

# **MICKLEFIELD PARISH COUNCIL**

## **MINUTES OF THE MEETING HELD ON THURSDAY 3 OCTOBER 2024**

**MEMBER PRESENT:** Cllr J L Auty, Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno, Cllr P Meir, Cllr E A Robertson and Cllr G E Whysall

**ALSO PRESENT:** Public (2)

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

The meeting opened at 7.15pm and was chaired by the chairman, Cllr J A Crossley.

### **24/157 - PUBLIC FORUM**

(a) A resident gave an update on the postponed meeting of Peckfield Landfill Site Liaison Meeting. The site owner had attended; capping works were nearly finished but were dependent on the weather, and restoration works still had to be undertaken. The site had an extension for completion until March 2025.

### **24/158 – DISCLOSURE 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.

### **24/159 - APOLOGIES**

#### **24/159/1 – RECEIPT**

Members received apologies for absence from Cllr N Duff and Cllr G A Rycroft.

#### **24/159/2 – REASONS**

No reasons for absence were approved.

### **24/160 – DISPENSATION REQUESTS**

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

### **24/161 – 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.

### **24/162 – MINUTES OF THE MEETING HELD ON THURSDAY 5 SEPTEMBER 2024**

Proposed by Cllr R M Czwarno

Seconded by Cllr J L Auty

**RESOLVED** by unanimous vote that the minutes of the meeting held on Thursday 5 September 2024 are an accurate record. The chairman signed the minutes for verification.

### **24/163 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 5 SEPTEMBER 2024**

Members noted the following matters arising from the minutes of the meeting held on Thursday 5 September 2024:

**24/118/a** – The Clerk reported that she had responded to the 20mph speed restriction on Great North Road consultation with previous consultation responses i.e. the 2018 response to LCC Executive Board's proposal to introduce 20mph zones; and with reference to existing plans i.e. the Sec 106 agreement between LCC and Taylor-Wimpey.

**24/124 (previously 24/100/2)** – LCC Highways had finalised the planned highways maintenance local roads forward plan and Church Lane had been added to it but without a date for the works/

**24/130/2** – Cllr E A Robertson had made a list of relevant items and the Clerk was in the process of identifying items.

## **24/164 - POLICY REVIEW**

### **24/164/1 – GRIEVANCE POLICY**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the Council has reviewed the Grievance Policy and it is fit for purpose.**

### **24/164/2 – DISCIPLINARY POLICY**

Proposed by Cllr R M Czwarno

Seconded by Cllr J L Auty

**RESOLVED by unanimous vote that the Council has reviewed the Disciplinary Policy and it is fit for purpose.**

## **24/165 - ANNUAL AUDIT**

### **24/165/1 – COMPLETION**

Members noted the completion of the audit for the financial year ending 31 March 2024 and received the external auditor's report and certificate.

### **24/165/2 - NOTICE OF CONCLUSION OF AUDIT**

Members noted that a 'Notice of Conclusion of Audit' and a copy of sections 1, 2 and 3 of the AGAR had been posted in the noticeboards and on the Parish Council's website.

## **24/166 - FINANCE**

### **24/166/1 – ACCOUNTS FOR PAYMENT**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

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

<b>BT - Internet and Phone Services</b>	<b>98.17</b>
<b>Staff Costs</b>	<b>2,037.77</b>
<b>AJ Gallagher Insurance Brokers Ltd. - Annual Insurance Premium</b>	<b>3,274.56</b>
<b>Blast Cleaning &amp; Maintenance Ltd. - Waste Removal (Summer)</b>	<b>1,523.40</b>
<b>JR Tree Works Ltd - Removal of 3no. Diseased Trees</b>	<b>1560.00</b>
<b>J R Tree Works Ltd. - Removal and Spraying of Snowberry</b>	<b>480.00</b>
<b>PKF Littlejohn LLP - External Audit Invoice</b>	<b>756.00</b>
<b>Northern Impressions Ltd. - Printing</b>	<b>71.88</b>
<b>Dalesman Fabrication Ltd. - 2no. Windows for Stone Bus Shelter</b>	<b>1968.00</b>
<b>Blast Cleaning &amp; Maintenance Ltd. – Waste Removal</b>	<b>292.42</b>
<b>TOTAL</b>	<b>12,062.20</b>

### **24/166/2 – BUDGET UPDATE**

Members received a budget update to 6 September 2024.

### **24/166/3 – BANK RECONCILIATION**

Members received a bank reconciliation to 30 August 2024.

### **24/166/4 – UNITY TRUST BANK ACCOUNT**

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

**RESOLVED by unanimous vote to transfer £90,000.00 to the Unity Trust Bank account to make the total amount transferred £100,000.00, with the intention of paying the direct debits.**

### **24/167 - ONE YEAR BOND**

#### **24/167/1 – NEW BOND**

Members noted the opening of a new 1 year bond with Redwood Bank.

### **24/168 - CRIME**

#### **24/168/1 – FIGURES**

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

### **24/169 - CORRESPONDENCE**

#### **24/169/1 – RECEIVED**

Members noted correspondence received.

### **24/170 - NEW TODDLERS' PLAY ZONE**

#### **24/170/1 – UPDATE**

Members received an update on the planning application submitted on 20 June. As requested, Cllr J A Crossley had sent additional information to satisfy the access officer's queries and was still completing the biodiversity form.

### **24/171 - COMMUNITY INFRASTRUCTURE LEVY (CIL)**

#### **24/171/1 – STRATEGY GROUP**

Members gave feedback from the strategy group meeting held on 23 September. No further recommendations had been made.

#### **24/171/2 – FOOTBALL PERIMETER FENCE**

Cllr P Meir gave an update on the football perimeter fence project. More panels were being fabricated; work on-site should begin in two weeks with a projected finish time of the end of October.

#### **24/171/3 – THE OLD FIRE STATION**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous that the Parish Council's vision statement for The Old Fire Station is that it is a community building for hire, capable of hosting large functions and smaller hobby and interest groups and incorporating a café and toilets that can also serve Micklefield Recreation Ground. The current user groups are Micklefield Parish Council (Trustee of Micklefield recreation Ground Charity), Micklefield Scouts (including Beaver and Cubs), Micklefield Youth Club, craft groups, Peckfield Landfill Site Liaison Committee and Micklefield Regeneration Partnership.**

## **24/172 - RECREATION GROUND: BIO-DIVERSITY**

### **24/172/1 – UPDATE**

Cllr D Brown gave an update on the Recreation Ground bio-diversity enhancement scheme.

### **24/172/2 – STUMP REMOVAL**

Proposed by Cllr R M Czwarno

Seconded by Cllr D Brown

**RESOLVED by unanimous vote to approve the grinding out of 4 tree stumps to allow new trees to be planted at a total cost of £900.00 (ex VAT).**

## **24/173 - HIGHWAYS AND FOOTPATHS**

### **24/173/1 – FOOTPATH UPDATE**

Members received 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. There had been no response from Leeds City Council to Cllr J A Crossley's query and he would follow up.

## **24/174 - PLANNING AND DEVELOPMENT CONTROL**

### **24/174/1 – APPLICATION NOTICES**

No planning application notices had been received.

### **24/174/2 – PLANNING DECISIONS**

Members noted the following planning decisions: 24/03960/FU – Silverlee, Great North Road – Refused; APP/N4720/W/24/3344369 (appeal) - Land adjacent to 50 The Crescent – Dismissed.

## **24/175 - CHRISTMAS TREES AND LIGHTS**

### **24/175/1 - TREES**

Members received an update on the procurement of 2no. Christmas trees. The Clerk and two members of the Christmas Trees and Lights working group had chosen two trees for the village and arranged their delivery for 7 November.

### **24/175/2 – LIGHTS**

Members noted that purchase orders for the installation of 7no. sensor units, 21no. 3D motif lights and 1no. 2D poppy memorial light were sent on Monday 23 September 2024.

## **24/176 - STONE BUS SHELTER**

### **24/176/1 – PURCHASE ORDER**

Members noted that a purchase order for the glazing of the two rear windows was sent on Wednesday 25 September and received an update.

## **24/177 - FACILITIES INSPECTIONS**

### **24/177/1 – INSPECTIONS**

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

## **24/178 - FACILITIES MAINTENANCE**

### **24/178/1 – REMEDIAL WORKS**

The Clerk gave an update on the remedial works scheduled to be undertaken at Vandicourt Infants' Playground and Diamond Jubilee Play Area.

## **24/179 - YLCA**

### **24/179/1 – LEEDS BRANCH MEETING**

Members noted that a meeting of the YLCA Leeds branch would be held on Tuesday 15 October and the Parish Council's representatives confirmed their intention to attend.

## **24/180 - NEIGHBOURHOOD PLAN**

### **24/180/1 – GROUP UPDATE**

Cllr D Brown gave a report of the neighbourhood plan group meeting held on 26 September. The next meeting was scheduled for 21 November.

## **24/181 - VERGE REWILDING**

### **24/181/1 – UPDATE**

Cllr D Brown gave an update on the verge rewilding pilot scheme. The wildflowers had been cut at all sites and works associated with the extended sections were due to take place on 4 October.

Cllr R M Czwarno left the meeting at 9.45pm.

## **24/182 – GATEWAY SIGNS**

### **24/182/1 – RECOMMENDATIONS**

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

## **24/183 - GARDEN VILLAGE**

### **24/183/1 – ACCOMMODATION ROAD**

Cllr J A Crossley reported that the hedgerow had been cut by persons unknown and was not as a result of the arrangements organised with Persimmon and its management company. 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.

Cllr R M Czwarno returned to the meeting at 9.49pm.

## **24/184 - POTENTIAL CYCLE PATH**

### **24/184/1 – UPDATE**

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

## **24/185 - FACEBOOK**

### **24/185/1 – UPDATE**

Cllr P Meir gave an update on the Facebook page.

## **24/185/2 – ITEMS TO POST**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the following items can be posted on Facebook: the Christmas trees, Christmas lights, Poppy remembrance light, bus shelter windows (when fitted) and Micklefield Regeneration Partnership's new defibrillator, which was part funded by the Parish Council.**

## **24/186 - REGISTRATION AND TRANSFER OF TITLE**

### **24/186/1 – 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

## **24/187 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)**

### **24/187/1 – 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. There had been no response to the Parish Council's correspondence and the Clerk would follow up with a phone call.

## **24/188 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

The following items were raised to note:

- The Micklefielder newsletter was ready to edit.
- The planning inspector had published his recommendations for the Network Rail (Leeds to Micklefield Enhancements) Order, which had been accepted by the Secretary of State. There would be no bridge of any type over Peckfield level crossing and no bridleway through Micklefield recreation ground. There would be a footpath on the same alignment as the proposed bridleway, to meet the needs of residents of Railway Cottages for an alternative pedestrian route to Great North Road. Ridge Road bridge would be replaced. Members raised their concerns about diverted traffic going through the village instead of using the diversion route.

The following agenda items were requested:

- To approve mileage expenses for volunteer members of the Christmas lights and trees working group
- To review the Child Protection Policy and Vulnerable Adult Policy

## **24/189 - FINANCE AND CORPORATE MANAGEMENT COMMITTEE**

Members noted that a meeting of the Finance and Corporate Management Committee would be held on Monday 21 October 2024, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm. Cllr D Brown gave his apologies.

## **24/190 – PARISH COUNCIL MEETING**

Members noted that the next meeting of the Parish Council would be held on Thursday 7 November 2024, at Churchville House, Churchville Drive, to commence at 7.15pm. Cllr D Brown gave his apologies.

The meeting closed at 10.12pm.

Signed:

(Chairman) Date:

Joanne Hebden  
Clerk to the Council  
Micklefield Parish Council

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