

# **MICKLEFIELD PARISH COUNCIL**

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

Thursday 11<sup>th</sup> July 2024, 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: 5<sup>th</sup> July 2024

## **AGENDA**

**24/78** To receive questions and comments from members of the public (PUBLIC FORUM)

**24/79** 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

### **24/80 APOLOGIES**

/1 To receive apologies for absence

/2 To approve reasons for absence

**24/81** To consider dispensation requests received by the Clerk prior to the meeting

**24/82** 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

**24/83** To approve the minutes of the meeting held on Thursday 6 June 2024 (attached)

**24/84** To note matters arising from the minutes of the meeting held on Thursday 6 June 2024 FOR INFORMATION ONLY

### **24/85 INTERNAL AUDIT RECOMMENDATIONS**

/1 To receive 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 and consider the recommendation for approval

/2 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

/3 To ratify the Finance and Corporate Management Committee's decision that the Christmas lights control equipment constitutes a Parish Council asset

### **24/86 POLICY REVIEW**

/1 To review the Internal Control Policy

/2 To review the Model Publication Scheme

### **24/87 FINANCE**

/1 To approve the accounts for payment (attached)

/2 To receive a budget update to 25 June 2024 (attached)

/3 To receive a bank reconciliation to 31 May 2024

/4 To note Micklefield in Bloom expenditure for the financial year ending 31 March 2024

/5 To note the receipt of a VAT reclaim of £12,690.90 for the financial year ending 31 March

2024

/6 To approve the payment of tax and NI to HMRC by variable direct debit

/7 To receive an update on the opening of an additional account with Unity

/8 To approve the removal of redundant signatories from the current account

**24/88** To note crime figures for June (supplied by East Leeds NPT)

**24/89** To note correspondence received (list attached)

### **24/90 NEW TODDLERS' PLAY ZONE**

/1 To note and receive an update on the planning application submitted on 20 June

### **24/91 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

/1 To receive feedback from the strategy group meeting

/2 To receive an update on the football perimeter fence project

/3 To receive updates on the other approved CIL projects, viz: seats and path improvements

**/4 To consider asking Leeds City Council to undertake a survey of Micklefield Youth and Adult Centre**

**24/92 RECREATION GROUND: BIO-DIVERSITY**

**/1 To note that the section 2 and 3 snowberry removal was only partially successful and the hedgerow cannot be planted until the shrub is completely removed**

**/2 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**

**/3 To receive a quotation from the original works contractor for the removal and spraying of the snowberry and approve that the same contractor undertakes the approved works (quotation attached)**

**24/93 RECREATION GROUND: TREES**

**/1 To note that three ash trees in the recreation ground perimeter tree line are showing signs of ash dieback**

**/2 To approve the removal of three ash trees with signs of ash dieback to help prevent the disease spreading**

**/3 To receive a quotation for the removal of the three ash trees with ash dieback (attached)**

**/4 To consider waiving 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**

**24/94 MILESTONE BANKING**

**/1 To note the completion of the renovation works**

**/2 To approve the supply and planting of 80no. Spurium Elizabeth Red carpet and compost as required at a cost of £750.00**

**/3 To approve seeking the advice of a stonemason for a method to repair the setts**

**24/95 PECKFIELD LANDFILL SITE**

**/1 To receive an update on the Parish Council's approach to public media**

**24/96 RIDGE ROAD BIOGAS FACILITY**

**/1 To note that Ridge Road Energy, the operator of the Ridge Road biogas facility (anaerobic digester), has 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 (information attached)**

**/2 To consider which projects may be suitable for funding**

**24/97 INTERNET PROVISION**

**/1 To receive a proposal from BT to supply fixed broadband internet to The Old Fire Station (for 3 or 6 years) (attached)**

**/2 To receive an alternative proposal for mobile broadband in The Old Fire Station (attached)**

**/3 To decide the most appropriate broadband provision for The Old Fire Station**

**24/98 ALLOTMENTS**

**/1 To note the provisions of the Small Holdings and Allotments Act 1908, section 23(1)&(2)**

**/2 To consider a request that the Parish Council provides allotments (attached)**

**24/99 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 receive the Local Roads Planned Highway Maintenance Programme 2025/26 to 2029/30 for the Kippax and Methley ward and agree a consultation response (programme attached)**

**24/100 PLANNING AND DEVELOPMENT CONTROL**

**/1 To note planning application notices received: 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**

**/2 To agree a consultation response 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**

**/3 To note planning decisions:**

**24/101 NEIGHBOURHOOD PLAN**

**/1 To receive a report from the neighbourhood plan meeting held on 21 June**

**24/102 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)**

**24/103 FACILITIES MAINTENANCE**

/1 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 (information attached)

**24/104 YLCA**

/1 To receive a verbal report of the Leeds branch meeting held on Thursday 20 June

/2 To note that the Joint Annual Meeting is scheduled for Saturday 20 July

**24/105 VERGE REWILDING**

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

**24/106 STONE BUS SHELTER**

/1 To receive a quotation to block up the unglazed rear window with breeze blocks (attached)

/2 To approve blocking up the unglazed rear windows in the stone bus shelter to protect users from inclement weather

/3 To approve a method to block up the rear unglazed windows

**24/107 GATEWAYSIGNS**

/1 To consider recommendations for the style and location of the village entrance name signs

**24/108 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

**24/109 POTENTIAL CYCLE PATH**

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

**24/110 FACEBOOK**

/1 To receive an update on the Facebook page

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

**24/111 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

**24/112 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

**24/113 Items for discussion and requests for agenda items (FOR INFORMATION ONLY)**

**24/114** To note that a meeting of the Trustee of Micklefield Recreation Ground Charity will 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

**24/115** To note that the next meeting of the Parish Council will be held on Thursday 5 September 2024, 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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