

# **MICKLEFIELD PARISH COUNCIL**

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

Thursday 9<sup>th</sup> May 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: 2<sup>nd</sup> May 2024

## **AGENDA**

**24/01** To elect the Chairman of Micklefield Parish Council

**24/02** To receive the Chairman's Declaration of Acceptance of Office

**24/03** To receive questions and comments from members of the public (PUBLIC FORUM)

### **24/04 MEMBERS' INTERESTS**

/1 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 Members' Code of Conduct paras 10-14

/2 To note that each member must review his/her Register of Interests, make amendments where necessary or mark the register as unchanged

### **24/05 APOLOGIES**

/1 To receive apologies for absence

/2 To approve reasons for absence

**24/06** To consider dispensation requests received by the Clerk prior to the meeting

**24/07** 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

**24/08** To inspect the Parish Council's legal documents (list attached)

**24/09** To confirm the Parish Council's assets (register attached)

**24/10** To elect the Vice-Chairman

**24/11** To elect the Treasurer

**24/12** To appoint the members of the Finance and Corporate Management Committee

**24/13** To confirm the Parish Council's working groups (list attached)

**24/14** To confirm the members of the Parish Council's working groups (list attached)

**24/15** To confirm the co-ordinators of the Parish Council's working groups (list attached)

**24/16** To appoint (a) representative(s) to YLCA Leeds Branch

**24/17** To appoint (a) representative(s) to the Peckfield Landfill Site Liaison Committee

**24/18** To appoint a (a) representative(s) to the Hook Moor Liaison Committee

### **24/19 ANNUAL AUDIT 2023/24**

/1 To receive an update on the internal audit

/2 To note that due to the Parish Council's income exceeding £200,000.00 in the 2023/24 financial year, it is subject to an intermediate review for the external audit

**24/20** To approve the minutes of the meeting held on Thursday 4 April 2024 (attached)

**24/21** To note matters arising from the minutes of the meeting held on Thursday 4 April 2024 FOR INFORMATION ONLY

### **24/22 SUBSCRIPTION**

/1 To approve the renewal of the Parish Council's annual subscription to YLCA at a cost of £648.00

### **24/23 FINANCE**

/1 To approve the accounts for payment (attached)

/2 To note that the parish precept and LCTS grant were paid into the Parish Council's account on 2 April 2024

/3 To receive an update on the opening of an additional account with Unity

**24/24** To note crime figures for April (supplied by East Leeds NPT)

**24/25** To note correspondence received (list attached)

### **24/26 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

/1 To receive an update on the toddler play area project

/2 To receive an update on the football perimeter fence project

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

#### **24/27 PECKFIELD LANDFILL SITE**

/1 To receive an update on the previously identified problem of odours from the landfill site

/2 To note the joint health update dated 8<sup>th</sup> April 2024 released by the Environment Agency and UK Health Security Agency in consultation with Leeds City Council (attached)

/3 To consider if the Parish Council should approach public media in order to publicise the odour problems and, if so, agree which media outlets, who should contact them, the core points that the Parish Council would be wanting to express, and the actions and outcomes that the Parish Council would be seeking on behalf of local residents

/ To receive a verbal report of the liaison meeting held on 30 April 2024

#### **24/28 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 receive an update on the surfacing of the National Highways pedestrian route east of sheep dyke, from footpath no. 11 to the settling pond

#### **24/29 PLANNING AND DEVELOPMENT CONTROL**

/1 To note planning application notices received:

/2 To note planning decisions:

#### **24/30 NEIGHBOURHOOD PLAN**

/1 To receive a verbal report of the Neighbourhood Plan Development Group open meeting held on 3 May 2024

#### **24/31 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)

/2 To note the quarterly operational inspections for Vandicourt Infants' Playground and Diamond Jubilee Play Area (attached)

#### **24/32 FACILITIES MAINTENANCE**

/1 To approve the maintenance recommended in the Vandicourt Infants' Playground inspection report

/2 To approve the maintenance recommended in the Diamond Jubilee Play Area Inspection report

/3 To approve that Team Sport Play undertakes the approved maintenance works in Vandicourt Infants' Playground and Diamond Jubilee Play area

/4 To receive an update on the following remedial and maintenance works:

(i) the repair of the cracks and chips on the skate park surface

(ii) the re-siting of the bin in Vandicourt greenspace to a location near the western perimeter of the skate park

#### **24/33 VERGE REWILDING**

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

#### **24/34 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

#### **24/35 GATEWAYSIGNS**

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

#### **24/36 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

#### **24/37 POTENTIAL CYCLE PATH**

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

#### **24/38 FACEBOOK**

/1 To receive an update on the Facebook page

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

#### **24/39 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

**24/40 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**

**24/41 Items for discussion and requests for agenda items (FOR INFORMATION ONLY)**

**24/42 To note that the Annual Meeting of the Trustee will be held on Monday 20 May 2024, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm**

**24/43 To note that the next meeting of the Parish Council will be held on Thursday 6 June 2024, at Churchville House, Churchville Drive, to commence at 7.15pm**

Joanne Hebden  
Clerk to the Council  
Micklefield Parish Council

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