

MINUTES of the MEETING OF THE PARISH COUNCIL

held on Monday 2nd December 2024 at 7pm in Scholes Sports Pavilion

PRESENT:

Councillor	Stella Walsh (Chair)		
Councillors	Karen Dales	Phil Maude	Paul Remmer
	Brian Foxcroft	Kinga Ragg	Chris Shoemsmith
	John Hayton		

In attendance: The Clerk.

1 APOLOGIES

Cllrs. P. Walsh and Williamson. Cllr. Ragg was unable to attend the whole of the meeting and was only present during discussion of items 1 to 5 and item 9 which was taken early to allow her to comment as Chair of the Finance and General Purposes (F&GP) Committee.

2 PUBLIC PARTICIPATION.

There were no members of the public in attendance.

3 DECLARATIONS OF PECUNIARY INTEREST.

Cllr. Dales regarding item 7.2 (grass cutting). All Councillors and the Clerk had been invited to a Christmas party on 11th December 2024 at Bramham Park House and several planned to attend, Cllrs. S. Walsh, Williamson, Foxcroft, Dales and the Clerk and declared this as a gift of hospitality.

4 MINUTES OF PREVIOUS MEETINGS.

It was **resolved** that the minutes of the meeting of the PC, 8/2024-25, held on 4th November 2024 (817-821) having been circulated, be approved and that the Chair be authorised to sign, subject to item 8.1 being changed from “The list would be looked at each *month*” to “The list would be looked at each *quarter*”. An amendment to the wording of item 9, “Planning Matters” and the comments regarding application 24/05834/FU (7A Potterton Lane) had been corrected prior to distribution of the draft minutes.

It was **resolved** that the minutes of the extraordinary meeting of the PC, 9/2024-25, held on 11th November 2024 (822-823) having been circulated, be approved and that the Chair be authorised to sign.

5 CORRESPONDENCE

There was one item of correspondence, 3333 (although another item had been received after the agenda papers were circulated). This was from a Barwick resident regarding the state of Wendel Hill ditch and the ineffectiveness of the 20mph restrictions, especially on Long Lane with a request that speed humps be considered. Cllr. Maude knew the resident through Barwick Historical Society and had spoken to her about the Wendel Hill ditch issue. He suggested to her that there be liaison with the owner of the land and maybe an offer of financial support.

6 ACTION TRACKER

The Action Tracker had been circulated to all and progress on the items listed was noted accordingly. The following actions had been completed;

- a. The Chair had raised the issue of the hard closure of the A64/Kiddal Lane junction during the Festival with the Chair of the Festival Committee (who had advised that this was a Police matter (A70)).
- b. The Chair had also made the local branch of the Royal British Legion aware of the concerns raised regarding the poppy wreaths being left beyond the time stated in the guidelines of that organisation (A71).

- c. A thank you gift for those who deliver PC newsletters (chocolates) had been bought and distributed (A56).
- d. Cllr. Shoemith to speak to local shopkeepers regarding Christmas Light provision (A81). Cllr. Shoemith had started to speak to shopkeepers but found that they had had similar conversations with organisers of Barwick Beer Festival. He decided to put this on hold and revisit this the following year. There was discussion about how best to fund Christmas light provision with a suggestion that the PC leaves this to others to organise whilst being sympathetic to requests for grant funding for this, this would be an agenda item in 2025.

The other actions on the Action Tracker were ongoing but there had been progress on some of unresolved items, some had been added to the main part of the agenda (see items 7.2 and 7.10 below). Progress on the others was as follows;

- a. Strategic Plan (A2). Cllr. Walsh had tidied up the document and circulated to all on 6th November 2024. See also item 4 above and item 7.13 below.
- b. Scholes Lodge Field gate (A6). Cllr. Dales was awaiting a quotation.
- c. Bank Mandate Changes (A7 and A72). The forms had been posted to Barclays who had emailed the Clerk to arrange a telephone conversation to discuss missing information. They had failed to call at the agreed time. Cllrs. Foxcroft and Shoemith had had difficulties being added to the Lloyds account and in view of the decision that Cllr. Shoemith be a full-power signatory, the Clerk had therefore started the process again treating each as separate applications.
- d. Proposals to buy Scholes Allotments (A41). Lots of emails exchanged and progress made, see item 7.10 below.
- e. Highways concerns (A48). A Harewood Ward highways action tracker had been circulated showing progress on previously reported issues. At the request of the PC a Scholes resident with highways expertise had attended a Teams Meeting with Highways officers to raise Council and residents' concerns: namely traffic speed signage in the Parish.
- f. Key fob access to the Multi-Use Games Area (A55). The last newsletter had contained an article explaining to residents the process for return of fobs and the Clerk had earlier received an email from a resident asking how they returned their fob.
- g. Grass cutting at Scholes (A74). It had been agreed at the Playing Fields Committee meeting to suspend this action and see if Leeds City Council (LCC) cut the grass in the spring.
- h. Unauthorised planting of trees on Scholes Lodge Field (A75). An article had appeared in the November 2024 edition of the PC newsletter. See also item 7.5 below.
- i. Options for heating Scholes Sports Pavilion (A76). Cllr. Shoemith had liaised with LCC and established that the Sports Pavilion didn't have the volume of usage to make the installation of solar install panels or batteries worthwhile. The Clerk had met a plumber onsite on 29th October for a quotation but had heard nothing further, Cllr. Remmer would pursue this.
- j. Scholes playground proposals (A78). The work being done by LCC was due for completion on 8th/9th December 2024.
- k. Concerns regarding verge creep on Leeds Road and Potterton Lane (A79). This had been raised at the Highways meeting – see 6e above.
- l. To apply to the Community Fund for a grant of £2,000 (A80). The Clerk had applied earlier that day but had been unsure of the amount agreed and had applied for £1,244 (two lots of up-lights at £102 each plus four motifs at £260).

7 OTHER ITEMS

7.1 Peace Flame event on 2nd November 2024 in Scholes Village Hall.

It was noted there was Peace Flame event on 2nd November 2024 in Scholes Village Hall which had raised £350 for the Peace Flame funds which would be used for maintenance and for educational projects. There had been several compliments made regarding the decoration of the associated Christmas tree.

7.2 Costs of maintaining the Barwick football pitch and changing rooms and a fee that can be offered to organisations wishing to use these facilities.

There was discussion regarding an approach made to use the pitch and changing rooms off Chapel Lane, Barwick in Elmet (see public participation in the November minutes). Cllr. Hayton had met a representative of the club and shown him the inside of the changing rooms. The club were looking to use the facilities on a Saturday morning starting in January and to have exclusive use on a weekend for the 2025/26 season. The Clerk had unsuccessfully tried to get quotations for grass cutting and therefore an estimate of the costs was based on information supplied by Mount Saint Mary's football club. It was estimated that the cost of emptying the cess pit annually would be £500 which the club would have to pay. It was **resolved** to charge the club £80 a month for the use of the pitch and changing rooms for the first six months of 2025. In addition, there would be a charge of £72 for each grass cut. There was no need to cut the grass until April and there would be two cuts a month from April to June. This would not include strimming areas outside of the actual playing surface which would be the responsibility of the club. The cess pit would not need to be emptied until August 2026. The PC would ensure Legionnaires and portable appliance checks would be up to date.

7.3 Revision of the Grants Policy.

It was **resolved** to accept the existing grants policy with amendments to bullet point 2 (the award of grants for running costs would no longer be given) and to the paragraphs about when applications should be made and a correction to a grammatical error in bullet point 13. Cllr. S. Walsh would circulate the revised version.

7.4 Replacement defibrillator battery

It was **resolved** to approve the purchase of a replacement defibrillator battery for the machine at Barwick Village Hall. This defibrillator had been taken out of the cabinet ten times.

7.5 Revision of the Biodiversity policy.

It was **resolved** to amend the Biodiversity policy to say that permission must be sought from the PC before trees are planted on PC land (See also 6h above).

7.6 Report from Cllr. Maude regarding a meeting with Savilles regarding proposals for the Parlington estate.

Cllr. Maude reported that he had had a meeting with Savilles regarding proposals for the Parlington estate doing so as a representative of the Historical Society. The land was jointly owned by Saint John's College, Cambridge and Christ Church College, Oxford. The meeting had sought the restoration of the dark arches (these would be open again next year) and was looking to deal with the deer shelter. It also raised a request that a circular walk be opened up with access to the Triumphal Arch. The land in question was outside the Parish boundary but there would be implications for the Parish if development took place. It was **resolved** to give Cllr. Maude permission to pursue this further on behalf of the PC and in particular to authorise him to appraise Aberford PC of the situation.

7.7 Grant application from Barwick in Elmet Methodist Chapel.

A grant application had been received from Barwick in Elmet Methodist Church for £2,000 towards the cost of repairs to the chapel spire. It was agreed that Cllrs. Foxcroft and Maude would meet representatives of the Church who would then report back to the PC so an informed decision could be taken.

7.8 Request by Barwick in Bloom that the PC fund provide financial help to clear away hedge clippings on Jack Heaps Field.

Barwick in Bloom had cut the boundary hedge on Jack Heaps Field and were seeking the support of the PC regarding the removal of the hedge clippings. Cllr. Foxcroft had

carried out a visual inspection and advised that a woodchipper would be needed. Cllr. Hayton was seeing someone the following day who could provide one and he would make an approach accordingly.

7.9 Grant application from Scholes in Bloom.

It was **resolved** to accept a grant application of £1,500 from Scholes in Bloom. It would be paid under Section 137 of the 1972 Local Government Act. Although a large part of the money they were asking for was for maintenance costs, their application was accepted as it predated the amendments to the grant policy (see 7.3 above) but they would be made aware that any future applications for maintenance costs would not be accepted.

7.10 Client care letter from Lupton Fawcett regarding conveyancing for the purchase of Scholes Allotments and associated grassland.

It was **resolved** to accept the terms of the client care letter from the solicitors (Lupton Fawcett) and authorise the Clerk to sign it and to give Cllr. Maude and the Clerk some scope to progress this. The fee quoted was a estimate, not a quotation. There was a query regarding item six on the list of assumptions (that there were no issues regarding rights of way). This point would be checked with the solicitor, it was noted that there was insurance on the access track. A ticket had been raised with the Yorkshire Local Councils Association (YLCA) to clarify the power by which the associated grassland could be bought. There was also a query regarding the land to the north.

7.11 Reports of meetings/training attended.

Cllr. Shoestring had attended the “Off to a Flying Start” training for new Councillors, a remote access course run by the YLCA. He reported that there were about thirty delegates on the course (including one from Norfolk) and found it informative but felt that the delivery (reading the words shown on a PowerPoint) lacked engagement. There was no opportunity at the end to provide feedback. A copy of the slides would be requested.

7.12 Safeguarding report.

There was nothing to report.

7.13 Monthly review of progress on the Strategic Plan.

This item was deferred, see the amendment to the minutes of the November meeting (item 4 above).

8 PLANNING MATTERS

Application number	Applicant	Description
24/06415/FU/	9 Arthursdale Grange	Part two storey part single storey front/side and rear extension
It was resolved to object to this application on the grounds that it was overdevelopment of the property.		
24/06277/FU	3 Lyndhurst Close	Removal of a chimney; addition of roof lights to front; erection of dormer with windows to rear
It was resolved to object to this application on the grounds that it was overdevelopment of the property.		
24/04101/FU	36 Rakehill Road	First floor side extension with dormer window to front; porch, ramp and two rooflights to front. APP/N4720/D/24/3355057.
This was an appeal against refusal. The PC noted that as such, they were unable to comment further having done so when the application was originally made.		

9 FINANCE

Item 9.3 was taken immediately after item 5 and the other items under Finance were then taken ahead of item 6 (see apologies above).

9.1 **Approval of invoices and payments to be made for December 2024 and January 2025.**

- The Responsible Financial Officer (RFO) had circulated a bank reconciliation and a list of anticipated payments both for December 2024 and for January 2025 (as there was no meeting in January 2025). There were thirteen payments to be made by bank transfer in December 2024 totalling £6,434.25 plus a further three in January 2025 totalling £395.33. Since the agenda papers had been circulated, there had been an invoice for grass cutting of the mound for Hall Tower Hill (second cut) at £330 + VAT, the invoice for hedge cutting of Barwick allotments (£550) and Scholes Sports pitch (£250) was awaited and the RFO had bought more chocolates for members of the newsletter delivery team (£15.80). The invoice for room hire of Manor House had arrived and was less than suggested when the agenda papers had been circulated (i.e. £16.67, zero VAT, not £16.24 plus VAT).
- There were also three automated payments due to be taken in each of January 2025 and February 2025 with an estimated total of £104.86 each (and two other direct debits where no payment is anticipated due to an overall credit balance). There were two payments made on the PC credit card totalling £134.06 which would be taken early in January 2025 and one totalling £12.36 which would be taken early in February 2025.
- It was **resolved** to approve these payments.
- Automated payments due in December totalling £107.43 had been approved at the previous meeting. It was noted that there was a credit balance on the water charges and on the Electricity Supply for Barwick changing rooms. In addition, two payments made on the PC credit card totalling £81.36 would be taken early in December 2024.
- Contractual payments such as the Clerk's salary are not included in the above figures.

9.2 **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 the contents of which were noted.

9.3 **To consider a recommendation of the F&GP Committee that the Precept be increased by 4%.**

Cllr. Ragg led on this item as Chair of the F&GP Committee. At its November meeting, the Committee had considered the budget. Total expenses were forecast to be just under £54,000 (£53,923). This suggested a precept for 2025/26 of up to £48,700. It was **resolved** that £1,818.42 shown as earmarked reserves be repurposed to general funds in the appropriate category of expenditure. Cllr. Hayton and the Clerk would liaise to ensure that the Quickbooks accounting software reflected this decision. This reduced the forecasted need for expenditure to £52,100. The budget identified earmarked reserves which could be used for the proposed purchase of Scholes allotments and associated grassland. The forecast for income

was a conservative amount as only guaranteed income had been considered. Based on the above figures, it was **resolved** to accept a recommendation of the F&GP Committee that the precept for 2025/26 be increased by 4%.

9.4 Introduction of banking charges by Lloyds Bank.

It was noted that Lloyds Bank would be introducing banking charges with effect from 14th January 2025. The standing charge was £4.25 a month, cheque handling would be 49p per cheque. Bank transfers would be free of charge as long as there were less than a hundred a month.

9.5 Christmas Lights competition.

It was **resolved** to approve the payment of £25 to the winner of the Christmas Lights competition in each village with the payment to be made under Section 137 of the 1972 Local Government Act.

10 CRIME REPORT

There was no report this time.

11 DATES OF FUTURE MEETINGS

It was noted that the Chair of the F&GP Committee was unavailable for the December 2024 Committee meeting and that Cllr. Hayton had offered to Chair the meeting in her absence. However, there were no urgent matters, and it was decided to cancel that meeting.

Date	Time	Meeting
3 rd February 2025	7pm	Parish Council meeting to be held at Barwick Miner's Welfare
20 th January 2025	7pm	Finance and General Purposes (F&GP) Committee 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 8:52pm.

Signed

Chair
3 February 2025