

MICKLEFIELD PARISH COUNCIL

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

Thursday 7th December 2023, 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: 1st December 2023

AGENDA

23/217 To receive questions and comments from members of the public (PUBLIC FORUM)

23/218 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

23/219 APOLOGIES

/1 To receive apologies for absence

/2 To approve reasons for absence

23/220 To consider dispensation requests received by the Clerk prior to the meeting

23/221 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

23/222 To approve the minutes of the meeting held on Thursday 2 November 2023 (attached)

23/223 To note matters arising from the minutes of the meeting held on Thursday 2 November 2023

23/224 To approve the minutes of the extraordinary meeting held on Monday 20 November 2023 (attached)

23/225 To note matters arising from the minutes of the meeting held on Monday 20 November 2023

23/226 POLICY REVIEW

/1 To review the Information and Data Protection Policy (sent by email)

/2 To review the Training Policy (sent by email)

23/227 ANNUAL PLAN

/1 To note the last approved version of the Parish Council's Annual Plan (attached)

/2 To note the information received from the Parochial Church Council regarding the grass cutting in the Churchyard

/3 To approve adding to the 2024-25 Annual Plan "Support the provision of a structured and sustainable grass cutting regime in Micklefield Churchyard"

/4 To note the information received from Micklefield Scouts regarding the use of the internet in Micklefield Youth and Adult Centre (attached)

/5 To note that mobile Wi-Fi can provide a wireless internet connection in place of fixed line fibre broadband

/6 To consider amending for the 2024-25 Annual Plan the aim 'to continue to arrange the provision of the fibre broadband internet service and Wi-Fi at Micklefield Youth and Adult Centre' by the removal of 'fibre'

/7 To consider any other revisions to the Annual Plan that may be appropriate for 2024-25

/8 To receive an update on the aspiration to provide additional hanging baskets over and above the long-standing 34 hanging baskets each summer.

23/228 COMMUNITY INFRASTRUCTURE LEVY (CIL)

/1 To receive the Minutes of the Strategy Group meeting held on Thursday 16th November

/2 To consider any recommendations from the Strategy Group with regard to the Toddlers Playground scheme

/3 To approve applying for a grant from the FCC Community Fund towards the Toddlers Playground scheme

/4 To receive updates on the other approved CIL projects, viz: seats, path improvements, wildflower/tree planting, increased sports/play and recreation ground improvements

23/229 FINANCE

/1 To approve the accounts for payment (attached)

/2 To note a bank reconciliation to 30 November 2023

/3 To note a budget update to 24 November 2023 (attached)

/4 To receive an update on the 35 day access account

/5 To receive an update on the 1 year Business Savings Bond

/6 To note receipt of £60,817.92 of CIL payment (information attached)

23/230 To note crime figures for November (supplied by East Leeds NPT) (attached)

23/231 To note correspondence received (list attached)

23/232 GROUNDS MAINTENANCE

/1 To note that the current contract for the maintenance of Micklefield Recreation Ground and Vandicourt greenspace expires on 31 December 2023 (purchase order attached)

/2 To approve an extension to the contract with Aire and Calder Ltd. for the grounds maintenance until 31 December 2024

/3 To note the current value of the contract is £18,281.16 (ex VAT)

/4 To note the provision in the Schedule of Bills and Quantities that 'the Parish Council may wish to extend the Contract on an annual basis for up to three further years up to 31st December 2026, using rates negotiated in November of each successive year and based on the rate of inflation as at 31st October'

/5 To note that the published CPIH rate for October 2023 was 4.7%

/6 To agree that the grounds maintenance contract increases by 4.7% to £19,140.37 (ex VAT)

23/233 SHRUB MAINTENANCE

/1 To note that the current contract for the maintenance of the shrub beds at milestone banking and Garden Village banking expires on 31 December 2023

/2 To approve that Aire and Calder Ltd. continues the annual maintenance of the shrub beds at Milestone Banking and Garden Village banking until 31 December 2024

/3 To note that the current value of the contract is £1134.28 (ex VAT)

/4 To note that the previous contract increased in value by the published CPIH rate for October 2022

/5 To note that the published CPIH rate for October 2023 was 4.7%

/6 To agree that the annual shrub maintenance contract increases by 4.7% to £1,187.59

23/234 SUBSCRIPTIONS

/1 To approve the renewal of the Clerk's annual membership to the Society of Local Council Clerks at a cost of £188.00

23/235 REGISTRATION AND TRANSFER OF TITLE

/1 To authorise the Chairman to sign a statutory declaration confirming that the land previously registered with Land Registry by Ashdale Land and Property Co belongs to Micklefield Parish Council as part of Micklefield Recreation Ground Charity

/2 to note that the signing of the statement will need to be witnessed by a solicitor

23/236 NETWORK RAIL (MICKLEFIELD TO LEEDS ENHANCEMENTS) ORDER

/1 To note that a pre-inquiry meeting scheduled to be held on Monday 11 December 2023 to discuss the practical arrangements for the Inquiry, to set an Inquiry programme and to clarify the scope of the Inquiry has been postponed to allow time for related consents administered by the Department for Levelling Up, Housing and Communities (DLUHC) to align with the TWA process so a joint Inquiry can be heard.

23/237 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 address the lack of a 'No Through Road' sign and speed advisory signs on Pit Lane

23/238 GATEWAYSIGNS

/1 To approve the installation of three village name signs at the three village entrances

/2 To consider recommendations for the style and location of the name signs

23/239 WILDFLOWER/SHRUB PLANTING

/1 To receive an update on Section 1 works

23/240 NEIGHBOURHOOD PLAN

/1 To receive an update on the formation of a Neighbourhood Plan Forum

23/241 VERGE REWILDING PILOT SCHEME

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

23/242 PLANNING AND DEVELOPMENT CONTROL

/1 To note planning application notices received:

/2 To note planning decisions:

23/243 MILESTONE BANKING

/1 To receive an update on procurement of quotations for the approved repairs

23/244 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

23/245 POTENTIAL CYCLE PATH

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

23/246 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)

23/247 FACILITIES MAINTENANCE

/1 To receive an update on the following remedial and maintenance works:

- (i) the refurbishment of the springy rocker and multi play unit (rubbing down and treating the rust and repainting)**
- (ii) the repair of the cracks and chips on the skate park surface**
- (iii) the re-siting of the bin in Vandicourt greenspace to a location near the western perimeter of the skate park**

23/248 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

23/249 FACEBOOK

/1 To receive an update on the Facebook page

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

23/250 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

23/251 To receive for consideration a complaint regarding the location of a 3D wraparound motif (information attached)

23/252 Items for discussion and requests for agenda items (FOR INFORMATION ONLY)

23/253 To note that the next meeting of the Parish Council will be held on Thursday 4 January 2024, at Churchville House, Churchville Drive, to commence at 7.15pm

Joanne Hebden
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Micklefield Parish Council

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