

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 7 MARCH 2024

MEMBERS PRESENT: Cllr J L Auty, Cllr J A Crossley, Cllr P Meir and Cllr G A Rycroft

ALSO PRESENT: Public (2)

In Attendance: J L Hebden, Clerk to Micklefield Parish Council

The meeting opened at 7.23pm and was chaired by the chairman, Cllr J A Crossley.

23/326 - PUBLIC FORUM

The following items were raised:

- (a) A resident requested an update on the bus shelter windows, which was given by the Clerk.
- (b) A churchwarden thanked the Parish Council for its grant to the PCC

23/327 – DISCLOSABLE PECUNIARY INTERESTS

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

<u>MEMBER</u>	<u>AGENDA ITEM</u>	<u>REASON</u>
Cllr J A Crossley (non-pecuniary)	23/342 23/343	Employee of Groundwork Yorkshire, owner of Groundwork Pride, a quotation provider

23/328 - APOLOGIES

23/328/1 – RECEIPT

Members received apologies for absence from Cllr D Brown, Cllr R M Czwarno, Cllr N Duff, Cllr E A Robertson and Cllr G E Whysall.

23/328/2 – REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the reasons for absence of Cllr D Brown, Cllr R M Czwarno, Cllr N Duff, Cllr E A Robertson and Cllr G E Whysall.

23/329 – DISPENSATION REQUESTS

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

23/330 – EXCLUSION OF THE PUBLIC

Members identified that the following items 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 transacted i.e. consideration of competitive quotations: 23/342 (To consider two quotations for the replacement of the timber sleepers and minor repairs to the setts [milestone bankings] and appoint a contractor) and 23/343 (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).

23/331 – MINUTES OF THE MEETING HELD ON THURSDAY 1 FEBRUARY 2024

Proposed by Cllr G A Rycroft

Seconded by Cllr P Meir

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 1 February 2024 are an accurate record. The Chairman signed the minutes for verification.

23/332 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 1 FEBRUARY 2024

Members noted the following matters arising from the minutes of the meeting held on Thursday 1 February 2024:

23/288 – Cllr P Meir reported that he had attended the ward councillors' surgery and informed Cllr Harland about the breakdown of the recently repaired potholes.

23/296 (previously 24/X4) – The Clerk reported that she has informed Cllr Harland about the Parish Council's representatives to the Peckfield Landfill Site Liaison Committee.

23/333 – MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY 19 FEBRUARY 2024

Proposed by Cllr P Meir

Seconded by Cllr J A Crossley

RESOLVED by unanimous vote that the minutes of the extraordinary meeting held on Monday 19 February 2024 are an accurate record. The Chairman signed the minutes for verification.

23/334 – MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY 19 FEBRUARY 2024

Members noted that there were no matters arising from the minutes of the extraordinary meeting held on Monday 19 February 2024.

23/335 - FINANCE AND CORPORATE MANAGEMENT COMMITTEE

23/335/1 – MINUTES OF THE MEETING HELD ON MONDAY 16 OCTOBER 2023

Members noted the approved minutes of the Finance and Corporate Management Committee meeting held on Monday 16 October 2023.

23/335/2 – RECOMMENDATION

Proposed by Cllr J A Crossley

Seconded by Cllr J L Auty

RESOLVED by unanimous vote to approve the Committee's recommendation to review and update the Clerk's job description.

23/336 - FINANCE

23/336/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the accounts for payment:

BT - Internet and Phone Services	119.94
Staff	2209.30
Blast Cleaning & Maintenance Ltd. – Waste Removal	292.42
Northern Impression - Printing	71.04
J L Hebden - Reimbursements	40.90
J L Hebden - Home Office Payment	200.00
Cuttlefish Multimedia Ltd. - Website License, Hosting & Support, Email Addresses and Domain Name	1080.00
Lumby Nurseries - 6no. Fruit Trees, Stakes and Fertiliser	261.76
Aire and Calder Ltd. - Grounds Maintenance	239.33

Team and Sport Play – Quarterly Operational Inspections	150.00
Blast Cleaning & Maintenance Ltd. – Waste Removal	292.42
J Hickman Transport Ltd. - PROW Cutting	480.24
J Hickman transport Ltd. - Pest Removal	321.60
Viking (Office Depot) - Office Supplies	132.06
Morrall Play Services Ltd.- Annual Play Inspections	420.00
YLCA - Webinar	25.00
TOTAL	6,336.01

The chairman and Cllr J L Auty signed the payments schedule for verification.

23/336/2 – INTERNAL AUDIT

The Clerk gave an update on the internal audit for the financial year ending 31 March 2024. She had sent a letter of engagement and had been collating the required documents for the auditor.

23/336/3 – BANK RECONCILIATION

Members noted bank reconciliations to 31 January 2024 and to 29 February 2024.

23/336/4 – BUDGET UPDATE

Members noted a budget update to 19 February 2024.

23/336/5 – PROCUREMENT THRESHOLDS

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.

23/336/6 – PREPAID DEBIT CARD

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote to load an additional £500 credit on the PFS Prepaid Debit card as per the Finance and Corporate Management Committee's recommendation.

23/337 - BANK ACCOUNT

23/337/1 – ADDITIONAL ACCOUNT

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote to open an additional account with Unity bank to spread the risk to funds in excess of £85,000.00.

23/337/2 – SIGNATORIES

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve all nine council members as signatories.

23/338 – CRIME

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

23/339 – CORRESPONDENCE

Members noted correspondence received.

23/340 - WASTE REMOVAL

23/340/1 – EXISTING CONTRACT

Members noted that the existing waste removal contract was due to end on 31 March 2024.

23/240/2 – CONTRACT REVIEW

Members reviewed the existing contract.

Proposed by Cllr J A Crossley

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote that no amendments are required to the existing contract.

23/340/3 – NEW CONTRACT

Proposed by Cllr P Meir

Seconded by Cllr G A Rycroft

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 2024 to 31 March 2025.

23/340/4 – CONTRACT VALUE

Members noted that the current contract value was £4386.24 (ex VAT).

23/340/5 – PREVIOUS INCREASES

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

23/340/6 – CPIH RATE

Members noted the January CPIH rate of inflation was 4.2%.

23/340/7 – CONTRACT INCREASE

Proposed by Cllr P Meir

Seconded by Cllr J L Auty

RESOLVED by unanimous vote to increase the waste removal contract by 4.2% to £4570.46 (ex VAT).

23/341 - FESTIVE DISPLAY FOR CHRISTMAS 2024

23/341/1 – WORKING GROUP MEETING

Members received a verbal report of 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 from Cllr J A Crossley.

23/341/2 – STREET TREE LIGHTS

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote 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.

23/341/3 – ADDITIONAL SENSOR UNITS

(i) Proposed by Cllr P Meir

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote 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.

Members noted that the number of one of the appropriate street lighting columns on Church Lane needed to be clarified.

(ii) Proposed by Cllr J A Crossley
Seconded by Cllr J L Auty

RESOLVED by unanimous vote to delegate to the Clerk, with the Christmas lights working group, to clarify if the appropriate lighting column is 13C980 or 14C980.

Cllr G A Rycroft left the meeting at 8.32pm.

23/341/4 – WRAPAROUND MOTIFS

Proposed by Cllr J A Crossley
Seconded by Cllr P Meir

RESOLVED by unanimous vote 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) and to delegate to the Clerk, with the Christmas lights working group, to clarify if the appropriate lighting column is 13C980 or 14C980.

23/341/5 – FALL BACK OPTION

Members noted 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.

Cllr G A Rycroft returned to the meeting at 8.34pm.

23/341/6 – 2024 PRICES

Members noted that the new prices for 2024 would not be available from Leeds Lights until late March, and also noted the 2023 prices for the supply etc. of trees from Stockeld Farm compared to The Arium.

23/341/7 – LIVING CHRISTMAS TREES

Proposed by Cllr J A Crossley
Seconded by Cllr J L Auty

RESOLVED by unanimous vote 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.

23/341/8 – PERMISSION

Proposed by Cllr P Meir
Seconded by Cllr J L Auty

RESOLVED by unanimous vote 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.

23/341/9 – FUNDING

Proposed by Cllr J A Crossley
Seconded by Cllr P Meir

RESOLVED by unanimous vote 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.

23/341/10 – CUT CHRISTMAS TREES

Proposed by Cllr J A Crossley

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote 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).

23/341/11 – FUNDING

Proposed by Cllr J A Crossley

Seconded by Cllr J L Auty

RESOLVED by unanimous vote 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.

23/341/12 – FUNDING FAILURE

Members noted that if either or both grant applications do not succeed, the Parish Council would need to reassess the actual Festive Display that it will provide for Christmas 2024.

23/341/13 – POPPY MOTIF

Proposed by Cllr J A Crossley

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote to approve the intention to hire a flat Poppy Motif for the street lighting column at Milestone Bankings.

23/342 - MILESTONE BANKING

23/342/1 – EXCLUSION OF PUBLIC

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote to exclude the public due to the confidential nature of the business to be transacted i.e. consideration of competitive quotations.

The public left the meeting at 8.48pm.

23/342/3 - CONTRACTOR

Members considered two quotations for the replacement of the timber sleepers and minor repairs to the setts of Milestone banking.

Proposed by Cllr G A Rycroft

Seconded by Cllr P Meir

RESOLVED by unanimous vote to appoint Groundwork Pride to replace the timber sleepers and undertake minor repairs to the setts of Milestone banking.

Cllr J A Crossley abstained from the vote.

23/343 - SEAT

23/343/1 – CONTRACTOR

Members considered 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.

Proposed by Cllr G A Rycroft

Seconded by Cllr P Meir

RESOLVED by unanimous vote to appoint Groundwork Pride to supply and install a seat to the rear of the school at the junction of footpath no. 16 and footpath no. 3.

Cllr J A Crossley abstained from the vote.

The public returned at 9.15pm.

23/344 - MICKLEFIELD IN BLOOM

23/344/1 – STEERING GROUP MEETING

Members noted that the steering group meeting scheduled for 26 February was postponed until 25 March 2024.

23/345 - WEBSITE

23/345/1 – NEW CONTRACT

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

23/346 - COMMUNITY INFRASTRUCTURE LEVY (CIL)

23/346/1 – TODDLER PLAYGROUND

Cllr J A Crossley gave an update on the toddler playground scheme. Three quotations had been received.

23/346/2 – FOOTBALL PITCH PERIMETER FENCE

Members noted that the Strategy group had received three quotations for the supply and installation of a football pitch perimeter fence, which it would examine at its next meeting with the aim of making a recommendation.

23/346/3 – CIL PROJECTS

There were no updates on the seats or path improvements. Members noted that the tree planting was nearly finished.

23/346/4 – STRATEGY GROUP MEETING

Members noted that the next Strategy group meeting would be held on 11 March.

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

23/347/1 – PUBLIC INQUIRY

Cllr J A Crossley had attended the public inquiry as the Parish Council's representative and gave a verbal report.

23/348 - YLCA

23/348/1 – LEEDS BRANCH MEETING

Cllr J A Crossley had attended the YLCA Leeds branch meeting held on Thursday 22 February and would distribute the draft minutes.

23/349 - HIGHWAYS AND FOOTPATHS

23/349/1 – FOOTPATH NO. 6

There was no 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.

23/349/2 – CASTLE HILLS WOODS

Members noted that motorbike riders were accessing the PROW in Castle Hills Wood, to the detriment of legitimate users.

Proposed by Cllr P Meir

Seconded by Cllr J L Auty

RESOLVED by unanimous vote to make a request to Leeds City Council to improve access restrictions to Castle Hills Woods to prevent motorcycle access.

23/349/3 – NATIONAL HIGHWAYS PEDESTRIAN ROUTE

Members received an update on the surfacing of the National Highways pedestrian route east of sheep dyke, from footpath no. 11 to the settling pond. Other works in the area of the path had yet to be completed.

23/350 - GATEWAYSIGNS

23/350/1 – RECOMMENDATIONS

There were no recommendations for the style and location of the village entrance name signs.

23/351 - REGISTRATION AND TRANSFER OF TITLE

23/351/1 – UPDATE

Cllr J A Crossley reported that he hoped to complete his statement re: the registering of the title to Micklefield Recreation Ground in the name of Micklefield Parish Council, as Sole Trustee of Micklefield Recreation Ground Charity, by the end of March.

23/352 - NEIGHBOURHOOD PLAN

23/352/1 – FORUM

Cllr P Meir reported that he was organising an open evening for Friday 3 May for people interested in learning more about Neighbourhood Plans and the proposed forum.

23/353 - VERGE REWILDING PILOT SCHEME

23/353/1 – UPDATE

The Clerk reported that the Garden Village banking phase had begun.

23/354 - PLANNING AND DEVELOPMENT CONTROL

23/354/1 – APPLICATION NOTICES

Members noted that no planning application notices had been received.

23/354/2 – DECISIONS

Members noted that no planning decisions had been received.

23/355 - GARDEN VILLAGE

23/355/1 – ACCOMMODATION ROAD

There was no 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

23/356/1 – UPDATE

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

23/357 - FACILITIES INSPECTIONS

23/357/1 – WEEKLY INSPECTIONS

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

23/358 - FACILITIES MAINTENANCE

23/358/1 – REMEDIAL WORKS

The Clerk reported that she had requested a quotation from the play inspection company for the refurbishment of the springy rocker and multi play unit (rubbing down and treating the rust and repainting). There was no update on the repair of the cracks and chips on the skate park surface or 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

23/359/1 – UNGLAZED WINDOWS

Cllr P Meir gave an update.

23/360 - FACEBOOK

23/360/1 – UPDATE

Cllr P Meir reported that he had publicised the Parish Council's grant to the PCC.

23/360/2 – ITEMS

Proposed by Cllr J A Crossley

Seconded by Cllr J L Auty

RESOLVED by unanimous vote to post the following items on Facebook: the skips (when organised) and the upcoming renovation of Milestone banking.

23/361 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

23/361/1 – 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.

23/362 – ITEMS FOR DISCUSSION

- Members noted the changes made to Garforth Academy’s admissions policy after the recent consultation, which were more favourable to pupils from Micklefield Primary Academy.
- Members noted a notification to Kippax Parish Council of a proposed 50mph speed traffic order on Ridge Road

23/363 - AGENDA ITEMS

23/363/1 – REQUESTS

No agenda items were requested for the next meeting.

23/363/2 – STANDING ITEM

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote 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 – MEETING OF THE TRUSTEE OF MICKLEFIELD RECREATION GROUND CHARITY

Members noted that a meeting of the Trustee of Micklefield Recreation Ground Charity would 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 – NEXT MEETING

Members noted that the next meeting of the Parish Council would be held on Thursday 4 April 2024, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 10.25pm.

Signed:

(Chairman)

Date:

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

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