

**MINUTES of a meeting of the Finance and General Purposes (F&GP) Committee**

held on Monday 8<sup>th</sup> July 2024 at 7pm, in Scholes Sports Pavilion.

**PRESENT:** Councillors Kinga Ragg (Chair) Stella Walsh Gillian Williamson  
Karen Dales  
John Hayton

**In attendance:** The Clerk.

**1 APOLOGIES.** Cllrs. Remmer and P. Walsh

**2 DECLARATIONS OF PECUNIARY INTEREST.** None.

**3 MINUTES OF PREVIOUS MEETING.**

There was a query regarding the numbering of the draft minutes as 1/2024 and it was felt that in future, the year should read 2024-25. It was **resolved** that the minutes of the Committee meeting 1/2024 held on 20<sup>th</sup> May 2024 (112-115) having been circulated, be approved and the Chair be authorised to sign.

**4. ACTION TRACKER.**

- a. Set up an Allotment Association.  
Completed as the Clerk had written to all plot holders advising them that the existing relationship with the Parish Council (PC) be retained
- b. Barwick Fair  
The Clerk had made the owners of the fair aware of the comments on social media and had had a response. All posters advertising the fair had been taken down.
- c. Cllrs. Remmer and P. Walsh were still to meet to consider Pavilion heating, the Clerk would email them for an update.
- d. Request by Garforth Villa under fourteen's girl's football team to use the pitch at Scholes on a Saturday.  
The agreement had been finalised and both parties given opportunity to comment. The representative of the club wanted the name to be under fifteens as the girls would all be a year older when the season began. Comments by Councillors had also been taken into account. The Clerk would send the finalised version to the club to be formally signed.
- e. Northern Football Club.  
They had been made aware that their request to use the pitch at Scholes had been declined as it would be in use both Saturdays and Sundays in the coming season.
- f. Getting quotations for cleaning the village gateway entrance signs.  
Barwick in Bloom had been approached to see if they would clean the signs in exchange for a donation in lieu of the cost of professional cleaners. They declined as they didn't have access to a power supply for use with a jet wash. On 18<sup>th</sup> June, the Clerk had sent a chaser email to a company previously emailed on 11<sup>th</sup> April (this company being the ones who had previously done the work). Cllr. S. Walsh would put an appeal in the next newsletter asking for people to suggest contractors. Cllr. Hayton agreed to forward details of someone he knew. Cllr. S. Walsh had asked a suitably qualified resident who lived on Belle Vue Avenue to contact the Clerk with an expression of interest. She would remind this person next time that she saw him as the Clerk hadn't heard from this person.
- g. The Clerk to find out what percentage increase other Parish and Town Councils had levied in February 2024.  
It was agreed that this item be considered as completed.

- h. Grass Cutting in Scholes  
It appeared that Leeds City Council (LCC) had resumed the grass cutting and therefore attempts to get quotations would be put on hold.
- i. Notice board outside Barwick Village Hall.  
The Clerk had emailed a member of the Village Hall Committee to advise them of the decision of the Committee at its last meeting that the PC would not accept responsibility for their notice board.
- j. New set of goal posts for Jack Heaps Field.  
These had been delivered and Cllr. Hayton and the Clerk had spent a couple of hours putting them up.
- k. "No Dogs" signs for Jack Heaps Field and removal of the bin near the vehicular entrance.  
The "No Dogs" signs had been delivered; the Clerk now needed to find a way of mounting them. He had emailed LCC on 18<sup>th</sup> June to request removal of the bin without reply but had had more success emailing an officer from Climate, Energy and Green Spaces who had spoken to the PC at its meeting the previous Monday. She had responded advising that the bin could be removed on the understanding that once removed, there would be no opportunity to reverse this. The Clerk had accepted these terms.
- l. Plaque for the "Tommy" silhouette statute in Scholes.  
Cllr. Ragg had emailed Cllr. S. Walsh details of someone at Leeds College of Art who could produce such a sign. Cllr. S. Walsh had this in hand.
- m. Grants for trees  
Cllr. P. Walsh had not yet completed the grant application. The next newsletter would invite residents to suggest suitable locations for tree planting including roadsides. It was estimated that the number of trees would be between twelve and twenty. A resident with horticultural expertise had suggested silver birch trees for Jack Heaps Field.
- n. £10 deposit for two key fobs.  
A resident had declined the offer of a £10 refund paid in error for key fobs requesting instead that the £10 be used to buy something. Cllr. P. Walsh had used the £10 to buy an acer which had been planted on the Japanese garden on Scholes Lodge Lane.
- o. Commemoration of the eightieth anniversary of the D-Day landings.  
Permission had been given for the lighting of a beacon to taken place at the top of Hall Tower Hill to commemorate of the eightieth anniversary of the D-Day landings. This event had taken place.
- p. Transfer money from the Lloyds account to the interest earning Barclay's account to take the balance below £85,000.  
There had been some technical issues with this due to the bank's software not processing fully authorised payments. This had been resolved and the account was now below £85,000.
- q. Hall Tower Field safety concerns.  
A sign saying "Uneven ground" had been obtained in response to concerns about a piece of iron rail on Hall Tower Field creating a trip hazard. The Clerk had fixed the sign to the gate with cable ties.
- r. Interpretation Display Boards.  
Many of the Interpretation Display Boards in the Parish were in a poor state of repair, graffiti on one and moss growth on this one and others. The artwork beneath the Perspex was generally okay but some of the lecterns were in need of repair or replacement. An approach to the LCC officer mentioned in 4k above would be made.
- s. Barwick Playground.  
Concerns about graffiti at Barwick playground following an email from a resident were discussed. The resident would be asked to report this to the Police and the Clerk would do likewise.

It was agreed that in future, the actions on the Action Tracker be numbered.

## 5. WORK REQUESTS

### a. Review of allotment agreements

The existing allotment agreement was looked at and the following changes would be made;

- The use of inclusive language, e.g. changing “he” or “she” to “the tenant”
- Point 5 (vii) to have polytunnels added to the list of things which can not be erected without the written consent of the PC. The size of such buildings to be also subject to PC approval.
- A clause would be added allowing the PC the right to change the terms of the agreement.

There was discussion about paragraph 2 regarding the death of a tenant. The tenancy expires when the rent next becomes due which could lead to a plot being vacant for the best part of a year. It was however agreed that the existing wording was satisfactory.

The Clerk would check land registry records for any covenants which 5 (iii) referred to.

The updated agreement would be issued to any new people taking on an allotment. Existing plot holders would get a letter advising them of the changes to the agreement which would go out when the annual rents become due on 1<sup>st</sup> October. The letter would also ask plot holders to confirm their contact details.

### b. Saplings.

This item was deferred until the next meeting.

### c. Request from a resident via LCC to clear the growth of vegetation at the top of Richmondfield Mount.

The price for this work in 2023 was £50. It was **resolved** that the Clerk get three quotations. This tree would need annual maintenance, and this led to discussion about employing someone one day a week to do work of this sort. Councillors were asked to consider what jobs would need doing and to put these forward for consideration so that a list of ongoing maintenance jobs could be compiled. There would still be separate budgets for Hall Tower Field, Scholes Lodge Field and Jack Heaps Field.

### d. Purchase of more poo bags.

The bags for the poo-bag dispensers bought the previous August at a cost of just over £120 had nearly run out. There was a view that dog owners should provide their own poo-bags and not rely on local authorities (hence the agenda item). However, given the number of complaints about dog-fouling, it was **resolved** that the PC should continue to maintain the dispensers and purchase more poo bags as the need arose. Maintenance of the dispensers could be added to the list of maintenance jobs – see 5d above.

### e. Maintenance of Scholes Lodge Field and Pavilion.

It was **resolved** to terminate the cleaner’s contract. The Clerk would contact Ward Councillors to raise concerns regarding verge creep on Leeds Road and Potterton Lane. People were needed to help with tasks. Tasks which needed doing would be put on the list referred to in 5c above along with an estimate of the cost. There would be an agenda item the next time to review jobs for the Pavilion, Hall Tower Field, Jack Heaps Field and other assets.

### f. Request by the residents of 37 Main Street to meet with them to explain the decision taken at the last Committee meeting not to cut back the beech trees to balance any work they commission.

A visual check of the trees suggested that they had been already cut. Following the PC meeting the previous week, the Clerk had circulated an email with a hyperlink to the documents that the resident had referred to at that meeting (being the reports and recommendations of the tree officer) but some Councillors had been unable to open the documents via the hyperlink. Cllr. Dales was able to access the documents and read these to those present. There followed discussion about whether to grant permission for the residents to carry out, at their own expense, the work necessary to balance any work they had done. It was **resolved** to write to the residents advising them that having given the matter due further consideration, the PC hadn’t found anything to alter it’s original decision.

**g. Options for savings accounts.**

It was **resolved** to make a recommendation to the PC for consideration at its September meeting that a savings account with Lloyds Bank be opened which would give 2.5% interest with a deposit of £20,000 which required thirty days' notice for any withdrawals.

**h. Request by Whitkirk Football Club to use the pitch at Barwick in Elmet.**

There was discussion about an approach made at the previous week's PC meeting by a representative of Whitkirk football club looking for a pitch to play on for the coming season. Consideration was given to charging them the same rate as Barwick and Scholes Football Club for the use of the facilities at Scholes with the PC using some of the revenue from this to compensate Mount Saint Mary's Football Club for their costs. However, there was no guarantee of having access to changing room facilities and it was therefore felt that the rate charged should reflect this. Mount Saint Mary's Football Club used the same pitch (Barwick in Elmet) and had use of the changing rooms and they paid for their own grass cutting and maintain the goal posts, in particular taking down the nets after each home game and storing them. It was **resolved** to make a recommendation to the full PC that Whitkirk be offered the use of pitch and toilets for £500 a year and that they pay their own expenses. The Chair of the PC would call an extraordinary meeting to consider this recommendation so that Whitkirk could make preparations for the coming season. It was **resolved** to review the agreement with Mount Saint Mary's Football Club in twelve months' time. The Clerk was asked to contact Mount Saint Mary's Football Club within ten days to request a set of keys to the Barwick changing rooms as he did not have any.

**i. 2024 Christmas Lights and a preferred list of decorations.**

The decision of the PC not to use uplighting for the 2024 Christmas Lights was noted. It was **resolved** that the 2024 Christmas Lights be along similar lines to those of 2023. Two Councillors including Cllr. Hayton would go to the Leeds Lights warehouse to choose the motifs. It was **resolved** that there would be a recommendation to the PC to consider a best Christmas Lights competition along similar lines to the that run in 2023.

**j. Barwick and Scholes Football Club training sessions.**

It was noted that Barwick and Scholes Football Club had used social media to advertise a training session on a Wednesday evening. The agreement signed with the football club was non-specific about which day(s) they had the use of the pitch and Pavilion changing rooms. It was **resolved** that the Clerk would send a copy of the agreement to the Yorkshire Local Councils Associations to see if there was anything in the agreement which would allow the PC to change the terms of the agreement or to add an addendum before it expired. The Clerk would also contact the Club directly to establish the frequency of these training sessions. This issue would be referred to the PC.

**k. Asset register.**

The asset register had been circulated to the Committee ahead of the meeting including previously suggested changes, i.e. the addition of the new goal posts on Jack Heaps Field and merging the list of waste bins on the Barwick tab to a single line entry to mirror the way this information was presented on the Scholes tab. It was considered that the acer tree (see 4n above) not be of sufficient value to be added to the asset register.

**l. Risk assessments.**

Cllr. Hayton had carried out an inspection of Scholes assets and found nothing in need of repair or maintenance. There was a concern about overhanging branches of trees on land adjoining Hall Tower Field. The Clerk would write to LCC regarding one tree in particular being an ash tree at the entrance to Hall Tower Field which was growing in the closed graveyard. The grass on Hall Tower Hill had not been cut, the Clerk would chase the contractor who does this. The repair/replacement of the gate at the Leeds Road entrance to Scholes Lodge Field had gone out to tender.

**6. PAVILION MATTERS**

It was noted that the padlock to the barrier to the car park had gone missing and that Scholes Bowling Club had fitted a temporary padlock and had the master key. The Clerk would ask for the master key and a receipt.

**7. DRAFT MINUTES OF SUBCOMMITTEES WHO REPORT TO THE COMMITTEE**

It was noted that the Peace Flame subcommittee had met on 24<sup>th</sup> May 2024. The main item of discussion had been the flagpole which they would install. The printer of the flag couldn't print the design which the Committee had chosen. The flagpole would be put up on International Peace Day.

There would be an apple day on Scholes Lodge Farm on 22<sup>nd</sup> September 2024.

**8. DATE OF NEXT MEETING**

9<sup>th</sup> September 2024 at 7pm in the Pavilion.

The meeting closed at 9:15pm.

Signed

Chair