

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING **HELD ON THURSDAY 9 MAY 2024**

MEMBERS PRESENT: Cllr J L Auty, Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno, Cllr P Meir, Cllr E A Robertson and Cllr G A Rycroft.

ALSO PRESENT: Public (5)

In Attendance: J L Hebden, Clerk and RFO to Micklefield Parish

The meeting opened at 7.15pm and was chaired by Cllr J A Crossley, chairman.

24/01 – CHAIRMAN

Proposed by Cllr P Meir

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to elect Cllr J A Crossley as the Chairman of Micklefield Parish Council.

24/02 – DECLARATION OF ACCEPTANCE OF OFFICE

Members received the Chairman's Declaration of Acceptance of Office. The chairman gave a verbal annual report, which included the following:

- The Parish Council had kept its full complement of 9 members for the full year
- It had formulated a plan for projects to use CIL funds as a result of public consultation
- It had delivered its first CIL project: a seat with shelter in the recreation ground and had engaged contractor to install a new football pitch perimeter fence
- A project to deliver a new toddler playground was progressing
- A project with Micklefield Community Green Group to increase biodiversity in the recreation ground was part completed
- A verge biodiversity project was well under way
- The Parish Council had given a grant to the Parochial Church Council for the maintenance of the churchyard
- The Christmas lights display had increased in number of lights and with 3D motifs
- The Parish Council had participated in the Leeds to Micklefield Transport Works Order enquiry regarding the proposals for Ridge Road bridge and mitigation measures for the closure of Peckfield Level Crossing
- Continued managing the maintenance of Micklefield Recreation Ground.
- It had been a successful year for Micklefield in Bloom and the team had a healthy number of volunteers
- The Parish Council was still receiving CIL and had set up two bonds for some of the existing CIL funds
- The formation of a Neighbourhood Plan Forum was progressing
- The Parish Council had liaised with residents and contractors to achieve the improvement of the informal oath on the old A1
- The Chairman thanked members and the Clerk for their work and members of the public for their regular attendance

24/03 – PUBLIC FORUM

Members received the following questions and comments from members of the public:

- What is the purpose of the telegraph poles installed near Manor Farm? *Cllr J A Crossley reported that that Parish Council had not received any information regarding the poles but that he had been informed they were for Yorkshire Water to collect data remotely from users. The poles would not require planning permission due to their height*

- The churchwardens thanked the Parish Council for its grounds maintenance grant and reported that two cuts had been undertaken. Unfortunately, the PCC was having difficulty getting permission from Yorkshire Water to install the infrastructure needed for a church toilet.

- A resident requested that item 24/34 (bus shelter) be brought forward.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote and in accordance with Standing Order 10(a)(vi) to vary the order of business by bringing forward item 24/34 (Stone Bus Shelter) to before item 24/25 (Community Infrastructure Levy)

- A resident passed on a report that there was barbed wire and garden wire in the hedgerow near the MUGA that was causing problems for hedgehogs
- The claimed footpath near St Mary's Walk comes out onto a footway on a blind bend and the speed of drivers worry users

24/04 - MEMBERS' INTERESTS

24/04/1 – DISCLOSABLE INTERESTS

There were no disclosures of any disclosable pecuniary interests or any other significant interests that the member wishes to declare for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14.

24/04/2 – REVIEW OF REGISTERS

Members noted that each member must review his/her Register of Interests, make amendments where necessary or mark the register as unchanged.

24/05 - APOLOGIES

24/05/1 – RECEIPT

Members received apologies for absence from Cllr N Duff and Cllr G E Whysall.

24/05/2 – REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve Cllr N Duff's and Cllr G E Whysall's reasons for absence.

24/06 – DISPENSATION REQUESTS

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

24/07 – EXCLUSION OF THE PUBLIC

There were no items identified 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 – LEGAL DOCUMENTS

Members inspected the Parish Council's legal documents and noted that the agreement with Metro for the stone bus shelter at Garden Village had expired.

24/09 – ASSETS

Members noted the asset register and confirmed the Parish Council's assets.

Proposed by Cllr J L Auty

RESOLVED by unanimous vote to add the PA system comprising two speakers and stands and a speaker system to the Parish Council's asset register.

24/10 – VICE-CHAIRMAN

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to elect Cllr E A Robertson as vice-chairman.

24/11 – TREASURER

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote elect Cllr R M Czwarno as Treasurer.

24/12 – FINANCE AND CORPORATE MANAGEMENT COMMITTEE

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to appoint Cllr J A Crossley, Cllr R M Czwarno, Cllr E A Robertson, Cllr D Brown and Cllr N Duff as the members of the Finance and Corporate Management Committee.

24/13 – WORKING GROUPS

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the members of the crime and policing group are Cllr J L Auty, Cllr N Duff, Cllr E A Robertson and Cllr G A Rycroft.

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the members of the Development Control group are Cllr J A Crossley, Cllr D Brown, Cllr R M Czwarno, Cllr N Duff and Cllr P Meir.

(iii) Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote that the members of the Neighbourhood Plan group are Cllr J A Crossley, Cllr D Brown, Cllr P Meir and Cllr E A Robertson.

(iv) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the members of Micklefield in Bloom Steering Group are Cllr J L Auty, Cllr J A Crossley, Sue Clarke, Susan Green, Catherine Lonsdale, Diane Roberts, Tracy Thorp, Steph Watson and Wendy Winfield.

(v) Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote that the members of the Public Transport group are Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno, Cllr N Duff and Cllr G A Rycroft.

(vi) Proposed by Cllr R M Czwarno

Seconded by Cllr J L Auty

RESOLVED by unanimous vote that the members of the Newsletter group are Cllr J L Auty, Cllr J A Crossley, and Cllr R M Czwarno.

(vii) Proposed by Cllr P Meir

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the members of the I.T., Website and Social Media group are Cllr J A Crossley, Cllr R M Czwarno, Cllr P Meir and Cllr E A Robertson.

(viii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the members of the Christmas lights group are Cllr J L Auty, Cllr J A Crossley, Cllr N Duff, Cllr E A Robertson and Liz Todd.

(ix) Proposed by Cllr R M Czwarno
Seconded by Cllr D Brown

RESOLVED by unanimous vote that the members of the Public Rights of Way group are Cllr D Brown, Cllr J A Crossley, Cllr N Duff, Cllr P Meir and Cllr E A Robertson.

(x) Proposed by Cllr R M Czwarno
Seconded by Cllr P Meir

RESOLVED by unanimous vote that the members of the Highways and Traffic group are Cllr J L Auty, Cllr J A Crossley, Cllr N Duff, Cllr P Meir and Cllr G A Rycroft.

(xi) Proposed by Cllr R M Czwarno
Seconded by Cllr J L Auty

RESOLVED by unanimous vote that the members of the Youth group are Cllr J L Auty, Cllr E A Robertson and Cllr G E Whysall.

(xii) Proposed by Cllr R M Czwarno
Seconded by Cllr E A Robertson

RESOLVED by unanimous vote that the members of Grounds Maintenance (Recreation Ground) group are Cllr J L Auty, Cllr N Duff, Cllr P Meir and Cllr G A Rycroft.

(xiii) Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the members of the Strategy group are Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno, Cllr P Meir, Cllr E A Robertson, Cllr G E Whysall, Liz Todd and Bob Reeves.

24/14 – WORKING GROUP CO-ORDINATORS

(i) Proposed by Cllr J L Auty
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the co-ordinator of the Crime and Policing group is Cllr J L Auty.

(ii) Proposed by Cllr R M Czwarno
Seconded by Cllr P Meir

RESOLVED by unanimous vote that the co-ordinator of the Development Control group is Cllr J A Crossley.

(iii) Proposed by Cllr E A Robertson
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the co-ordinator of the Micklefield in Bloom Steering group is Cllr J A Crossley.

(iv) Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the co-ordinator of the Newsletter group is Cllr J L Auty.

(v) Proposed by Cllr R M Czwarno
Seconded by Cllr E A Robertson

RESOLVED by unanimous vote that the co-ordinator of the I.T., Website and Social Media group is Cllr P Meir.

(vi) Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the co-ordinator of the Christmas Lights group is Cllr N Duff.

(vii) Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote that the co-coordinator of the Public Rights of Way group is Cllr J A Crossley.

(viii) Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote that the co-ordinator of the Highways and Traffic group is Cllr J L Auty.

(ix) Proposed by Cllr R M Czwarno

Seconded by Cllr J A Crossley

RESOLVED by unanimous vote that the co-ordinator of the Youth group is Cllr J L Auty.

(x) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the co-ordinator of the Grounds Maintenance (Recreation Ground) group is Cllr G A Rycroft.

(xi) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the co-ordinator of the Neighbourhood Plan group is Cllr D Brown.

(xii) Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote that the co-ordinator of the Strategy group is Cllr J A Crossley.

24/15 – YLCA LEEDS BRANCH

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the representatives to YLCA Leeds Branch are Cllr J A Crossley and Cllr R M Czwarno, with Cllr J L Auty as deputy.

24/16 – PECKFIELD LANDFILL SITE LIAISON COMMITTEE

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous that the representatives to Peckfield Landfill Site Liaison Committee are Cllr J L Auty, Cllr D Brown and Cllr R M Czwarno.

24/17 – HOOK MOOR WIND FARM LIAISON COMMITTEE

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote that the representatives to Hook Moor Wind Farm Liaison Committee are Cllr J A Crossley and Cllr D Brown.

24/18 - ANNUAL AUDIT 2023/24

24/18/1 – INTERNAL AUDIT

The Clerk reported that she had a remote meeting with the internal auditor on 10 May and that the internal audit should be undertaken the same day.

24/18/2 - INTERMEDIATE REVIEW

Members noted that due to the Parish Council's income exceeding £200,000.00 in the 2023/24 financial year, it would be subject to an intermediate review for the external audit.

24/19 – MINUTES OF THE MEETING HELD ON THURSDAY 4 APRIL 2024

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 4 April 2024 are an accurate record. The Chairman signed the minutes for verification.

24/20 - MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 4 APRIL 2024

Members noted the following matters arising from the minutes of the meeting held on Thursday 4 April 2024:

23/172 (previously 23/345/1) – The Clerk reported that the Parish Council had received its personal invitation for a free upgrade.

23/378/6 – (Football Pitch Perimeter Fence) the Clerk reported that Cllr P Meir had received positive answers to the queries raised and a purchase order had been drawn up.

24/21 - SUBSCRIPTION

24/21/1 – YLCA

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the renewal of the Parish Council's annual subscription to YLCA at a cost of £648.00.

24/22 - FINANCE

24/22/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote to approve the accounts for payment:

BT - Internet and Phone Services	130.57
Staff	1661.91
WYPF - Pension	376.14
Northern Impression - Printing	74.40
Aire and Calder Ltd. - Grounds Maintenance	2056.51
Aire and Calder Ltd. - Shrub Maintenance	231.75
Blast Cleaning and Maintenance Ltd. - Waste Removal	292.42
YLCA - Annual Subscription	648.00
Collaborative Learning Trust – Micklefielder Newsletter Printing	595.20
TOTAL	6,066.90

The Chairman and Treasurer signed the payment schedule for verification.

24/22/2 – PRECEPT AND LCTS GRANT

Members noted that the parish precept and LCTS grant were paid into the Parish Council's account on 2 April 2024.

24/22/3 – UNITY ACCOUNT

The Clerk gave an update on the opening of an additional account with Unity.

24/23 – CRIME

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

24/24 – CORRESPONDENCE

Members noted correspondence received.

24/25 – STONE BUS SHELTER

Cllr P Meir gave an update. He had a quotation, which needed to be adjusted to the fabrication and installation of two windows.

24/26 - COMMUNITY INFRASTRUCTURE LEVY (CIL)

24/26/1 – TODDLER PLAY AREA

Cllr J A Crossley gave an update on the toddler play area project.

24/26/2 – FOOTBALL PITCH PERIMETER FENCE

Members received an update on the football perimeter fence project. Queries regarding the specification of the quotation had been dealt with and a purchase order had been drawn up ready to send.

24/26/3 – OTHER PROJECTS

There were no updates on the seat and path improvement projects. Cllr D Brown gave an update on the biodiversity project in the recreation ground.

24/27 - PECKFIELD LANDFILL SITE

24/27/1 – ODOUR UPDATE

Members received an update on the previously identified problem of odours from the landfill site.

24/27/2 – JOINT HEALTH UPDATE

Members noted the joint health update dated 8 April 2024 released by the Environment Agency and UK Health Security Agency in consultation with Leeds City Council.

24/27/3 – PUBLIC MEDIA

Members noted that there was no update from Peckfield Landfill Site regarding a closure date and any remedial works required to resolve odours. That being the case, they agreed to defer any decision regarding media publication pending further information.

24/27/4 – LIAISON MEETING

Members noted that the liaison meeting scheduled to be held on 30 April 2024 had been deferred to 14 May.

24/28 - HIGHWAYS AND FOOTPATHS

24/28/1 – FOOTPATH NO. 6

There was no 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. Cllr J A Crossley agreed to contact the enforcement officer regarding the continued blocking of the path by the development company.

24/28/2 – PEDESTRIAN ROUTE

Members noted that the surfacing of the National Highways pedestrian route east of sheep dyke, from footpath no. 11 to the settling pond had been completed.

24/29 - PLANNING AND DEVELOPMENT CONTROL

24/29/1 APPLICATION NOTICES

Members noted that no planning application notices had been received.

24/29/2 – PLANNING DECISIONS

Members noted that no planning decisions had been received.

24/30 - NEIGHBOURHOOD PLAN

24/30/1 – DEVELOPMENT GROUP OPEN MEETING

Cllr D Brown gave a verbal report of the Neighbourhood Plan Development Group open meeting held on 3 May 2024. The group now had a membership of 15, which also included 4 councillors. The working group had also had a meeting with Leeds City Council planning officers.

24/31 - FACILITIES INSPECTIONS

24/31/1 – WEEKLY INSPECTIONS

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

24/31/2 – QUARTERLY INSPECTIONS

Members noted the quarterly operational inspections for Vandicourt Infants' Playground and Diamond Jubilee Play Area.

24/32 - FACILITIES MAINTENANCE

24/32/1 – VANDICOURT INFANTS' PLAYGROUND

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the maintenance recommended in the Vandicourt Infants' Playground inspection report, as follows:

- Jetwash entire area to remove moss growth
- 2 x Yellow circle rubber edge repairs (cut back area where separation is at its worst and inlay with new yellow EPDM rubber wetpour repair)
- Rubdown, prime and repaint toddler multi play unit
- Supply and fit 1 x new spring and clamps for 4-seat springer (cutback wetpour and 'belly out' around baseplate so that item can be maintained)
- Repair 'egg connector'

24/32/2 – DIAMOND JUBILEE PLAY AREA

Proposed by Cllr E A Robertson

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the maintenance recommended in the Diamond Jubilee Play Area Inspection report, as follows:

- Dismantle zip wire trolley and supply and fit new brake pad
- Wetpour edge repair to roundabout (cut back area where separation is at its worst and inlay with new black EPDM rubber wetpour repair)

24/32/3 – CONTRACTOR

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that Team Sport Play undertakes the approved maintenance works in Vandicourt Infants' Playground and Diamond Jubilee Play area.

24/32/4 – REMEDIAL AND MAINTENANCE WORKS

Members noted that there were no updates 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.

24/33 - VERGE REWILDING

24/33/1 – PILOT SCHEME

Cllr D Brown gave an update on the verge rewilding pilot scheme. Seeds had been sown on the prepared sites and were showing signs of germination.

24/34 - GATEWAYSIGNS

24/34/1 - RECOMMENDATIONS

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

24/35 - GARDEN VILLAGE

24/35/1 – ACCOMMODATION ROAD

Cllr G A Rycroft gave 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. After speaking to a council officer he had learned that there was a misunderstanding on the part of the Highways Department and he would have to resend the information.

24/36 - POTENTIAL CYCLE PATH

24/36/1 – WORKING GROUP UPDATE

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

Cllr R M Czwarno left the meeting at 10.11pm.

24/37 - FACEBOOK

24/37/1 – UPDATE

Cllr P Meir gave an update on the Facebook page. He had posted information about the Neighbourhood Plan.

Cllr R M Czwarno returned to the meeting at 10.14pm.

24/37/2 – ITEMS TO POST

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the following items can be posted to Facebook:

- **Requests for letters of support for the toddler playground by prospective users, to be used as evidence for funders.**
- **A request for volunteers to deliver the newsletter**
- **The chairman's verbal annual report for the 2023/24 municipal year.**

24/38 - REGISTRATION AND TRANSFER OF TITLE

24/38/1 – UPDATE

There was no 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.

24/39 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

24/39/1 – REVISED LEASING ARRANGEMENT

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.

24/40 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following items were raised:

- Some of the previously noted potholes had been filled
- The print quality of some copies of the Micklefielder was low, particularly the colours. Alternatives printer/copiers may need to be investigated.

The following agenda item was requested:

- To contact Highways England and request that the maintenance of the footpath recently improved by Balfour Beatty, is added to the responsibilities of the new A1-M1 link road maintenance contractor

24/41 – ANNUAL TRUSTEE MEETING

Members noted that the Annual Meeting of the Trustee would 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.

24/42 – PARISH COUNCIL MEETING

Members noted that the next meeting of the Parish Council would be held on Thursday 6 June 2024, at Churchville House, Churchville Drive, to commence at 7.15pm. They also noted that the Annual Parish Meeting would be held on Thursday 23 May, to commence at 7.30pm.

The meeting closed at 10.30pm.

Signed:

(Chairman)

Date:

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

6 Churchville Avenue
Micklefield
LEEDS
LS25 4AS
(0113) 2875829
clerk@micklefield-pc.gov.uk