

# MICKLEFIELD PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON THURSDAY 8 JUNE 2023

**MEMBERS PRESENT:** Cllr J L Auty, Cllr J A Crossley, Cllr N Duff, Cllr P Meir, Cllr G A Rycroft and Cllr G E Whysall

**ALSO PRESENT:** Public (6)

**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.

### **23/45 - PUBLIC FORUM**

The following items were raised:

- (a) A member of the Parochial Church Council (PCC) for St Mary's, Micklefield raised concerns about the future maintenance of the churchyard and asked if the Parish Council had received the PCC's request for help. *Cllr J A Crossley confirmed that the email had been received.*
- (b) A resident asked if there was an update on the provision of yellow lines on Church Lane outside Radford Meadows. *Cllr J A Crossley reported that there was no other update, but as the work had been added to the Traffic Works Order (TWO) for Pit Lane, he expected it to be undertaken in a timely fashion.*
- (c) A resident asked if there was an update on the signage on footpath no. 3. *Cllr J A Crossley confirmed that there wasn't.*
- (d) A resident reported that it was difficult to see left (south) when exiting Church Lane onto the Ridge Road, due to overgrown vegetation. *Cllr J A Crossley advised that as a 'country verge' the vegetation would only be cut once or twice a year, not every fortnight like other verges, but that the Clerk would be able to report the problem to LCC highways. Cllr N Duff also reported that the sightlines on the roundabout at junction 47 were restricted due to overgrowth, which would also be reported.*
- (e) A resident reported that the 30mph traffic sign on Great North Road did not deter speeding as everyone ignores it. The installation of cameras and fines was needed to stop people speeding.
- (f) A resident observed that Leeds City Council has a policy of 20mph zones in the vicinity of schools but that this was not the case in Micklefield: could the Parish Council enquire why? *Cllr J A Crossley reported that part of the Great North Road near the school (roughly from the last bungalows to the steps at Garden Village) would be made a 20mph zone when the footpath on the west side of the road was constructed as part of the conditions of the Pit Lane development.*
- (g) A resident reported that Micklefield Primary Academy had been part of a meeting with Collaborative Learning Trust. The Trust now had six or seven schools.

### **23/46 – DISCLOSURES OF INTERESTS**

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

<b><u>MEMBER</u></b>	<b><u>AGENDA ITEM</u></b>	<b><u>REASON</u></b>
Cllr J L Auty	23/54/4	Chair of Micklefield Regeneration Partnership
Cllr J A Crossley	23/54/4	Member of Micklefield Regeneration Partnership

## **23/47 - APOLOGIES**

### **23/47/1 – RECEIPT**

Members received apologies for absence from Cllr R M Czwarno and Cllr E A Robertson.

### **23/47/2 – REASONS**

No reasons for absence were approved.

### **23/48 – DISPENSATION REQUESTS**

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

### **23/49 – 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.

## **23/50 – MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 11 MAY 2023**

Proposed by Cllr J L Auty

Seconded by Cllr P Meir

**RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 11 May 2023 are an accurate record.** The chairman signed the minutes for verification.

## **23/51 – MATTERS ARISING FROM THE MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 11 MAY 2023**

Members noted the following matters arising from the minutes of the annual meeting held on Thursday 11 May 2023:

**23/02** – Declarations of Acceptance of Office from all members were received before the deadline

**23/03/a** – The open drain in the Recreation Ground had been located within the tree and shrub belt and the Clerk would arrange for it to be closed up again

**23/04** – The asset register had been amended to include the height restriction barrier

**23/17** – The YLCA Leeds branch meeting was scheduled for Tuesday 20 June

**23/21** - The Annual Governance and Accountability Return had been submitted to the external auditor

**23/24** – The subscription to YLCA had been renewed

**23/25/3** – The VAT reclaim had been received

**23/32** – The consultation response to the new Peckfield level crossing mitigation proposal had been sent. Details of the proposed disability access to 4 & 5 Railway Cottages had also been sent

**23/43** – Cllr E A Robertson had contacted the housing developers regarding the lack of litterbins near the new play and picnic areas

## **23/52 - POLICY REVIEW**

### **23/52/1 – RISK MANAGEMENT POLICY**

Members conducted a review of the policy.

Proposed by Cllr J A Crossley

Seconded by Cllr J L Auty

**RESOLVED by unanimous vote that the Risk Management Policy does not require amendments.**

### **23/52/2 – MEDIA RELATIONS, SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY**

Members conducted a review of the policy.

Proposed by Cllr J A Crossley

Seconded by Cllr G A Rycroft

**RESOLVED by unanimous vote that the Media Relations, Social Media and Electronic Communications Policy do not require amendment.**

## **23/53 - FINANCE**

### **23/53/1 – ACCOUNTS FOR PAYMENT**

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

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

<b>BT - Internet and Phone Services</b>	<b>132.17</b>
<b>Staff Costs</b>	<b>1954.61</b>
<b>J L Hebden - Home Office</b>	<b>200.00</b>
<b>Garforth Growers - Plants</b>	<b>418.80</b>
<b>Blast Cleaning &amp; Maintenance Ltd. – Waste Removal</b>	<b>292.42</b>
<b>Aire and Calder Ltd. - Grounds Maintenance</b>	<b>1496.01</b>
<b>Aire and Calder Ltd. - Shrub Maintenance</b>	<b>220.73</b>
<b>TOTAL</b>	<b>4,714.74</b>

The Chairman and Vice-Chairman signed the payments schedule for verification.

### **23/53/2 – BANK RECONCILIATION**

Members noted a bank reconciliation to 31 May 2023.

### **23/53/3 – BUDGET UPDATE**

Members noted a budget update to 30 May 2023.

### **23/53/4 – CIL FUNDS ACCOUNTS**

Members noted that the applications for both accounts had been submitted, awaiting approval.

### **23/53/5 – PATHS PARTNERSHIP GRANT**

Members noted the receipt of a P3 Paths Partnership grant of £743.00, an increase of 10% on previous years' grants.

## **23/54 - BOWLING CLUB DONATION**

### **23/54/1 – CORRESPONDENCE**

Members noted the letter from two ex-members of Micklefield bowling club regarding the ex-members' preferred use of the donation.

### **23/54/2 – YLCA ADVICE**

Members noted that YLCA had passed the Parish Council's query regarding a donation to Micklefield St Mary's Church using money previously donated by a third party to NALC for a solicitor's advice.

### **23/54/3 – FUTURE USE**

Proposed by Cllr J A Crossley

Seconded by Cllr G A Rycroft

**RESOLVED by unanimous vote that the bowling club donation is split between Micklefield Primary Academy, Yorkshire Cancer Research and Micklefield St Mary's Church (subject to receipt of legal advice) at the sums stated, with the remainder to be used by Micklefield Parish Council for additional Christmas lights in the village.**

### **23/54/4 – ALTERNATIVE USE**

Proposed by Cllr G A Rycroft

Seconded by Cllr P Meir

**RESOLVED by unanimous vote that in the event that the Parish council cannot legally give a donation to Micklefield St Mary's Church, the portion earmarked for the church be given to Micklefield Regeneration Partnership.**

Cllr J L Auty and Cllr J A Crossley abstained from the vote.

## **23/55 - CRIME**

### **23/55/1 – FIGURES**

Members noted crime figures for May supplied by East Leeds NPT. Members noted that the next PACT meeting was scheduled for 21 June.

### **23/56 – CORRESPONDENCE**

Members noted correspondence received.

### **23/57 - PHONE LINE**

#### **23/57/1 – CURRENT COST**

Members noted that the rental of the office phone line was out of contract and costs £31.52 (ex VAT).

#### **23/57/2 - NEW CONTRACT**

Proposed by Cllr J A Crossley

Seconded by Cllr J L Auty

**RESOLVED by unanimous vote to enter a 24 month contract for the rental of the phone line at a cost of £27.77 (ex VAT).**

### **23/58 - CIL**

#### **23/58/1 – PROJECT UPDATE**

Cllr J A Crossley gave an update on the six projects approved for spending CIL monies and a report on the strategy group meeting held on 1 June.

Cllr G E Whysall left the meeting at 9.02pm.

### **23/59 - HIGHWAYS AND FOOTPATHS**

#### **23/59/1 – FOOTPATH REMEDIATION**

Members received an update on the remediation of the path that runs from footpath no. 11 (behind Grange Farm Court) to the settling pond near footpath no. 2. The DFBO company associated with major highways infrastructure in the area had created a scheme, which was due to be implemented before winter.

Cllr G E Whysall returned to the meeting at 9.03pm.

#### **23/59/2 – FOOTPATH NO. 6 (DAISY BANKS)**

Members received an update on footpath no. 6 (Daisy Banks), which no longer functioned as a public right of way due to the land levels and the installation of a playground through its alignment. One of the ward councillors was investigating the situation.

#### **23/59/3 – PIT LANE/GREAT NORTH ROAD JUNCTION**

At the request of the Parish Meeting, members assessed the improvements at the junction of Pit Lane with Great North Road as to whether it is satisfactory.

Proposed by Cllr G A Rycroft

Seconded by Cllr J L Auty

**RESOLVED** by unanimous vote that the double yellow lines on the east side of Great North Road (outside Prospect Terrace) need extending by the length of at least one car, as the parked cars, in conjunction with the protruding bus-stopping place create a chicane effect,. This stops two cars from passing and effectively reduces the road to a single lane. Furthermore, the ramp has no markings on it to indicate that there is a ramp on the road.

#### **23/59/4 – SIGNAGE AND MARKINGS, BARRATT DEVELOPMENT**

At the request of the Parish meeting, members assessed the efficacy of the road signage and markings on the Barratt development.

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED** by unanimous vote to inform LCC highways that the road markings and signage on the new developments are deficient. Whilst the Parish Council acknowledges that the Duchy development is not finished and the whole spine road isn't yet accessible, the Strata and Barratt developments are complete, but there are no markings to differentiate the spine road from the smaller access roads and from footpath no. 3. Furthermore, the vertical sign for Davy Avenue from Great North Road is out of date as it still classifies the street as a Cul-de-Sac, which it isn't.

#### **23/60 - PLANNING AND DEVELOPMENT CONTROL**

##### **23/60/1 – APPLICATION NOTICES RECEIVED**

Members noted the following planning application notices received: 23/02858/FU - 12 Sunnybank: retrospective application for dormer windows to front; 23/02859/FU - 18 Sunnybank: retrospective application for dormer windows to front

##### **23/60/2 – DECISIONS**

There were no planning decisions to note.

##### **23/60/3 – CONSULTATION RESPONSE: 23/02858/FU**

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED** by unanimous vote that Micklefield Parish Council has no objection to planning application 23/02858/FU, as the principle of a dormer window to the west elevation has already been set by 1 Sunnybank.

##### **23/60/4 – CONSULTATION RESPONSE: 23/02859FU**

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED** by unanimous vote that Micklefield Parish Council has no objection to planning application 23/02859, as the principle of a dormer window to the west elevation has already been set by 1 Sunnybank.

##### **23/60/5 – PLANNING AND SUSTAINABLE DEVELOPMENT SERVICES**

Members deferred noting the changes to planning and sustainable development services.

#### **23/61 - TV LICENCE**

##### **23/61/1 – LCC RETIREMENT LIFE PROPERTIES**

Members noted that any televisions in Retirement Life properties are not paid for by LCC Retirement Life and that there was information to suggest that communal lounges in such properties do not have a television.

## **23/61/2 – PURCHASE OF LICENCE**

Members deferred considering the purchase of a television licence for the television in the communal lounge of Churchville House pending further information.

## **23/62 - ANNUAL PARISH MEETING**

### **23/62/1 – MEETING**

Members noted that the Annual Parish Meeting was held on Thursday 25 May 2023 and received a report from Cllr J A Crossley, who chaired the meeting.

## **23/63 - FACEBOOK**

### **23/63/1 – UPDATE**

Cllr P Meir gave an update on the Facebook page.

### **23/63/2 – POSTS**

Members agreed that details of the Parish Council's approval of six projects to go forward with CIL spending could be posted to the Facebook page.

## **23/64 - GARDEN VILLAGE**

### **23/64/1 – ACCOMMODATION ROAD**

Cllr G A Rycroft gave an update on a meeting with LCC highways officers to discuss the land between the accommodation road to the rear of Garden Village and the new housing development.

## **23/65 - POTENTIAL CYCLE PATH**

### **23/65/1 – UPDATE**

There was no update from the working group on the potential to create a cycle path between Micklefield and Garforth. The project had been liked by CIL consultation respondents.

## **23/66 - FACILITIES INSPECTIONS**

### **23/66/1 - INSPECTIONS**

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

## **23/67 - FACILITIES MAINTENANCE**

### **23/67/1 – UPDATE**

The Clerk gave an 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)

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

- (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

## **23/68 - GATEWAY STONES**

### **23/68/1 – VILLAGE NAME SIGNS**

Cllr N Duff suggested the creation of a small working group to examine the installation of three village name signs at the three village entrances.

## **23/69 - REGISTRATION AND TRANSFER OF TITLE**

### **23/69/1 – 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.

## **23/70 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)**

### **23/70/1 – 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.

## **23/71 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

The following item was raised to note:

- Cllr P Meir had cleaned some of the noticeboards but there had been no improvement
- The deadline for receipt of articles for the Micklefielder was 23 June
- The Hook Moor Wind Farm Liaison Committee meeting was scheduled for 14 June

The following agenda items were requested:

- To approve the repair of Milestone Banking and appoint a contractor
- To consider a request from Micklefield PCC for help in undertaking the maintenance of the churchyard of Micklefield St Mary the Virgin church
- To note changes to LCC's planning and sustainable development services
- To receive a report from the PACT meeting
- To set up a neighbourhood plan group and decide the Parish Council's members

## **23/72 – FINANCE AND CORPORATE MANAGEMENT COMMITTEE**

Members noted that a meeting of the Finance and Corporate Management Committee would be held on Monday 19 June 2023, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm.

## **23/73 – PARISH COUNCIL MEETING**

Members noted that the next meeting of the Parish Council would be held on Thursday 6 July 2023, at Churchville House, Churchville Drive, to commence at 7.15pm. Cllr R M Czwarno, Cllr N Duff and Cllr E A Robertson gave their apologies.

The meeting closed at 10.12pm.

**Signed:**

**Chairman    Date:**

Joanne Hebden  
Clerk to the Council  
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