

# **MICKLEFIELD PARISH COUNCIL**

## **MINUTES OF THE MEETING HELD ON THURSDAY 4 JANUARY 2024**

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

**ALSO PRESENT:** Public (3)

**In Attendance:** J L Hebden, Clerk and RFO

The meeting opened at 7.20pm and as chaired by the chairman, Cllr J A Crossley.

### **23/254 - PUBLIC FORUM**

- (a) A resident raised the issue of the odours emitted from the landfill site and asked what the Parish Council could do about it. *Cllr J L Auty (the Parish Council's representative to the Peckfield Landfill Site Liaison Committee) gave a report on the last committee meeting. She also reported that the Environment Agency's latest newsletter was available online. Whilst several members had reported the odours to the Environment Agency in their capacity as private residents, the Parish Council itself had no powers to deal with the problem. The Environment Agency and Leeds City Council had various powers within their own remits but the Parish Council only had the right to be represented at the Liaison Committee meetings. The only other option available would be to involve the media, which would have to be approved by the Parish Council.*
- (b) A resident queried who had responsibility for street bins and was advised it was Leeds City Council.
- (c) A resident reported that the welcome stone on Church Lane had been damaged.

### **23/255 – DISCLOSURE OF INTERESTS**

There were no disclosures of any disclosable pecuniary interests or any other significant interests for the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 – 9.

### **23/256 - APOLOGIES**

#### **23/256/1 – RECEIPT**

Members received apologies for absence from Cllr G A Rycroft.

#### **23/256/2 – APPROVAL**

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED** by unanimous vote to approve Cllr G A Rycroft's reason for absence.

### **23/257 – DISPENSATION REQUESTS**

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

### **23/258 – 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.

### **23/259 – MINUTES OF THE MEETING HELD ON THURSDAY 7 DECEMBER 2023**

Proposed by Cllr J L Auty

Seconded by Cllr E A Robertson

**RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 7 December 2023 are an accurate record.** The Chairman signed the minutes for verification.

### **23/260 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 7 DECEMBER 2023**

Members noted the following matters arising from the minutes of the meeting held on Thursday 7 December 2023:

**23/226** – The policies had been updated by the addition of the date of the review and uploaded to the website.

**23/227** – The annual plan had been updated and distributed to members.

**23/230/1** – The Clerk's annual membership to the SLCC had been renewed.

**23/251/2** – The Clerk had responded to the complainant and had not received any further communications.

### **23/261 - BUDGET AND PRECEPT**

#### **23/261/1 – INDICATIVE TAX BASE**

Members noted the indicative tax base for Micklefield set by Leeds City Council.

#### **23/261/2 – 2024/25 PROVISIONAL LCTS GRANT**

Members noted that the provisional estimated 2024/25 LCTS grant for Micklefield was £3,938.

#### **23/261/3 – 2023/24 LCTS GRANT**

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED by unanimous vote that the Parish Council will use the 2023/24 LCTS grant of £3,750.00 to offset the 2024/25 precept.**

#### **23/261/4 – BANK RECONCILIATION**

Members noted that a bank reconciliation to 31 December 2023 was not available.

#### **23/261/5 – BUDGET UPDATE**

Members noted a budget update to 15 December 2023.

#### **23/261/6 – BUDGET ANALYSIS AND PROJECTION**

Members noted a budget analysis and projection for the financial year ending 31 March 2024.

#### **23/261/7 – 2024/25 ANNUAL PLAN**

Members noted the Annual Plan for 2024/25.

#### **23/261/8 – DRAFT BUDGET FOR THE FINANCIAL YEAR ENDING 31 MARCH 2025**

Members discussed a draft budget for the financial year ending 31 March 2025.

#### **23/261/9 – BUDGET FOR THE FINANCIAL YEAR ENDING 31 MARCH 2025**

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED by unanimous vote to agree the budget for the financial year ending 31 March 2025:**

## OPERATIONS

|                       |                 |
|-----------------------|-----------------|
| Staff Costs           | 24,230.00       |
| Staff Expenses        | 150.00          |
| Audit                 | 979.00          |
| Insurance             | 3347.00         |
| Establishment Charges | 2600.00         |
| Annual Subscriptions  | 884.00          |
| Chairman's Allowance  | 300.00          |
| Members' Expenses     | 160.00          |
| Conferences/Seminars  | 800.00          |
| Training              | 400.00          |
| Election Costs        | 0.00            |
| <br>(Sub Total)       | <br>(33,850.00) |

## PROJECTS

|   |                 |
|---|-----------------|
| Waste Disposal Skips                                | 1190.00         |
| Micklefielder Newsletter                            | 1728.00         |
| PC Micklefield Web Site / Core IT                   | 750.00          |
| Micklefield in Bloom (2024)                         | 2000.00         |
| Micklefield in Bloom (2025)                         | 1200.00         |
| Xmas Trees/Lights                                   | 2100.00         |
| Xmas Lights/Motifs (Streetlights and Natural Trees) | 7980.00         |
| Xmas Lights new Sensors in Street Lighting Columns  | 2450.00         |
| Neighbourhood Plan                                  | 200.00          |
| Development Control                                 | 100.00          |
| Community Events                                    | 500.00          |
| Tree Replacement/Maintenance                        | 5000.00         |
| Grounds Maintenance Contract                        | 19,141.00       |
| Recreation Ground                                   | 2600.00         |
| Asset Maintenance                                   | 1000.00         |
| Play Equipment Inspections                          | 375.00          |
| Environmental Improvements                          | 250.00          |
| Youth   | 100.00          |
| Annual Shrub Maintenance Scheme                     | 1188.00         |
| DJPA Sustainability Project                         | 0.00            |
| Public Rights of Way                                | 1400.00         |
| Y & A Centre Internet Provision & Computer Suite    | 650.00          |
| Acknowledgement/Directional Signage                 | 0.00            |
| Vandicourt Greenspace                               | 1000.00         |
| Litter Bin Provision                                | 300.00          |
| Waste Removal Contract                              | 4548.00         |
| First Registration of Title to Recreation Ground    | 200.00          |
| Community Building on Old Nursery School Site       | 200.00          |
| Streetscene Wildflower Ecology Pilot                | 1000.00         |
| Milestone Bankings Renovation                       | 4030.00         |
| Churchyard Grass Cutting                            | 2590.00         |
| 2 New Large Notice Boards                           | 3000.00         |
| Solar Lighting for Gateway Stones                   | 500.00          |
| 3 Village Boundary Signs                            | 4370.00         |
| Remembrance Poppy Motif (Street Light)              | 380.00          |
| <br>(Sub Total)                                     | <br>(74,072.00) |
| <br>TOTAL EXPENDITURE                               | <br>107,922.00  |

## INCOME

|  |                   |
|--|-------------------|
| Precept  | 88,868.00         |
| Interest on Bonds                                      | 0.00              |
| Public Rights of Way                                   | 743.00            |
| Grants (to offset budget items only)                   | 0.00              |
| Grant for Xmas Trees/Lights                            | 800.00            |
| Grant for Xmas Streetlight Motifs (11 Sensors Units)   | 2450.00           |
| CIL Receipts   | 0.00              |
| Miscellaneous  | 0.00              |
| 2023-24 CTS Grant to be offset against 2024-25 Precept | 3750.00           |
| 2024-25 CTS Grant to be offset against 2025-26 Precept | -3938.00          |
| Use of Unrestricted Reserves                           | 11,311.00         |
| <b>TOTAL INCOME</b>                                    | <b>107,922.00</b> |

## 23/261/10 - PRECEPT

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED** by unanimous vote to agree a precept of £88,868.00 for the financial year ending 31 March 2025.

## 23/262 - FINANCE

### 23/262/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr E A Robertson

Seconded by Cllr J L Auty

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

|   |         |
|---|---------|
| BT - Internet and Phone Services                                      | 128.22  |
| Staff Costs   | 1954.81 |
| Blast Cleaning & Maintenance Ltd. – Waste Removal                     | 292.42  |
| Northern Impression - Printing  | 60.00   |
| JR Treeworks Ltd. - Recreation Ground Perimeter Bio-Diversity Project | 4620.00 |
| Aire and Calder Ltd. - Grounds Maintenance                            | 228.62  |
| SLCC - Annual Membership  | 188.00  |

**TOTAL** 7,472.07

### 23/262/2 – INTERNAL AUDIT

The Clerk reported that she had identified two potential auditors (a third previously identified seemed to be no longer available as there were no details in online directories). One already had a full list but the other provided a price for its internal audit services.

Proposed by Cllr J A Crossley

Seconded by D Brown

**RESOLVED** by a majority vote of 5 for and 1 against to defer a decision until next month to allow time to seek a further quotation.

## 23/263 – CRIME

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

## 23/264 – CORRESPONDENCE

Members noted correspondence received.

## **23/265 - GROUNDS AND SHRUB MAINTENANCE**

### **23/265/1 – GROUNDS MAINTENANCE CONTRACT**

Members noted that a purchase order had been sent for the annual grounds maintenance contract.

### **23/265/2 - SHRUB MAINTENANCE CONTRACT**

Members noted that a purchase order had been sent for the annual shrub maintenance contract.

## **23/266 - COMMUNITY INFRASTRUCTURE LEVY (CIL)**

### **23/266/1 – TODDLER PLAYGROUND SCHEME**

Cllr E A Robertson gave an update on the revised specification for the toddler playground scheme.

### **23/266/2 – OTHER PROJECT UPDATES**

There was no update on the seat and path improvement projects. The wildflower/tree planting had been delayed due to the weather; the recreation ground improvements (football pitch fence) needed a design improvement.

## **23/267 - NETWORK RAIL (MICKLEFIELD TO LEEDS ENHANCEMENTS) ORDER**

### **23/267/1 – PRE-INQUIRY MEETING**

Members noted that a pre-inquiry meeting was scheduled to be held on Friday 12 January 2024 at 2pm to discuss the practical arrangements for the Inquiry, to set an Inquiry programme and to clarify the scope of the Inquiry.

### **23/267/2 – INQUIRY**

Members noted that the inquiry was scheduled to begin on Tuesday 24 February 2024 at 10am.

## **23/268 - HIGHWAYS AND FOOTPATHS**

### **23/268/1 – FOOTPATH NO. 6**

There was no update on enforcement action brought in relation to 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.

### **23/268/2 – HIGHWAYS MAINTENANCE FORWARD WORKS**

Members noted that minor works and carriageway refurbishment at Sunningdale had been added to LCC Highways Kippax and Methley Ward Highways Maintenance Forward Works Programme for 2026/27.

### **23/268/3 – PIT LANE ROAD SIGNS**

Members deferred addressing the lack of a 'No Through Road' sign and speed advisory signs on Pit Lane pending recommendations.

### **23/268/4 – DOUBLE BEND SAFETY**

Members discussed safety on the double bend on Great North Road and noted that the construction of a footpath on the western side of the road would help reduce speed. Cllr J A Crossley would re-circulate previous documents relating to the proposed changes to the road i.e. a new footpath.

## **23/269 - CHRISTMAS LIGHTS AND TREES**

### **23/269/1 – PROVISION**

Members received a report on the provision of Christmas trees and lights and agreed that the extended provision had been successful even though there had been a few problems with some of the lights.

### **23/269/2 – WORKING GROUP**

Members noted that a meeting of the Christmas lights working group was held on Monday 11 December and received a report.

## **23/270 – GARFORTH ACADEMY ADMISSIONS POLICY**

Members received an update on Garforth Academy's admissions policy consultation from a member of the Board of Governors for Micklegate Primary School and noted that there would be another consultation when a proposal was made. Cllr P Meir reported that he had submitted a consultation response as a member of the public.

## **23/271 - GATEWAYSIGNS**

### **23/271/1 – VILLAGE SIGNS**

Proposed by Cllr J A Crossley  
Seconded by Cllr N Duff

**RESOLVED by unanimous vote to approve the installation of three village name signs at the three village entrances.**

### **23/271/2 – STYLE AND LOCATION**

No recommendations were available for the style and location of the name signs.

## **23/272 - REGISTRATION AND TRANSFER OF TITLE**

### **23/272/1 – UPDATE**

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

## **23/273 - WILDFLOWER/SHRUB PLANTING**

### **23/273/1 – UPDATE**

Members received an update.

## **23/274 - NEIGHBOURHOOD PLAN**

### **23/274/1 – FORUM**

There was no update on the formation of a Neighbourhood Plan Forum.

## **23/275 - VERGE REWILDING PILOT SCHEME**

### **23/275/1 – UPDATE**

Cllr D Brown gave an update on the verge rewilding pilot scheme. Two sites had been prepared and sowing was planned for March, weather permitting.

## **23/276 - PLANNING AND DEVELOPMENT CONTROL**

### **23/276/1 – APPLICATION NOTICES**

Members noted the receipt of the following planning application notices: 23/07212/FU 2 Hall Farm Mews, Hall Farm Park: Replacement of single glazed windows and external doors with double glazed windows and doors.

### **23/276/2 – PARISH COUNCIL RESPONSE**

Proposed by Cllr J A Crossley

**RESOLVED by unanimous vote that the Parish Council is content to leave the response to application 23/07212/FU to the conservation section.**

### **23/276/3 – DECISIONS**

There were no planning decisions to note.

## **23/277 - MILESTONE BANKING**

### **23/277/1 – QUOTATIONS**

Members noted that there was no update on procurement of quotations for the approved repairs.

## **23/278 - GARDEN VILLAGE**

### **23/278/1 – ACCOMMODATION ROAD**

Cllr G A Rycroft was not available to give 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.

## **23/279 - POTENTIAL CYCLE PATH**

### **23/279/1 – UPDATE**

There was update from the working group on the potential to create a cycle path between Micklefield and Garforth.

## **23/280 - FACILITIES INSPECTIONS**

### **23/280/1 – WEEKLY INSPECTION SHEETS**

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

## **23/281 - FACILITIES MAINTENANCE**

### **23/281/1 – REMEDIAL WORKS**

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

## **23/282 - STONE BUS SHELTER**

### **23/282/1 – REAR WINDOWS**

The approval of blocking up the unglazed rear windows in the stone bus shelter to protect users from inclement weather was deferred pending further research to identify a suitable method to block up the windows.

## **23/283 - FACEBOOK**

### **23/283/1 – UPDATE**

Cllr P Meir gave an update on the Facebook page.

### **23/283/2 – SUITABLE POSTS**

Members agreed suitable items to post on the Facebook page, including the Christmas lights, and the Parish Council's attendance at the inquiry for the TWAO.

## **23/284 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)**

### **23/284/1 – 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.

## **23/285 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

There were no requests for agenda items.  
A meeting of the Micklefielder newsletter editorial team was arranged.

## **23/286 – TRUSTEE MEETING**

Members noted that a meeting of the Trustee of Micklefield Recreation Ground Charity would be held on Monday 15 January 2024, in the I.T suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm.

## **22/287 – PARISH COUNCIL MEETING**

Members noted that the next meeting of the Parish Council would be held on Thursday 1 February 2023, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 9.49pm.

**Signed:** (chairman)

**Date:**

Joanne Hebden  
Clerk to the Council  
Micklefield Parish Council

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