

# MICKLEFIELD PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 11 MAY 2023

**MEMBERS PRESENT:** Cllr J L Auty, Cllr J A Crossley, Cllr R M Czwarno, Cllr P Meir, Cllr E A Robertson, Cllr G A Rycroft and Cllr G E Whysall

**ALSO PRESENT:** Public (3)

**In Attendance:** J L Hebden, Clerk to Micklefield Parish Council

The meeting opened at 7.21pm and was chaired by the chairman, Cllr J A Crossley.

### 23/01 – ELECTION OF CHAIRMAN

Proposed by Cllr J L Auty

Seconded by Cllr G A Rycroft

**RESOLVED** by unanimous vote to elect Cllr J A Crossley as the Chairman of Micklefield Parish Council.

### 23/02 – DECLARATIONS OF ACCEPTANCE OF OFFICE

The Council received the Declarations of Acceptance of Office of those present and the Chairman's Declaration of Acceptance of Office.

Proposed by Cllr J A Crossley

**RESOLVED** by unanimous vote that the remaining Declarations of Acceptance of Office are received by 31 May 2023.

### 23/03 - PUBLIC FORUM

- (a) A resident reported that there was a broken manhole cover within the perimeter tree belt. There were also missing covers on access holes on the road at the end of Phoenix Avenue (old pit site). *Cllr J A Crossley informed the resident that the Clerk would investigate the open hole on the recreation ground but that the others were located on Leeds City Council land.*
- (b) The secretary of Micklefield Regeneration Partnership reported that the Coronation Garden Party on Sunday 7 May had been a great success. Two members of the Parish Council had helped out and Cllr J L Auty had hosted a public coronation viewing event at Churchville House on Saturday 6 May, (the Government had waived the requirement to have a television licence to allow people to watch the coronation at organised public events).
- (c) A resident opined that the Parish Council should pay for a licence for the television in Churchville House. *Cllr J A Crossley explained that Churchville House was a lounge for the residents of sheltered housing in Micklefield and as such the Parish Council would need more information about how such facilities are funded in other sheltered housing complexes before it considered giving funding.*

### 23/04 - MEMBERS' INTERESTS

#### 23/04/1 DISCLOSURES OF INTERESTS

There were no disclosures of any disclosable pecuniary interests or any other significant interest for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14.

#### 23/04/2 – REGISTER

Members noted that each member must review his/her Register of Interests, make amendments where necessary or mark the register as unchanged.

## **23/05 - APOLOGIES**

### **23/05/1 – RECEIPT**

Members received apologies for absence from Cllr D Brown, and Cllr N Duff.

### **23/05/2 – REASONS**

No reasons for absence were required to be approved.

## **23/06 – DISPENSATION REQUESTS**

No dispensation requests were received by the Clerk prior to the meeting.

## **23/07 – EXCLUSION OF THE PUBLIC**

No items were identified requiring the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2.

## **23/08 - GENERAL POWER OF COMPETENCE**

### **23/08/1 – QUALIFICATIONS**

Members noted that to qualify to use the General Power of Competence the Parish Council must fill three quarters of its seats with elected members and the Clerk must hold the applicable qualification.

### **23/08/2 – CONFIRMATION**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the Parish Council satisfies the requirements and continues to qualify to use the General Power of Competence.**

## **23/09 – LEGAL DOCUMENTS**

Members had been given a list of the licences and agreements held by the Parish Council with the meeting agenda and the licences and agreements were available at the meeting to inspect. Members agreed that the agreement with a resident to put lights in a natural shrub was no longer needed as the shrub had been removed.

## **23/10 – ASSETS**

Members had been given a copy of the Parish Council's register of assets with the meeting agenda.

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to add the height restriction barrier to the register of assets.**

(ii) Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

**RESOLVED by unanimous vote that the asset register is correct.**

## **23/11 – ELECTION OF VICE - CHAIRMAN**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to elect Cllr N Duff as the Vice-Chairman of Micklefield Parish Council.**

### **23/12 – ELECTION OF TREASURER**

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

**RESOLVED** by unanimous vote to elect Cllr R M Czwarno as the Treasurer of Micklefield Parish Council.

### **23/13 – FINANCE AND CORPORATE MANAGEMENT COMMITTEE**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED** by unanimous vote to appoint Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno, Cllr N Duff and Cllr E A Robertson as members of the Finance and Corporate Management Committee.

### **23/14 – WORKING GROUPS**

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

**RESOLVED** by unanimous vote that Cllr G E Whysall replaces Cllr J L Auty on the Strategy working group.

### **23/15 – WORKING GROUP MEMBERS**

Proposed by Cllr J A Crossley

Seconded by Cllr G A Rycroft

**RESOLVED** by unanimous vote that the working group membership stays the same.

### **23/16 – WORKING GROUP CO-ORDINATORS**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED** by unanimous vote that the working group co-ordinators remain the same.

### **23/17 – YLCA LEEDS BRANCH REPRESENTATIVES**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED** by unanimous vote to appoint Cllr J A Crossley and Cllr R M Czwarno as representatives to the YLCA Leeds branch and Cllr J L Auty as deputy.

### **23/18 – PECKFIELD LANDFILL SITE LIAISON COMMITTEE**

Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

**RESOLVED** by unanimous vote to appoint Cllr J L Auty, Cllr D Brown and Cllr R M Czwarno as representatives to the Peckfield Landfill Site Liaison Committee.

### **23/19 – HOOK MOOR LIAISON COMMITTEE**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED** by unanimous vote to appoint Cllr J A Crossley and Cllr R M Czwarno as representatives to the Hook Moor Liaison Committee.

## **23/20 - POLICY REVIEW**

### **23/20/1 – REVIEW**

Members noted that most policies had been reviewed and updated as necessary during the process to gain Local Council Award Scheme Foundation level.

Proposed by Cllr E A Robertson

Seconded by Cllr J L Auty

**RESOLVED by unanimous vote to review the Parish Council's policies on a rolling programme of two per meeting.**

## **23/21 - ANNUAL AUDIT 2022/23**

### **23/21/1 – ANNUAL ACCOUNTS**

Members noted the detailed receipts and payments report, including budget variance and percentage of budget spent for the financial year ending 31 March 2023.

### **23/21/2 – BUDGET REPORT**

Members noted the annual budget report for the financial year ending 31 March 2023.

### **23/21/3 – BANK RECONCILIATION**

Members noted a bank reconciliation for the financial year ending 31 March 2023.

### **23/21/4 – PREPAID DEBIT CARD**

Members noted the prepaid debit card year end reconciliation for the financial year ending 31 March 2023.

### **23/21/5 - ANNUAL INTERNAL AUDIT**

Members noted the Annual Internal Audit Report for 2022/23 on page 4 of the Annual Governance and Accountability Return 2022/23.

### **23/21/6 – ANNUAL GOVERNANCE STATEMENT**

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

**RESOLVED by unanimous vote to approve Section 1 – Annual Governance Statement 2022/23 for Micklefield Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22.**

### **23/21/7 – ACCOUNTING STATEMENTS**

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

**RESOLVED by unanimous vote to approve Section 2 – Accounting Statements 2022/23 for Micklefield Parish Council on page 6 of the annual Governance and Accountability Return 2022/23.**

### **23/21/8 – PUBLICATION**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to approve the publication of documents required by Accounts and Audit Regulations 2015, Local Audit (Smaller Authorities) Regulations 2015 (SI 2015/184), and the Transparency Code for Smaller Authorities.**

## **23/21/9 - EXERCISE OF PUBLIC RIGHTS**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to set a date of Monday 12 June to Friday 21 July 2023 for the exercise of public rights in accordance with Local Audit and Accountability Act 2014 Sections 26 and 27 and the Accounts and Audit Regulations 2015 (SI 2015/234).**

## **23/21/10 – INTERNAL AUDIT SERVICES**

Members noted that Yorkshire Internal Audit Services would no longer be undertaking audit services commencing with the 2023/24 financial year. The Clerk reported that she had already identified an alternative provider in Yorkshire.

## **23/22 – MINUTES OF THE MEETING HELD ON THURSDAY 6 APRIL 2023**

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

**RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 6 April 2023 are an accurate record.** The chairman signed the minutes for verification.

## **23/23 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 6 APRIL 2023**

Members noted the following matters arising from the minutes of the meeting held on Thursday 6 April 2023:

**22/305/c** – Cllr J L Auty reported that the school’s inspection report was available publicly, via the Micklefielder newsletter and on the school’s website.

**22/317/1** – The Clerk reported that she had received an update on the request to lay double yellow lines on Church Lane (Gerry Lane) in front of Radford Meadows. Leeds City Council highways department would look at adding it to a Traffic regulation Order being drawn up for Pit Lane.

## **23/24 - SUBSCRIPTION**

### **23/24/1 – RENEWAL**

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

**RESOLVED by unanimous vote to approve the renewal of the Parish Council’s annual subscription to YLCA at a cost of £600.00.**

## **23/25 - FINANCE**

### **23/25/1 – ACCOUNTS FOR PAYMENT**

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

**RESOLVED by unanimous vote to approve the accounts for payment:**

<b>BT - Internet and Phone Services</b>	<b>117.07</b>
<b>Staff Costs</b>	<b>1954.61</b>
<b>Blast Cleaning and Maintenance Ltd. - Waste Removal</b>	<b>67.19</b>
<b>YLCA - Annual Subscription Renewal</b>	<b>600.00</b>
<b>Northern Impression Ltd. - Printing</b>	<b>83.64</b>
<b>Blast Cleaning and Maintenance Ltd. - Waste Removal</b>	<b>292.42</b>
<b>Yorkshire Internal Audit Services – Internal Audit of Annual Accounts</b>	<b>310.00</b>
<b>Office Depot - Ink Cartridges</b>	<b>97.68</b>
<b>Aire and Calder Ltd. - Grounds Maintenance</b>	<b>3217.37</b>
<b>Lumby Garden Centre - Plants and Tools</b>	<b>692.73</b>
<b>TOTAL</b>	<b>7,432.71</b>

### **23/25/2 – PRECEPT AND LCTS GRANT**

Members noted that the parish precept and LCTS grant were paid into the Parish Council's account on 1 April 2022.

### **23/25/3 – VAT RECLAIM**

Members noted that a VAT reclaim of £7,431.85 for the period 1 April 2022 to 31 March 2023 was submitted to HMRC on 18 April 2023.

### **23/25/4 – BOND ACCOUNTS**

Cllr R M Czwarno gave an update on opening two accounts for the CIL funds. He was in the process of completing the paperwork for each account (which required each individual councillor's details).

### **23/25/5 – CIL**

Members noted the receipt of £67,117.64 of CIL monies.

### **23/25/6 – RESTRICTED DONATION**

Cllr J A Crossley gave an update on the distribution of the restricted donation given to Micklefield Parish Council by the defunct Micklefield Bowling Club and the ex-bowling club members' preferred use. Members agreed to ask YLCA if the Parish Council could use part of the donation towards the Church infrastructure (provision of a toilet) as it was originally given to the Parish Council by an outside source (bowling club) and it is the ex-members request.

Cllr G A Rycroft left the meeting at 9.07pm.

### **23/26 - PENSION**

#### **23/26/1 – RE-DECLARATION OF COMPLIANCE**

Members noted that the Parish Council has made its triennial re-declaration of compliance to the Pensions Regulator.

#### **23/26/2 – EMPLOYER CONTRIBUTION RATE**

Members noted that the Parish Council's contribution rate for the financial year ending 31 March 2024 is 16.9%.

### **23/27 - PROW MAINTENANCE**

#### **23/27/1 – APPOINTMENT OF CONTRACTOR**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to appoint H2H, or its successor of title, to undertake the annual cutting of the Public Rights of Way.**

#### **23/27/2 – COMMUNITY PATHS PARTNERSHIP**

The end of year Community Paths Partnership account was not yet available as the Parish Council had yet to receive the invoices.

Cllr G A Rycroft returned to the meeting at 9.12pm.

## 23/28 - CRIME

### 23/28/1 – CRIME FIGURES

Members noted crime figures for April (supplied by East Leeds NPT).

## 23/29 – CORRESPONDENCE

Members noted correspondence received.

## 23/30 - CIL CONSULTATIONS

### 23/30/1 – RECOMMENDATIONS

Members had received copies of the strategy group's analysis and recommendations.

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the Parish Council approves recommendation 1: that the Parish Council notes the list of 26 schemes/initiatives as having the highest levels of agreement from residents (comparative to their levels of disagreement). The list: reopen pub, toddler playground in recreation ground, wild flowers/trees, playground equipment school, seats public areas, sports facilities in recreation ground, cycleway along fly line, mini forest Williams' Hill, tennis court, community hall/centre, youth & adult centre, shelter on school field, 1 mile track, CCTV, MUGA floodlights, cycleway to Garforth, improvements in recreation ground, Church Lane/Ridge Rd junction, outdoor gym, traffic calming, countryside paths, play area north, relaying path by school, increase sports/play, community café, bowling green shelter.**

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the Parish Council does not spend any of the CIL monies on the following schemes/initiatives: PA/projector Church, BMX pump track, Parish Council website, Covid garden, community fridges.**

(iii) Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

**RESOLVED by unanimous vote that the Parish Council approves spending £60,000 of CIL monies on the following six projects and develops each one into a fully priced and deliverable project, so that the specific amount of CIL expenditure can be fully approved and spent in the required timescale by April 2024: Seats, path improvements, wild flower/tree planting, toddler playground, increase sports/play, recreation ground improvements.**

## 23/31 - HIGHWAYS AND FOOTPATHS

### 23/31/1 – FOOTPATH BETWEEN NO.11 AND NO. 2

Members noted that part of the footpath that runs from footpath no. 11 (behind Grange Farm Court) to the settling pond near footpath no. 2 had not been regularly maintained or improved since the Parish Council had last emailed the DFBO companies. The Clerk would make further enquiries of the DFBO company.

### 23/31/2 – FOOTPATH NO. 6 (DAISY BANKS)

Members noted that footpath no. 6 (Daisy Banks) no longer functioned as a public right of way due to the land levels and the installation of a playground through its alignment.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that Cllr J A Crossley emails PROW section at Leeds City Council regarding the issue.**

## **23/32 - PECKFIELD LEVEL CROSSING**

### **23/32/1 – REVISED PROPOSALS**

Members noted the revised proposals to mitigate the closure of Peckfield level crossing.

### **23/32/2 – CONSULTATION RESPONSE**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the revised proposal is much improved and satisfactory to the Parish Council; however, the Parish Council has approved the installation of disabled access to 4 & 5 Railway Cottages, so the alignment of the footpath should not impede the creation and use of a disabled access.**

## **23/33 - PECKFIELD LANDFILL SITE**

### **23/33/1 – LIAISON COMMITTEE MEETING**

Members noted that a meeting of Peckfield Landfill Site Liaison Committee was held on Tuesday 21 March and receive a report from Cllr J L Auty, the Parish Council's representative.

## **23/34 - PLANNING AND DEVELOPMENT CONTROL**

### **23/34/1 – APPLICATIONS NOTICES RECEIVED**

Members noted that the following planning application notices had been received: 23/02375/FU – 13 Haver Drive: Conversion of Garage to Habitable Room; 23/01444/FU - 12 Grange Farm Court: Outbuilding to rear

### **23/34/2 – DECISIONS**

Members noted that no planning decisions had been received.

### **23/34/3 – CONSULTATION RESPONSE**

Proposed by Cllr E A Robertson

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the Parish Council has no objection to application 23/02375/FU – 13 Haver Drive: conversion of Garage to Habitable Room, as long as there are still two off-street parking spaces available.**

### **23/34/4 – STANDING AGENDA ITEM: NEIGHBOURHOOD PLAN**

Members deferred a decision pending more information from the strategy group regarding parties interested in joining a neighbourhood plan group.

## **23/35 - FACEBOOK**

### **23/35/1 – UPDATE**

Cllr P Meir gave an update on the Facebook page.

### **23/35/2 – ITEMS TO POST**

The Micklefielder and details of the Annual Parish Meeting would be posted on the Facebook page.



## **23/36 - GARDEN VILLAGE**

### **23/36/1 – ACCOMMODATION ROAD**

Cllr G A Rycroft reported that as he had not received any response, he would visit the appropriate office in Leeds City Council to discuss the land between the accommodation road to the rear of Garden Village and the new housing development.

## **23/37 - POTENTIAL CYCLE PATH**

### **23/37/1 – UPDATE**

There was no update from the working group on the potential to create a cycle path between Micklefield and Garforth, which had formed part of the CIL consultation.

## **23/38 - FACILITIES INSPECTIONS**

### **23/38/1 – INSPECTION REPORTS**

Members noted the weekly inspections sheets for Garden Village bus shelter, Vandicourt Infants' Playground, Micklefield Recreation Ground and Diamond Jubilee Play Area.

## **23/39 - FACILITIES MAINTENANCE**

### **23/39/1 – UPDATE**

There was no update on the following remedial and maintenance works:

- (i) the refurbishment of the springy rocker and multi play unit (rubbing down and treating the rust and repainting)
- (ii) the repair of the cracks and chips on the skate park surface
- (iii) the re-siting of the bin in Vandicourt greenspace to a location near the western perimeter of the skate park

## **23/40 - GATEWAY STONES**

### **23/40/1 – VILLAGE NAME SIGNS**

The approval of the installation of three village name signs at the three village entrances was deferred until Cllr N Duff (project lead) could attend a meeting.

### **23/40/2 – REFURBISHMENT**

Cllr J A Crossley gave an update on the refurbishing of the Gateway Stones. He had heard nothing further about the Persimmon grant application and assumed it had been unsuccessful. Due to Micklefield in Bloom's planting programme, the next convenient time for refurbishment works was October.

## **23/41 - REGISTRATION AND TRANSFER OF TITLE**

### **23/41/1 – UPDATE**

There was no update on the registering of the title to Micklefield Recreation Ground in the name of Micklefield Parish Council, as Sole Trustee of Micklefield Recreation Ground Charity

## **23/42 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)**

### **23/42/1 – REVISED LEASING ARRANGEMENTS**

There was no update on a set of revised leasing arrangements and the identification of what would be required from the Parish Council at each stage in terms of indicative and final designs for the V.A.S.E

Scheme and legal and administrative charges. Members agreed that the Clerk should follow up Cllr J A Crossley's emails with an official letter to request the renewal of the current lease.

### **23/43 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

The following items were raised for discussion:

- There were no waste bins located near the picnic tables and benches on the Persimmon and Barratt developments
- The Annual Parish Meeting was scheduled for Thursday 25<sup>th</sup> May, to be held in Churchville and begin at 7.30pm.

The following agenda items were requested:

- The impact of the double yellow lines on Pit Lane on traffic flow
- Television Licence for Churchville House

### **23/44 – ANNUAL TRUSTEE MEETING**

Members noted that the Annual Meeting of the Trustee would be held on Monday 15 May 2023, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm. Cllr J L Auty and Cllr G A Rycroft gave their apologies.

### **23/45 – PARISH COUNCIL MEETING**

Members noted that the next meeting of the Parish Council would be held on Thursday 8 June 2023, at Churchville House, Churchville Drive, to commence at 7.15pm. Cllr E A Robertson gave her apologies.

The meeting closed at 10.19pm.

**Signed:**

**(Chairman)**

**Date:**

Joanne Hebden  
Clerk to the Council  
Micklefield Parish Council

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