

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 1 FEBRUARY 2024

MEMBERS PRESENT: Cllr J L Auty, Cllr D Brown, Cllr J A Crossley, Cllr R M Czwaro, Cllr P Meir, 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 opened at 7.18pm and was chaired by J A Crossley, Chairman.

23/288 - PUBLIC FORUM

- (a) A resident reported that some of the filled pot-holes were breaking down again. *Cllr P Meir would report the problem at the ward councillors' surgery.*
- (b) A resident enquired about footpath no. 3. *Cllr J A Crossley reported that there had been no update on the unauthorised vehicular use of footpath no. 3.*
- (c) A resident asked if the Parish Council had identified a suitable material to put in the window frames in the stone bus shelter. *Cllr J A Crossley confirmed that it had not.*

23/289 – DISCLOSURE OF INTERESTS

The following non-pecuniary significant interests were disclosed for the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 – 9:

<u>MEMBER</u>	<u>AGENDA ITEM</u>	<u>REASON</u>
Cllr D Brown	23/301/1 (PCC Grant request)	Spouse is church warden
Cllr J L Auty	23/301/2 (MRP Grant request)	Chair of Micklefield Regeneration Partnership
Cllr J A Crossley	23/301/2 (MRP Grant request)	Treasurer of Micklefield Regeneration Partnership

23/290 - APOLOGIES

23/290/1 – RECEIPT

Members receive apologies for absence from Cllr N Duff and Cllr E A Robertson.

23/290/2 – REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwaro

RESOLVED by unanimous vote to approve Cllr N Duff's and Cllr E A Robertson's reasons for absence.

23/291 – DISPENSATION REQUESTS

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

23/292 – 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, and the reason for exclusion.

23/293 – MINUTES OF THE MEETING HELD ON THURSDAY 4 JANUARY 2024

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 4 January 2024 are an accurate record. The Chairman signed the minutes for verification.

23/294 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 4 JANUARY 2024

23/254(a) – The Parish Council had held an extraordinary meeting to address the resident’s concerns with odours.

23/254(c) – Cllr J A Crossley had examined the Gateway Stone on Church Lane and confirmed the reported damage. He would seek a price for the touch up required.

23/295 – MINUTES OF THE EXTRAORDINARY MEETING HELD ON THURSDAY 18 JANUARY 2024

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote that the minutes of the extraordinary meeting held on Thursday 18 January 2024 are an accurate record. The Chairman signed the minutes for verification.

23/296 – MATTERS ARISING FROM THE EXTRAORDINARY MEETING HELD ON THURSDAY 18 JANUARY 2024

Members noted the following matters arising from the minutes of the extraordinary meeting held on Thursday 18 January 2024:

24/X4 – The email to Cllr Harland had been drafted ready for sending.

24/X8 – Cllr J A Crossley reported that Cllr E A Robertson had researched the history of the site and previous action taken to resolve problems.

23/297 - BUDGET AND PRECEPT

23/297/1 – TAX BASE

Members noted that Leeds City Council had confirmed the indicative tax base for Micklefield at a meeting of the full council held on 17 January 2024.

23/297/2 - PRECEPT

Members noted that the precept request was submitted to Leeds City Council on 22 January.

23/297/3 – CLERK’S DELEGATED BUDGET

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the following clerk’s delegated budget for the financial year ending 31 March 2025:

Staff Expenses	£150.00
Establishment Charges	£2,600.00
Conference/Seminars	£400.00
Training	£400.00
Waste Disposal Skips	£1,190.00
Micklefielder Newsletter	£1,728.00
Micklefield in Bloom (2024)	£2000.00
Micklefield in Bloom (2025)	£1,200.00
Development Control	£100.00
Tree Replacement/Maintenance	£1000.00
Recreation Ground	£2,600.00
Asset Maintenance	£1,000.00

Play Equipment Inspections	£375.00
Environmental Improvements	£250.00
Public Rights of Way	£1,400.00
Vandicourt Greenspace	£500.00
First Registration of Title	£200.00

23/298 - FINANCE

23/298/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

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

BT - Internet and Phone Services	119.88
Staff Costs	1,954.81
Blast Cleaning & Maintenance Ltd. – Waste Removal	292.42
Northern Impression – Printing	95.40
Collaborative Learning Trust – Newsletter Printing	583.68
Leeds City Council - Autumn Plant Bedding	30.00

TOTAL	3,076.19
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The Chairman and Treasurer signed the payments schedule for verification.

23/298/2 – INTERNAL AUDIT

The Clerk reported that she had tried to find another Parish Council internal auditor but the only other one offering services in Yorkshire seemed to have ceased operating.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that Internal Audit Yorkshire undertakes the internal audit of the Parish Council's accounts for the financial year ending 31 March 2024 at a cost of £495.00.

23/298/3 – BANK RECONCILIATION

Members noted a bank reconciliation to 31 December 2023.

23/298/4 – BUDGET UPDATE

Members noted a budget update to 17 January 2024.

23/299 – CRIME

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

23/300 – CORRESPONDENCE

Members noted correspondence received.

23/301 - GRANT REQUESTS

23/301/1 – MICKLEFIELD PCC

Members considered an application from Micklefield PCC for a grant of £2592.00 towards the cost of the maintenance of the churchyard. The application included a map of the land to be maintained, copies of three quotations received for the work and the latest bank statement and set of accounts. Members noted that pursuant to the provisions of the Local Government Act 1972, s214, Parish Councils could contribute to the cost of maintaining a churchyard.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve a grant of £2592.00 to Micklefield Parochial Church Council towards the cost of the maintenance of the churchyard of St Mary the Virgin, Micklefield.
Cllr D Brown abstained from the vote.

23/301/2 – MICKLEFIELD REGENERATION PARTNERSHIP

Members considered an application from Micklefield Regeneration Partnership, which included a recent bank statement, for a grant of £800.00 towards the cost of purchasing and installing a community defibrillator access box. Members noted that pursuant to the provisions of the Localism Act 2011, s1 (otherwise known as the General Power of Competence) the Parish Council could contribute to such costs.

Proposed by Cllr G E Whysall

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve a grant of £800.00 to Micklefield Regeneration Partnership towards the cost of purchasing and installing a community defibrillator access box.

23/302 - WEBSITE

23/302/1 – CESSATION OF SERVICE

Members noted that 2Commune Ltd. would not be able to supply website technology after 31 March 2024 due to an ongoing dispute with the website software provider and that the Parish Council would need to find an alternative provider.

23/302/2 – DOMAINS AND EMAIL ACCOUNTS

Members noted that 2Commune Ltd. intended to continue to supply domains and email accounts.

23/302/3 – YLCA ADVICE

Members noted YLCA advice regarding the cessation of 2Commune Ltd.'s provision of websites.

23/302/4 – CURRENT CONTRACT

Members noted that the Parish Council's current contract with 2Commune Ltd for website provision would terminate on 31 March 2024.

23/302/5 – SOFTWARE PROVIDER

Members noted that the website software provider had offered to continue to host websites currently supplied by 2Commune Ltd. at the same price via a direct contract.

23/302/6 – ALTERNATIVE SUPPLIER

Members noted an example quotation for the provision of a new website by an alternative supplier. Members also noted that a new website would require all the current information stored on the existing website to be uploaded to the new one, which would require additional training.

23/302/7 – NEW SERVICE

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to content with the current website via a direct contract with software provider, Cuttlefish Multimedia.

23/303 – ORDER OF BUSINESS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote and in accordance with Standing Order 10(a)vi, to change the order of business of the agenda by moving item 23/303 (Community Infrastructure Levy) to after item 23/313 (Planning and Development Control).

23/304 - NETWORK RAIL (MICKLEFIELD TO LEEDS ENHANCEMENTS) ORDER

23/304/1 – PRE-INQUIRY MEETING

Cllr J A Crossley had attended the pre-inquiry meeting held on Friday 12 January 2024 as the Parish Council's representative and gave a report. He was surprised to learn that the Inspector had not received the Parish Council's Statement of Case.

23/304/2 – INQUIRY

Members noted that the inquiry was scheduled to begin on Tuesday 27 February 2024 at 10am. Cllr J A Crossley was the Parish Council's appointed representative to speak on behalf of the Parish Council.

23/305 - YLCA

23/305/1 – LEEDS BRANCH MEETING

Members noted that a YLCA Leeds branch meeting was scheduled for Thursday 22 February and would be held via Zoom, at 7pm.

23/306 - HIGHWAYS AND FOOTPATHS

23/306/1 – FOOTPATH NO. 6

Cllr J A Crossley reported that he had not received a further 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.

23/306/2 – PIT LANE ROAD SIGNS

Proposed by Cllr G E Whysall

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to request the installation of two cul-de-sac 'No Through Road' signs: one before the roundabout on Pit Lane and one before the pull-in spot at the entrance to the field entrance.

23/307 - ANNUAL PLAY INSPECTIONS

23/307/1 – INTRODUCTION

Members noted the 2023 Annual Inspection Introduction.

23/307/2 – REPORTS

Members noted the annual inspection reports for Micklefield Skate Park, Diamond Jubilee Play Area (including the MUGA) and Vandicourt Infants' Playground.

23/308 - PECKFIELD LANDFILL SITE

23/308/1 – LIAISON COMMITTEE

Members noted the draft minutes of the meeting of Peckfield Landfill Site Liaison Committee held on Tuesday 16 January 2024. They noted that some portions of the minutes were based on a written report submitted by a committee member, rather than his attendance at the meeting.

23/309 - GATEWAYSIGNS

23/309/1 – RECOMMENDATIONS

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

23/310 - REGISTRATION AND TRANSFER OF TITLE

23/310/1 – 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

23/311 - NEIGHBOURHOOD PLAN

23/311/1 – FORUM

Cllr D Brown and Cllr P Meir reported that they were arranging a public event to be held on Friday 3 May to publicise the formation of a Neighbourhood Plan Forum and encourage residents to join. They had also formed a WhatsApp group to keep existing prospective members informed.

23/312/1 – VERGE REWILDING

Cllr D Brown gave an update on the verge rewilding pilot scheme. Due to insufficient volunteers to undertake the physical labour, Phase 1 had been split into two (Phase 1a and Phase 1b) to be carried out at different times. The amount of work required to be done at Garden Village banking would need a contractor, so more funding was needed.

23/313 - PLANNING AND DEVELOPMENT CONTROL

23/313/1 – APPLICATION NOTICES

Members noted that no planning application notices had been received.

23/313/2 – DECISIONS

Members noted no planning decisions had been received.

23/314 - COMMUNITY INFRASTRUCTURE LEVY (CIL)

23/314/1 – TODDLER PLAYGROUND

Members noted the minutes of the Strategy Group Meeting held on 22 January. Cllr G E Whysall gave an update on the toddler playground scheme. Public consultation was underway with the pupils of Micklefield C of E Primary Academy. There would be an extraordinary meeting of the Parish Council on Monday 19 February to approve the details of the design and approve a bid for funding.

23/314/2 – OTHER PROJECTS

There was no update on the seats and path improvements. Cllr D Brown gave an update on the wildflower/tree planting (300 tree whips had been planted) and Cllr P Meir reported that a potential contractor was willing to supply a sample of football perimeter fencing.

23/315 - MILESTONE BANKING

23/315/1 – QUOTATIONS

The procurement of quotations for the approved repairs was ongoing.

23/316 - GARDEN VILLAGE

23/316/1 – 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.

23/317 - POTENTIAL CYCLE PATH

23/317/1 – UPDATE

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

23/318 - FACILITIES INSPECTIONS

23/318/1 – WEEKLY INSPECTIONS

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

23/319 - FACILITIES MAINTENANCE

23/319/1 – REMEDIAL WORKS

There was no 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

23/320 - STONE BUS SHELTER

23/320/1 – REAR WINDOWS

Members agreed to investigate Cllr J L Auty's suggestion to fit polycarbonate panels between steel security mesh as a method to block up the unglazed rear windows in the stone bus shelter to protect users from inclement weather.

23/321 - FACEBOOK

23/321/1 – UPDATE

Cllr P Meir gave an update on the Facebook page.

23/321/2 – SUITABLE POSTS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the Parish Council's grant to the PCC and an opinion survey for the approved toddler playground design should be posted on Facebook.

23/322 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

23/322/1 – REVISED LEASING ARRANGEMENTS

There was no 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.

23/323 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

Members noted the following items:

- Cllr J L Auty reported that the grass in the circle in Sunningdale was becoming churned up by vehicles, which were then depositing mud on the road. The road surface was also potholes and deteriorating. Members noted that Leeds City Council had added Sunningdale to its forwards highways plan after the Parish Council had requested the same.

The following agenda item was requested:

- To agree to add as a standing item on the agenda 'To receive an update on the resurfacing of the National Highways pedestrian route east of sheep dyke from footpath no. 11 to the settling pond'

Cllr R M Czwarno left the meeting at 10.09pm.

23/324 – FINANCE AND CORPORATE MANAGEMENT COMMITTEE MEETING

Members noted that a meeting of the Finance and Corporate Management Committee would be held on Monday 19 February 2024, at Churchville House, to commence at 7.30pm.

Cllr R M Czwarno returned to the meeting at 10.12pm.

23/325 – PARISH COUNCIL MEETING

Members noted that the next meeting of the Parish Council would be an extraordinary Parish Council meeting to be held on Monday 19 February, at 7.30pm, in the I.T Suite of Micklefield Youth and Adult Centre.

The next ordinary meeting of the Parish Council would be held on Thursday 7 March 2024, at Churchville House, Churchville Drive, to commence at 7.15pm

Cllr D Brown gave his apologies for both meetings.

The meeting closed at 10.13pm.

Signed:

(Chairman)

Date:

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

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