

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON **THURSDAY 11 JULY 2024**

MEMBERS PRESENT: Cllr J L Auty, Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno and Cllr E A Robertson

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

The meeting opened at Churchville House at 7.19pm and was chaired by the chairman, Cllr J A Crossley.

24/78 – ADJOURNMENT

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote and in accordance with Standing Order 10(a)(xvi) to adjourn the meeting and reconvene at The Old Fire Station.

The meeting closed at 7.20pm.

MEMBERS PRESENT: Cllr J L Auty, Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno, Cllr N Duff, Cllr E A Robertson, Cllr G A Rycroft and Cllr G E Whysall

ALSO PRESENT: Public (3)

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

The meeting reconvened at The Old Fire Station at 7.35pm.

24/79 - PUBLIC FORUM

- (a) A resident raised the problem of Russian Vine in the recreation ground. *The chairman reported that the problem would be considered at the meeting of the charity trustee on Monday 15 July.*
- (b) A resident thanked the chairman for contacting LCC for a response to the problems created by developers on footpath no.6
- (c) A resident suggested that the Parish Council needed a diary system for following up on issues raised to outside agencies.

24/80 – DISCLOSURE OF INTERESTS

There were no disclosures of any disclosable pecuniary interests or any other significant interests for the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 – 9.

24/81 - APOLOGIES

24/81/1 – RECEIPT

Members received apologies for absence from Cllr P Meir.

24/81/2 – REASONS

No reasons were required to be approved.

24/82 – DISPENSATION REQUESTS

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

24/83 – EXCLUSION OF PUBLIC

Members noted that items 24/97 (internet provision) and 24/106 (stone bus shelter) of the agenda may require the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960.

24/84 – MINUTES OF THE MEETING HELD ON THURSDAY 6 JUNE 2024

(i) Proposed by Cllr R M Czwarno

Seconded by Cllr J A Crossley

RESOLVED by unanimous vote to amend the minutes of the meeting held on Thursday 6 June 2024 by the addition of ‘no’ after ‘were’ and before ‘disclosures’ in minute 24/44.

The chairman made the amendment on the official copy of the minutes.

(ii) 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 6 June 2024 are an accurate record. The chairman signed the minutes for verification.

24/85 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 6 JUNE 2024

Members noted the following matters arising from the minutes of the meeting held on Thursday 6 June 2024:

24/43/a – The chairman reported that the skip used for the renovation of Milestone Banking had been removed by the company and the adjacent flytipped rubbish had been taken away by Leeds City Council.

24/43/b – The chairman reported that the grass verges had been cut a between meetings, including Garden Village banking.

24/48 – The Clerk reported that the AGAR and other required documents had been sent to the external auditor and that the AGAR documents had been posted on the website and in the Parish Council’s noticeboards.

Cllr E A Robertson reported on an issue from previous minutes – inappropriate cul-de-sac signs on Drovers’ Court. The developer had confirmed that when the road was adopted the correct signs would be put up.

24/86 - INTERNAL AUDIT RECOMMENDATIONS

24/86/1 - FURTHER ADVICE

Members received further advice from the internal auditor regarding the recommendation that a policy be considered to provide guidance on the allowable expenditure and procedures for claiming payment from the Chairman’s allowance budget for consideration.

Proposed by Cllr J A Crossley

Seconded by Cllr J L Auty

RESOLVED by unanimous vote to formalise the current system within the Parish Council’s Financial Regulations.

24/86/2 – COMMITTEE RECOMMENDATION: AUTHORISATION STAMP

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the Finance and Corporate Management Committee’s recommendation that the Parish Council purchases a bespoke authorisation stamp with the following categories: purchase order number, date of payment, minute of payment approval, minute of purchase approval and a signature for goods received.

24/86/3 – COMMITTEE DECISION: CHRISTMAS LIGHTS CONTROL EQUIPMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr G E Whysall

RESOLVED by unanimous vote to ratify the Finance and Corporate Management Committee's decision that the Christmas lights control equipment constitutes a Parish Council asset.

24/87 - POLICY REVIEW

24/87/1 – INTERNAL CONTROL POLICY

Proposed by Cllr J A Crossley

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote that the Internal Control Policy is fit for purpose.

24/87/2 – MODEL PUBLICATION SCHEME

Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote that the Model Publication Scheme is fit for purpose.

24/88 - FINANCE

24/88/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the accounts for payment:

| | |
|--|-----------------|
| BT - Internet and Phone Services | 127.75 |
| Staff Costs | 2,157.38 |
| Northern Impression - Printing | 77.76 |
| Blast Cleaning and Maintenance Ltd. - Waste Removal | 292.42 |
| J L Hebden - Home Office Payment | 200.00 |
| Groundwork Pride - Milestone Banking Renovation | 3,936.00 |
| Groundwork Pride - Seat Installation | 2,148.00 |
| Viking (Office Depot) - Ink and Paper | 128.24 |
| Easy Home Fix (Parvez S) - Anti-Climb Measures to Buildings | 895.00 |
| TOTAL | 9,962.55 |

The chairman and treasurer signed the accounts for payment schedule for verification.

24/88/2 – BUDGET UPDATE

Members received a budget update to 25 June 2024.

24/88/3 – BANK RECONCILIATION

Members received bank reconciliations to 31 May and 30 June 2024.

24/88/4 – MICKLEFIELD IN BLOOM

Members noted Micklefield in Bloom expenditure for the financial year ending 31 March 2024. The 'in bloom' projects had used a portion of the accrued funds.

24/88/5 – VAT RECLAIM

Members noted the receipt of a VAT reclaim of £12,690.90 for the financial year ending 31 March 2024.

24/88/6 – VARIABLE DIRECT DEBIT

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote that the payment of tax and NI to HMRC is made by variable direct debit.

24/88/7 – ADDITIONAL BANK ACCOUNT

The Clerk gave an update on the opening of an additional account with Unity and advised members of the additional information required to be submitted with the application form.

24/88/8 – REDUNDANT SIGNATORIES

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to remove the redundant signatories from the current account.

24/80 – CRIME

Members noted crime figures for June (supplied by East Leeds NPT). Cllr E A Robertson gave a report on crime trends (based on the monthly figures provided) and that overall reported crime had dropped.

24/90 – CORRESPONDENCE

Members noted the list of correspondence received.

24/91 - NEW TODDLERS' PLAY ZONE

24/91/1 – PLANNING APPLICATION

Members noted and received an update on the planning application submitted on 20 June. Cllr J A Crossley had re-submitted the drawings in a different format and additional documents had been sent, as requested.

24/92 - COMMUNITY INFRASTRUCTURE LEVY (CIL)

24/92/1 – STRATEGY GROUP

The Strategy group meeting had been cancelled as it clashed with the Parish Council meeting, which had been put back a week due to the general election. A new meeting date of 29 July was set.

24/92/2 – FOOTBALL PERIMETER FENCE

The Clerk gave an update on the football perimeter fence project.

24/92/3 – OTHER CIL PROJECTS

The other approved CIL projects (seats and path improvements) were on hold pending the outcome of the inspector's decision on the Network Rail (Leeds to Micklefield Enhancements) Order.

24/92/4 – MICKLEFIELD YOUTH AND ADULT CENTRE SURVEY

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that Micklefield Parish Council may wish to take on the Youth and Adult Centre at some point for the benefit of the village. For the Parish Council to even consider doing so, it need Leeds City Council to do a survey and to send the request to Cllr James Lewis.

24/93 - RECREATION GROUND: BIO-DIVERSITY

24/93/1 – SECTIONS 2 AND 3 WORKS

Members noted that the section 2 and 3 snowberry removal was only partially successful and the hedgerow cannot be planted until the shrub is completely removed.

24/93/2 – ADDITIONAL SNOWBERRY REMOVAL

Proposed by Cllr J A Crossley

Seconded by Cllr D Brown

RESOLVED by unanimous vote to approve an additional spraying with glyphosate of the snowberry regrowth on the inside of the perimeter fence and the removal and spraying of the snowberry plants outside the perimeter fence.

24/93/3 – CONTRACTOR

Members received a quotation from the original works contractor for the removal and spraying of the snowberry.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous that the same contractor undertakes the approved works.

24/94 - RECREATION GROUND: TREES

24/94/1 – ASH DIE-BACK

Members noted that three ash trees in the recreation ground perimeter tree line were showing signs of ash dieback.

24/94/2 – REMOVAL OF ASH TREES

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote to remove three ash trees with signs of ash dieback to help prevent the disease spreading.

24/94/3 – QUOTATION

Members received a quotation for the removal of the three ash trees with ash dieback. The quotation was from a known contractor and was below the unit rate of the last cost of tree removal.

24/94/4 – FINANCIAL REGULATION 11.1(H)

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote to waive Financial Regulation 11.1(h) (When [the Parish Council] is to enter into a contract...where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates) due to the urgent nature of the work.

24/95 - MILESTONE BANKING

24/95/1 – RENOVATION

Members noted the completion of the renovation works.

24/95/2 – ADDITIONAL PLANTS

Proposed by Cllr J A Crossley

Seconded by Cllr D Brown

RESOLVED by unanimous vote to approve the supply and planting of 80no. Spurium Elizabeth Red carpet and compost as required.

24/95/3 – STONEMASON

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to seek the advice of a stonemason for a method to repair the setts.

24/96 - PECKFIELD LANDFILL SITE

24/96/1 – PRESS RELEASE

Cllr E A Robertson gave an update on the Parish Council's approach to public media with a press release about the continued problems with Peckfield Landfill Site. The press release had been sent to BBC Look North and ITV Calendar and followed up with phone calls, but there had been no interest from the news outlets. Cllr E A Robertson would send the press release to the local MP for his input on where to go next.

24/96/2 – LIAISON COMMITTEE MEETING

Cllr J L Auty and a non-council member of the liaison committee gave updates on the capping of the site. The site needed to be re-capped as the method recommended by the Environment Agency had not been used and the alternative was not satisfactory. Gas extraction would not run properly until capping was complete. Restoration of the site would begin on completion of the capping works. The site had a new manager, who had already made improvements.

24/97 - RIDGE ROAD BIOGAS FACILITY

24/97/1 – COMMUNITY FUND

Members noted that Ridge Road Energy, the operator of the Ridge Road biogas facility (anaerobic digester), had launched a community fund with an annual sum of £7,500.00 available to locally led and run community groups and organisations, charities and schools located within a three mile radius of the plant.

24/97/2 – SUITABLE PROJECTS

Members agreed to refer consideration of projects suitable for funding to the Strategy group, for it to evaluate the suitability of CIL projects.

24/98 - INTERNET PROVISION

24/98/1 – BT PROPOSAL

Members received a proposal from BT to supply fixed broadband internet to The Old Fire Station (for 3 or 6 years).

24/98/2 – MOBILE BROADBAND PROPOSAL

Members received an alternative proposal for mobile broadband in The Old Fire Station.

24/98/3 – BROADBAND PROVISION

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to stay with BT with its new proposal for a period of 36 months.

(ii) Proposed by Cllr G A Rycroft
Seconded by J L Auty

RESOLVED by unanimous vote to continue with business protect online.

24/99 - ALLOTMENTS

24/99/1 – SHAA 1908, S23(1) & (2)

Members noted the provisions of the Small Holdings and Allotments Act 1908, section 23(1)&(2).

24/99/2 – ALLOTMENT REQUEST

Members considered a request that the Parish Council provided allotments. Members agreed that the request did not comply with the requirements of the Small Holdings and Allotments Act 1908 section 23.

24/100 - HIGHWAYS AND FOOTPATHS

24/100/1 – FOOTPATH NO. 6

Members received 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 had recontacted Leeds City Council about its enforcement action.

24/100/2 – MAINTENANCE PROGRAMME 2025/26 TO 2029/30

Members received the Local Roads Planned Highway Maintenance Programme 2025/26 to 2029/30 for the Kippax and Methley ward for consideration.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to ask if the refurbishment of Church Lane and Great North Road is absent from the Local Roads Planned Highway Maintenance Programme 2025/26 to 2029/30 because there is already a plan for the developers to make good the roads when their developments are finished?

24/101 - PLANNING AND DEVELOPMENT CONTROL

24/101/1 – APPLICATIONS NOTICES

Members noted receipt of the following planning application notices: 124/03233/FU – 10 Alness Avenue: New staircase with glass balustrade to rear; enlargement of side boundary fence on both sides to rear; part raised ground level with new glass balustrade to rear; 24/03664/FU – 54 Davy Avenue: Alterations to the front garden wall.

24/101/2 - CONSULTATION RESPONSES

No consultation responses were agreed to applications 24/03233/FU – 10 Alness Avenue: New staircase with glass balustrade to rear; enlargement of side boundary fence on both sides to rear; part raised ground level with new glass balustrade to rear; 24/03664/FU – 54 Davy Avenue: Alterations to the front garden wall

24/101/3 – DECISIONS

There were no planning decisions to note.

Cllr D Brown left the meeting at 9.59pm.

24/102 – ORDER OF BUSINESS

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote and in accordance with Standing Order 10(a)(vi) to take item 24/101 (Neighbourhood Plan) after item 24/110 (Facebook).

Cllr D Brown returned to the meeting at 10.01pm.

24/103 - FACILITIES INSPECTIONS

24/103/1 – WEEKLY INSPECTIONS

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

24/104 - FACILITIES MAINTENANCE

24/104/1 – ADDITIONAL MAINTENANCE SUM

Proposed by Cllr G A Rycroft

Seconded by Cllr G E Whysall

RESOLVED by unanimous vote to approve an additional sum towards the cost of the approved maintenance of Vandicourt playground for the hire of a standpipe and use of water from the public drain.

24/105 - YLCA

24/105/1 - LEEDS BRANCH MEETING

Cllr J A Crossley and Cllr R M Czwaro gave verbal reports of the Leeds branch meeting held on Thursday 20 June.

24/105/2 – JOINT ANNUAL MEETING

Members noted that the Joint Annual Meeting was scheduled for Saturday 20 July and that Cllr R M Czwaro intended to attend.

24/106 - VERGE REWILDING

24/106/1 – PILOT SCHEME

Cllr D Brown gave an update on the verge rewilding pilot scheme. Sowing conditions had been difficult and this had affected the growth of the wildflowers. Additional seeding would be required in autumn. Mickfield Community Green Group was working on Pit Lane roundabout as part of the scheme.

24/107 - STONE BUS SHELTER

24/107/1 – QUOTATION: BREEZE BLOCKS

Members received a quotation to block up the unglazed rear window with breeze blocks and for polycarbonate panels only. Decisions to block up the unglazed windows and the appropriate method were deferred pending further information.

24/108 - GATEWAYSIGNS

24/108/1 – RECOMMENDATIONS

No recommendations were available for the style and location of the village entrance name signs.

24/109 - GARDEN VILLAGE

24/109/1 – 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.

24/110 - POTENTIAL CYCLE PATH

24/110/1 – UPDATE

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

24/111 - FACEBOOK

24/111/1 – UPDATE

Cllr P Meir was not available to give an update on the Facebook page.

24/111/2 – ITEMS TO POST

(i) Proposed by Cllr J A Crossley

Seconded by Cllr D Brown

RESOLVED by unanimous vote that the planned highways works in the Parish be posted on the Facebook page, after clarification of the improvement of Church Lane and Great North Road is received.

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that a request for support for the toddler playground is posted on the Facebook page.

24/112 – NEIGHBOURHOOD PLAN

24/112/1 – MEETING

Cllr D Brown gave a report of the neighbourhood plan meeting held on 21 June.

24/113 - REGISTRATION AND TRANSFER OF TITLE

24/113/1 – 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.

24/114 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

24/114/1 – REVISED LEASING ARRANGEMENTS

The Clerk gave 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.

24/115 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEM

The following items were raised to note:

- The improved bus service funded by the West Yorkshire mayor. Buses would run every hour, with more early morning and late evening/night runs and with a separate two-hourly service to Selby. A Sunday service would resume.

- Micklefield Regeneration Partnership had arranged the installation of a new Community Defibrillator on the outside wall of The Old Fire Station (cabinet purchased using a donation from the Parish Council)
- The Micklefielder had gone to print

The following agenda items were requested:

- To consider the use of a 'diary' system to follow up on issues
- To consider how to fund alternative glazing for the stone bus shelter
- To consider three quotations for the printing of the newsletter

24/116 – CHARITY TRUSTEE MEETING

Members noted that a meeting of the Trustee of Micklefield Recreation Ground Charity would be held on Monday 15 July 2024, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm.

24/117 - PARISH COUNCIL MEETING

Members noted that the next meeting of the Parish Council would be held on Thursday 5 September 2024, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 10.29pm.

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