

**MINUTES of a MEETING OF THE PARISH COUNCIL**

held on Monday 7<sup>th</sup> July 2025 at 7pm in Scholes Sports Pavilion.

**PRESENT:**

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

**In attendance:** Two residents and the Clerk.

**1     APOLOGIES.**

There were no apologies.

**2.     PUBLIC PARTICIPATION**

There were two residents in attendance who raised questions as follows;

- a. Comments regarding Councillor attendance at meetings other than those specifically within the Parish boundaries. Cllr. S. Walsh addressed this (see item 6.8 below) and Cllr. P. Walsh spoke about the Police and Communities Together (PACT) meetings. It was agreed that the wording “regularly attended” which appeared in the newsletter would be changed.
- b. The purchase of Scholes allotments with concerns about transparency and level of consultation with residents, where this appeared in the budget and whether there was a business plan in place for what would happen following the purchase.

**3     DECLARATIONS OF PECUNIARY INTEREST.**

No new declarations recorded.

**4     MINUTES OF PREVIOUS MEETING.**

It was **resolved** that the minutes of the meeting of the Parish Council (PC), 2/2025-26, held on 9<sup>th</sup> June 2025 (851-853) having been circulated, be approved and that the Chair be authorised to sign

**5     ACTION TRACKER.**

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

- a. Barwick Playground proposals (A1). There had been four replies to questionnaire which had been included in the May Newsletter. One was from one of the neighbouring properties expressing concern about plans to expand the footprint of the playground making it closer to his property, one was a resident asking why there was yet another consultation and two offered views on what they would like. The Chair would make an approach to Vicky Nunns, of Leeds City Council (LCC) Climate, Energy and Green spaces, to arrange an onsite meeting in August following which, she would be invited to attend the September meeting of the PC.
- b. Health and Safety concerns were expressed that the Responsible Financial Officer (RFO) had to lift a manhole cover and bale out copious amounts of water in order to take such a reading (A43). The RFO had explored the possibility of replacing the water meter with a smart meter. There would be a survey fee of £147.02 (including VAT). Even if a smart meter were to be fitted, the readings would be carried out by Yorkshire Water Authority. As such, it was decided to drop this from the Action Tracker on the understanding that the RFO would use the readings which appeared on the invoices and under no circumstances would he lift the manhole cover to take readings himself.
- c. Barclays Bank Mandate Change (A72). Barclays needed two more pieces of information regarding Cllrs. Remmer and Shoesmith in order to complete the mandate change request. Both had since been supplied.

- d. Proposals for developments in Scholes (A95). Cllr. S. Walsh had circulated an email showing all the places where drop-in events were taking place, the nearest ones being Garforth and Wetherby. Ward Cllr. Ryan Stephenson had posted information on the Barwick and Scholes Community Facebook pages.
- e. The Clerk was still awaiting a reply from Network Rail regarding the bit of land they thought might belong to the PC (A102). The last communication dated 27<sup>th</sup> March 2025 said "We will respond in due course". Cllr. Maude suggested keeping this on the Action Tracker for a couple more meetings and if there still wasn't a reply, to remove it.
- f. The Clerk had written to the insurer to ask about the insurance implications of charging people to park on Jack Heaps Field (A105). He had written earlier that day and a reply was awaited.
- g. Cllr. Foxcroft had obtained quotations for additional fence panels in Hall Tower Field. It was agreed to accept the quotation from Brooks. He would repair them himself at no charge.

## 6 OTHER ITEMS

### 6.1 Peace Flame garden.

It was **resolved** that the Peace Flame subcommittee could spend up to £100 from their budget towards the cost of replacing some of the plants in the Peace Flame garden.

### 6.2 Request by Scholes 1<sup>st</sup> Scouts to use the Scout Hut for non-Scouting purposes.

It was **resolved** to agree to a request from Scholes 1<sup>st</sup> Scouts to use their Scout hut for non-scouting purposes (a birthday party for one of their members) on the understanding that this was a one-off.

### 6.3 Review of Standing Orders.

A revised set of Standing Orders had been circulated. There were proposed changes to sections 3, 14, 18c and 18d. The proposal to change the wording of section 3x ("*A meeting shall not normally exceed a period of 2.5 hours*") with the addition of the words "*unless in exceptional circumstances agreed by the Chair to extend for no more than 30 minutes*" was not supported. It was **resolved** that other than the above, the revised Standing Orders be adopted.

### 6.4 Proposed sites for housing development.

The PC considered a recommendation of the Neighbourhood Plan Revision Group (NPRG) that members of the Group meet with an officer of LCC to discuss the methodology and site assessments in the Parish and for the group to report to the September meeting with a recommendation for submission to LCC in accordance with the consultation. Cllr. Dales asked to be included in the meeting with LCC officers. Notices would be put up in the library and in local shops.

### 6.5 Tree and hedge planting 2025-2026.

Cllr. P. Walsh had circulated a report showing proposed locations for tree planting in the autumn. There was discussion about proposals for Jack Heaps field and suggestions regarding planting hornbeam trees on Leeds Road going towards the East Leeds Orbital Road (not PC land). Cllr. P. Walsh planned to engage local community groups to assist with the planting. This was an adaptive plan.

### 6.6 Scholes Lodge Field entrance gates.

Three quotations had been received for the replacement of the Scholes Lodge Field entrance gates. In spite of best endeavours, there were differences in the breakdown of what each had quoted. Therefore, it was **resolved** that, although it was not the cheapest, to accept the quotation from Farndales.

#### **6.7 Purchase of Scholes Allotments.**

It had been hoped that the contract with overage clauses would have been received in time for due consideration at this meeting. It was therefore agreed that the Chair call an extraordinary meeting for 21<sup>st</sup> July 2025 when it was hoped that these documents would have been received.

#### **6.8 Reports of meetings/training attended.**

Cllr. S. Walsh had attended the Leeds branch meeting of the Yorkshire Local Councils Associations on 19<sup>th</sup> June 2025. She had taken on the role as the representative to the Leeds Bradford Airport Consultative Committee (although was unable to attend the forthcoming meeting of that Committee). She had also attended a Peace Flame subcommittee meeting held using remote access technology.

#### **6.9 Safeguarding report.**

There was nothing new to report since the previous meeting.

### **7 PLANNING MATTERS**

Although it was no longer possible to comment on tree works applications, there was nevertheless concern about application 25/03740/TR for The Old Rectory which proposed that a sycamore, a hawthorn and an elm be removed to ground level. The documents publicly available on the planning portal did not include an arboricultural report. It was **resolved** that the Clerk submits a freedom of information request to the Local Planning Authority tree officer to request this information.

### **8 FINANCES**

#### **8.1 Approval of invoices and payments to be made for July 2025.**

- The RFO had circulated a bank reconciliation and a list of anticipated payments showing both anticipated payments and also automated payments previously reported at the June meeting. As there was no meeting in August, he had tried to forecast all likely expenses which would arise before the September meeting. In addition, a payment for expenses for Cllr. Foxcroft was also reported. Since the list had been circulated, it had been established that an excavation fee of £334.20 for a sponsored bench which had been listed was not applicable. The Clerk reported that the office broadband and landline connection was out of contract on 4<sup>th</sup> July 2025 and he had explored options for renewal with the existing provider and looked at two others. He was empowered to further explore renewal options up to a maximum of £25 a month.
- It was **resolved** to approve these payments.
- Automated payments due in July had been approved at the June meeting.
- Contractual payments such as the Clerk's salary were not included in the list of anticipated payments.

#### **8.2 Section 137 payment.**

It was **resolved** to approve a payment made under Section 137 of the Local Government Act 1972 of a thank you gift to former Councillor John Hayton to the value of £7.50.

### 8.3 **Accounting method.**

The Internal Auditor had raised a concern that the Quickbooks software was reporting the PC finances on an accruals basis rather than on an income and expenditure basis and that there had not been an opportunity for Councillors to consider which one they wanted to use. The RFO had circulated reports based on income and expenditure accounting and equivalent reports based on accrual accounting. Having compared the two, it was **resolved** that the PC accounts be reported on an accruals basis.

### 8.4 **Budgeted income/payments vs. actual income/payments.**

As per the minutes of the February 2025 the PC meeting (item 9.2, page 835), a quarterly report of budgeted income/payments vs. actual income/payments had been circulated.

## 9 **CRIME REPORT**

Discussion about this had already taken place in the public participation (above). Cllr. P. Walsh would email Police Sergeant 5863 Samuel Standen for the latest crime statistics as there had been no crime figures supplied since 14<sup>th</sup> May 2025. The next PACT meeting would be on 14<sup>th</sup> August 2025.

## 10 **DATES OF FUTURE MEETINGS**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>	<b>Venue</b>
14 <sup>th</sup> July 2025	7pm	<b>Finance and General Purposes Committee</b>	Scholes Sports Pavilion
21 <sup>st</sup> July 2025	7pm	<b>Extraordinary meeting of the Parish Council</b>	Scholes Sports Pavilion
1 <sup>st</sup> September 2025	7pm	<b>Parish Council meeting</b>	The Miner's Institute, Barwick in Elmet

**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 8:35pm.

Signed

Chair

1 September 2025