

MINUTES of the PARISH COUNCIL MEETING

held on Monday 9 January 2017 at 7:30 p.m. at Barwick in Elmet Methodist Schoolroom

PRESENT :

Councillor	Claire Hassell (Chair)	
Councillors	Amanda Munro	Karen Dales
	Geoff Yapp	Neil Beaumont
	Glyn Davies	Paul Remmer
	Graham Field	Stella Walsh

In attendance: Ward Councillor Mathew Robinson, PC Andy Katkowski (part), one Barwick in Elmet resident, one Garforth resident, Ron Miller (Wetherby News) and the Clerk.

1 APOLOGIES: Cllrs. Matt Baker and Tom Crosfill

2 DECLARATIONS OF PECUNIARY INTEREST

Cllr. Dales made the meeting aware that a close family member lives next door to one of the properties considered by the Planning Committee.

3 MINUTES OF PREVIOUS MEETING

It was **resolved** that the minutes of the **Parish Council Meeting (7/2016)** held on 5 December 2016 (436-439) having been circulated, be approved and signed, proposed Cllr. Beaumont, seconded Cllr. Field, all were in favour.

4 CRIME REPORT

The crime report was received showing four crimes in December including 2 cases of malicious *damage to motor vehicles* (one in each village), one *vehicle interference* (a Transit van) and one case of *criminal damage* (garage door bent up).

Speed checks continue to be carried out. There have been several incidents of thefts from sheds in areas surrounding the parish and residents are encouraged to take due precautions.

The Police Constable was made aware of a number of issues including drugs concerns in the lay by on Scholes Main Street (near the garage) and behind Barwick Village Hall (with allegations of activity of a sexual nature taking place). An incident of the pavement being fully obstructed by a parked car was also reported and concerns were expressed about quadbike activity.

The meeting was made aware of individuals using microchips to mimic digital keys of pre-2012 Land Rovers. The recent excitement of police activity in the village was explained being a police response to the Post Office alarm going off.

5 FINANCE

5.1 The **cash book, bank reconciliation statement and budget monitor** were circulated showing payments made during December of £1,386.46 (cheques totaling £1,338.62 and one direct debits of £47.84).

5.2 The **cash book** showed nine cheque payments to be made in January amounting to £7,983.60.

5.3 Precept 2017/18. Leeds City Council require the figure for the precept by 10th February 2017. As there is a Parish Council meeting before then it was decided to defer this to then when the budget for 2017/18 will also be considered.

5.4 To consider paying some invoices by BACS – following the last meeting the Responsible Financial Officer (RFO) had contacted the bank about their process for electronic payments which still preserves the need for two signatures for each transaction. The bank's reply had been circulated to all councillors and it was decided to continue to pay invoices by cheque.

5.5 Budget for 2017/18. The RFO had circulated a draft budget for consideration the afternoon prior to the meeting – as such this will be carried forward as an agenda item to the February meeting when councillors will have had time to consider this. Consideration will be given for a budget for extra Christmas light strings for Barwick Village Centre and a tree in Scholes.

5.6 Clerk's Remuneration - the Employment Working Party had met to consider appropriate remuneration for the Clerk following his success in obtaining the industry recognised CiCLA qualification. Recommendations: that the Clerk's pay band becomes SCP17 (Spinal Column Point 17) with effect from February (an increase from SCP15) and that the NJC (National Joint Council for Local Government Services) increment due on 1st April be brought forward to 1st February 2017. It was **resolved** to accept their recommendations, proposed Cllr. Yapp, seconded Cllr. Remmer, all were in favour.

6 CORRESPONDENCE

The Clerk presented the list of **correspondence** (2757-2766). It was noted that during holiday periods many residents are unsure of days for collection of bins despite the various communications from LCC and Parish Council (Notice Boards). It was suggested that in future this information could also go on the PC website and Facebook page and in the newsletter.

7 OTHER ITEMS

7.1 Saint George's Day Parade and use of Jack Heaps Field – this had been discussed under the Open Forum (see below). It was **resolved** to grant permission for the field to be used by Scouts proposed Cllr. Beaumont, seconded Cllr. Yapp, all were in favour.

7.2 Use of Jack Heaps Field – delegation of future requests to the clerk – it was **resolved** that the Clerk be empowered to deal with future requests to use the field for parking without the need to bring them to the full Parish Council meeting provided that the Clerk liaises with the Chair and one other Barwick Ward Councillor, proposed Cllr. Yapp, seconded Cllr. Remmer, all were in favour.

7.3 Website update – there has been no progress since the last meeting and this will be carried forward as an agenda item for February's meeting. Any costs will need to be built into the budget.

7.4 Document Retention - the clerk had made councillors aware of the many documents that he holds and the need to keep or archive some of these. Electronically scanned copies have been taken of many of them. It was agreed that documents should be kept for a minimum of five years. After that those where there is a statutory obligation to retain them will then go to Leeds City Archives. All other documents would be disposed of as confidential waste or shredded except those that may be of interest to the Historical Society which would be passed to them (unless there is a breach of data protection law in which case such documents will also be offered to Leeds City Archives). The clerk will conduct an annual review of documents and deal with them according to the above criteria. The clerk will circulate a draft Document Retention Policy for consideration at the February meeting.

7.5 Becoming a Quality Council – the Clerk will circulate details of this for consideration at the February meeting, i.e. what work is needed to achieve Quality status and any benefits this brings.

7.6 Facebook, website & social media – there are 508 followers and there were about 1200 visits last month. Information posted on the Facebook page has included a copy of the agenda, a notice that a former Chair had passed away and notification that there is a councillor vacancy in the Barwick ward.

7.7 Scholes Lodge Farm – Everything is now ordered apart from the boardwalk which is waiting for a formal letter. The person doing the Interpretation Display Boards has received an order and will soon have the first drafts ready. Trees and bulbs have been planted and the bird boxes are up. The working party next meets on 1st February 2017.

7.8 Defibrillator for Barwick – this agenda item has been covered in the Open Forum (see below). Quotes are being sought for an electrician to do the installation.

7.9 Neighbourhood Plan – this has now been submitted, a copy of the plan and appendices plus additional supporting documents can be viewed on the Neighbourhood Plan website. Acknowledgement of receipt of the plan has been received and Cllr. Hassell has spoken to Iain MacKay (LCC Neighbourhood Planning Manager). The inspector is Anne Skipper. An article will appear in the next newsletter and digital copies are on the website and will go on Facebook. A small number of paper copies will be available.

7.10 Hall Tower Field – A grant application has been submitted – there is a meeting on the 11th January when a decision is expected.

8 PLANNING

It was **resolved** that the recommendations of the Planning Committee (see below) be accepted although a further comment was received regarding the Taylor Lane application.

There were **no objections** to;

- 70 Belle Vue Avenue - Raised ridge height, gable extensions to both sides, dormers to front/rear with juliette balcony to rear and increasing roof height to rear extension
- Meadow Beck Farm, Long Lane - Formation of riding arena
- Springfield, Taylor Lane - Extend existing dormer windows to front and rear¹

¹ Subject to the applicant complying with the condition specified in the previous application (to erect the stables) which was to hard surface and drain the vehicular entrance to the site for a distance of ten metres from Long Lane.

Regarding Cross Yard Buildings, Main Street, Barwick In Elmet (change of use from Builders store/office to Pet Food Shop) it was decided to object to this application noting residents' concerns relating to congestion at the vehicular access to the site by delivery vehicles and customers.

An application for 12 Main Street, Barwick in Elmet was received too late to be legally considered, the Planning Committee's attention was drawn to one aspect of this application to be considered at the February meeting.

10 REFERRALS & RISK ASSESSMENTS – None this month.

11 TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA OF THE NEXT MEETING – There were no suggestions for agenda items other than those already considered above.

12 DATES OF FUTURE MEETINGS

Monday 6 February 2017: Scholes Methodist Hall: Planning Committee (6:30 pm), Open Forum (7 pm), Parish Council meeting (7:30 pm)

There being no further business the meeting closed at 8.20 p.m.

Signed

Chairman
6 February 2017

OPEN FORUM

The chair reminded everyone of the matters raised at the December Open Forum and then opened the meeting to comments from those present.

Two representatives of Barwick Scouts reported that they are planning a District Saint George's Day Parade (23rd April). Numbers may be anything from 200 to 700. The parade will finish on Hall Tower field, the Maypole Committee have been approached and have given permission (the field may contain sheep and the Maypole will be laid along the entrance corridor). The Scout leaders asked for advice about road closure rules. A Traffic Regulation Order would be too expensive but a similar approach could be adopted to that done on Remembrance Day. The road closure would be no more than twenty minutes and advanced notice of the road closure (i.e. yellow signs on street furniture) should be given. The Scouts have an Active Support Unit, a team of thirty to forty people acting as marshals. They requested permission to use Jack Heaps field as an assembly point or for car parking (see 7.1 above).

Cllr. Robinson reported on a number of matters;

- He has supported the grant application for section 106 money for Hall Tower Field maintenance (see 7.10 above).
- He has written to several officers to complain about the quality of the recent road resurfacing work carried out and the roadside chippings, five people raised their concerns with him about this in a week.
- He will reply to Barwick Bowling Club regarding their query about the path from the Village Hall car park and will copy this to the Clerk.
- He has had complaints from Scholes residents about poor broadband speeds – the roll out of Superfast Broadband is supposed to be done by the end of the month.
- Leeds City Council are waiting for a planning application to be submitted for the tepee in the car park of the Buffers Public House (it was noted that following recent high winds it has blown down). He suggested that the number of days of use should be monitored (should be no more than 28). No TEN (Temporary Event Notice) application has been received. Cllr. Walsh had been approached by a resident about this – particularly the noise produced by the generator, the resident will be asked to put their complaint in writing.
- The proposal to put yellow lines down outside the Methodist Chapel and down The Boyle has been dropped as there were conflicting views from those consulted.
- Cllr. Robinson and Nick Hill (who has replaced Steve Parry in Highways) will be looking at Leeds Road in its entirety regarding encroachment by the grass verge onto the footway making it dangerously narrow. Any work needing to be done is subject to budget restraints and the involvement of those doing community service has been considered with an approach being made to Andy Birkbeck (LCC Area Officer – Outer North East).
- The grant for the defibrillator for Barwick (see 7.8 above) has been accepted. Quotes are being sought for the installation work and funding support for this from Cllr. Robinson was suggested.
- Cllr. Robinson noted residents dissatisfaction regarding the approval of the planning application for the properties to be accessed through the car park to Manor House and dissatisfaction with the approach taken by some councillors. A judicial review would be prohibitively expensive. Cllr. Robinson will investigate the asset management implications of the release of the land.