

MICKLEFIELD PARISH COUNCIL

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

Thursday 11th May 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: 5th May 2023

AGENDA

23/01 To elect the Chairman of Micklefield Parish Council

23/02 To receive members' Declarations of Acceptance of Office and the Chairman's Declaration of Acceptance of Office or agree such a date that they shall be received

23/03 To receive questions and comments from members of the public (PUBLIC FORUM)

23/04 MEMBERS' INTERESTS

/1 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 Members' Code of Conduct paras 10-14

/2 To note that each member must review his/her Register of Interests, make amendments where necessary or mark the register as unchanged

23/05 APOLOGIES

/1 To receive apologies for absence

/2 To approve reasons for absence

23/06 To consider dispensation requests received by the Clerk prior to the meeting

23/07 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

23/08 GENERAL POWER OF COMPETENCE

/1 To note that to qualify to use the General Power of Competence the Parish Council must fill three quarters of its seats with elected members and the Clerk must hold the applicable qualification

/2 To confirm that the Parish Council satisfies the requirements and continues to qualify to use the General Power of Competence

23/09 To inspect the Parish Council's legal documents (list attached)

23/10 To confirm the Parish Council's assets (register attached)

23/11 To elect the Vice-Chairman

23/12 To elect the Treasurer

23/13 To appoint the members of the Finance and Corporate Management Committee

23/14 To confirm the Parish Council's working groups (list attached)

23/15 To confirm the members of the Parish Council's working groups (list attached)

23/16 To confirm the co-ordinators of the Parish Council's working groups (list attached)

23/17 To appoint (a) representative(s) to YLCA Leeds Branch

23/18 To appoint (a) representative(s) to the Peckfield Landfill Site Liaison Committee

23/19 To appoint a (a) representative(s) to the Hook Moor Liaison Committee

23/20 POLICY REVIEW

/1 To review the Parish Council's policy documents

23/21 ANNUAL AUDIT 2022/23

/1 To note the detailed receipts and payments report, including budget variance and percentage of budget spent for the financial year ending 31 March 2023 (attached)

/2 To note the annual budget report for the financial year ending 31 March 2023 (attached)

/3 To note a bank reconciliation for the financial year ending 31 March 2023 (attached)

/4 To note the prepaid debit card year end reconciliation for the financial year ending 31 March 2023 (attached)

/5 To note the Annual Internal Audit Report for 2022/23 on page 4 of the Annual Governance and Accountability Return 2022/23 (attached)

/6 To approve Section 1 – Annual Governance Statement 2022/23 for Micklefield Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22 (attached)

/7 To approve Section 2 – Accounting Statements 2022/23 for Micklefield Parish Council on page 6 of the annual Governance and Accountability Return 2022/23 (attached)

/8 To approve the publication of documents required by Accounts and Audit Regulations 2015, Local Audit (Smaller Authorities) Regulations 2015 (SI 2015/184), and the Transparency Code for Smaller Authorities

/9 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)

/10 To note that Yorkshire Internal Audit Services will no longer be undertaking audit services commencing with the 2023/24 financial year (information attached)

23/22 To approve the minutes of the meeting held on Thursday 6 April 2023 (attached)

23/23 To note matters arising from the minutes of the meeting held on Thursday 6 April 2023 FOR INFORMATION ONLY

23/24 SUBSCRIPTION

/1 To approve the renewal of the Parish Council's annual subscription to YLCA at a cost of £600.00

23/25 FINANCE

/1 To approve the accounts for payment (attached)

/2 To note that the parish precept and LCTS grant were paid into the Parish Council's account on 1 April 2022 (information attached)

/3 To note that a VAT reclaim of £7,431.85 for the period 1 April 2022 to 31 March 2023 was submitted to HMRC on 18 April 2023

/4 To receive an update on opening two accounts for the CIL funds

/5 To note the receipt of £61,117.64 of CIL monies (information attached)

/6 To consider the distribution of the restricted donation given to Micklefield Parish Council by the defunct Micklefield Bowling Club and the ex-bowling club members' preferred use

23/26 PENSION

/1 To note that the Parish Council has made its triennial re-declaration of compliance to the Pensions Regulator

/2 To note that the Parish Council's contribution rate for the financial year ending 31 March 2024 is 16.9% (information attached)

23/27 PROW MAINTENANCE

/1 To approve the appointment of a contractor to undertake the annual cutting of the Public Rights of Way

/2 To note the end of year Community Paths Partnership account

23/28 CRIME

/1 To note crime figures for April (supplied by East Leeds NPT)

23/29 To note correspondence received (list attached)

23/30 CIL CONSULTATIONS

/1 To consider the recommendations of the CIL strategy group

23/31 HIGHWAYS AND FOOTPATHS

/1 To receive an update on the condition of the path that runs from footpath no. 11 (behind Grange Farm Court) to the settling pond near footpath no. 2

/2 To address the problems with 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

23/32 PECKFIELD LEVEL CROSSING

/1 To note the revised proposals to mitigate the closure of Peckfield level crossing (attached)

/2 To agree the Parish Council's consultation response to the revised proposals

23/33 PECKFIELD LANDFILL SITE

/1 To note that a meeting of Peckfield Landfill Site Liaison Committee was held on Tuesday 21 March and receive a report from the Parish Council's representatives

23/34 PLANNING AND DEVELOPMENT CONTROL

/1 To note planning application notices received: 23/02375/FU – 13 Haver Drive: Conversion of Garage to Habitable Room; 23/01444/FU - 12 Grange Farm Court: Outbuilding to rear

/2 To note planning decisions:

/3 To agree a consultation response to application 23/02375/FU – 13 Haver Drive: conversion of Garage to Habitable Room

/4 To consider making the development of a neighbourhood plan a standing item on the agenda

23/35 FACEBOOK

/1 To receive an update on the Facebook page

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

23/36 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

23/37 POTENTIAL CYCLE PATH

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

23/38 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)

23/39 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

23/40 GATEWAY STONES

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

/2 To receive an update on the refurbishing of the Gateway Stones

23/41 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

23/42 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

23/43 Items for discussion and requests for agenda items (FOR INFORMATION ONLY)

23/44 To note that the Annual Meeting of the Trustee will be held on Monday 15 May 2023, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm

23/45 To note that the next meeting of the Parish Council will be held on Thursday 8 June 2023, at Churchville House, Churchville Drive, to commence at 7.15pm

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Clerk to the Council
Micklefield Parish Council

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