

**MINUTES of the ANNUAL MEETING OF THE PARISH COUNCIL**

held on Monday 12<sup>th</sup> May 2025 at 8pm in Scholes Sports Pavilion.

**PRESENT:**

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

**In attendance:** One resident and the Clerk.

**1      ELECTION OF CHAIR OF THE COUNCIL FOR THE ENSUING YEAR.**

It was **resolved** that Cllr. S. Walsh be elected as Chair, all in favour. Cllr. S. Walsh duly signed her declaration of acceptance of office.

**2      ELECTION OF VICE CHAIR OF THE COUNCIL FOR THE ENSUING YEAR.**

It was **resolved** that Cllr. Shoesmith be elected as Vice-Chair, all in favour.

**3      APOLOGIES**

None.

**4      DECLARATIONS OF PECUNIARY INTEREST.**

Cllr. Dales regarding item 11, Planning Matters on the grounds that one of the applicants was her next door neighbour.

**5      MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the meeting of the Parish Council (PC), 13/2024-25, held on 7<sup>th</sup> April 2025 (841-845) having been circulated, be approved and that the Chair be authorised to sign subject to item 6l being changed from "*Planning permission was awaited*" to "*advice was being sought*" and the fourth and fifth sentences of item 6j being reworded to say "*Things seemed to have progressed to the point where the Solicitor now had everything she needed and completion was awaited. The bank had been given the necessary thirty-two days' notice to release funds from the interest earning account (there was nevertheless sufficient funds in other PC accounts to avoid unnecessary delay to completion).*"

**6      COMMITTEES FOR 2023/24**

- a. A suggested committee structure had been circulated ahead of the meeting. Apart from the specific changes listed below, there were no changes to the list reported in the minutes of the May 2024 meeting other than the addition of Cllrs. Foxcroft and Shoesmith to the Finance and General Purposes (F&GP) Committee and the removal of former Councillor Williamson from her roles.

**Committees.**

**Finance and General Purposes:** Cllr. Maude added to this Committee.

**Staffing:** Cllr. P. Walsh to replace Cllr. Hayton.

**Subcommittees**

**Peace Flame:** Maurice Walker (Scholes Community Care) has since passed away.

**Neighbourhood Plan Review Group:** Residents Jim Buckley, Mike Rome and Jacque Ward to be added to the list.

**Individual responsibilities:**

**Playground Inspection:** Cllr. P. Walsh added to the team.

**Review of Internal Controls:** Cllr. Hayton to replace Cllr. Ragg.

It was **resolved** that East Leeds Orbital Group be disbanded as this was no longer needed.

It was **resolved** to agree the above Committee structure for 2025-26.

- b. It was agreed not to reinstate the Planning Committee. Instead, the Clerk would circulate new applications as they were received. Cllrs. Dales and Foxcroft would then consider them and instruct the Clerk to put those applications on the PC agenda which they felt needed full consideration. The Clerk would assume that there were no objections to those not referred to the PC agenda and reply to the Local Planning Authority accordingly. Other Councillors could request referral to the PC agenda of any application they felt needed full discussion.

## **7 CORRESPONDENCE.**

- 3344 was a Scholes resident whose property adjoins the Sports Pavilion regarding the untidy land between the back of the Pavilion and her back garden. Cllr. S. Walsh had sprayed the untidy area and would speak to this resident.
- 3346 was from a Barwick resident whose property adjoins Hall Tower field regarding seeds from Hall Tower field descending onto his back garden. Cllrs. Remmer or S. Walsh would spray the weeds in the area causing this problem and Cllr. Foxcroft would obtain the weedkiller as he has an account with a local Builder's Merchant. There had been a further item of correspondence regarding Hall Tower Field regarding a broken fence and bush trimmings being thrown over the fence instead of being removed from the site. There would be an agenda item next time to look at addressing these issues. Cllr. Foxcroft would repair the fence.

## **8 ACTION TRACKER.**

The Action Tracker had been circulated to all and progress on the items listed was noted.

The following actions had been completed;

- a. Lloyds Bank mandate change (A7), delegation of insurance renewal to the F&GP Committee (A92), grass cutting in Scholes, no further action necessary until 2026 (A74), onsite meeting by Cllr. Shoesmith and the Clerk with members of the Maypole Committee to discuss cutting back of vegetation, Garforth Villa had been asked to put their request for the 2025-26 season in writing and the booking of the Miner's Institute had been rescheduled for 9<sup>th</sup> June.

The other actions on the Action Tracker were ongoing.

- g. Barwick Playground proposals (A1). There would be a simple questionnaire in the next newsletter giving residents opportunity to comment. An onsite meeting with Vicky Nunns would be arranged.
- h. Scholes Lodge Field gate (A6) – The Clerk to get quotations.
- i. New set of goal posts for Jack Heaps Field (A46). The Clerk would pursue this.
- j. Inclusive access to Scholes Lodge Field (A93). There would be a note in the May newsletter.
- k. Proposals for developments in Scholes (A95). The "Call For Sites" document had been updated. Leeds City Council (LCC) had done the scoring and the scores were now in the public domain. Cllr. S. Walsh would put the new link on the website and there would be an article in the May newsletter. Regarding the proposals for Parlington, Cllr. Maude had been in touch with Savilles. The information shown was that of the earlier owner and Ward Cllr. Stephenson had confirmed that there were no plans for development of the site.

## **9. ANNUAL REVIEW OF DOCUMENTS.**

The Annual review of documents would be considered at a later meeting. Cllr. Remmer agreed to take a look at the Health and Safety Policy (reviewed annually), a copy of which would be sent to him.

## **7 OTHER ITEMS**

### **10.1 Plan for the increase in biodiversity through new tree and hedge planting 2025-2026.**

In February 2025 an application had been made to the Woodland Trust for 270 tree and hedge saplings. The PC would take ownership of these in November with planting taking place from then to March 2026. It was proposed that these were planted without the plastic housing around the trunk. Six areas owned by the PC were suggested as locations for planting. Councillors would offer suggested sites to Cllr. P. Walsh and there would be a future agenda item to discuss this further. Cllr. Dales would take 140 of the saplings. The planting would not have an adverse effect on the

view of the play area. It was noted that the planting would eventually result in higher maintenance costs.

## 10.2 Use of the football pitches in Barwick and Scholes in the 2025/26 season.

This item was taken immediately after item 4 above. It was noted that the agreements with the existing users of the football pitches in Barwick and Scholes expired at the end of the 2024-25 season and consideration was given to proposals for use of the pitches for the 2025-26 season, possibly with a two or three-year agreement. The existing users at Scholes would be given opportunity to renew their agreements. The Barwick pitch had been used by Garforth Villa under-thirteen's blues boys' team in the season just ended and they were looking to play an under-fourteen's boys' team on Saturdays (eleven-a-side) and two under elevens (nine-a-side) teams on a Sunday morning. The representative of the club was given opportunity to ask and answer questions. They wanted exclusive use of the facilities at Barwick.

## 10.3 Request from Barwick Tennis Club that the steps leading to the tennis courts be repaired.

At the Playing Fields Committee meeting, the Tennis Club raised concerns about some unsafe steps which players descend to get to the tennis courts and were uncertain from their lease whether these were within their area of responsibility. It was agreed that they should make a grant application for this to be addressed.

## 10.4 Request by Barwick in Bloom for an increase in the donation being given tidying up the land around Barwick football pitch.

It was **resolved** that a request by Barwick in Bloom that the £100 donation given for the work they do in tidying up the area around Barwick football pitch be increased to £200.

## 10.5 Reports of meetings/training attended.

The Clerk had attended refresher training on Parish Councils acting as the sole trustee of a charity (as the PC was the sole trustee of Barwick Playground, charity number 523485). Cllr. S. Walsh had attended a meeting on 24<sup>th</sup> April with Woodland Creations regarding Scholes Lodge Field.

## 10.6 Safeguarding report.

There was nothing new to report since the previous meeting.

# 11 PLANNING MATTERS

Application number	Applicant	Description
25/01829/FU	17 Main Street, Scholes	Single storey side extension; replace ground floor window with new patio doors.
It was <b>resolved</b> to raise <b>object</b> to this application as the side extension would prevent access to the rear of the property.		
25/01807/FU	4 Richmondfield Lane	Removal of decking; single storey rear extension; new patio area to rear.
It was <b>resolved</b> to raise <b>no objection</b> to this application.		
25/01796/FU	16 Nook Road	Garage conversion to the side, removal of garage door and replacing with window.
It was noted that the proposals showed a window to the side which, not being frosted glass, would overlook a neighbouring property and for this reason, it was <b>resolved</b> to <b>object</b> to this application.		
25/01440/FU	Bar House Farm, Kiddal Lane	Removal of part boundary wall to front and replacement with new wall set back from highway including splay of entrance increased.

It was noted that there was a statutory requirement for a wall to be less than one metre high if it is less than three metres from the road and this proposal was for a wall which is more than two metres high which would cause problems as there would be very limited sightlines on egress. It was therefore **resolved** to **object** to this application

25/01393/FU	Sunnyside, Nanny Goat Lane	Retrospective application for conversion of existing dwelling house into two separate dwelling houses including blocking up of four windows, creation of new front entrance for new house and entrance for existing house to be from the side, raised patio area to both houses and new vehicle access with driveway for new house to front.
-------------	----------------------------	--

It was noted that this was a retrospective application with works already carried out (including the addition of extra rooms at the back) and that this prevented the contaminated land team from doing the checks they would normally do. It was therefore **resolved** to **object** to this application.

Concern was expressed that a hedge on Aberford Road had been cut.

## 12 FINANCE

### 12.1 Approval of invoices and payments to be made for May 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 April meeting. He reported nine further payments which had been raised since the circulation of the report, i.e. grass cutting £315 + VAT (Scholes Lodge Field) and £115 (Hall Tower Field), a key fob deposit refund (£5), training £27.50 (see 10.5 above), Maypole Climbing Tower (£600), Trees cleared on Hall Tower field (£250 + VAT), Hawthorn hedges flailed Scholes football field (£250 + VAT) Internal Auditor (£200 + VAT) and Councillor expenses (£39.94). The report included payments made on the PC credit card.
- Automated payments due to be taken in June 2025 were also reported (estimated where necessary) and payments made on the PC credit card which would be taken early in June 2025.
- It was **resolved** to approve these payments.
- Automated payments due in May had been approved at the April meeting.
- Contractual payments such as the Clerk's salary were not included in the figures.

### 12.2 Annual Audit and Annual Governance and Return (AGAR) documents.

The internal auditor had started work but had been unable to continue due to a query about the switch from Income and Expenditure accounting to Accrual methods. Advice would be sought from the Yorkshire Local Councils associations.

## 13 CRIME REPORT

Cllr. P. Walsh reported that there lots more in our area, however crime levels were down in several areas including burglaries.

## 14 DATES OF FUTURE MEETINGS

Date	Time	Meeting	Venue
9 <sup>th</sup> June 2025	7pm	<b>Parish Council meeting</b>	Barwick Miner's Institute
14 <sup>th</sup> July 2025	7pm	<b>Finance and General Purposes Committee</b>	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 9:35pm.

Signed

Chair

9 June 2025