

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON **THURSDAY 7 NOVEMBER 2024**

MEMBERS PRESENT: Cllr J L Auty, Cllr R M Czwaro, Cllr J A Crossley and Cllr P Meir

ALSO PRESENT: Public (2)

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

The meeting opened at 7.18pm and was chaired by the chairman, Cllr J A Crossley.

24/191 - PUBLIC FORUM

- (a) A resident thanked the Parish Council, and particularly Cllr J A Crossley, for the work that went into the planning application for the toddlers' playground.
- (b) A non-council member of the Christmas lights working group enquired about the date of the next group meeting and informed the Council that the Poppy motif light had been well received by the public.
- (c) A resident complained about problems associated with the development at the old school site, including a damaged footway and obstructive parking.

24/192 – DISCLOSURES OF PECUNIARY 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.

24/193 - APOLOGIES

24/193/1 – RECEIVED

Members received apologies for absence from Cllr D Brown, Cllr E A Robertson, Cllr G A Rycroft and Cllr G E Whysall.

24/193/2 – REASONS

No reasons for absence were approved.

24/194 – DISPENSATION REQUESTS

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

24/195 – EXCLUSION OF THE PUBLIC

No items were identified requiring the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2.

24/196 - VACANCY

24/196/1 – RESIGNATION

Members noted the resignation of Cllr Neil Duff.

(i) Proposed by Cllr R M Czwaro

Seconded by Cllr J L Auty

RESOLVED by unanimous vote that the Clerk sends a letter of thanks to Mr Neil Duff for his 19 years of service.

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

RESOLVED by unanimous vote to purchase a tankard and have the inscription 'Neil Duff thanks for 19 years of service as a Parish Councillor, Micklefield Parish Council' engraved, as a thank you gift.

24/196/2 – STATUTORY NOTICES

Members noted that statutory vacancy notices were posted in the Parish Council's noticeboards and website on Friday 25 October and that the vacancy was also announced on Facebook.

24/196/3 – VACANCY PROCEDURE

Members noted that, if no written requests to fill the vacancy by election were received from ten local government electors for the Parish by 5pm Thursday 14 November, the Parish Council would fill the vacancy by co-option and notices for the same would be posted.

24/197 – MINUTES OF THE MEETING HELD ON THURSDAY 3 OCTOBER 2024

Proposed by Cllr R M Czwarno
Seconded by Cllr P Meir

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 3 October 2024 are an accurate record. The Chairman signed the minutes for verification.

24/198 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 3 OCTOBER 2024

Members noted the following matters arising from the minutes of the meeting held on Thursday 3 October 2024:

24/164 – The reviewed policies had been updated with the date of the review and uploaded to the Parish Council's website.

24/188 – The newsletter had been edited, printed and delivered but there were concerns about the typesetting.

24/199 - FINANCE AND CORPORATE MANAGEMENT COMMITTEE

24/199/1 – MINUTES OF THE MEETING HELD ON MONDAY 17 JUNE 2024

Members noted the approved minutes of the Financial and Corporate Management Committee meeting held on Monday 17 June 2024.

24/199/2 – COMMITTEE MEMBER

Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to appoint Cllr P Meir to the Finance and Corporate Management Committee to replace Cllr N Duff.

24/200 - POLICIES

24/200/1 – DRAFT FINANCE REGULATIONS

Members received the draft Financial Regulations based on the latest NALC template.

24/200/2 – RECOMMENDATION

Members noted the Finance and Corporate Management Committee's recommendation that the Parish Council adopts the draft Financial Regulations.

24/200/3 – FINANCE REGULATIONS ADOPTION

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the adoption of the draft Financial Regulations.

24/200/4 – POLICY REVIEW

Members reviewed the following policies: Child Protection Policy, Vulnerable Adults Policy, Internal Control Policy and Grants/Donation Policy. Members noted that the Clerk was due to undertake internal control training in the new year.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the internal control policy and grants/donation policy are fit for purpose.

Members reviewed the Child Protection and Vulnerable Adult policies and agreed that they probably required changes to reflect current legislation. However, they did not have access to up-to-date versions or templates and deferred a full review to the December meeting.

24/201 - FINANCE

24/201/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the following accounts for payment:

BT - Internet and Phone Services	121.76
Staff Costs	2281.37
Northern Impression - Newsletter Printing	370.00
Blast Cleaning & Maintenance Ltd. – Waste Removal	292.42
Team Sport & Play Ltd – Vandicourt Refurbishment	6088.80
Team Sport & Play Ltd - Diamond Jubilee Play Area Repairs	1179.60
Stockeld Farm Ltd. - Christmas Trees	1152.00
Viking (Office Depot) - Ink Cartridges	76.63
ICO - Annual Data Protection Fee	35.00
Garforth Growers - Plant Bedding	168.26
Northern Impressions Ltd. - Printing	69.36
Lumby Garden Centre - Plants and Gardening Equipment	234.81
YLCA - Training Webinar x 2	70.00
TOTAL	12,140.01

24/201/2 – BUDGET UPDATE

Members received a budget update to 3 October 2024.

24/201/3 – BANK RECONCILIATIONS

Members received bank reconciliations to 30 September and 31 October 2024 for each of the following accounts: Co-operative Bank Current Account, Unity Trust Current Account, and Unity Trust Instant Access Account.

24/202 - CRIME

24/202/1 – FIGURES

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

24/203 - CORRESPONDENCE

24/203/1 – RECEIVED

Members noted correspondence received.

24/204 - NEW TODDLERS' PLAY ZONE

24/204/1 – PLANNING APPLICATION

Cllr J A Crossley gave an update on the planning application submitted on 20 June. The application had been approved with conditions. Cllr J A Crossley was in the process of filling in a grant application form for FCC funding. The deadline for submission was 20 November.

24/205 - COMMUNITY INFRASTRUCTURE LEVY (CIL)

24/205/1 – STRATEGY GROUP

There had not been a strategy group meeting. The next one was arranged.

24/205/2 – FOOTBALL PITCH FENCE

Cllr P Meir gave an update on the football perimeter fence project.

24/206 - RECREATION GROUND: BIO-DIVERSITY

24/206/1 – ENHANCEMENT SCHEME UPDATE

Cllr J A Crossley gave an update. The Clerk reported that the purchase order for the approved tree works had been drawn up.

24/207 - CHRISTMAS TREES AND LIGHTS

24/207/1 – CHRISTMAS TREES

The Clerk reported that the Christmas trees had been installed. She would contact Leeds Lights to arrange the installation of the tree lights.

24/207/2 – LIGHTS

Members noted the installation of 7no. sensor units, 21no. 3D motif lights and 1no. 2D poppy memorial light.

24/208 - TRANSPORT WORKS ORDER

24/208/1 – INSPECTOR'S REPORT

Members noted the Inspector's report arising from the public inquiry into The Network Rail (Leeds to Micklefield Enhancements) Order.

24/208/2 – ORDER APPROVAL

Members noted that the Secretary of State had granted the order with modifications.

24/208/3 – LISTED PLANNING CONSENT

Members noted that the Secretary of State had granted listed planning consent for the demolition of Ridge Road overbridge and the erection of a new bridge in its place.

24/208/4 – PECKFIELD LEVEL CROSSING MITIGATION

Members noted that the Secretary of State was satisfied with the Inspector's recommendations regarding mitigation measures for the closure of Peckfield level crossing i.e. to create a footpath from the existing bridleway through the recreation ground near its southern perimeter to Great North Road.

24/208/5 – BRIDLEWAY PROPOSALS

Members noted that Network Rail's proposal to extend the bridleway through Micklefield recreation ground and various objectors' requests for a pedestrian bridge in place of Peckfield level crossing were not recommended or approved.

24/209 - PLANNING AND DEVELOPMENT CONTROL

24/209/1 – APPLICATION NOTICES

Members noted that no planning application notices had been received.

24/209/2 – DECISIONS

Members noted the following planning decision: 24/03578/FU – Toddler playground in Micklefield Recreation Ground.

24/210 - HIGHWAYS AND FOOTPATHS

24/210/1 – FOOTPATH NO. 6

Cllr J A Crossley reported that 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. However, he gave an update on the blocking, and subsequent unblocking, of footpath no. 12.

24/211 - STONE BUS SHELTER

24/211/1 – REAR WINDOWS

Members noted the installation of two new bespoke rear windows.

24/212 - MISCELLANEOUS ITEMS

24/212/1 – ONGOING ISSUES

Members received updates on the following ongoing issues and previously agreed actions:

- (i) Road Junction – Church Lane w/A646 Ridge Road – safety concerns
There had been a meeting with ward council members and highways officers. There had been numerous follow ups. Members noted that 50mph signs, which had been requested by the Parish Council, had been installed with camera monitoring signs
- (ii) Footpath no. 3 – East from Great North Road – safety concerns due to general vehicular use of private road

Cllr J A Crossley had written to LCC

- (iii) Extension of the double yellow lines at the north end of Prospect Terrace opposite the bus stop
The Clerk had contacted LCC and had a meeting with two highways officers, who agreed to try and put the lines on the original (Pit Lane) TRO, or create a new TRO if this was not possible. The Pit Lane TRO had been completed, not allowing an alteration to include extending yellow lines. Furthermore, traffic management, which regularly monitored speeds on the road, had recorded speed reduction in the area and did not want the yellow lines to be extended, as speeds may increase.

- (iv) Double yellow lines near entrance to Radford Meadow from Church Lane – visibility concerns due to parking on Church Lane

The Parish Council had been advised that it would be added to the Pit Lane TRO. However, work relating to the Pit Lane TRO had been completed and no double yellow lines had been applied. The

Clerk would contact LCC for an update. She reported that members of the public could request road markings via a form on Leeds City Council's website.

(v) 'No Through Road' signs on Pit Lane

The Clerk has contacted LCC to request

(vi) Deterioration of Land near Garden Village steps

The Clerk had contacted LCC Highways, who passed it to LCC Housing. There had been no response from LCC Housing and the Clerk would make further inquiries.

(vii) Two new noticeboards

The Parish Council had agreed the purchase and locations

(viii) Claimed footpath from St Mary's Walk to Radford Meadows

Cllr E A Robertson had spoken to the site manager on several occasions - hard core had been laid on the path. Cllr J A Crossley had contacted Leeds City Council planning services to query the alignment of the footpath. Cllr J A Crossley reported that works to make the footpath usable would be undertaken by LCC Parks. A footpath connecting the development to Churchville Terrace would also be created by LCC Parks.

(ix) Dead Tree on Great North Road (double bend)

The Parish Council had agreed to its removal. In the interim, it had been removed by the neighbouring developer and the item was considered to be completed

24/213 - FACILITIES INSPECTIONS

24/213/1 – WEEKLY INSPECTIONS

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

24/213/2 – ANNUAL PLAY INSPECTIONS

Members noted that a purchase order for the annual play inspections was sent on 22 October.

24/214 - FACILITIES MAINTENANCE

24/214/1 – REMEDIAL WORKS

Members noted the completion of the remedial works approved for Vandicourt Infants' Playground and Diamond Jubilee Play Area.

24/214/2 – WASTE BINS: WASTE BUILD-UP

Members noted that the bins in the recreation ground were collecting sludge and impacted waste that was difficult to remove conventionally.

24/214/3 – WASTE BINS: CLEANING

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the jetwashing of the bins in the recreation ground.

24/214/4 – MAINTENANCE

Members received an update on the repair of cracks and chips in the skate park. The Clerk had contacted a different contractor for a quotation. There was no update on the re-siting of the bin in Vandicourt greenspace to a location near the western perimeter of the skate park.

24/215 - YLCA

24/215/1 – LEEDS BRANCH MEETING

Members received a verbal report of the YLCA Leeds branch meeting held on Tuesday 15 October from Cllr J A Crossley and Cllr R M Czwarno, who had attended. The branches were to be consolidated into one and would meet once a year from June 2026, due to financial constraints.

24/216 - NEIGHBOURHOOD PLAN

24/216/1 – UPDATE

Cllr P Meir gave an update on the neighbourhood plan group meeting.

24/217 - VERGE REWILDING

24/217/1 – UPDATE

Cllr J A Crossley gave an update on the verge rewilding pilot scheme. Turf removal on Garden Village banking had been undertaken to create the new wildflower area.

24/218 - GATEWAYSIGNS

24/218/1 – RECOMMENDATIONS

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

24/219 - GARDEN VILLAGE

24/219/1 – 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.

24/220 - POTENTIAL CYCLE PATH

24/220/1 – UPDATE

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

24/221 - FACEBOOK

24/221/1 – UPDATE

Cllr P Meir gave an update on the Facebook page. The following items had been posted: the council member vacancy and the installation of the remembrance poppy motif and Christmas lights.

24/221/2 – ITEMS TO POST

Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to post the approval of the planning application for the toddlers' playground in the recreation ground on the Facebook page.

24/222 - REGISTRATION AND TRANSFER OF TITLE

24/222/1 – 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.

24/223 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

24/233/1 – 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. The landowner had not received the Parish Council's letter, so she had sent it by email to an address provided by the company.

24/224 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following items were raised to note:

- NALC had approved a 5% increase in its membership fee
- Network Rail had published its calendar of developments in Micklefield

The following agenda item was requested:

- To choose a noticeboard design

24/225 – MICKLEFIELD RECREATION GROUND CHARITY TRUSTEE

Members noted that a meeting of the Trustee of Micklefield Recreation Ground Charity would be held on Monday 25 November 2024, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm.

24/226 – PARISH COUNCIL MEETING

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

The meeting closed at 10.12pm.

Signed: (Chairman)

Date:

Joanne Hebden
Clerk to the Council
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