

MINUTES of a MEETING OF THE PARISH COUNCIL

held on Monday 1st September 2025 at 7pm in the Miner's Institute, Barwick in Elmet.

PRESENT: Councillor Stella Walsh (Chair)
 Councillors Brian Foxcroft Paul Walsh Phil Maude

In attendance: Three residents, two representing Barwick and Scholes Football Club and one representing Garforth Villa juniors and the Clerk.

1 APOLOGIES.

There were apologies from Cllrs. Dales, Ragg, Remmer and Shoesmith.

2. PUBLIC PARTICIPATION

The representative of Garforth Villa juniors raised queries regarding the draft agreement which he had received and clarified which days the teams would be playing and asked about grass cutting. He clarified that training days would be Thursdays or Fridays until October. The Chair advised those present that the window for applications to the Community Fund for grant funding was now open until 10th November 2025 (the club having used this to part-fund the cost of goal posts).

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), 3/2025-26, held on 7th July 2025 (854-857) having been circulated, be approved and also **resolved** that the minutes of the extraordinary meeting of the PC, 4/2025-26, held on 18th August 2025 (858-859) be approved and that the Chair be authorised to sign both. There was a retrospective correction to the minutes of the June meeting (2/2025-26) which incorrectly had the word "annual" in the heading.

5 ACTION TRACKER.

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

- a. Barwick Playground proposals (A1). The Chair had made an approach to Vicky Nunns, of Leeds City Council (LCC) Climate, Energy and Green spaces, to arrange an onsite meeting and this was expected to take place later in the month.
- b. Barclays Bank Mandate Change (A72). The mandate change request had now been completed. However, this had created a new action as former Councillor Hayton was now a signatory. The process to have him removed had started.
- c. Repair of goal posts for Jack Heaps Field (A46). The replacement parts arrived on Friday 22nd August 2025. On 26th, the Clerk had met a resident who had volunteered to help assemble the goals. Some of the connecting pieces were broken or missing. The supplier was based in Sheffield, and the resident was working in Rotherham so volunteered to drive to the suppliers address to collect the parts needed.
- d. The Clerk to write to Network Rail to ask which bit of land they thought belonged to the PC (A102). This would be taken off the Action Tracker as the PC did not wish to pursue this any further.
- e. Hall Tower Field. Cllr. Foxcroft to obtain quotations for additional fence panels (A106). The quotation from Brookes had been accepted at they were going to let Cllr. Foxcroft know.

6 OTHER ITEMS

6.1 Football contracts for the facilities at Barwick and Scholes.

It was noted that following the extraordinary meeting on 18th August, Barwick and Scholes Football Club had accepted the one-year agreement of £1,250, two copies of which had been delivered to their address for signing. Regarding the Garforth Villa junior clubs, a draft agreement had been emailed and the queries raised in response to that in the public participation (see above) were noted. There was also comment from the PC that there should be two named contacts on the agreement. Two copies of the revised agreement would be delivered to the address of the representative present taking the above comments into account. The agreement was for twelve months but consideration would be given to a longer agreement on expiry of this period. There would be an agenda item at the March meeting to use the previous contract as the basis for an agreement for 2026-27 onwards which would allow time for further consideration at the April Playing Fields Committee.

6.2 Request by Garforth Villa Juniors to have an under-eighteen's boys' team to play at Scholes.

Following the extraordinary meeting, Garforth Villa Juniors had made a request for a fifth team which would be under eighteen's boys. They would play in Scholes on a Saturday, mostly on those Saturdays when the girl's team were playing away from home. The effect on the playing surface was considered and the resulting adverse effect on the open-age team who play on a Sunday (and who had just had a large increase in rent) and as a result, this request was declined.

6.3 Sports club rents for 2026-27.

It was **resolved** to delegate to the Finance and General Purposes (F&GP) Committee, consideration of the rents paid by the sports clubs and Scholes 1st Scouts.

6.4 Allotment charges for 2026/27

It was **resolved** to increase allotment rents to £38 for a full plot (£19 for a half plot) with effect from 1st October 2026. Scholes plot holders were paying £40 a year, a reduction of £2 would mean uniform charges across the Parish. This would allow discussion at the Playing Fields Committee.

6.5 Request by Tennis Club to have a sign at the entrance to Jack Heaps Field.

A request by Tennis Club to have a sign at the entrance to Jack Heaps Field was considered. This was due to the fact that it was easy to miss the Tennis Club from Main Street as it was at the far end of the field. It was agreed that more information was needed, in particular, the size of the proposed sign.

6.6 Christmas Light provision for 2025.

Quotations had been received from LCC. It was **resolved** to accept the quotation from LCC for the strings of lights in the trees. This used up £3,644 of the £4,000 budget. There was disappointment with the motifs used in 2024 and it was therefore **resolved** to delegate any decision about what to do with the remainder of the budget to the F&GP Committee, in particular to consider a quotation for hanging Christmas trees at £88 each. Next year, there would be opportunities for sponsorship of lights. The organisers of the Beer Festival provided trees in 2024 and may be doing so again.

6.7 Payments to HMRC.

Due to some missed payments to HMRC, consideration was given to going back to using a third-party payroll provider. It was **resolved** to delegate this to the F&GP Committee.

6.8 Jack Heaps field car park use and dates for the Fair.

It was noted that Jack Heaps field had been used for car parking for funerals on 1st August 2025 and on 9th August 2025 and would be used for the funeral of a former long standing Parish Councillor on 8th September 2025. It would be used for car parking for the Beer Festival on 20th September (with many cars parked overnight until 21st September). A specific request for a camper van to park there was considered, and it was agreed to allow this on condition that nobody slept in it overnight. It was also noted that the annual fair was coming which would arrive on site on 20th October, open Thursday 23rd to Monday 27th (excluding Sunday) and vacate by early Wednesday 29th.

6.9 Purchase of Scholes Allotments and adjacent grassland.

Following the decision at the extraordinary meeting of 18th August (see item 5, page 859), the vendor had agreed to the purchase at the originally agreed price. The contract, overage clause and HM Land Registry transfer of ownership forms had been received and were duly signed and witnessed. It was hoped for a completion date before the October meeting and there would be an appropriate agenda item to consider written agreements with plot holders. The purchase was being done under section 25 of the Small Holdings and Allotments Act 1908 (the allotments) and under section 124 of the Local Government Act 1972 (the associated grassland).

6.10 Changes to the Annual Governance and Return (AGAR) document.

The changes to the AGAR document were noted, in particular regarding email address domain names. The PC was compliant as it had an appropriate domain name (@BarwickandScholesPC.Org) which was used by the Clerk.

6.11 Offer by LCC to borrow a speed indicator device.

An offer by LCC to borrow a speed indicator device for a week was considered. It was thought that this offer could be accepted as long as it didn't relieve other enforcement agencies from their responsibilities in having to provide coverage in residential areas. The PC expressed interest but wanted more information.

6.12 PC response to a communication regarding the Future of Scholes Village Hall & the Leeds Local Plan.

Cllr. S. Walsh agreed to draft a response and would ask Cllr. Maude to review this. The existing Hall was struggling, asbestos had been removed from the kitchen and active support was needed for a new Hall.

6.13 Report to Barwick and Scholes PC on the Leeds Local Plan Consultation 2025.

Cllr. Maude reported that he would be meeting representatives from LCC and ward Councillors on 8th September 2025 regarding the Leeds Local Plan. The deadline for consultation submissions was 15th September. He commented that there were two other sites which had been put forward in addition to those already in the public domain, details of these two were still awaited and Cllr. Maude had asked the Neighbourhood Plan officer at LCC (Ian MacKay) for details. A report had been circulated with the agenda papers which would be used as the basis for submission, but this may need to be amended depending on the outcome of the meeting on the 8th. The report focused entirely on those sites put forward for residential use (those for renewable energy and that put forward for the park and ride and the Holmecroft Industrial site were not included). There would be a reminder in the newsletter asking residents to respond and to ensure that they quoted the site number. An email address was being awaited from Ward Cllr. Sam Firth. Cllrs. Foxcroft and S. Walsh had attended the consultations at Garforth and Cllr. Maude had attended the one held

at Wetherby. There were options for online engagement. The final version would go on the website.

6.14 Reports of meetings/training attended.

Cllrs. Foxcroft, Maude and S. Walsh attended LCC consultations – see 6.12 above. Cllr. S. Walsh attended the Kippax Peace Flame Opening ceremony on 14th June 2025.

6.15 Safeguarding report.

There was nothing new to report since the previous meeting.

6.16 Risk assessments.

It was noted that the monthly risk assessments of the Scholes outdoor gym equipment and multi-use games area had been carried out. In addition, there had been vandalism to the top of Hall Tower Hill and consideration was given to closing the whole field as it was not possible to just close the mound. It was agreed to put a sign at the entrance gate advising people entering that the hill was closed. Cllr. P. Walsh would publicise the risks on Facebook and this would be an agenda item at the F&GP Committee meeting the following week with a view to fixing this within three weeks.

7 PLANNING MATTERS

Concern was expressed about a conversion of a barn into a residential building. The nearby public right of way (PROW) had been moved. The application had been approved by the Local Planning Authority and as such, the PC was not able to comment. The issue regarding the movement of PROW was being investigated by the LCC PROW officer and the Footpath Officer of the Leeds Group Ramblers was aware of this and has also made a complaint.

8 FINANCES

8.1 Approval of invoices and payments made or to be made for August and September 2025.

- The RFO had circulated a bank reconciliation and a list of anticipated payments showing payments made in August which had not been presented at the July meeting and anticipated manual payments for September and anticipated automated payments for October. The report included payments made on the PC credit card.
- It was **resolved** to approve these payments.
- Automated payments due in September had been approved at the July meeting.
- Contractual payments such as the Clerk's salary were not included in the list of anticipated payments.

8.2 Review of automated payments.

It was **resolved** to suspend Financial Regulations 6.7 and 6.8 and to delegate the approval of the automated payments by direct debit and standing order to the F&GP Committee. Payment of the Pavilion cleaner would continue to be made manually.

- 8.3 Letter from Barclays bank wanting to close the account due to inactivity.**
It was noted that a letter had been received from Barclays bank wanting to close the account due to inactivity (in spite of all the recent mandate changes). The closure would be avoided by movement on the account. Money would be transferred from the Barclays account to the Lloyds bank account ready for the purchase of the allotments and associated grassland.
- 8.4 Thank you gifts for members of the newsletter delivery team.**
It was **resolved** to purchase of a tub of chocolates as a thank you to each member of the newsletter delivery team under Section 137 of the Local Government Act.

9 CRIME REPORT

The Police and Communities Together (PACT) report had been sent out. There had been an event involving firearms in Scholes. There had been an incident of bales of hay being set on fire, the landowner did not want to make a formal complaint. There had also been a fire down Rakehill Road.

10 DATES OF FUTURE MEETINGS

Date	Time	Meeting	Venue
6th October 2025	7pm	Parish Council meeting	Scholes Sports Pavilion
8th September 2025	7pm	Finance and General Purposes Committee	Scholes Sports Pavilion
27th October 2025	7:30pm	Playing Fields Committee meeting	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 9:15pm.

Signed

6 October 2025