

MICKLEFIELD PARISH COUNCIL

Official Notice of a Meeting of Micklefield Parish Council to be Held on:

Thursday 7th September 2023, Churchville House, Churchville Drive, LS25 4AW, to commence at 7.15pm.

Members of the Council are summoned to attend this meeting. Meetings are open to press and public. The press and public may only speak during the public forum.

Signed:

Clerk

Date: 1st September 2023

AGENDA

23/107 To receive questions and comments from members of the public (PUBLIC FORUM)

23/108 To disclose or draw attention to any disclosable pecuniary interests and any other significant interests that the member wishes to declare in the public interest, for the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 - 9

23/109 APOLOGIES

/1 To receive apologies for absence

/2 To approve reasons for absence

23/110 To consider dispensation requests received by the Clerk prior to the meeting

23/111 To identify any items requiring the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2, and the reason for exclusion

23/112 MINUTES

/1 To approve the minutes of the meeting held on Thursday 6 July 2023 (attached)

/2 To note matters arising from the minutes of the meeting held on Thursday 6 July 2023

/3 To approve the minutes of the extraordinary meeting held on Monday 21 August 2023 (attached)

/4 To note matters arising from the extraordinary meeting held on Monday 21 August 2023

/5 To note that the agendas and minutes meet sector and statutory requirements and have been successfully assessed by the assessment panels for the NALC Local Council Award Scheme and the Certificate in Local Council Administration

23/113 POLICY REVIEW

/1 To review the Standing Orders

/2 To review the Financial Regulations

23/114 INSURANCE

/1 To note the AJG Hiscox Schedule, AJG Hiscox Statement of Fact, Hiscox Policy Summary, Hiscox Policy Wording, Hiscox Summary of Changes and Notice to Policyholders (sent by email)

/2 To approve the renewal of the annual insurance at a cost of £3217.66 (inc IPT and admin fee) (pro-forma invoice attached)

23/115 FINANCE

/1 To approve the accounts for payment (attached)

/2 To note a bank reconciliation to 31 July 2023 (attached)

/3 To note a budget update to 31 July 2023 (attached)

/4 To agree to change the payment method for invoices from Aire and Calder Ltd. from cheques to bank transfer

23/116 HIGH INTEREST ACCOUNTS

/1 To receive an update on the application to open a 35 day access account using £100,000 CIL Funds with the Redwood Bank, including the extra information that was requested regarding: the legal status of the Parish Council, the total number of Councillors, current finances, the ultimate beneficiary of the Parish Council, the roles of all authorised users and additional proof of I.D. for the Chairman

/2 To note that the current annualised interest rate for the 35 day access account at the Redwood Bank is 2.85%

/3 To note that the application to open a 1 year Business Bond using £250,000 CIL Funds with the Cambridge Building Society was vacated, as a third officer of the Building Society subsequently revealed that, contrary to previous assurances, that bond which has an annualised interest rate of 3.5% is not available to Parish Councils

/4 To note that the 1 year Bond offered by the Cambridge Building Society that is available to Parish Councils has an annualised interest rate of only 1.95%

/5 To note that the Redwood Bank also offers a 1 year Business Savings Bond, which is available to Parish Councils and that the annualised interest rate is currently 4.84%

/6 To note that an application has been submitted to open a 1 year Business Savings Bond with the Redwood Bank

/7 To approve opening a 1 year Business Savings Bond with the Redwood Bank using £250,000 CIL Funds

/8 To authorise the Clerk to examine which 1 year Business Savings Bonds are available to the Parish Council with other Banks/Building Societies at similar annualised interest rates, so that the Council can minimise its financial risk as much as is reasonably possible by potentially opening another Bond in the autumn of 2024 with £125,000 of the CIL Funds

23/117 BOWLING CLUB DONATIONS

/1 To note that the bowling club fund donations have been sent and the ex-members have been informed and to further note the thank you letters received (attached)

23/118 CRIME

/1 To note crime figures for June and July (supplied by East Leeds NPT) (attached)

/2 To receive a report on the PACT meeting

23/119 To note correspondence received (list attached)

23/120 SEATING SHELTER

/1 To note that the cost of a new seating shelter to the approved specification is prohibitive and consider a revised specification

/2 To receive for consideration quotations for the fabrication of a reduced seating shelter

23/121 CIL

/1 To receive updates on the following approved CIL projects: seats, path improvements, wild flower/tree planting, toddler playground, increased sports/play, recreation ground improvements

23/122 CHRISTMAS LIGHTS

/1 To note that Leeds City Council's Outer East Community Committee approved a grant of £800.00 towards the 2 Christmas Trees with Lights (effectively a contribution of £800.00 towards the £1,006.00 total cost of the hire of 30m of strip lights for each Christmas tree)

/2 To note that the Community Committee grant is exactly the same pro-rata contribution as for the Christmas Lights displays in Kippax, Allerton Bywater and Methley, based on the population of each community

/3 To approve the hire of 2 cut Christmas Trees (15 feet high) with 30m strip lights for each tree (one at Churchville House and one at Garden Village Bankings) at a total estimated cost of £1,006.00 + £1,400.00 = £2,406.00, with the actual cost delegated to the Clerk to approve and paid for using the £800.00 Community Committee grant and the Parish Council's own funds

/4 To note that an application has been submitted to the Hook Moor Wind Farm Community Fund (HMWFCF) for a grant of £3,685.00 to cover the full cost of the supply and installation of a sensor-type control and isolator with electrical cable and high level 'commando' type outdoor plug socket to the 11 street lighting columns previously agreed by the Parish Council

/5 To approve expenditure of £3,685.00 on the supply and installation of the aforesaid electrical equipment to street lighting columns 5C389 Churchville Drive, 11C389 Churchville Drive, 3C390 Churchville Terrace, 5C390 Churchville Terrace, 54G293 Great North Road, 56G293 Great North Road, 58G293 Great North Road, 65G293 Great North Road, 67G293 Great North Road, 71G293 Great North Road and 73G293 Great North Road

/6 To approve that if the grant application to the HMWFCF fails, either wholly or in part, the balance of the cost of the supply and installation of the aforesaid electrical equipment will be covered from the CIL monies held by the Parish Council

/7 To approve expenditure of £3,993.00 for the hire of 11no. 3D wrap-around Christmas Light motifs to the additional street lighting columns listed above, and for this to be paid for with £1,315.00 of the CIL monies held by the Parish Council and the Parish Council's own funds

/8 To approve expenditure of £726.00 for the hire of 2no. 3D wrap-around Christmas Light motifs to street lighting columns 69G293 and 76G293, where the electrical equipment is already in situ from previous years, and for this to be paid for from the Parish Council's own funds

/9 To approve expenditure of £2,172.00 on the hire of 12 sets of Christmas Lights for the 2no. natural trees on the Great North Road (at the 'S' Bends and at the Milestone Bankings) and 2no. natural trees on Church Lane (3 sets of lights for each tree) and for this to be paid for from the Parish Council's own funds

23/123 NEIGHBOURHOOD PLAN

/1 To receive an update on the formation of a Neighbourhood Plan Forum

23/124 VERGE REWILDING PILOT SCHEME

/1 To receive an update on the verge rewilding pilot scheme

23/125 MICKLEFIELD IN BLOOM

/1 To receive any recommendations from the last MiB Steering Group meeting held on 12th June 2023

/2 To approve a revised Forward Plan for spending the £9,946.04 historical MiB funds carried forward on 1st April 2023, as recommended by the MiB Steering Group, viz: metal seat for footpath crossroads at the rear of the school £1,100.00; Miners Welfare Club history board in the Miners Mews bed £ 900.00; tools and equipment £1,000.00; trees for community orchard and Station Approach £1,000.00; self-irrigating planters and barrels £3,000.00; trees to replace dead trees on 'S' Bends and Church Lane £2,000; contribution towards the refurbishment of the Milestone Bankings as a contractor job £946.04

/3 To delegate the authority to the Clerk to approve any variation of the amounts across the items in the approved revised Forward Plan, in consultation with the MiB Co-ordination Team and the Chairman of the Council

23/126 HIGHWAYS AND FOOTPATHS

/1 To receive an update on footpath no. 6 (Daisy Banks), which no longer functions as a public right of way due to the land levels and the installation of a playground through its alignment

/2 To approve the removal of the dead tree on the double bend on Great North Road

/3 To agree a consultation response to the planned highways maintenance works programme 2024-25 for comment (attached)

23/127 PLANNING AND DEVELOPMENT CONTROL

/1 To note planning application notices received: 23/04262/FU – The Bungalow, Pit Lane: Alterations including single storey side extension; replacement roof; raised access wheel ramp and handrail to rear; raised patio area to rear; access ramp and handrails to front; new pitched roof; canopy to front ; 23/04488/FU – 5 Hallfield Avenue: Single storey side and rear extension with rooflights; demolition of existing garage and conservatory; new porch to front

/2 To agree the Parish Council's response to application 23/04262/FU

/3 To agree the Parish Council's response to application 23/04488/FU

/4 To note planning decisions:

23/128 MILESTONE BANKING

/1 To agree the repairs required to Milestone Banking

/2 To appoint a contractor to undertake the approved repairs

23/129 INTERNET PROVISION

/1 To note that the internet provision at The Old Fire Station is out of contract

/2 To note the new contract prices offered (attached)

/3 To note that Leeds City Council provides free public internet (WiFi) in many of its public and community buildings and that The Old Fire Station (Micklefield Youth and Adult Centre) is owned and managed by Leeds City Council

/4 To consider the need for Micklefield Parish Council to arrange and fund internet provision at The Old Fire Station

23/130 NOTICEBOARDS

/1 To approve the purchase and installation of two new noticeboards

/2 To agree the style and location of the new noticeboards

23/131 GARDEN VILLAGE

/1 To receive 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

23/132 POTENTIAL CYCLE PATH

/1 To receive an update from the working group on the potential to create a cycle path between Micklefield and Garforth

23/133 FACILITIES INSPECTIONS

/1 To note the weekly inspections sheets for Garden Village bus shelter, Vandicourt Infants' Playground, Micklefield Recreation Ground and Diamond Jubilee Play Area (attached)

23/134 FACILITIES MAINTENANCE

/1 To note that Sovereign Play can undertake maintenance and remedial works to the equipment in Vandicourt Play Area but that the provision of a quotation is subject to a one-off inspection by one of their RPII inspectors or the purchase of a Sovereign compliance maintenance package (information attached)

/2 To note that Diamond Jubilee Play area is inspected weekly and quarterly (on behalf of Micklefield Recreation Ground Charity) but that Vandicourt Infants' Playground, Micklefield Skate park and Multi-Use Games Area (MUGA) are only inspected weekly and annually

/3 To consider a quotation from Team Sport and Play for a quarterly inspection of Diamond Jubilee Play Area, the skate park, the MUGA and Vandicourt Playground (attached)

/4 To consider Sovereign Play's options to (a) purchase a one-off inspection and supply a maintenance quotation at a cost of £199 plus VAT or (b) purchase a Sovereign Compliance Maintenance Package, which gives 5 years cover and 2 inspections and reports a year at a cost of is £399 plus VAT (attached)

/5 To receive an update on the following remedial and maintenance works:

- (i) the repair of the cracks and chips on the skate park surface**
- (ii) the re-siting of the bin in Vandicourt greenspace to a location near the western perimeter of the skate park**

23/135 STONE BUS SHELTER

/1 To approve blocking up the unglazed rear windows in the stone bus shelter to protect users from inclement weather

/2 To approve a method to block up the rear unglazed windows

23/136 GATEWAY SIGNS

/1 To approve the installation of three village name signs at the three village entrances

/2 To consider recommendations for the style and location of the name signs

23/137 FACEBOOK

/1 To receive an update on the Facebook page

/2 To agree suitable items to post on the Facebook page

23/138 REGISTRATION AND TRANSFER OF TITLE

/1 To receive an 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

23/139 VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

/1 To receive an 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

23/140 To consider ways to promote the pub landlord vacancy

23/141 Items for discussion and requests for agenda items (FOR INFORMATION ONLY)

23/142 To note that a meeting of the trustee of Micklefield Recreation Ground Charity will be held on Monday 18 September 2023, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm

23/140 To note that the next meeting of the Parish Council will be held on Thursday 5 October 2023, at Churchville House, Churchville Drive, to commence at 7.15pm

Joanne Hebden
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Micklefield Parish Council

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