

MINUTES of the MEETING OF THE PARISH COUNCIL

held on Monday 4th November 2024 at 7pm in Barwick Miner's Welfare

PRESENT:

Councillor	Stella Walsh (Chair)		
Councillors	Brian Foxcroft	Kinga Ragg	Paul Walsh
	John Hayton	Chris Shoemsmith	Gillian Williamson

In attendance: One resident and the Clerk.

1 APOLOGIES

Cllrs. Dales, Maude and Remmer. Cllr. P. Walsh was unable to attend the whole of the meeting and was present during discussion of items 6 to item 8.1.

2 PUBLIC PARTICIPATION.

There was one resident in attendance who enquired about the use of the changing rooms and pitch at Barwick in Elmet for use by junior football teams on a Saturday and Sunday. The under nine's would use a smaller pitch and provide their own goals, older age groups would need a full-size pitch. He provided background information on Garforth Villa who run over thirty teams using pitches in east Garforth (behind the Indian restaurant on Aberford Road), Aberford, Micklefield and at various schools. They cater for under sixes to under seventeens and have women's teams. They have more teams than space, hence the enquiry. Councillors asked various questions about matters such as Safeguarding, training, subscription fees and whether there were players living in the Parish. The representative was made aware of the overlap of the pitch with Barwick Cricket Club and the implications of this. Training was during the week, from October to February, this was done on all-weather pitches at Castleford, Garforth and John Smeaton. In the summer, training was at Glebelands and at Garforth Town's ground. They would hope to be able to start using the facilities from January with a view to fully using the facilities at the start of the new season. Regarding fees, they would prefer simply to pay a fixed fee which included utilities, grass cutting, line marking etc. Councillors were not sure that they could do line marking but could pay for the other things. Shower facilities were not required but they needed toilet facilities and a place to make hot drinks and run a tuck shop. It was agreed that there would be an agenda item at the December meeting to consider this approach and meanwhile, the PC would try to establish what costs would be involved in maintaining the facility.

3. VACANT POSITION IN THE BARWICK WARD

In the absence of the person who had expressed an interest in joining the Parish Council (PC), this agenda item was deferred until such time as the person concerned made further contact.

4 DECLARATIONS OF PECUNIARY INTEREST.

None.

5 MINUTES OF PREVIOUS MEETINGS.

It was **resolved** that the minutes of the meeting of the PC, 7/2024-25, held on 7th October 2024 (811-816) having been circulated, be approved and that the Chair be authorised to sign (subject to the correction of a couple of typing errors).

6 CORRESPONDENCE

The list of correspondence items 3330-3332 was presented to the PC.

- 3330 was from Leeds City Council (LCC) regarding their Dogs, Public Spaces Protection Order (PSPO) and associated consultation on the prohibition of smoking and exclusion of dogs in children's play areas. The deadline was 18th October 2024 and a link had been put on the PC Facebook page.

- 3331 was from a Scholes resident wanting an update on Scholes playground proposals. This had come via the “Contact the Clerk” page of the PC website. However, the Clerk was not being notified when such posts were being made and usually only found such comments by chance when updating other parts of the website. The Clerk would raise this with the person who built the website. As for the issue itself, Cllr. S. Walsh advised that the work had due to have been done from 21st October but as of the previous Friday, nothing had happened. She would email Vicky Nunns (Climate, Energy and Green spaces, LCC) for an update. The work would take three days.
- 3332 was regarding concerns regarding verge creep on Leeds Road and Potterton Lane. LCC were now issuing a Highways Tracker listing all highways concerns raised across the Harewood Ward along with progress/timescales for each. This issue was not on the list, an email would be sent requesting it to be added. A Scholes resident was a retired Highways officer and was taking the lead on highways issues in the Parish. There was a meeting on 7th November at 6pm involving this person.

7 ACTION TRACKER

The Action Tracker had been circulated to all and progress on the items listed noted accordingly. One action had been completed, in the absence of the Clerk, Cllr. Hayton removed the security bollards at the entrance to Jack Heaps Field to allow the fair to gain access (A77).

The following were ongoing.

- The Clerk had been contacted by the person who has oversight of the defibrillators in Barwick after one had been removed. The person was abroad at the time and asked the Clerk to carry out the checks (A4).
- Progress was being made in getting Cllrs. Remmer and P. Walsh added to the Barclays account as full power signatories (A7). Cllr. Remmer had supplied the necessary proofs of identification and Cllr. Hayton had signed these (as a qualified accountant) and the papers posted to Barclays Mandate change team. Progress was also being made in getting all other Councillors added to the Barclays account as view-only signatories (A72) and (in the case of new Councillors) as view-only signatories to the Lloyds account too. The papers for Cllrs. Foxcroft and Hayton had been posted to Barclays Mandate change team (as both already bank with Barclays).
- Key fob access to the Multi-Use Games Area (MUGA) (A55). There would be an article in the next newsletter to advise residents about the process to return key fobs and get their £5 deposit back.
- Public Participation (October 2024) – a resident had raised an issue regarding the hard closure of the A64/Kiddal Lane junction during the Festival (A70). The Chair had raised this with the Chair of the Community Fund as agreed. He had advised that this was a matter for the local Police.
- Public Participation (October 2024) (A71). A resident raised a concern regarding the failure of the local branch of the Royal British Legion (RBL) to remove the poppy wreaths from the war memorials three/four months after Remembrance Sunday as required by the rules of that organisation. The Chair had raised this with the Chair of the local branch of the RBL as agreed.
- Unauthorised planting of trees on Scholes Lodge Field (A75). It had been agreed to write a letter to those who live near the field about this and to have an appropriate article in the next newsletter. On reflection, it was decided that the letter might not be the best approach and instead, there would just be an article in the newsletter about this. There had been a meeting in the field on the 25th to discuss this.
- Barwick changing rooms and pitch to be used by junior football clubs (A73). Hirers needed assurances about costs and the previous proposals to charge a fee which did not include utility bills which would sit with the hirers on top of their hire fee was the likely reason why previous enquires had not led to signed agreements. Invoices for utilities were now starting to arrive from which an estimated cost of running the changing rooms could be calculated. See public participation above. The Clerk would get quotations for grass cutting.
- Grass cutting at Scholes (A74). Scholes 1st Scouts had raised this at the previous week’s Playing Fields Committee meeting and had been advised to wait to March 2025 to see if LCC would resume cutting the grass.
- Grants for Christmas Lights (A52). An application had been made to the Well Being fund.

- Highways concerns (A48). See correspondence item 3332 above.
- Options for heating Scholes Sports Pavilion (A76). The Clerk had had a meeting with a contractor who was going to provide a quotation for a new boiler and radiators. Cllr. Williamson had investigated the cost of an energy consultant at Thorpe Park, The day rate was £900 but they were prepared to reduce this for charities, they produce lots of paperwork and reports. Cllr. Ragg commented that running costs would be cheaper and there were loads of community grants which would give a net zero cost to provision of the equipment. Cllr. Shoemith had spoken to various people at LCC (Kieran Bennett, Phil Rigby and Karl Elliott). Karl Elliott being a Project Manager for Climate, Energy & Green Spaces and a member of the decarbonisation team. A team in LCC would do everything we want. They would procure a manager. The Distribution Network Operator would be informed and a G99 form completed. Import and export meters would be needed along with a structural survey of the roof, information about the heritage, approval from a qualified architect, collection of billing data etc. The PC can tap into the LCC framework agreement. It was agreed that Cllr. Shoemith continue to pursue this. LCC had rung him two or three times. He needed clarification about buildings owned by the PC, i.e. Scholes Sports Pavilion and Barwick Changing Rooms.

8 OTHER ITEMS

8.1 To consider a Strategic Plan.

Cllr. Hayton had circulated a document listing projects previously identified as projects for the Strategic Plan (see item 8.1 of the October minutes, page 813) along with columns in which to suggest priority, anticipated year of implementation and anticipated cost. Each project was considered in turn and given a level of priority and where appropriate, an anticipated year of implementation was agreed. Some projects were outside the direct control of the PC and in these cases, the PC would lobby the Principal Authority as necessary to press for the preferred outcome. Cllr. S. Walsh agreed to tidy up the document taking into account the decisions taken and would circulate to all. The list would be looked at each month. It was also felt important to stress the things the PC doesn't do, for example dealing with complaints about inconsiderate car parking. Cllr. Hayton was thanked for the work he had done in producing the document.

8.2 Grant application from the Royal British Legion.

A grant application had been received from the RBL for £100 being the cost of paying the bugler. It was **resolved** to approve the awarding of this. This grant would be paid under Section 137 of the 1972 Local Government Act.

8.3 Playing Fields Committee – October 2024.

It was noted that the Playing Fields Committee had met the previous Monday. Barwick and Scholes Football Club had asked if they could use the pitch at Barwick on an occasional basis should the pitch at Scholes prove unplayable. It was **resolved** to agree to this request to the end of December and to review it after that once the position regarding the junior football had become clearer (see public participation above).

8.4 Christmas Light provision.

It was **resolved** to apply to the Community Fund for a grant of £2,000 towards the cost of Christmas Light provision in 2025. There had been comments on social media that the lights could be improved but there was a lack of appreciation regarding the cost involved, residents seemed to want more for no additional cost. There would be an article in the next newsletter to increase resident's appreciation of costs. Donations from local tradesmen and sponsorship could be used to improve provision. Cllr. Shoemith had taken an action at the previous meeting to speak to local shopkeepers

and would have completed this but hadn't realised that many close on a Wednesday afternoon. He would complete this for the next meeting.

8.5 Purchase of Scholes Allotments and associated grassland.

It had been hoped to have a letter of engagement from Lupton Fawcett Solicitors for conveyancing for the purchase of Scholes Allotments and associated grassland and that this could then be discussed prior to commitment to any contractual obligations. It was agreed that the Chair would call an extraordinary meeting for the following Monday at 6:30pm to immediately precede the Finance and General Purposes (F&GP) Committee meeting. Meanwhile, the Clerk would try to set up a conference call between himself, Cllr. Maude and the solicitor in order to discuss the terms of the letter with a view to bringing this to the meeting.

8.6 Reports of meetings/training attended.

Cllr. Shoestring was booked to go on "Off to a Flying Start" training for new Councillors, a remote access course run by the Yorkshire Local Councils Associations. Part one was on 13th November and part two was on the 14th.

8.7 Safeguarding report.

There was nothing of note to report.

9 PLANNING MATTERS

Application number	Applicant	Description
24/05834/FU	7A Potterton Lane	Part demolition of existing building; Change of use of existing workshop/office to form two flats and an office; with alterations to fenestration, and parking provision
It was resolved that the PC support the improvements to the visual amenity that the proposed work would bring but object on the grounds that there was only one car parking space for two flats and an office (and anyone using this would have to reverse out). There were concerns about lack of provision of a fire exit.		

10 FINANCE

10.1 Formal approval of invoices and payments to be made for October 2024.

- The Responsible Financial Officer (RFO) had circulated a bank reconciliation and a list of anticipated payments for November 2024. There were thirteen payments to be made by bank transfer totalling £1,256.01. It was agreed not to renew the annual subscription to the National Allotment Society but there was an additional payment to be made to the external auditor of £378 (an invoice dated 29th August 2024 which had been overlooked due to an oversight by the RFO). Utility bills for Barwick Changing rooms (water and electricity) were now starting to come in. The electricity supplier had levied a late payment fee (see 10.3 below) in spite of an earlier promise made in a telephone call not to do so (the RFO had made a formal complaint resulting in the charge being cancelled and a £10 compensation payment being made). The water bill was based on an estimate but there had been no usage, The RFO would seek a revised bill and try to take an actual meter reading.
- There were also five automated payments due to be taken in December 2024 with an estimated total of £261.05 and two payments made on the PC credit card totalling £81.36 which would be taken early in December.

- It was **resolved** to approve these payments.
- Automated payments due in November totalling £243.41 had been approved at the previous meeting. In addition, one payment made on the PC credit card totalling £12.36 would be taken early in November 2024.
- Contractual payments such as the Clerk's salary are not included in the above figures.
- It was **resolved** to buy a small gift for Cllr. Remmer as a thank you for all the work he had carried out for the PC.
- Cllr. S. Walsh reported on a successful fund-raising event for the Peace Flame.

10.2 Budgeted income/payments vs. actual income/payments for the year to date.

The RFO had circulated a report showing budgeted income/payments vs. actual income/payments for the year to date.

10.3 Giving full-power access to the Lloyds account to an additional Councillor.

Cllr. Williamson was very prompt and thorough in authorising payments, but the other two signatories were sometimes unavailable resulting in payments being delayed and payees chasing unpaid amounts. It was therefore **resolved** that Cllr. Shoemith be upgraded to full-power signatory status.

11 CRIME REPORT

There had been a Harewood Ward Police and Communities Together (PACT) meeting held on 24th October 2024 in East Keswick Village Hall and a report of this meeting had been circulated.

12 DATES OF FUTURE MEETINGS

Date	Time	Meeting
2 nd December 2024	7pm	Parish Council meeting
11 th Noveber 2024	6:30pm	Extraordinary meeting of the Parish Council
11 th November 2024		Finance and General Purposes (F&GP) Committee (to start immediately following the conclusion of the above Extraordinary meeting).
All the above meetings to be held at 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 9:08pm.

Signed

Chair
2 December 2024