

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

held on Monday 9th September 2024 at 7pm, in Scholes Sports Pavilion.

PRESENT: Councillors Kinga Ragg (Chair)
Karen Dales Paul Remmer Stella Walsh
John Hayton Chris Shoemith Gillian Williamson

In attendance: The Clerk.

- 1 **APOLOGIES.** Cllr. P. Walsh. Cllr. S. Walsh also apologised as she had to leave early.
- 2 **COMMITTEE MEMBERSHIP.** It was **resolved** to co-opt Cllr. Shoestring onto the Committee, all in favour.
- 3 **DECLARATIONS OF PECUNIARY INTEREST.** Cllr. Hayton regarding item 7c(ii) as one of those quoting was a client of his.
- 4 **MINUTES OF PREVIOUS MEETING.**
It was **resolved** that the minutes of the Committee meeting 2/2024-25 held on 8th July 2024 (116-121) having been circulated, be approved and the Chair be authorised to sign. A correction on page 119 had been included (“the revenue *form* this” should read “the revenue *from* this”).
- 5 **BUDGET.** Councillors were asked to consider any changes since 2024/25 which would affect the overall budget in order to inform discussion at the October Committee meeting.

Cllr. S. Walsh left the meeting at this point.

6. ACTION TRACKER.

The following actions had been completed since the July meeting.

- a. The fair had been made aware of feedback from residents made on social media (A1).
- b. The pile of spoil on Scholes Sports pitch had been levelled (A2).
- c. The Village Hall car park disabled bay car park markings had been repainted (A9).
- d. A recommendation had been considered by the PC to allow Cllr. P. Walsh to make a grant application for trees and the latest newsletter had invited residents to suggest suitable locations (A12).
- e. An interest earning account had been set up with Lloyds bank and an initial deposit made of £20,000 (A14 and A30).
- f. The dog waste bin on Jack Heaps Field had been removed (A19).
- g. The residents of the property adjoining Scholes Lodge Lane had been written to advising them that having given the matter due further consideration, the Parish Council (PC) hadn't found anything to alter its original decision regarding the two beech trees (A29).
- h. The decision to review the agreement with Mount Saint Mary's Football Club had been overtaken by subsequent events, i.e. the club were no longer tenants (A31).
- i. Mount Saint Mary's Football Club had returned the keys to the changing rooms (A32).
- j. Two Councillors (Dales and Hayton) had visited Leeds Lights to choose motifs (A33).
- k. Concerns about Barwick and Scholes Football Club using the pitch on a Wednesday for training had been resolved and the Yorkshire Local Councils Associations (YLCA) had commented on the agreement (A34, A35 and A36). The Clerk was asked to contact Garforth Villa Blues Girl's Under Fifteen's Football team along similar lines. They had reported a concern regarding one of the goal posts. The Clerk had contacted them regarding their insurance and other documents, they felt that these had already been provided, the Clerk would ask them to resend them.

- l. The Clerk had written to Leeds City Council (LCC) regarding an ash tree at the entrance to Hall Tower Field which was growing in the closed graveyard. This had been logged by them as reference 9008443 (A37).
- m. The grass on Hall Tower Hill had now been cut (A38).
- n. The situation regarding the padlock to the car park barrier in Scholes had been resolved (A39).
- o. Cllr. Hayton had been through the asset register and had walked round Scholes and compared the PC asset register with the list supplied by LCC and recommended changes (A3).
- p. The graffiti on equipment at Barwick playground had been reported to the Police and to the Playground and Fabrications manager of LCC. The resident who had raised this had been made aware and asked to also raise a crime report (A22). The Clerk would check to ensure that the graffiti had been removed.
- q. The Clerk had checked land registry records for any covenants which 5 (iii) of the allotment agreement referred to and circulated this to all Committee members. The updated agreement was being issued to any new people taking on an allotment and allotment renewal letters had been sent out to plot holders advising them of the changes to the agreement and asking them to confirm their contact details (A23). It was noted that the address on the land registry documents was that of the previous Clerk. The Clerk advised that all but one (Hall Tower field) of the parcels of land owned by the PC showed addresses of the previous Clerk and in one case, the Clerk before that. He had spent three years (since August 2021) trying to get the address changed but there was a nine-month waiting time before HM Land Registry respond to any letters. In the light of this, it was felt that getting the address changed to the current Clerk was not the best way forward. The Pavilion address was a better option as this would be constant regardless of who the Clerk was. A letter box would be needed. It was agreed to put this as an agenda item for the next PC meeting.

The following actions were still ongoing.

- r. Bunting on the asset register (A4). There was discussion about the content of the asset register, in particular, the lectern type interpretation display boards. Cllr. Hayton agreed to investigate this further. The Clerk was asked to write to former Cllr. Hassell to ensure that PC assets were not still being stored on her property. The Exhibition Display Boards were still showing on the register. The new goal posts had been added to the register but were already broken. The Clerk had ordered and received replacement parts for those which were broken and had attempted to repair the goal posts but found other parts were missing outright. He had contacted the supplier to order replacements and was awaiting a reply. In the meantime, the goals had been disassembled and were now stored in the changing rooms in Barwick. The Clerk still had two "No Dogs" signs in his office. Cllr. Remmer agreed to take these and drill them to the wall.
- s. The action to replace the plaque for the "Tommy" silhouette statue in Scholes was still ongoing. Cllr. Dales advised that she could get a wooden one made (A11).
- t. Cllr. Remmer agreed to get quotations for the Pavilion heating (A15). Cllr. Ragg would email Cllr. Remmer to discuss this.
- u. Cllr. P. Walsh had used the £10 to buy an acer which had been planted on the Japanese garden on Scholes Lodge Lane. The Clerk would chase him for his bank details to reimburse him, otherwise the donation could no longer be considered as from the resident (A20). It was noted that people were planting trees on Scholes Lodge Field. There would be an item on the agenda of the next PC meeting to consider the options for this such as an article in the newsletter or something on the front page of the website giving people ten days to remove the tree and any failure to comply would result in the tree being relocated.
- v. Cleaning of the Interpretation Display Boards (A21). It was suggested that this could be added to the list of jobs for a lengthsman.
- w. Concerns regarding verge creep on Leeds Road and Potterton Lane (A28). This would be added to the list of correspondence and concerns raised.
- x. The cleaner's contract had been terminated (A40). Final payment of what she was owed was awaiting authorisation after which she would be asked to return her keys. Going forwards, it

was felt that the Pavilion be cleaned on an ad-hoc basis. Cllrs. Dales and Ragg would obtain the details of people who could do the work.

The Clerk was asked to revise the presentation of the Action Tracker to show completed tasks on a separate tab.

7. WORK REQUESTS

a. Saplings.

Saplings were available from the Woodland Trust. There was a suggestion that these could be planted on the allotments and replanted elsewhere once they had had chance to grow. A hundred trees could be ordered. The latest newsletter had invited residents to put forward suggested locations where trees could be planted. The Clerk was asked to put a form on the website for completion by residents.

b. Jobs for the Pavilion, Hall Tower Field, Jack Heaps Field and other assets.

Cllr. Hayton had produced a list of in-house maintenance tasks which had been circulated to all. The meeting considered his list and accepted some as appropriate to be done internally by the PC and suggested that there might be health and safety concerns with some of those listed as such.

Jobs which could be undertaken internally by the PC

Tree inspections

Asset checks.

Bench installation & maintenance.

Sapling removal and hedge maintenance of Hall Tower field and Scholes Lodge field.

Cleaning the plaques of the war memorials.

Sign installation and maintenance

Notice boards

Cleaning Scholes Pavilion.

Clearing rubbish on the Multi Use Games Area (MUGA).

Small maintenance work (locks, painting) on PC gates, barriers, fences, notice boards.

Internal building small maintenance tasks: Barwick Football. Scholes pavilion - okay as long as no electrical or plumbing.

Dog poo bags.

Not within the remit of the PC

Hedge cutting/strimming/weedkilling for various parcels of land.

Maintenance of floral ornaments, the Verity strip planters and the New Inn traffic island.

Defibrillator checks.

Asset disposal.

Pressure washing (such as the village gateway signs).

Tree planting.

Groundwork: Barwick Village Hall carpark, Scholes sports carpark; Station Road land (near library) – general maintenance, potholes, carpark markings, weedkilling.

External buildings and walls maintenance: small works only.

Peace Flame asset maintenance

Reason

To be done by a gardener if he supplied his/her own equipment.

Done by the In Bloom groups.

Done by Cllr. Remmer (Scholes) and a former Councillor (Barwick) but would come within the remit of the PC in the event that the former Councillor was unable to continue.

A waste carrier's licence would be needed. Should be left to professional contractors.

Risk of damaging utility supplies.

Weedkiller needs a COHSE (Confederation of Health Service Employees) certificate.

Okay but the Clerk to check the Village Hall lease to see who has responsibility for the fabric of the outside.

The Clerk to check with Cllr. S. Walsh as they have their own group and use Scholes 1st Scouts.

The boundary wall for the closed graveyard – Jubilee Gardens.

This was the responsibility of LCC.

Cllr. Hayton also listed tasks which the PC might need external contractors for;

1. Grass cutting: Hall Tower Field; Scholes Lodge Farm; Jack Heaps Field; sports fields. There was a view that Hall Tower not being cut often enough.
2. Scope of supply. Block tenders would be needed. A local tradesman was suggested. It was felt that this would take up too much meeting time to fully consider. A working party consisting of Cllrs. Hayton and Remmer was agreed, they would meet using remote access technology to consider.

There were other tasks on Cllr. Hayton's list. It was agreed that there would be an agenda item for the next meeting to discuss the rest of this document.

c. Quotations for;

- a. Cleaning the village gateway signs.

The Clerk had obtained three quotations for cleaning the village gateway signs and tried two others. It was agreed to wait until the spring before having the signs cleaned.

- b. The bush at the top of Richmondfield Mount.

The Clerk had tried to get three quotations but only one had replied. This contractor had offered to cut back the growth for £150 but for £250 would remove the bush completely saving on annual cutting back, he would tidy up the area. Another contractor had said he would do this free of charge by counting it as a part of the allotment hedge cutting but hadn't provided a quotation for that job. It was **resolved** that if there was no reply from this contractor, then the one who quoted £250 to clear the area would be given the go ahead to do the work.

- c. Cutting the allotment hedges.

Cllr. Remmer sent a WhatsApp to the contractor who had done the work previously to remind him to provide a quotation. Cllr. Ragg suggested someone who could do the work. Later in the meeting, the contractor replied to the WhatsApp quoting £550 for cutting the allotment hedges, it was **resolved** to accept his quotation. He also quoted £250 + VAT for cutting the hedges of Scholes cricket field.

d. Grass cutting at Scholes.

LCC were no longer cutting the grass at Scholes other than the cricket pitch which they would do to the end of the season. However, Ward Cllr. Robinson had suggested at the September 2024 PC meeting that if the PC agreed to make a donation towards the cost of the Scholes playground refurbishment, then he would press for the grass cutting to continue. The PC had agreed to make a donation towards the cost of the refurbishment and the Clerk would therefore contact Ward Cllr. Robinson about the grass cutting.

e. Electricity supply for Barwick in Elmet changing rooms.

The Clerk had contacted the energy supplier of Scholes Pavilion for a quotation for supplying the electricity at Barwick and the existing supplier for Barwick changing rooms. The contract for Scholes Pavilion ran to October 2025 so a twelve-month agreement would mean that the contracts for both sites would expire in October 2025 allowing a renewal to cover one supplier for both sites. The supply at Barwick was being charged at an out-of-contract rate. It was **resolved** that the Clerk try to get a third quotation and then renew with either the existing supplier for Barwick changing rooms or the contractor supplying the third quotation if their price proved competitive. The name of a supplier was suggested although their headline price doesn't show hidden extras such as fees being levied if the smart meter failed to send them the readings.

f. Budget Preparation.

See item 5 above.

g. Strategic Plan.

Cllr. Ragg would re-send.

h. Stile onto Scholes Lodge Field.

Consideration had been given to removing or moving the stile at the Main Street entrance to Scholes Lodge field. It had historical significance but didn't allow inclusive access. The horizontal stone slab was a later addition and not part of the original stile. Options were to remove the stile

or to remove the newer portion of the slab to make access easier. Cllr. S. Walsh had discussed this earlier in the meeting before she left. It was agreed to ask her for the cost of moving the stile as she had indicated that a local contractor would be sending across plans and costs.

i. Asset register.

See item 6r above.

j. Risk assessments.

Cllr. Hayton had carried out an inspection of the metal spikes on Hall Tower field and had unsuccessfully attempted to remove them. It was suggested that tennis balls or something similar be put on the top of the spikes to provide protection until they could be removed. Cllr. Remmer agreed to cut the spikes off down to ground level.

8. PAVILION MATTERS

It was **resolved** that the person who hired the Pavilion for yoga on a Thursday evening could store some of her equipment either in the main room under the cushions or in under the unused seating area in the middle changing room (she would have to supply her own padlock).

9. DRAFT MINUTES OF SUBCOMMITTEES WHO REPORT TO THE COMMITTEE

There were no subcommittee meetings to report.

10. DATE OF NEXT MEETING

21st October 2024 at 7pm in Scholes Sports Pavilion.

The meeting closed at 9:09pm.

Signed

Chair