

# **MICKLEFIELD PARISH COUNCIL**

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

Thursday 6<sup>th</sup> June 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: 31<sup>st</sup> May 2024

## **AGENDA**

**24/43** To receive questions and comments from members of the public (PUBLIC FORUM)

**24/44** 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

### **24/45 APOLOGIES**

/1 To receive apologies for absence

/2 To approve reasons for absence

**24/46** To consider dispensation requests received by the Clerk prior to the meeting

**24/47** 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

### **24/48 ANNUAL AUDIT 2023/24**

/1 To note the council detail report (receipts and payments, including budget variance and percentage of budget spent) for the financial year ending 31 March 2024 (attached)

/2 To note the annual budget report for the financial year ending 31 March 2024 (attached)

/3 To note a bank reconciliation for the financial year ending 31 March 2024 (attached)

/4 To note the prepaid debit card accounts and year end reconciliation for the financial year ending 31 March 2024 (attached)

/5 To note the Internal Audit Report, its findings and recommendations (attached)

/6 To approve the internal auditor's recommendations

/7 To note the Annual Internal Audit Report for 2023/4 on page 3 of the Annual Governance and Accountability Return 2023/24 (attached)

/8 To approve Section 1 – Annual Governance Statement 2023/24 for Micklefield Parish Council on page 4 of the Annual Governance and Accountability Return 2023/24 (attached)

/9 To approve Section 2 – Accounting Statements 2023/24 for Micklefield Parish Council on page 5 of the annual Governance and Accountability Return 2023/24 (attached)

/10 To approve the publication of documents required by Accounts and Audit Regulations 2015, Local Audit (Smaller Authorities) Regulations 2015 (SI 2015/184), and the Local Government Transparency Code

/11 To set a date for the exercise of public rights in accordance with Local Audit and Accountability Act 2014 Sections 26 and 27 and the Accounts and Audit Regulations 2015 (SI 2015/234)

**24/49** To approve the minutes of the meeting held on Thursday 9 May 2024 (attached)

**24/50** To note matters arising from the minutes of the meeting held on Thursday 9 May 2024 FOR INFORMATION ONLY

### **24/51 POLICY REVIEW**

/1 To review the Risk Management Policy

/2 To review the Media Relations, Social Media and Electronic Communications Policy

### **24/52 FINANCE**

/1 To approve the accounts for payment (attached)

/2 To receive a budget update to 9 May 2024 (attached)

/3 To receive a bank reconciliation to 31 May 2024

/4 To note Micklefield in Bloom expenditure for the financial year ending 31 March 2024

/5 To receive an update on the opening of an additional account with Unity

**24/53** To note crime figures for May (supplied by East Leeds NPT)

**24/54** To note correspondence received (list attached)

#### **24/55 NEW TODDLERS' PLAY ZONE**

/1 To note the email from LCC Planning Services confirming that the scheme cannot be treated as being Part 12 Permitted Development

/2 to approve submitting a full planning application for the new Toddlers Play Zone in the Recreation Ground

/3 To approve expenditure on the planning application and consider if this should be funded from CIL

#### **24/56 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

/1 To receive an update on the football perimeter fence project

/2 To receive updates on the other approved CIL projects, viz: seats, path improvements and wildflower/tree planting

#### **24/57 MILESTONE BANKING**

/1 To receive an update on the renovation works, including a report from the site meeting on 24th May

#### **24/58 PUBLIC RIGHTS OF WAY**

/1 To note receipt of a P3 grant of £743.00 for the financial year ending 31 March 2025 (attached)

/2 To note the Community Paths Partnership work and expenditure record for 2022/23 (attached)

/3 To note the Community Paths Partnership work and expenditure record for 2023/24 (attached)

#### **24/59 PECKFIELD LANDFILL SITE**

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

/2 To receive a verbal report of the liaison meeting held on 14 May 2024

/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

#### **24/60 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 approve a request to Highways England that when its new maintenance contract for the A1-M1 link road is drawn up it includes the maintenance of the portion of the footpath east of sheep dyke, from footpath no. 11 to the settling pond

#### **24/61 ODOUR PROBLEMS**

/1 To note that households at the north end of Great North Road are experiencing sewage odours (information attached)

/2 To note the action taken by householders and Yorkshire Water to resolve the problem (information attached)

#### **24/62 PLANNING AND DEVELOPMENT CONTROL**

/1 To note planning application notices received:

/2 To note planning decisions:

/3 To note planning appeal notices received: 23/04836/FU (Land adjacent to 50 The Crescent)

#### **24/63 NEIGHBOURHOOD PLAN**

/1 To receive a report from the neighbourhood plan meeting held on 3 June

#### **24/64 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)

#### **24/65 ANNUAL PARISH MEETING**

/1 To receive a verbal report on the Annual Parish Meeting held on Thursday 23 May 2024

/2 To consider the Parish Meeting's recommendations:

(i) that the Parish Council writes again to LCC Highways to request the extension of the double yellow lines on Prospect Terrace (from the junction with Station Hill)

(ii) that the provision of additional burial space should be considered by the Neighbourhood Plan group

#### **24/66 YLCA**

/1 To note that a meeting of the Leeds branch is scheduled for Thursday 20 June 2024

/2 To confirm the attendance of the Parish Council's representatives

#### **24/67 VERGE REWILDING**

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

**24/68 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

**24/69 GATEWAYSIGNS**

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

**24/70 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

**24/71 POTENTIAL CYCLE PATH**

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

**24/72 FACEBOOK**

/1 To receive an update on the Facebook page

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

**24/73 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

**24/74 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

**24/75 Items for discussion and requests for agenda items (FOR INFORMATION ONLY)**

**24/76 To note that a meeting of the Finance and Corporate Management Committee will be held on Monday 17 June 2024, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm**

**24/77 To note that the next meeting of the Parish Council will be held on Thursday 11 July 2024, at Churchville House, Churchville Drive, to commence at 7.15pm**

Joanne Hebden  
Clerk to the Council  
Micklefield Parish Council

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