

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 2 MARCH 2023

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

ALSO PRESENT: Public (4)

In Attendance: J L Hebden, Clerk and RFO

The meeting opened at 7.17pm and was chaired by the chairman, Cllr J A Crossley.

21/272 - PUBLIC FORUM

- (a) A resident requested an update regarding Cllr J A Crossley's correspondence concerning footpath no. 3. *Cllr J A Crossley reported that he had emailed again restating his original query (as regards the legal status of defined user rights on a private road bisected by a public highway and the separation of a footway). He had received a response that the developer would not install a separate footway on FP no.3 as this was not part of the planning condition for the development. Cllr J A Crossley posited that if the problems continued after the adoption of the public highway on Davy Avenue, it may require a request to Leeds City Council highways department to find a solution, as the problem had been caused by a lack of consideration at the planning stage.*
- (b) The footpath in the Daisy Banks area stops at the playground and isn't a suitable replacement for the public right of way that was lost due to development.
- (c) A resident reported that the school had not been aware of the new footpath due to be created on the west side of Great North Road (from the New Path to the Blands Arms). He suggested that the Parish Council acts as a liaison with the school to keep it up-to-date.
- (d) A resident asked what had happened to the pub sign. *Cllr N Duff reported that to the best of his knowledge, the brewery had removed the sign.*
- (e) A resident reported that the police had become involved in the problems with footpath no. 3 and would take up the issue with Leeds City Council.

21/273 – DISCLOSURES OF INTERESTS

For the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 – 9, the following disclosures of non-pecuniary interests were made:

<u>MEMBER</u>	<u>AGENDA ITEM</u>	<u>REASON</u>
Cllr J L Auty	22/286	Chair of Micklefield Regeneration Partnership
Cllr J A Crossley	22/286	Treasurer of Micklefield Regeneration Partnership

22/274 - APOLOGIES

22/274/1 – RECEIPT

Members received apologies for absence from Cllr D Brown and Cllr G E Whysall.

22/274/2 – REASONS

No reasons were required to be approved.

22/275 – DISPENSATION REQUESTS

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

22/276 – EXCLUSION OF THE PUBLIC

Members noted that item 22/300 (To consider the Finance and Corporate Management's recommended changes to the Clerk's contract of employment) would require the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2, due to the confidential nature of the business to be conducted.

22/277 - MINUTES OF THE MEETING HELD ON THURSDAY 2 FEBRUARY 2023

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 2 February 2023 are an accurate record. The Chairman signed the minutes for verification.

22/278 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 2 FEBRUARY 2023

Members noted the following matters arising from the minutes of the meeting held on Thursday 2 February 2023:

22/254 – The Clerk reported that she had updated the working group membership list.

22/256/2 – The Clerk reported that she had submitted consultation responses for planning application 22/076545/FU (Hook Moor Wind Farm)

22/256/3 – The Clerk reported that she had submitted a consultation response for planning application 23/00333/FU (1 Cliffe Villas)

22/257 – The Clerk reported that the consultation questionnaire for the approved phase one wildflower areas had been drafted and distributed to relevant households. Cllr J A Crossley reported that Leeds City Council had advised that a licence to cultivate in the highway would be required.

Cllr J A Crossley reported that although the minutes of the extraordinary minutes held on Monday 16 January 2023 had been approved with no amendments, they had contained a mistake. He apologised to members of the CIL Strategy group for any inconvenience caused.

22/279 – FINANCE AND CORPORATE MANAGEMENT COMMITTEE

Members noted the approved minutes of the Finance and Corporate Management Committee meeting held Monday 17 October 2022.

22/280 - CRIME

22/280/1 – CRIME

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

22/281 – CORRESPONDENCE

Members noted correspondence received.

22/282 - FINANCE

22/282/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the accounts for payment:

BT - Internet and Phone Services	129.95
Staff Costs	1833.59

Blast Cleaning and Maintenance Ltd. - Waste Removal	268.78
2Commune Ltd. - Website and Email Address Hosting	900.00
Morrall Play Services - Annual Playground Inspections	420.00
Northern Impression - Printing	55.92
J L Hebden - Reimbursements	46.56
J L Hebden - Home Office Payment	200.00
Aire and Calder Ltd - Grounds Maintenance	457.24
TOTAL	4,312.04

22/282/2 – BANK RECONCILIATION

Members noted a bank reconciliation to 31 January 2023.

22/282/3 – BUDGET UPDATE

Members noted a budget update to 20 February 2023.

22/282/4 – FINANCIAL REGULATIONS

Members noted that procurement thresholds for Contract Finders and the threshold values to apply for the purposes of the Public Contracts Regulations 2015 had increased and the Parish Council's Financial Regulations had been amended accordingly.

22/282/5 – CIL FUNDS

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to deposit £100,000.00 of CIL funds into an account with Redwood Bank that offers 1.70% interest with a 35 day notice period for withdrawal.

(ii) Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote to deposit £250,000.00 of CIL funds into a 1-year fixed bond with Cambridge Building Society that offers 3% interest, subject to no withdrawals during the bond term.

22/282/6 – RESTRICTED DONATION

There was no update on the future use of the restricted donation given to Micklefield Parish Council by the now defunct Micklefield Bowling Club.

22/283 - ZOOM MEETING PLATFORM

22/283/1 – COST

Members noted that from 1 March 2023 the Parish Council's subscription to Zoom would increase by £1.00 per month to a monthly fee of £15.58 including VAT.

22/283/2 – LEGISLATION

Members noted that there was still no provision in law for Parish Councils to hold virtual or hybrid meetings although Charity Trustee meetings were not restricted.

22/283/3 – SUBSCRIPTION

Members assessed the need to continue a subscription to Zoom.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to discontinue the subscription to Zoom.

22/284 - CIL CONSULTATIONS

22/284/1 – UPDATE

The Clerk gave an update. All the completed questionnaires delivered to the different collection points had been gathered together and passed on to the strategy group. The website link to the online questionnaire had been removed. Cllr J A Crossley confirmed that the next strategy meeting was scheduled for Monday 7 March 2023.

22/285 - WASTE REMOVAL CONTRACT

22/285/1 – EXISTING CONTRACT

Members noted that the existing waste removal contract was due to end on 31 March 2023.

22/285/2 – REVIEW

Members reviewed the existing contract specification.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the existing contract specification is satisfactory.

22/285/3 – CONTRACTOR

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote that Blast Cleaning and Maintenance Ltd. undertakes a litterpick of the skate park and Diamond Jubilee Play Area and the removal of waste from the Parish Council's litterbins from 1 April 2023 to 31 March 2024.

22/285/4 – CONTRACT VALUE

Members noted that the current contract value is £4,031.64 (ex VAT).

22/285/5 – PREVIOUS INCREASES

Members noted that previous contracts increased in value by the most recently published CPIH rate.

22/285/6 - CPIH INFLATION RATE

Members noted that the January CPIH rate of inflation published in February 2023 was 8.8%.

22/285/7 – NEW CONTRACT VALUE

Proposed by Cllr G A Rycroft

Seconded by Cllr P Meir

RESOLVED by unanimous vote to increase the waste removal contract by 8.8% to £4,386.42 (ex VAT).

22/286 - GRANT APPLICATION

22/286/1 – MICKLEFIELD REGENERATION PARTNERSHIP

Proposed by Cllr P Meir

Seconded by Cllr N Duff

RESOLVED by a majority vote of 6 for and 1 against to approve a grant of £250.00 to Micklefield Regeneration Partnership to purchase decorations and refreshments for a garden party to celebrate the coronation of King Charles III.

22/287 - FESTIVE DISPLAY CHRISTMAS 2023

22/287/1 – WORKING GROUP MEETING

Cllr J A Crossley gave a verbal report of the meeting of the Christmas Lights working group held on Monday 12th December 2022.

22/287/2 – DISPLAY REVISION

Proposed by Cllr E A Robertson

Seconded by Cllr J A Crossley

RESOLVED by unanimous vote to approve a revision to the intended festive display south of the railway bridge, so that there will be a total of 6 street light motifs and no street tree displays.

22/287/3 – ADDITIONAL SENSOR UNIT

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve an additional sensor unit (isolator and sensor-type control equipment with electrical cable and high level socket) to the intended number for the street lighting columns south of the railway bridge, so that there would be a total of 4 new sensor units, instead of the previously agreed 3.

22/287/4 – SENSOR UNIT INSTALLATION

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the intention to install 4 sensor units to street lighting columns 65G293, 67G293, 71G293 and 73G293 on the Great North Road south of the railway bridge.

22/287/5 – WRAP AROUND MOTIFS

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the intention to hire 6 wrap-around street light motifs to street lighting columns 65G293, 67G293, 71G293 and 73G293, and also 69G293 and 76G293 (where the sensor units are already in situ).

22/287/6 – LEEDS LIGHTS PRICES

Members noted that the new prices for 2023 would not be available from Leeds Lights until late March.

22/287/7 – GRANT: HOOK MOOR WIND FARM

Proposed by Cllr E A Robertson

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve that the application to the Hook Moor Wind Farm Fund be revised to seek a grant to cover the full cost of the supply and installation of a total of 11 sensor units to street lighting columns (4 south of the railway bridge, the previously agreed 3 opposite Garden Village bankings and the previously agreed 2 on Churchville Drive and 2 on Churchville Terrace.

22/287/8 – CHRISTMAS TREES AND LIGHTS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the intention to provide 2 Christmas Trees (15 feet high) with 30m strip lights for each tree (one at Churchville House and one at Garden Village bankings), hire 2 wrap-around street light motifs on Churchville Drive and 2 wrap-around street

light motifs on Churchville Terrace, and to continue with the long-established hire of strip light displays in the 2 street trees on the Great North Road north of the railway bridge and in the 2 street trees on Church Lane.

22/287/9 – GRANT: OUTER EAST COMMUNITY COMMITTEE

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve submitting an application to the Outer East Community Committee for a grant to cover the full cost of the supply of the 2 Christmas trees and the hire of 30m of strip lights for each tree.

22/287/10 – FUNDING FAILURE

Members noted that if either or both grant applications do not succeed, the Parish Council will need to reassess the actual festive display that it will provide for Christmas 2023.

22/288 - HIGHWAYS AND FOOTPATHS

22/288/1 – YELLOW LINES REQUEST

Members noted a resident's exchanges with Leeds City Council Kippax and Methley ward members regarding a request to mark yellow lines on Church Lane in front of Radford Meadows (Avant Homes Development) to prevent obstruction of the highway by parked cars.

22/288/2 – SUPPORT REQUEST

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to support the request to Kippax and Methley ward councillors for double yellow lines on Church Lane in front of Radford Meadows (Avant Homes Development) to prevent obstruction of the highway by parked cars.

22/288/3 – CLAIMED FOOTPATH

Members noted the difficulties experienced by users of the claimed footpath from St Mary's Walk to the new development (Radford Meadows – Avant Homes).

22/288/4 – ACTION TAKEN

Members noted action already taken to help resolve the difficulties: Cllr E A Robertson had spoken to the site manager again and hard core had been laid on the path, although the land level difference between the footpath and the properties to the north was still a problem. Cllr J A Crossley had contacted Leeds City Council planning services to query the alignment of the footpath.

22/288/5 – REVISED HIGHWAYS MAINTENANCE PLAN

Members noted Leeds City Council's revised highways maintenance forward plan (Kippax and Methley Ward), which included bringing forward maintenance work to Churchville Terrace and Hallfield Terrace into the 2022/23 financial year.

22/289 - MICKLEFIELD IN BLOOM

22/289/1 – STEERING GROUP MEETING AND RECOMMENDATIONS

Members noted that a meeting of the Steering Group was held on Monday 27 February. It was also noted that Cllr J A Crossley had made a bid to the Persimmons Community Champions fund for £1000.00 to pay for the refurbishing of the Gateway Stones (an 'in bloom' initiative).

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the revised forward plan to spend the Micklefield in Bloom historical carry forward as follows:

Miners' Mews Sign	£900.00
Seat on New Path/FP No.3 near school	£1100.00
Tools and Equipment	£1000.00
Trees for Churchville Steps and MCGG Site	£1000.00
Self-Irrigating Planters	£2000.00
Replacement of Dead and Felled Trees	£2000.00
Self-Irrigating Planters (Church Lane)	£1000.00

22/290 - PLANNING AND DEVELOPMENT CONTROL

22/290/1 – APPLICATION NOTICES

Members noted that no planning application notices had been received.

22/290/2 – DECISIONS

Members noted that no planning decisions had been received.

22/290/3 – LEEDS LOCAL PLAN

Members noted Leeds City Council's Regulation 18 notice regarding the Leeds Local Plan 2040 – Scoping Document for Public Consultation.

22/291 - YLCA

22/291/1 – LEEDS BRANCH MEETING

Cllr J A Crossley and Cllr R M Czwaro had attended the Leeds branch meeting held on Thursday 23 February 2023 and gave reports.

22/292 - FACEBOOK

22/292/1 – UPDATE

Cllr P Meir gave an update on the Facebook page, which was now live.

22/292/2 – CONTENT

The Clerk reported that the Parish Council's website had the facility to post news items on Facebook directly from the website. Other items for posting would be identified at each monthly meeting.

22/293 - GARDEN VILLAGE

22/293/1 – 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. He had received no further contact from the Leeds City Council officer originally dealing with the issue and intended to contact a more senior officer to progress the matter.

22/294 - POTENTIAL CYCLE PATH

22/294/1 – UPDATE

There was no update from the working group on the potential to create a cycle path between Micklefield and Garforth.

22/295 - FACILITIES INSPECTIONS

22/295/1 – INSPECTIONS

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

22/296 - FACILITIES MAINTENANCE

22/296/1 – UPDATE

Members noted that 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

22/297 - GATEWAY STONES

22/297/1 – VILLAGE NAME SIGN

Cllr N Duff gave an overview of the initiative of installing a village name sign.

22/298 - REGISTRATION AND TRANSFER OF TITLE

22/298/1 – UPDATE

Cllr J A Crossley gave 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. Issues raised by the solicitor about nearby land registrations had been resolved.

22/299 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

22/299/1 – REVISED LEASING ARRANGEMENTS

Cllr J A Crossley gave 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. He had contacted the landowner again.

22/300 – EXCLUSION OF THE PUBLIC

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to exclude the public in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2, due to the confidential nature of the business to be conducted i.e. staff terms of employment.

The public and the Clerk left the meeting at 9.59pm. The chairman took the minutes in the Clerk's absence.

22/301 - STAFF CONTRACT

22/301/1 – TERMS

Members noted that the clerk's contract has been discussed at the Finance and Corporate Management Committee meeting held on Monday 20 February. All members had received a copy of the clerk's current contract and the associated appendix.

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

To change the clerk's contract as per the Finance and Corporate Management Committee's recommendation.

Cllr J A Crossley proposed an amendment, which Cllr R M Czwarno as a 'friendly' amendment and withdrew his original proposal.

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to change the clerk's contract as per Cllr J A Crossley's amendment to the Finance and Corporate Management Committee's recommendation.

The public and the clerk returned to the meeting at 10.15pm.

22/302 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following items were raised to note:

- Articles for the Micklefielder newsletter were due
- Bird scarers in the woods were frightening dogs
- The Recreation Ground needed better signage on Great North Road

The following agenda items were requested:

- To approve the installation of village name signs at the three village entrances
- To approve the refurbishing of the gateway stones, subject to the receipt of grant funding

22/303 – MICKLEFIELD RECREATION GROUND CHARITY

Members noted that a meeting of the Trustee of Micklefield Recreation Ground Charity would be held on Monday 20 March 2023, at Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road, to commence at 7.30pm

22/304 – NEXT MEETING

Members noted that the next meeting of the Parish Council would be held on Thursday 6 April 2023, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 10.22pm.

Signed:

(Chairman)

Date:

Joanne Hebden
Clerk to the Council
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