

MINUTES of the MEETING OF THE PARISH COUNCIL

held on Monday 3rd February 2025 at 7pm in Barwick Miner's Welfare

PRESENT:

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

In attendance: Five residents, Ward Cllr. Sam Firth and the Clerk.

1 APOLOGIES

There were no apologies. The resignation of Gillian Williamson was noted and it was noted that following her resignation, an appropriate notice had been displayed giving a deadline of 13th February 2025 for ten electors or more to request that this vacancy be filled by election.

2 PUBLIC PARTICIPATION.

- There were three members of Garforth Golf Club present who spoke to the Parish Council (PC) regarding their planning application, item 8 on the agenda.
- There were two members of the Maypole Committee who addressed the PC regarding their plans for the 2025 lowering and raising of the Maypole and associated use of Hall Tower and Jack Heaps fields. Maypole day would be 26th May 2025.
- Ward Cllr. Firth spoke to the PC about new fares, missed bin collections down The Boyle, the sewage spillage on the corner of Chapel Lane/Long Lane (anyone with information should let him know), the ongoing saga of the flow of water down Long Lane (raised at full Council, hoping for a resolution this financial year), a speed indicator device for Leeds Road, the forthcoming meeting on 6th February 2025 regarding Barwick playground (item 7.12 below), the unused notice board on Belle Vue Road, gritting priorities and the reason why Nook Road wasn't done (a grit bin was being considered) and Christmas Lights. He thanked the PC for their financial support for the new playground in Scholes.

3 DECLARATIONS OF PECUNIARY INTEREST.

Cllr. Dales regarding item 7.3 (grass cutting).

4 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the meeting of the PC, 9/2024-25, held on 2nd December 2024 (824-829) having been circulated, be approved and that the Chair be authorised to sign, subject to the following three changes: Section 7.2 page 826 from "*It was **resolved** to charge the club £400 (£80 a month)*" to "*It was **resolved** to charge the club £80 a month*", Section 7.9 page 827 from "*as accepted*" to "*was accepted*" and Section 9.1 page 828 from "*in when the agenda papers*" to "*when the agenda papers*".

5 CORRESPONDENCE

Most of the correspondence informed agenda content (3335 relating to item 7.8, 3337 & 3338 relating to item 7.12 and 3339 relating to item 7.2). 3334 was from a Scholes resident with concerns about inconsiderate car parking. As requested by his email, there would be an appropriate appeal in the next newsletter.

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. Strategic Plan - There would be a standing agenda item to review this document on a quarterly basis (A2).

- b. Leeds City Council (LCC) bylaws regarding dog control on sports fields and seeing if the local dog warden could pay a visit. Councillors had agreed that this action be considered as completed as an email originally circulated 14th February 2023 which appeared to resolve this (A3).
- c. Concerns regarding verge creep on Leeds Road and Potterton Lane. This item to be considered as completed and instead, taken as part of Action A48 which is a broader action relating to all Highways matters in the Parish (A79).
- d. Unauthorised planting of trees on Scholes Lodge Field. Revised wording of the Biodiversity policy agreed at the December 2024 meeting and now published on the PC website (A75).
- e. Options for heating Scholes Sports Pavilion. This action duplicates discussions by the F&GP Committee and as such, will be considered as completed on the PC Action Tracker to avoid unnecessary duplication (A76).
- f. Cllr. Shoesmith had taken an action at the previous meeting to speak to local shopkeepers regarding Christmas Light provision. Cllr. Shoesmith had started to speak to shopkeepers but found that they had had similar conversations with organisers of Barwick Beer Festival. It was decided to put this on hold and revisit this the following year (A81).
- g. A thank you gift had been bought for those who deliver PC newsletters (A56).
- h. A55 - Key fob access to the Multi-Use Games Area (MUGA) this item was completed as all necessary actions have been taken and it was now a case of dealing with returned fobs using the agreed process (A55).
- i. Grants for Christmas Lights. £1500 grant received in December 2024 (A52).

Completed actions arising from the meeting of 2nd December 2025 were as follows;

- j. A revised version of the Grants Policy. Cllr. S. Walsh had circulated and it had been posted on the PC website. item 7.3 page 826 (A84).
- k. Cllr. Maude had approached Aberford PC regarding the Parlington Estate Woodland Management Plan. They had declined his offer to liaise on this item 7.6 page 826 (A85). See item 7.7 below.
- l. Cllrs. Foxcroft and Maude had met with representatives of Barwick Methodist Chapel. They were advised that the Chapel had secured alternative grant funding and so no longer required any grant assistance from the PC. Item 7.7 page 826 (A86).
- m. The chipping had been done, item 7.8 pages 826-827 (A87).
- n. A copy of the slides from Cllr. Shoesmith's "Off to a Flying Start" training had been circulated; item 7.11 page 827 (A88).
- o. Cllr. Hayton had made the necessary changes to the Quickbook accounting software to reflect the agreed changes to earmarked reserves, item 9.3 page 828. (A89).
- p. Checking the email address used for defibrillator notifications. Councillors agreed that there was no further action needed and therefore this would be considered as completed (A4).

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 7.12 (A1) and 7.14 (A41) below. Progress on the others was as follows;

- a. Bank mandate changes (A7). Progress was being made. Regarding Barclays, they suggested that there was missing information in the application and no longer considered the Clerk as empowered to authorise the changes. Regarding Lloyds, Cllr. Shoesmith was now a full-power signatory and attempts to gets Cllrs. Foxcroft and Maude read-only access were ongoing.
- b. Concerns that the Clerk had to lift a manhole cover and bale out copious amounts of water in order to take a water meter reading. It was agreed that the Clerk use his delegated authority to spend the £140.50 (including VAT) quoted to have the meter moved (A43).
- c. Goal posts for Jack Heaps Field. The Clerk had sent the supplier photographs on 12th December 2024 but heard nothing further and would chase this up (A46).
- d. Various Highways matters. The Clerk would copy and paste the list of issues and forward them to Ward Cllr. Firth (A48). It was agreed that this item be taken off the Action Tracker as issues raised were now appearing on a Highways Action Tracker for the Harewood Ward.

7 OTHER ITEMS

It was resolved that under section 100 (A)(4) of the Local Government Act 1972, that press and public be excluded from the meeting whilst agenda items 7.13 and 7.14 were being discussed on the grounds that these involved the likely disclosure of exempt information, as set out in the

7.1 Request by Garforth Villa to use the pitch and changing rooms from 1st February 2025.

Garforth Villa had requested several changes to the agreement which took into account the discussions of the PC at its December 2024 meeting. The PC agreed to their request that the PC to have responsibility for cutting the hedge once a year and mole control, the charges for which could be reinvoiced to the Club. The strimming of the areas which did not form part of the playing surface (e.g. round the boundary fencing and changing rooms) would be the responsibility of Barwick in Bloom in return for a donation of £100 to them (subject to their agreement). The Club would be responsible for white lining. It was agreed that section 3.6.1.6 (agreed usage of the changing rooms) be amended to allow the players to get changed. There would be no automatic renewal of the contract (i.e. there would be a stated end date). Their request for training once a week from April 2025 was agreed but this would be subject to review. They wanted small goal posts but storage would be an issue. It was **resolved** to agree to the above amendments to the original agreement.

7.2 Use of Barwick football pitch and changing rooms for a one-off casual use.

It was noted that the Clerk had used his delegated authority to agree to the use of Barwick football pitch and changing rooms for a one-off casual use. There was no agreed fee for ad-hoc hire and there wasn't time to wait for the next PC meeting so the Clerk had agreed a charge of £50 plus a £50 refundable deposit.

7.3 Grass cutting contracts for 2025.

Grass cutting contracts were considered for 2025. The reluctance of potential contractors to provide quotations was noted. The contractor who cut Scholes Lodge Field and the flat section of Hall Tower Field had agreed to keep his 2025 prices the same as 2024 on condition that mole hills be dealt with as the mole hills would damage his equipment. Cllr. Remmer was sorting out this issue. The contractor was seeking a two-year agreement. It was **resolved** to renew with this contractor on a two-year contract (Cllr. Dales did not participate). It was **resolved** to accept a quotation for cutting Barwick football pitch of £65 per cut. It was **resolved** to renew the agreement with the contractor who cut the mound on Hall Tower Hill subject to the price for 2025 remaining the same as 2024 rates (the contractor was yet to respond to requests for his 2025 prices). There had been reliability issues with this contractor and as such, he would not be offered a two-year agreement. The latter two agreements would include a measure of performance criteria to ensure a timely response should there be an urgent request to cut the grass on the football pitch. It would be established if they had a minimum number of cuts and whether the price would be held if the number of cuts was unchanged.

7.4 Request by Barwick in Bloom to install a bench with a memorial plaque to remembering the late John Tinker MBE.

It was **resolved** to approve a request by Barwick in Bloom to install a bench near the bowling green with a memorial plaque to the late John Tinker MBE.

7.5 Winners of the Christmas Lights competition.

Nominations were put forward for the winner of the Christmas Lights competition for Scholes from which an overall winner was chosen. As for Barwick in Elmet, it was felt that the overall effect of the decorations on the parade of shops added to the character of the Village at this time of year and it was agreed that the prize go to the group who funded these lights. It was **resolved** to award the prizes in line with the above.

7.6 Insurance renewal.

Although this was not due until 1st June, it was agreed that the Clerk start the process of getting three quotations before the March meeting making insurers aware of that any renewal would need to include Scholes allotments.

7.7 Proposals for the Parlington estate and access to the Triumphal Arch and the next steps regarding the Dark Arches.

Cllr. Maude had approached Aberford Parish Council regarding the Parlington Estate Woodland Management Plan (WMP) as had been agreed but they had not expressed an interest in further discussions. Saviles had expressed a wish to be sent the PC minutes and it was agreed they be directed to the website which is updated in quarterly batches.

7.8 Inclusive access to Scholes Lodge Field.

The Neighbourhood Plan Revision Group (NPRG) had been considering inclusive access to Scholes Lodge Field, in particular the site at the Main Street entrance. It was suggested that the existing stile possibly breached the Equalities Act of 2010 but it was also noted that there was inclusive access to the field from the Leeds Road entrance. It was **resolved** to proceed with a public consultation which would go out with the May newsletter. This would offer three options, relocate the stile in the field, remove the stile and replace it with a gate and to leave the stile in situ but remove the top block.

7.9 Proposal that returned key fobs are issued to Councillors.

It was **resolved** to agree to a proposal that returned key fobs be issued to Councillors to allow them access at times when the gate is otherwise locked.

7.10 Increase in Sports Club rents.

It was **resolved** to increase Sports Clubs grants by 5% (i.e. from £100 to £105) with effect from 1st April 2025. This would only apply to those clubs whose leases did not require three months' notice to give given of any increase. Some of the leases stipulated that an increase could only be levied once every three years, however, there had been no increases since 2022.

7.11 Report on the East Leeds Extension (ELE).

A report had been circulated ahead of the meeting regarding the ELE and its contents were noted. There would be somewhere between two-hundred and sixty and three hundred new properties within the boundaries of the Parish. Construction of these would begin within the next two to three years. The implications of this in terms of the split between the size of the two wards in the Parish and the financial implications of this were noted.

7.12 Meeting to discuss Barwick in Elmet playground.

It was noted that there was a remote access meeting on 6th February 2025 (12:30pm to 1:30pm) to discuss Barwick Playground. Ward Cllr. Robinson would be in attendance along with appropriate LCC officers. Details of this would be sent to everyone and Cllr. S. Walsh would request an agenda. Cllr. Ragg would ask one of the LCC officers for some costed suggestions for playground improvements and an email would be responded to after the meeting. It was noted that the swings had been fenced off and LCC were seeking support from the PC towards repair costs.

7.13 Proposals for developments in Scholes

A report had been circulated regarding the safeguarded site in Scholes. It was **resolved** that a small group made up of members of the NPRG plus Cllrs. Dales and Remmer arrange to meet with the developer. They would report back to the PC once the meeting had taken place, and a summary would go in the following newsletter. An opportunity to submit a formal response to the developers' proposals would follow once a formal planning application had been submitted to the Local Planning Authority who would consult with residents. when the Local Planning Authority consult on the next stage of the Local Plan.

7.14 Scholes Allotments.

Following receipt of the draft contract and draft overage deed, Cllr. Maude and the Clerk had met the Solicitor on 31st January 2025 to respond to replies to standard enquiries before contract. It was **resolved** to formally agree to the purchase price. It was also **resolved** not to instruct the Solicitor to carry out any searches. The land adjacent to the allotments would be earmarked for community use, however the specific use would be decided at a later date. It was agreed that Cllr. Maude put together a form of words to send to the Solicitor in line with the discussions of the meeting, this would be circulated to all for comment beforehand. Cllr. Maude and the Clerk would meet with the farmer whose bales of straw were on the land in order to establish an agreement with him regarding future usage.

7.15 Reports of meetings/training attended.

The Clerk had attended assertiveness training on 15th January 2025. There would be a meeting to discuss Barwick in Elmet playground on 6th February, see 7.12 above.

7.16 Safeguarding report.

There were no safeguarding issues to report.

8 PLANNING MATTERS

Application number	Applicant	Description
24/06958/FU	Garforth Golf Club, Long Lane	Creation of Driving Range including associated building, new access road, parking and ground mounted PV panels, relocation of short game area, associated landscaping; change of use of land for use as driving range and short game area
This item was taken before item 4 to allow those members of the public present with an interest in this matter opportunity to listen and answer questions without having to wait. It was resolved to raise no objections to this application (there were three against and one abstention).		
24/07190/FU	9 Carrfield Road	Demolition of existing outbuilding and erection of single-storey side/rear extension; single storey front extension.
It was noted that this application had been determined earlier that day and therefore the PC was unable to comment.		
24/07296/FU	2 Elmwood Avenue	Removal of dormer windows to rear to replace with new dormers/roof lights to rear; replacement flat roof to existing rear single storey extension and new tiles throughout; Addition of Juliet balcony to side.
It was resolved to raise no objections to this.		

25/00357/FU	21 Gascoigne Road	Raising the roof height forming a new first floor; part two storey part first floor side extension; new dormer window to front with roof light and new porches to front/rear.
Aspects of this proposal were contrary to policy BE1(i) in the Neighbourhood Plan, and it was therefore resolved to object to what was being proposed in this application.		
APP/N4720/D/24/3353261 23/04101/FU	The Manor House, Barwick Road, Garforth	Retrospective permission for alterations including single storey front extension with new entrance door with steps and balustrade above to the side, new areas of hardstanding to front/side, new front boundary wall with brick piers and metal gates. APPEAL - INFORMATION ONLY
This was an appeal against refusal for information only and no further comments could be submitted.		

9 FINANCE

9.1 Approval of invoices and payments to be made for February 2025.

- The Responsible Financial Officer (RFO) had circulated a bank reconciliation and a list of anticipated payments showing both anticipated payments and also automated payments previously reported at the December meeting where the amount taken differed from what had been reported at the time. The list of payments also retrospectively reported payments made since the December meeting which had not been listed at the time, these were mainly refunds of key fob deposits (twelve payments totalling £65) but also included a payment for the Legionella Risk Assessment (£400 + VAT). In addition, there were four payments made on the PC credit card totalling £104.55 + VAT (the December minutes had just reported one payment of £12.76, page 828). There were sixteen new payments to be made by bank transfer totalling £1,482.26.
- There were also four automated payments due to be taken in March 2025 with an estimated total of £193.59 each (and one other direct debit where no payment is anticipated due to an overall credit balance). There were two payments made on the PC credit card totalling £51.35 which would be taken early in March 2025.
- It was **resolved** to approve these payments.
- Automated payments due in February totalling £178.94 + VAT had been approved at the December meeting.
- 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. The need to see this report on a monthly basis was queried and going forward, this report would be circulated on a quarterly basis.

9.3 Proposal that a reduced amount be paid for Christmas Light provision due to them being switched on late.

Invoices from LCC for Christmas Light provision had been received. It was noted that the lights had been switched on later than normal. It was agreed that the RFO send a letter to ask for an adjustment to be made and that these invoices not be paid in the meantime. The lights had not been switched off for some time after the Christmas season had ended.

9.4 Full-power access to the Lloyds account.

Following the resignation of Gillian Williamson, it was **resolved** to give full-power access to the Lloyds account to Cllr. Foxcroft.

10 CRIME REPORT

There had been two Police and Communities Together (PACT) meetings since the last PC meeting, these being held on 5th December 2024 and 16th January 2025. A copy of the PACT report had been circulated. In December, there had been a reduction in the number of Anti-Social Behaviour calls in the Harewood ward.

11 DATES OF FUTURE MEETINGS

Date	Time	Meeting
3 rd March 2025	7pm	Parish Council meeting to be held at Scholes Sports Pavilion.
10 th March 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 9:30pm.

Signed

Chair
3 March 2025