

**MINUTES of the PARISH COUNCIL MEETING**

held on Monday 4 September 2017 at 7:30 p.m. at Scholes Methodist Hall

**PRESENT:**

Councillor	Claire Hassell (Chair)	
Councillors	Craig Barker	Matt Baker
	Glyn Davies	Neil Beaumont
	Howard Bedford	Paul Remmer
	Ian Westmoreland	Stella Walsh
	Karen Dales	

**In attendance:** Ward Cllr. Matthew Robinson, two Scholes residents and the Clerk.

**1 APOLOGIES:** One of the two residents who had expressed an interest in becoming a Parish Councillor (Phil Maude) was unable to attend.

**2 SCHOLES WARD VACANCIES** – Since the July meeting, one of the three who made formal applications had withdrawn his interest leaving two residents who met with Councillors following the extra-ordinary meeting, Craig Barker and Phil Maude. Both were duly co-opted following a vote by secret ballot (which had been requested by Cllrs. Dales and Remmer in accordance with Standing Orders). The Clerk kept a record of how Councillors voted after a request to do so by Cllr. Walsh. Craig Barker signed his Declaration of Acceptance of Office.

**3 DECLARATIONS OF PECUNIARY INTEREST**

Cllrs. Dales, Remmer and Walsh declared an interest in Scholes Lodge Farm as their properties overlook or are near the field.

**4 MINUTES OF PREVIOUS MEETING**

It was **resolved** that the minutes of the Parish Council (PC) Meeting (3/2017) held on 3 July 2017 (464-467) having been circulated, be approved and signed and that the minutes of the extra-ordinary Meeting (4/2017) held on 31 July 2017 (468) having been circulated, be approved and signed subject to item 3.3 being changed *from the Chair closed the meeting and no discussion took place to after a short discussion, the Chair closed the meeting*, proposed Cllr. Remmer, seconded Cllr. Beaumont, all were in favour.

**5 CRIME REPORT**

There was no Police presence; however reports of crimes in July and August 2017 had been circulated ahead of the meeting. There were twelve reported crimes in August, two *Burglary Residence*, two *Interferences with* and four *Thefts from motor vehicles*, one *Public Nuisance* and three *Public Order* offences.

**6 FINANCE**

**6.1 The cash book, bank reconciliation statement and budget monitor** were circulated showing payments made during July and August of £3,464.60 (cheques totaling £3,255.66 and six direct debits of £208.94). Cllr. Davies had revised the budget monitor to make it easier to understand whilst retaining essential information and was thanked for the work he had done on this.

**6.2 The cash book** showed ten cheque payments to be made in September amounting to £2,770.13 and four direct debits (including those already paid but not previously reported) of £168.50.

**6.3 To look at alternative options to earn interest on Bank Balances** – Councillors had e-mailed various suggestions to the Responsible Financial Officer (RFO). Further research was needed before a firm proposal could be brought to the meeting.

**6.4 To note the External Auditor's Report** – a formal report was still awaited, e-mails from the Auditor raised a query about the Parish Council's Trustee Status regarding Jack Heaps field (which is a

registered charity in its own right) and a comment that the Bank Balance presented should not have made allowance for a cheque which was unrepresented at the end of the financial year.

## 7 CORRESPONDENCE

The Clerk presented the list of **correspondence** (2844-2868). He will chase up a response to item 2857 (a Concern about contractors cutting grass at 7am). Since the list was circulated there had been an e-mail from the YLCA (Yorkshire Local Councils Associations) giving details of training courses to the end of November (2869), Councillors were asked to let the Clerk know if there were any courses of interest. New Councillors were encouraged to attend relevant training when such courses are advertised.

## 8 OTHER ITEMS

**8.1 A proposal to request more speed limit signs in the Parish from Leeds City Council (LCC) Highways** – There was no progress to report since the last PC meeting. Cllr. Bedford is trying to set up a meeting with Kasia Szczerbinska-Speakman of LCC once she is back from holiday.

**8.2 The PC response to the suggested changes for Leeds Road/the Coronation Tree** – A proposal by a Highways officer (Christopher Proctor) had been circulated to all with an original deadline for comment of 1<sup>st</sup> September. This included improvements to the rumble strips and more signage. The proposal also suggested changes to the priorities of the junction itself forcing traffic coming from John Smeatons' to the left of the island even if such vehicles were turning towards Barwick in Elmet. There had been much opposition to this part of the proposal including all local farmers. The Chair had sent a personal response and Ward Cllr. Robinson had had a conversation with this Highways officer. A formal PC response will be made welcoming the other proposals and suggesting that these changes could be made without public consultation but objecting to the suggested changes to the junction and welcoming any other suggestions. Cllr. Bedford will incorporate this discussion into the report he produced.

**8.3 The PC response to the proposal to build a new orbital road east of Scholes (ELOR)** – Cllr. Bedford had collated the comments made at the Planning meeting of 31<sup>st</sup> July and sent a response to the East Leeds Orbital as agreed. A meeting with Adam Brannen, Head of Regeneration at LCC would be requested. The possibility of compensation for those affected by the building of this road was considered.

**8.4 Peace Lamp proposal** – These would cost about six thousand pounds for the 2 lamps one in each village, grant funding was being sought but agreement was needed that this could be paid into the PC account. Cllr. Walsh would take the lead on this. In Bloom groups, the Churches, schools and the Royal British Legion (RBL) could also be involved. It was suggested that the Newsletter and the RBL coffee morning be used to raise awareness. It was hoped to have the Peace Lamps in place by November 2018. A working party would need to be set up to consider the location of the Peace Lamps and to take this project forward. Action Stella Walsh.

**8.5 Setting up a Working Party to consider PC Processes** – Disappointment was expressed that the Chair had given a contractor instructions to carry out works without waiting for formal agreement from the PC at the extra-ordinary meeting. This highlighted the need to review PC processes and documents. The agenda for the next meeting will contain a formal proposal to form a Working Party to consider an annual planned programme of work, instructing contractors, agenda requests a review of Standing Orders & Financial Regulations and Terms of Reference (Cllr. Davies having earlier circulated suggested Terms of Reference for the Planning Committee and Scholes Lodge Farm Working Party).

**8.6 Hall Tower Field** – Cllr. Hassell had circulated a report ahead of the meeting bringing the PC up to date and suggesting proposals for future maintenance and responsibility for the field. The three Trustees have agreed to stand down and the legal work was still to be progressed. Quotes were being sought for a replacement gate. The estimated annual budget is £3,000 with £1,000 needed now. The mound needs to be cut twice a year and the flat area more often. There would be spraying of brambles, thistles and nettles. It was **resolved** that the PC would take over management of the site, proposed Cllr. Beaumont, seconded Cllr. Remmer, all were in favour. It was **resolved** to advise residents of progress of this issue by letter and public meeting to ensure they agree and then proceed with the legal work required proposed Cllr. Dales, seconded Cllr. Beaumont, all were in favour. It was **resolved** that a budget of

£1,000 be allowed for cutting the mound and ditch proposed Cllr. Remmer, seconded Cllr. Walsh, all were in favour.

**8.7 Access to Bog Lane and the options available to the Parish Council** – The barrier preventing access to Bog Lane is being left off allowing access for fly-tipping and other illegal activities. It was suggested that another barrier be erected just past the entrance to the outdoor weddings venue, being a bridle path this would allow horses to get past but not vehicles. Cllr. Dales had spoken to local farmers about this and LCC may be willing to provide grant funding. Cllr. Robinson advised that the owners of the land had been written to by the Public Rights of Way officer. A reply was awaited from this officer (who was on annual leave) and once received, the Clerk would forward the e-mail to the Ward Councillor.

**8.8 Scholes Lodge Farm – plants for the wet areas, budget** – This agenda item was also discussed as part of the Open Forum. A spreadsheet had been circulated to all Councillors giving a breakdown of costs with maintenance and capital expenditure highlighted in different colours. It was **resolved** that a budget of £3,000 be allowed for annual maintenance of the field, proposed Cllr. Hassell, seconded Cllr. Westmoreland, all were in favour. This covers grass and hedge cutting and weed/pest control. It was **resolved** that a budget of £2,140 be allowed for capital expenditure on the field, proposed Cllr. Westmoreland, seconded Cllr. Beaumont, all were in favour. This covers planting and signage. The suggestion of trees (see Open Forum notes) was queried, the trees would dry out the wettest areas which could have a negative impact on archeological remains and the roots could cause damage. A formal proposal for the trees would be an agenda item next time. A picnic area was also suggested but not included in the budget. A draft letter to residents was proposed.

**8.9 Dog Walker chart, signage and concerns about irresponsible dog ownership** – Various suggestions had been put forward to reinforce the message about responsible dog ownership including signs and to record incidents of dog fouling. This agenda item would be considered further at the October meeting.

**8.10 Skills review to identify training needs** – This item was carried forward from the previous meeting. It was suggested that this be considered by the General Purposes and Finance Working Party (see item 8.5 above).

**8.11 Former Councillor Norma Fletcher** – Former Cllr. Yapp had attended the funeral of the late Norma Fletcher representing the PC. Mrs. Fletcher had served on the PC for several years. A letter of condolences to her husband from the PC written by the Clerk was read out at the funeral.

**8.12 Procedures, Powers and Policies Training** - Cllr. Davies had attended this and had circulated a report. He found the training very useful and recommended it, especially to newer Councillors. He gave some examples of the powers Parish Councils have.

**8.13 Successful Event Management training - attended by Cllrs. Bedford, Dales & Hassell** – Cllr. Dales had circulated a report about this training and thanked Cllr. Davies for his help in putting the various .pdf format files into a meaningful order.

**8.14 Barwick Vacancy** – it was noted that as there were no requests for an election, the vacancy could now be filled by co-option with a suggestion that it is advertised on the Parish Facebook page.

**8.15 Report on activity on Parish Facebook** – Cllr. Beaumont reported that there were 585 followers and about a thousand likes, a lot of the visits related to the Bramham Park Festival. It was suggested that news could be posted about Barwick Historical Society's event the weekend following the meeting and also information about the East Leeds Orbital Road and the proposed changes to the Coronation Tree road junction.

**8.16 Update on the new web-site** – This is still ongoing, there was a suggestion that it could include a log to record incidents of dog fouling (see item 8.9 above).

**8.17 Neighbourhood Plan** – A decision notice from LCC has confirmed that the Plan is acceptable, a small number of alterations being made. LCC will organise a referendum – the date is to be confirmed.

**8.18 Report of on-site meeting 5th August with Cllr. Robinson and Barwick Bowls**– A report was given of a meeting between representatives of Bowling Club, Ward Cllr. Robinson, Cllr. Hassell and the Clerk. This was to address concerns about public liability regarding the path from the Village Hall car park.

**8.19 To note the Clerk’s Delegated Authority decision to allow the Fair to use Jack Heaps Field** – The PC formally approved a decision by the Clerk who had used his delegated authority to agree to Watson’s Amusements to use Jack Heaps field for their annual fair (open from 12<sup>th</sup> to 15<sup>th</sup> October).

## **9 PLANNING**

**9.1** The minutes of the Planning Committee of held on 31<sup>st</sup> July had be circulated and the decisions taken were noted. A report of the decisions of the Planning Committee of 4<sup>th</sup> September was given and the decisions duly noted, the minutes of which would be circulated in due course.

**9.2 To note the response to Aberford’s Neighbourhood Development Plan - Regulation 14 Consultation** – a response to this had been considered at the Planning Committee meeting of 31<sup>st</sup> July. Following this meeting, Cllr. Bedford had responded on behalf of the PC.

**9.3 Planning Committee Vacancy – proposal to appoint a Scholes Councillor to fill the vacant position** – It was agreed that the newly co-opted Councillors Craig Barker and Phil Maude be appointed to the Planning Committee.

**9.4 To consider having a Planning Committee meeting in August as part of the normal calendar** –the Planning Committee could have delegated authority to call an additional meeting in August in which case this should form part of their terms of reference.

**10 REFERRALS & RISK ASSESSMENTS** – Shortly after the meeting, a water leak down Long Lane was reported.

**11 TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA OF THE NEXT MEETING** – Reports of several of the outcomes of agenda items above would be made next time.

## **12 DATES OF FUTURE MEETINGS**

Monday 2<sup>nd</sup> October 2017: Barwick in Elmet Methodist Schoolroom (7:30pm) preceded by Planning Committee (6:30pm) and Open Forum (7pm)

There being no further business the meeting closed at 10.00 p.m.

Signed

Chairman  
2 October 2017

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## **OPEN FORUM**

Janet Horkan of the Scholes Lodge Farm working party presented a plan for maintenance of the field. Wild flower meadows were being considered for the slopes making grass cutting easier as only the parts of the field where there was minimal slope would require frequent cutting (ten cuts a year being suggested and lines being used to mark such areas). There was a suggestion of trees along the bottom closest to the wettest areas.

Another resident attended to discuss Scholes Lodge Farm and concerns about the roll-out of superfast broadband.