

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 4 APRIL 2024

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

ALSO PRESENT: Public (2)

In Attendance: J L Hebden, Clerk and RFO of Micklefield Parish Council

The meeting opened at 7.16pm and was chaired by the chairman, Cllr J A Crossley.

23/366 - PUBLIC FORUM

- (a) A resident asked for an update on the stone bus shelter windows. *Cllr P Meir reported that he would liaise with a prospective contractor regarding the Parish Council's requirements.*
- (b) A churchwarden gave an update on the churchyard maintenance contractor. The contractor had been appointed by the Parochial Church Council and would begin the first cut soon.
- (c) A resident requested the right to speak during the Peckfield Landfill site agenda item.

23/367 – DISCLOSURES OF INTEREST

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.

23/368 - APOLOGIES

23/368/1 – RECEIPT

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

23/368/2 – REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the reasons for absence of Cllr N Duff, Cllr E A Robertson and Cllr G A Rycroft.

23/369 – DISPENSATION REQUESTS

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

23/370 – EXCLUSION OF THE PUBLIC

Members identified the following items requiring the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2: 23/378/2 (To receive the Strategy group's quality evaluation and recommendations for the toddler play), 23/378/3 (To consider revised designs from the three shortlisted playground providers), 23/378/4 (To choose a preferred contractor for the creation of the new Toddler Play Zone), 23/378/5 (To receive the Strategy group's recommendations for the football perimeter fence and approve a contractor) and 23/397/4 (To agree the Clerk's salary for the financial year ending 31 March 2025).

23/371 – MINUTES OF THE MEETING HELD ON THURSDAY 7 MARCH 2024

Proposed by Cllr R M Czwarno

Seconded by Cllr D Brown

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 7 March 2024 are an accurate record. The Chairman signed the minutes for verification.

23/372 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 7 MARCH 2024

Members noted the following matters arising from the minutes of the meeting held on Thursday 7 March 2024:

23/342/3 – The Clerk reported that she had drawn up a purchase order for the refurbishment of Milestone Banking

23/342/4 – The Clerk reported that she had drawn up a purchase order for the installation of bench behind the school

23/345/1 – The Clerk reported that Cuttlefish Multimedia Ltd (the Parish Council's new website and email provider) was providing free upgrades to customers that had migrated from 2Commune Ltd.

23/373 - FINANCE

23/373/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

RESOLVED by unanimous vote to approve the accounts for payment:

BT - Internet and Phone Services	136.26
Staff Costs	1954.61
Northern Impression - Printing	83.22
Aire and Calder Ltd. - Grounds Maintenance	118.08
Viking - Stamps and Stationery	193.12
Skelton Ltd. - Skips and Permits	1335.00
Micklefield Regeneration Partnership - Donation for Defibrillator Box	800.00
Micklefield Parochial Church Council - Grant for Grounds Maintenance	2592.00
Rialtas Business Solutions Ltd. – Annual Software Support, & Maintenance Licence	230.40
J Hickman Transport Ltd. - PROW Cutting 2022/23	480.24
Pease of Garforth Ltd. - Horticultural Grit and Gravel	19.69
TOTAL	7,942.62

The Chairman and Treasurer signed the payment schedule for verification.

23/373/2 – BANK RECONCILIATION

Members noted that a bank reconciliation to 31 March 2024 was not available as the bank statements had yet to arrive.

23/373/3 – BUDGET UPDATE

Members noted a budget update to 20 March 2024.

Cllr R M Czwarno left the meeting at 7.35pm and returned at 7.39pm.

23/374 - WYPF

23/374/1 – PAYMENT DELAYS

Members noted that due to delayed delivery, the Parish Council's January and February payments to WYPF did not arrive before the monthly deadline set by the LGPS Regulations.

23/374/2 – LATE PAYMENT CHARGES

Members noted that late received payments are recorded in the WYPF register and can incur an admin cost.

23/374/3 – BANK TRANSFER

Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to send the April payment by first class post and from May to pay pension contributions by bank transfer to prevent future breaches and late payment charges.

23/374/4 – EMPLOYER CONTRIBUTION RATE

Members noted the Parish Council's employer contribution rate for 2024/25.

23/375 - BANK ACCOUNT

23/375/1 – UNITY TRUST ACCOUNT

The Clerk gave an update on the opening of an additional account with Unity Trust. She informed members that the account was a business account but with Parish Council friendly features and had a monthly charge of £6.

23/376 – CRIME

Members noted crime figures for March (supplied by East Leeds NPT) and that the next PACT meeting was scheduled for 22 May at Churchville House to begin at 6pm.

23/377 – CORRESPONDENCE

Members noted correspondence received.

23/378 - COMMUNITY INFRASTRUCTURE LEVY (CIL)

23/378/1 – STRATEGY GROUP MEETING

Members received the notes of the Strategy group meeting held on 11 March.

23/378/2 – EXCLUSION OF THE PUBLIC

Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to exclude the public the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2, due to the confidential nature of the business to be transacted i.e. sensitive commercial information in the form of designs and prices.

The public left the meeting at 8pm.

23/378/3 – EVALUATIONS AND RECOMMENDATIONS: PLAY

Members received the Strategy group's quality evaluation and recommendations for the toddler play.

23/378/4 – REVISED DESIGNS

Members considered revised designs from the three shortlisted playground providers.

23/378/5 – PREFERRED CONTRACTOR

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that HAGS is the preferred play provider for the creation of a new toddler play zone.

23/378/6 - RECOMMENDATIONS: FOOTBALL FENCE

Members received the Strategy group's recommendations for the football perimeter fence.

Proposed by Cllr P Meir

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to accept A.A.T Welding Engineers Ltd. quotation for the fabrication and installation of the football pitch perimeter fence.

The public returned at 8.47pm.

23/378/7 – OTHER PROJECTS

Members noted that there were no updates on the seats or path improvements. Cllr D Brown gave an update on the wildflower and tree planting.

23/379 - MICKLEFIELD IN BLOOM

23/379/1 – STEERING GROUP MEETING

Members noted that a steering group meeting was held on 25 March and that there were no recommendations. The group had a new member

23/380 - PROW MAINTENANCE

23/380/1 – CONTRACTOR

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the appointment of J Hickman Transport Ltd. to undertake the annual cutting of the Public Rights of Way.

23/381 - PECKFIELD LANDFILL SITE

23/381/1 – ODOURS

Members received an update on the previously identified problem of odours from the landfill site.

Members noted that the Liaison Committee meeting had been postponed from 9 to 30 April and that the site was behind on its capping schedule due to inclement weather. The finish date had been put back but the exact date was unknown.

23/381/2 – PUBLIC MEDIA

Members deferred a decision whether or not to approach public media in order to publicise the odour problems until Cllr E A Robertson, lead member on the issue, was available.

23/381/3 – LIAISON COMMITTEE MEETING

Members noted that the next Liaison Committee meeting scheduled for 9 April had been postponed until 30 April 2024.

23/382 - WASTE REMOVAL

23/382/1 – CONTRACT

Members noted that a purchase order for the waste removal contract was sent on 21 March 2024.

23/382/2 – SKIPS

Members noted that four skips were provided on the weekend of 23-24 March and received a report. An additional skip had been required to deposit waste removed from the dangerously overloaded original skip.

23/383 - PLANNING AND DEVELOPMENT CONTROL

23/383/1 – APPLICATION NOTICES

Members noted the following planning application notice received: 24/01371/FU – 11 Honeysuckle Close: Single Storey Extension.

23/383/2 – DECISIONS

Members noted the following planning decision: Refusal of application 23/04836/FU - Land Adjacent to 50 The Crescent Micklefield Leeds LS25 4DB: Two new dwellings and associated works.

23/383/3 – CONSULTATION RESPONSE

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to recommend approval of application 24/01371/FU – 11 Honeysuckle Close: Single Storey Extension.

23/384 - NETWORK RAIL (MICKLEFIELD TO LEEDS ENHANCEMENTS) ORDER

23/384/1 – PUBLIC INQUIRY

Cllr J A Crossley gave a verbal report on the public inquiry.

23/385 - HIGHWAYS AND FOOTPATHS

23/385/1 – FOOTPATH NO. 6

Members noted that there was no 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.

23/385/2 - NATIONAL HIGHWAYS PEDESTRIAN ROUTE

Members received an update on the surfacing of the National Highways pedestrian route east of sheep dyke, from footpath no. 11 to the settling pond. National Highways' contractor Balfour Beatty, had developed an improvement scheme, sought funding from National Highways and was managing the project, which was currently being undertaken.

23/386 - GATEWAYSIGNS

23/386/1 – STYLE AND LOCATION

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

23/387 - REGISTRATION AND TRANSFER OF TITLE

23/387/1 - 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.

23/388 - NEIGHBOURHOOD PLAN

23/388/1 – FORUM

Members received an update on the formation of a Neighbourhood Plan Forum.

23/389 - VERGE REWILDING PILOT SCHEME

23/389/1 – UPDATE

Cllr D Brown gave an update on the verge rewilding pilot scheme. Some of the beds had been seeded and others prepared for seeding.

23/390 - GARDEN VILLAGE

23/390/1 - 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.

23/391- POTENTIAL CYCLE PATH

23/391/1 – UPDATE

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

23/392 - FACILITIES INSPECTIONS

23/392/1 – WEEKLY INSPECTIONS

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

23/393 - FACILITIES MAINTENANCE

23/393/1 – REMEDIAL WORKS

Members noted that the quarterly maintenance inspections had been completed. The Clerk had received a quotation for remedial works identified in the inspection, which included the refurbishment of the springy rocker and multi play unit (rubbing down and treating the rust and repainting). There was no update on the repair of the cracks and chips on the skate park surface or the re-siting of the bin in Vandicourt greenspace to a location near the western perimeter of the skate park.

23/394 - STONE BUS SHELTER

23/394/1 – UNGLAZED REAR WINDOWS

Cllr P Meir would liaise with a potential contractor who could fabricate the bespoke polycarbonate and metal mesh panels required to fit in the frames of the unglazed rear windows in the stone bus shelter and protect users from inclement weather and the panels from vandalism.

23/395 - FACEBOOK

23/395/1 – UPDATE

Cllr P Meir gave an update on the Facebook page. Information on the following had been posted: the footpath closure, Milestone banking refurbishment works and the skips.

23/395/2 – ITEMS TO POST

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to post information on the following: The Toddler Play Zone (after the contractor had been contacted), the Neighbourhood Plan Forum open evening and the new football perimeter fence (after the contractor had been informed).

23/396 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

23/396/1 – 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.

23/397 - STAFF EMPLOYMENT

23/397/1 – STAFF APPRAISAL

Members noted that the annual staff appraisal took place on 15 February 2024.

23/397/2 – APPRAISAL REPORT

Members noted that the Finance and Corporate Management Committee received a staff annual appraisal report at its meeting held on Monday 19 February 2024.

23/397/3 – CPIH RATE

Members noted the CPIH rate of inflation released for February 2024.

23/397/4 – EXCLUSION OF PUBLIC

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to exclude the public the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2, due to the confidential nature of the business to be transacted i.e. staff contracts.

The Clerk and the public left the meeting at 9.52pm.

23/397/5 – SALARY

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to increase the Clerk's salary by the CPIH rate at February 2024.

The Clerk returned to the meeting at 9.54pm

23/398 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following item was raised:

- The increasing number of potholes in the road. Cllr J L Auty informed the Parish Council that she had reported them on several occasions, including using the ward councillors' highways email address

The following agenda item was requested:

- Potholes

23/399 – NEXT MEETING

Members noted that the next meeting of the Parish Council would be the Annual Parish Council Meeting and would be held on Thursday 9 May 2024, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 10.01pm.

Signed:

(chairman)

Date:

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

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