehicles parked overnight.

10.4 **Use of Jack Heaps Field for car parking.**

A decision of the Clerk under his delegated authority to allow Jack Heaps Field to be used for car parking for a funeral on 9th May 2024 was noted. It was **resolved** to agree to a request by Barwick in Bloom to use Jack Heaps field for car parking for their Open Gardens event on 30th June 2024

10.5 **To consider adoption of a Health and Safety Policy**

A draft Health and Safety Policy had been circulated to all ahead of the meeting taking into account feedback received. It was **resolved** to adopt this policy. Cllr. Williamson abstained having not seen the policy.

10.6 **To consider a recommendation of the Peace Flame subcommittee to purchase a flagpole and plaque.**

Three quotations obtained by the Peace Flame subcommittee for the purchase of a flagpole and plaque had been circulated ahead of the meeting with prices between £1,300 and £2,300. It was **resolved** that the Subcommittee could spend up to £1,300

from earmarked reserves on this project. There was further discussion regarding the supply of concrete to fix the flagpole.

10.7 Reports of meetings/training attended.

There were no meetings or training to report this time.

10.8 Website report

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

10.9 Safeguarding report.

There was no report this time. Cllr. P. Walsh would take the lead on this in future (see 6c above).

11 PLANNING MATTERS

The Planning Committee had been disbanded, see 6a above.

12 FINANCE

12.1 Formal approval of invoices and payments to be made for May/June 2024.

- The Responsible Financial Officer (RFO) had circulated a bank reconciliation and a list of anticipated payments for May 2024. There were thirteen payments for May totalling £1,537.61 to be made by bank transfer. In addition, there was a £5 key fob deposit refund.
- There were also six automated payments due to be taken in May 2024 totalling £2,601.78 and a further ten payments taken on the credit card totalling £483.25.
- It was **resolved** to approve these payments.
- Automated payments due in May had been approved at the previous meeting. However, the amount taken for water charges was considerably higher than the approved amount (being £983.71 when the anticipated figure reported at the April meeting was £57.29). This was because the RFO had submitted an actual reading which was considerably higher than the water company's estimated reading. Health and Safety concerns were expressed that the RFO had to lift a manhole cover and bale out copious amounts of water in order to take such a reading. Enquiries would be made with the water company to see if a new meter could be fitted which did not present these concerns.

12.2 Financial reports.

The RFO had circulated four different reports produced using QuickBooks software. Two showed actual income/expenditure against that budgeted (one showing monthly data for April and the other showing data for the year to date). There was a report showing itemisation of all income/expenditure for each category and one showing bank balances (including invoices raised but still to be paid). It was agreed that the RFO only circulates the report of actual income/expenditure against that budgeted for the year to date but has the other reports to had at future meetings in order to answer any queries which might arise.

12.3 Formal approval of the 2023/24 Annual Governance Statement (AGAR 2023/24 Part 3).

12.4 Formal approval of Accounting Statements 2023/24.

Items 12.3 and 12.4 were deferred to the June meeting as the Internal Auditor's report was still awaited.

10 CRIME REPORT

There was nothing to report this time, Cllr. P. Walsh being the new representative of the PC, see item 6c above.

11 DATES OF FUTURE MEETINGS

Date	Time	Meeting	Venue
20 th May 2024	7pm	Finance and General Purposes Committee	Scholes Sports Pavilion
3 rd June 2024	7pm	Parish Council meeting	Barwick Miner's Welfare

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 9:05pm.

Signed

Chair
3 June 2024