

MINUTES of a MEETING OF THE PARISH COUNCIL

held on Monday 1st December 2025 at 7pm in Scholes Sports Pavilion.

PRESENT:	Councillor Stella Walsh (Chair)		
Councillors	Karen Dales	Brian Foxcroft	Paul Remmer
	Catherine Flynn	Phil Maude	Paul Walsh

In attendance: The Clerk.

1 APOLOGIES.

There were apologies from Cllrs. Ragg and Shoesmith.

2. PUBLIC PARTICIPATION.

Although there were no members of the public in attendance, Cllr. Dales and the Clerk had both been contacted by residents expressing concern about the business now trading from the Enterprise Estate, Aberford Road. They were trading as a skip and grab hire firm. Their website indicated that they were a registered waste carrier but it was not possible to verify this. The Clerk would contact the Environment Agency to confirm that the business had the necessary registration and the Local Planning Authority to check that a change of use had been approved and the Driver and Vehicle Licensing Agency regarding the vehicle.

3 DECLARATIONS OF PECUNIARY INTEREST.

Cllrs. Dales, Maude, Flynn, Ragg, P. Walsh and the Clerk all declared a gift of hospitality being an invitation to the annual Christmas party at Bramham Park House on Wednesday 10th December 2025.

4 MINUTES OF PREVIOUS MEETING.

It was **resolved** that the minutes of the meeting of the Parish Council (PC), 7/2025-26, held on 3rd November 2025 (870-874) having been circulated, be approved and that the Chair be authorised to sign subject to the addition of the words "Cllr. Flynn would lead of this" to item 7.2 (page 871).

5 ACTION TRACKER.

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

- a. Inclusive access to Scholes Lodge Field (A93). A questionnaire had gone in the November newsletter with a deadline of 10th December. There had been a modest response by the time of the PC meeting.
- b. Proposals for developments in Scholes (A95). A response from LCC was awaited.
- c. Banning bicycles from Hall Tower Field (A114). The signs saying "No bicycles beyond this point" and "CCTV in use" had been put up by Cllr. Foxcroft. Regarding Closed-Circuit Television (CCTV), a resident had emailed the PC showing the limited area of Hall Tower Hill covered by her CCTV camera. It was agreed not to pursue her further about this and to consider this action as completed on the Action Tracker.
- d. Closure of Scholes Surgery - a request that both Manston Surgery and the Integrated Care Board keep the PC informed of developments (A116). Letters had gone to Manston Surgery and to West Yorkshire Integrated Care Board (ICB) asking them to keep the PC informed of any developments. A watching brief would be kept on this matter. Cllr. Maude had asked Ward Cllr. Stephenson to keep the parish council advised of the outcome of his negotiations to find a temporary location in the village for the surgery.
- e. Request by Garforth Villa to waive the unpaid rent for last season (A117). The Clerk had not informed the Club of the decision taken at the November meeting as there was another matter which had come to light. The grass cutting contractor had invoiced the

PC for six months' worth of cuts going back to April 2025 (charged at £60 a cut, i.e. £5 less than the £65 originally quoted). Under the terms of the agreement for the 2024-25 season, Garforth Villa were liable for two cuts per month in April, May and June although these cuts were after the Cricket season started and therefore of no immediate benefit to the Club. The Club had been invoiced in line with their agreement terms and a response was awaited. Irrespective of the Club's position, there was a concern that there was no agreement in place to control the frequency of cuts done by the contractor. Cllr. Remmer would send the Clerk a suggested document which the contractor would have to sign with a requirement that invoices been submitted monthly.

f. Use of Jack Heaps Field in October for the Fair. The Clerk had written to the fair but there had been no feedback from them regarding the rent charged or their plans to 2026 and beyond. It was agreed to take this off the Action Tracker. Meanwhile, the Clerk had been taking down the advertising signs attached to lampposts which had been put up by the Fair and left, fifteen such signs had been taken down since the Fair vacated Jack Heaps field.

Completed actions included submission of a response to a communication regarding the Future of Scholes Village Hall & the Leeds Local Plan (A111) and a response to the resident who queried the PC response to the Leeds Local Plan Consultation 2025 (A115).

Cllr. P. Walsh reported on the progress of the tree planting in the Parish. There were plans to plant trees in Scholes Lodge Field with the help of three classes of children from the primary school. Trees had been planted on Hall Tower Field. There were plans to do further planting on Jack Heaps Field and at Barwick Allotments. Thanks were expressed to Cllr. P. Walsh and to the schoolchildren involved.

6 OTHER ITEMS

6.1 Request from Scholes 1st Scouts for a lean-to shed at the side of the Scout Hut.

At the October 2025 Playing Fields Committee, Scholes 1st Scouts had asked permission to erect a lean-to shed at the side of the Scout Hut for storage of wood for the fire pit. It was **resolved** to give them permission subject to assurances that full fire hazard risk assessments would be carried out.

6.2 Equality & Diversity Policy and the Reserves Policy.

It was noted that the Finance and General Purposes (F&GP) Committee had reviewed the Equality & Diversity Policy and the Reserves Policy.

6.3 Official correspondence address for the PC.

It was **resolved** to accept a recommendation that Scholes Sports Pavilion be used as the official correspondence address for the PC. An external letter box would be mounted on the defibrillator board for this purpose. The correspondence address for private and confidential matters would still be that of the Clerk due to the risk of unauthorised people taking post from the letter box.

6.4 Budget for 2026/27.

The budget for 2026/27 was considered, it took into account comments from Cllr. Maude regarding maintenance of the Verity Strip (£1,500 suggested). Cllr. Remmer, as Chair of the Scholes Lodge Field subcommittee was happy with the £3,700 set aside in the budget for maintenance of this asset. Cllr. Remmer would speak to John Duffy, and this would be noted next time.

6.5 Barwick Playground.

In the absence of Cllr. Ragg, this item was deferred to the next meeting. It was however noted that a local resident had submitted a suggested layout to the representative of Komplan (the approved playground provider for Leeds City Council) and he had come back with a proposal.

6.6 Scholes allotments and associated grassland.

It was noted that the purchase of the allotments and associated grassland in Scholes had been completed. It was **resolved** to reduce the rent charged to Scholes plot holders to £38 a year to match that charged to Barwick plot holders. Cllr. Maude had carefully considered the agreement used for Barwick plot holders and made a few adjustments. A copy of his proposed agreement would be circulated for formal consideration at the February 2026 meeting.

6.7 Offer of copper beech trees.

It was **resolved** to accept an offer from a resident of six or eight established copper beech trees. These were about six feet high. Suitable locations were discussed. Cllr. Foxcroft would let the resident know, there had been an offer of help from a local gardening contractor.

6.8 Request by Barwick in Bloom to put a sponsorship sign on one of the planters on the Verity Strip.

It was **resolved** to approve a request by Barwick in Bloom to put a sponsorship sign on one of the planters on the Verity Strip allowing them to forgo the donation paid by the PC in lieu of maintenance costs.

6.9 Reports of meetings/training attended.

- On 6th November, the Clerk had attended (via Teams) a Yorkshire Local Councils Associations (YLCA) course on Allotment Management.
- Cllr. S. Walsh will take paper cranes made by school children in the Parish to Hiroshima, Japan. This was part of the Peace Flame project.
- That afternoon, Cllr. Maude had attended a Highways meeting via Teams. Issues discussed included the temporary traffic lights on Leeds Road which it was felt, had been there much longer than necessary. Cllr Maude had been informed that increased daily rate charges were to be introduced in the new year for developers wanting to do work on the public highway. It was hoped this would reduce the time roads were subject to works. Cllr. Flynn had enrolled on “Off to a Flying Start” training in the New Year (a course done as two separate parts).
- Cllr Flynn had also enrolled on three courses run by Breakthrough Communications (via the YLCA) as follows: Communicating with your community, part 1 on 2nd February 2026 and part 2 on 2nd March 2026 and a course called Social Media Skills to be held on 12th April 2026.
- There had been PC representation at the Remembrance Sunday events (9th November) in Scholes (Cllr. S. Walsh) and Barwick in Elmet (the Clerk).

6.10 Safeguarding report.

There was nothing new to report since the previous meeting.

6.11 Risk assessments.

Cllrs. Remmer and P. Walsh were continuing to carry out monthly inspections of the Multi Use Games area (MUGA)/outdoor gym and Barwick playground equipment respectively.

A Barwick resident had emailed photographs of Jack Heaps Field boundary wall showing missing coping stones. Cllr. Foxcroft would price up for the necessary repairs.

7 PLANNING MATTERS

Planning applications received since the last meeting had been looked at by Cllrs. Dales and Foxcroft. None had been brought forward as agenda items but they would nevertheless advise the Clerk of any requiring a formal PC response.

8 FINANCES

9.1 Approval of invoices and payments made or to be made for December 2025, January 2026 and February 2026.

- The Responsible Financial Officer (RFO) had circulated a bank reconciliation and a list of anticipated payments showing anticipated manual payments for December 2025 and January 2026 and anticipated automated payments for January and February 2026. The report included payments made on the PC credit card. There were two changes to the figures circulated, one was a final invoice for Scholes Pavilion's electricity supply from British Gas Lite (£3.91 + VAT). The other was a final invoice for Barwick Changing room's electricity supply (£367.86 including VAT, the figure given in the circulated report was £375.43). There was a concern that the Christmas lights were still not switched on.
- It was **resolved** to approve these payments.
- Automated payments due in December had been approved at the November meeting.
- Contractual payments such as the Clerk's salary were not included in the list of anticipated payments.

9 CRIME REPORT

Cllr. P. Walsh had attended the Police and Communities Together (PACT) meeting on 6th November 2025. He had raised concerns with the Police Chief about the speed of traffic on Leeds Road.

Following this, the Police had been seen three times on this stretch of road checking the speed of traffic. 10% of vehicles were travelling at speeds in excess of forty miles an hour (mph). The checks were carried out between 7am and 8:30am. There had been no further visits by the Police since then. Some vehicles were doing sixty, seventy or even eighty mph but incidents of this were outside the times that the Police were in attendance.

He had written to Ward Cllr. Firth and the Police Constable asking them to explain the data relating to burglaries in the Harewood ward but had had no response. The data was suggesting that 90% of these crimes were in the Parish. Cllr. P. Walsh would follow this up at the next meeting.

10 DATES OF FUTURE MEETINGS

Date	Time	Meeting	Venue
2 nd February 2026	7pm	Parish Council meeting	Barwick in Elmet Miner's Institute
12 th January 2026	7pm	F&GP Committee	Scholes Sports Pavilion

A calendar of suggested meeting dates for 2026 had been circulated.

There being no further business the meeting closed at 8:30pm.

Signed