

MICKLEFIELD PARISH COUNCIL

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

Thursday 7 March 2024, 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 March 2024

AGENDA

23/326 To receive questions and comments from members of the public (PUBLIC FORUM)

23/327 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

23/328 APOLOGIES

/1 To receive apologies for absence

/2 To approve reasons for absence

23/329 To consider dispensation requests received by the Clerk prior to the meeting

23/330 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

23/331 To approve the minutes of the meeting held on Thursday 1 February 2024 (attached)

23/332 To note matters arising from the minutes of the meeting held on Thursday 1 February 2024

23/333 To approve the minutes of the extraordinary meeting held on Monday 19 February 2024 (attached)

23/334 To note matters arising from the minutes of the extraordinary meeting held on Monday 19 February 2024

23/335 FINANCE AND CORPORATE MANAGEMENT COMMITTEE

/1 To note the approved minutes of the Finance and Corporate Management Committee meeting held on Monday 16 October 2023 (attached)

/2 To approve the Committee's recommendation to review and update the Clerk's job description

23/336 FINANCE

/1 To approve the accounts for payment (attached)

/2 To receive an update on the internal audit for the financial year ending 31 March 2024

/3 To note a bank reconciliation to 31 January 2024 (attached)

/4 To note a budget update to 19 February 2024 (attached)

/5 To note that procurement thresholds for Contract Finders and the threshold values to apply for the purposes of the Public Contracts Regulations 2015 have increased and the Parish Council's Financial Regulations have been amended accordingly

/6 To approve loading an additional £500 credit on the PFS Prepaid Debit card as per the Finance and Corporate Management Committee's recommendation

23/337 BANK ACCOUNT

/1 To approve opening an additional account with Unity bank to spread the risk to funds in excess of £85,000.00

/2 To approve all nine council members as signatories

23/338 To note crime figures for February (supplied by East Leeds NPT)

23/339 To note correspondence received (list attached)

23/340 WASTE REMOVAL

/1 To note that the existing waste removal contract is due to end on 31 March 2024

/2 To review the existing contract specification and approve any further amendments

/3 To approve 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 2024 to 31 March 2025

/4 To note that the current contract value is £4386.24 (ex VAT)

/5 To note that previous contracts increased in value by the most recently published CPIH rate

/6 To note the CPIH rate of inflation published in January 2024 was 4.2%

/7 To consider increasing the waste removal contract by 4.2% to £4570.46 (ex VAT)

23/341 FESTIVE DISPLAY FOR CHRISTMAS 2024

/1 To receive a verbal report from the meeting of the Christmas Lights Working Group held on Monday 11 December 2023 and the Christmas Lights site meeting held on Saturday 20 January 2024

/2 To approve ceasing to hire 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

/3 To approve the intention to install 4 sensor units to street lighting columns 34G293, 38G293, 42G293 & 46G293 on the Great North Road; 1 sensor unit to street lighting column 1C389 on Churchville Drive; and 3 sensor units to street lighting columns 7C980, 10C980 & 13C980 on Church Lane

/4 To approve the intention to hire 21 wrap-around street light motifs for street lighting columns 34G293, 38G293, 42G293, 45G293, 54G293, 56G293, 58G293, 65G293, 67G293, 69G293, 71G293, 73G293 & 76G293 (all on the Great North Road); 1C389, 5C389 & 11C389 (all on Churchville Drive); 3C390 & 5C390 (both on Churchville Terrace); and 7C980, 10C980 & 13C980 (all on Church Lane)

/5 To note that a fall-back option might be needed to street lighting column 1C389 if a motif on that column is not acceptable to Leeds Lights, and to delegate to the Clerk the authority to choose an alternative in consultation with the Christmas Lights Working Group

/6 To note that the new prices for 2024 will not be available from Leeds Lights until late March, and to also note the 2023 prices for the supply etc. of trees from Stockeld Farm compared to The Arium

/7 To approve the intention to purchase and plant a living 15' Christmas Tree in the middle of the 'S' Bends (south side) in the vicinity of street lighting column 46G293 and the hire of 30m strip lights

/8 To seek permission from Artworks (the Management Company for the new Public Greenspace at Daisy Bank) for the living Christmas Tree to be planted just inside their land; and, if permission is not granted, to plant the living Christmas Tree on the edge of the adjacent Adopted Highway verge

/9 To approve submitting an application to the Hook Moor Wind Farm Fund to seek a grant to cover the full cost of the supply and planting of the living 15' Christmas Tree and the supply and installation of a total of 8 sensor units to street lighting columns (4 on the Great North Road between Micklefield Dike and the junction with Churchville Drive; 1 at the east end of Churchville Drive; and 3 on Church Lane between the junction with Churchville Terrace and the junction with Meadow Drive

/10 To approve the intention to provide 2 cut 15' Christmas Trees with 30m strip lights for each tree (one at Churchville House and one at Garden Village Bankings)

/11 To approve submitting an application to the Outer East Community Committee for a grant of £800.00 towards the cost of the hire of 30m of strip lights for each of the two Christmas Trees.

/12 To note 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 2024

/13 To approve the intention to hire a flat Poppy Motif for the street lighting column at Milestone Bankings

23/342 MILESTONE BANKING

/1 To consider two quotations for the replacement of the timber sleepers and minor repairs to the setts and appoint a contractor

23/343 SEAT

/1 To consider two quotations for the supply and installation of a seat to the rear of the school at the junction of footpath no. 16 and footpath no. 3 and appoint contractor

23/344 MICKLEFIELD IN BLOOM

/1 To note that a steering group meeting was held on 26 February and receive any recommendations

23/345 WEBSITE

/1 To note that from 1 February 2Commune Ltd. came under the management and ownership of Cuttlefish Multimedia Ltd. and that the Parish Council has signed a new contract for the hosting of its website and email accounts

23/346 COMMUNITY INFRASTRUCTURE LEVY (CIL)

/1 To receive an update on the toddler playground scheme

/2 To note that the Strategy group has received three quotations for the supply and installation of a football pitch perimeter fence, which it will examine at its next meeting with the aim of making a recommendation

/3 To receive updates on the other approved CIL projects, viz: seats, path improvements, wildflower/tree planting and increased sports/play

/4 To note that the next Strategy group meeting will be held on 11 March

23/347 NETWORK RAIL (MICKLEFIELD TO LEEDS ENHANCEMENTS) ORDER

/1 To receive a verbal report on the public inquiry

23/348 YLCA

/1 To receive a verbal report of the YLCA Leeds branch meeting held on Thursday 22

February

23/349 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 consider a request to Leeds City Council to improve access restrictions to Castle Hills Woods to prevent motorcycle access (request attached)

/3 To receive an update on the surfacing of the National Highways pedestrian route east of sheep dyke, from footpath no. 11 to the settling pond

23/350 GATEWAYSIGNS

/1 To consider recommendations for the style and location of the village entrance name signs

23/351 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

23/352 NEIGHBOURHOOD PLAN

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

23/353 VERGE REWILDING PILOT SCHEME

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

23/354 PLANNING AND DEVELOPMENT CONTROL

/1 To note planning application notices received:

/2 To note planning decisions:

23/355 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

23/356 POTENTIAL CYCLE PATH

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

23/357 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)

23/358 FACILITIES MAINTENANCE

/1 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

23/359 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

23/360 FACEBOOK

/1 To receive an update on the Facebook page

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

23/361 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

23/362 Items for discussion (FOR INFORMATION ONLY)

23/363 AGENDA ITEMS

/1 To request agenda items for the next meeting

/2 To agree to add as a standing item on the agenda 'To receive an update on the resurfacing of the National Highways pedestrian route east of sheep dyke from footpath no. 11 to the settling pond'

23/364 To note that a meeting of the Trustee of Micklefield recreation Ground Charity will be held on Monday 18 March 2024, in the I.T suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm

23/365 To note that the next meeting of the Parish Council will be held on Thursday 4 April 2024, at Churchville House, Churchville Drive, to commence at 7.15pm

Joanne Hebden
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Micklefield Parish Council

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