

MICKLEFIELD PARISH COUNCIL

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

Thursday 5th October 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: 29th September 2023

AGENDA

23/141 To receive questions and comments from members of the public (PUBLIC FORUM)

23/142 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

23/143 APOLOGIES

/1 To receive apologies for absence

/2 To approve reasons for absence

23/144 To consider dispensation requests received by the Clerk prior to the meeting

23/145 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

23/146 To approve the minutes of the meeting held on Thursday 7 September 2023 (attached)

23/147 To note matters arising from the minutes of the meeting held on Thursday 7 September 2023

23/148 POLICY REVIEW

/1 To review the Grievance Policy (sent by email)

/2 To review the Disciplinary Policy (sent by email)

23/149 FINANCIAL AUDIT

/1 To note the completion of the audit for the financial year ending 31 March 2023 and the external auditor's report and certificate (attached)

/2 To note that a 'Notice of Conclusion of Audit' and a copy of sections 1,2 and 3 of the AGAR have been posted in the noticeboards and the Parish Council's website

23/150 FINANCE

/1 To approve the accounts for payment (attached)

/2 To note a bank reconciliation to 30 September 2023

/3 To note a budget update to 22 September 2023 (attached)

23/151 HIGH INTEREST ACCOUNTS

/1 To receive an update on the opening of a 35 day access account using £100,000 CIL Funds with the Redwood Bank

/2 To receive an update on the opening of a 1 year Business Savings Bond with the Redwood Bank using £250,000.00 CIL

23/152 CRIME

/1 To note crime figures for September (supplied by East Leeds NPT) (attached)

/2 To receive a report on the PACT meeting

23/153 To note correspondence received (list attached)

23/154 SEATING SHELTER

/1 To note that a purchase order was sent on 20 September 2023 (attached)

/2 To note that a pre-start meeting between the contractor, the Clerk and the Strategy group lead project member was held on 20 September 2023 and receive a report

23/155 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

23/156 CHRISTMAS LIGHTS

/1 To note that a purchase order for the supply and installation of 11no. sensor-type controls and isolators with electrical cables and high level 'commando' type outdoor plug sockets was sent on 19 September (attached)

/2 To note that a purchase order for 13no. 3D motif lights, 12 sets of lights for natural trees and 2 sets of 30m strip lights for Christmas trees was sent on 19 September (attached)

/3 To note that a purchase order for the 2no. 15ft Christmas trees was sent on 28 September (attached)

/4 To receive an update on the application to Hook Moor Wind Farm Community Fund for a grant towards the supply and installation of Christmas lights sensor controls

23/157 YLCA

/1 To note that a meeting of the YLCA Leeds branch will be held on Tuesday 17 October and confirm the attendance of the Parish Council's representatives

/2 To note that a Developing your Skills Talking Tables training event will be held on Friday 10 November and approve the attendance of (a) member(s) at a cost of £70.00 per delegate (information attached)

23/158 NEIGHBOURHOOD PLAN

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

23/159 VERGE REWILDING PILOT SCHEME

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

23/160 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 address the lack of a 'No Through Road' sign and speed advisory signs on Pit Lane

/3 To address the deterioration of the land retainers at the bottom of Garden Village steps

23/161 PLANNING AND DEVELOPMENT CONTROL

/1 To note planning application notices received: 23/04836/FU – Land adjacent to 50 the Crescent: Two new dwellings and associated works

/2 To agree the Parish Council's response to application: 23/04836/FU – Land adjacent to 50 The Crescent: Two new dwellings and associated works

/3 To note that appeals have been made against refusal decisions for the following planning applications: 23/02853/FU – 12 Sunnybank: Dormer window in Roof and 23/02859/FU – 18 Sunnybank: Dormer window in roof

/4 To note planning decisions:

23/162 MILESTONE BANKING

/1 To receive an update on procurement of quotations for the approved repairs

23/163 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

23/164 POTENTIAL CYCLE PATH

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

23/165 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)

23/166 FACILITIES MAINTENANCE

/1 To note that a purchase order for the quarterly inspections of Diamond Jubilee Play Area, Skate Park, MUGA and Vandicourt Playground has been sent

/2 To receive 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)

(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

23/167 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

23/168 GATEWAY STONES AND 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

/3 To note that a purchase order for the refurbishment of the Gateway Stones was sent on 20 September (attached)

23/169 FACEBOOK

/1 To receive an update on the Facebook page

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

23/170 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

23/171 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

23/172 To consider ways to promote the pub landlord vacancy

23/173 Items for discussion and requests for agenda items (FOR INFORMATION ONLY)

23/174 To note that a meeting of the Finance and Corporate Management Committee will be held on Monday 16 October 2023, at Churchville House, Churchville Drive, to commence at 7.30pm

23/175 To note that the next meeting of the Parish Council will be held on Thursday 2 November 2023, at Churchville House, Churchville Drive, to commence at 7.15pm

Joanne Hebden
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Micklefield Parish Council

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