

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON **THURSDAY 5 SEPTEMBER 2024**

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

ALSO PRESENT: Public (6)

In Attendance: J L Hebden, Clerk to Micklefield Parish Council

The meeting opened at 7.17pm and was chaired by the chairman, Cllr J A Crossley.

24/118 - PUBLIC FORUM

The following items were raised:

- (a) Leeds City Council's consultation for plans to impose a 20mph speed limit on Great North Road between Grange Court and Davy Avenue, including the area outside the school
- (b) The inaccessibility of footpath no. 3 from the school towards the west. A resident asked if someone with equipment that can access the path be appointed. *Cllr J A Crossley informed the resident that the only way to cut the inaccessible part of the path would be using a strimmer, which would be cost prohibitive (33p per metre for a 1000m length). The only cost effective way to cut is with a gang mower, which the development is blocking.*
- (c) A resident asked if there was a way to include late items on the agenda? *Cllr J A Crossley informed her that there was no legal mechanism to allow the consideration of late items.*
- (d) A church warden reported that the church now had a toilet and the PCC was now consulting the community to find out what it wanted from its local church.

24/119 – DISCLOSURES OF 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.

24/120 - APOLOGIES

24/120/1 – RECEIPT

Members received apologies for absence from Cllr N Duff.

24/120/2 – REASONS

No reasons for absence were approved.

24/121 – DISPENSATION REQUESTS

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

24/122- 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: 24/150 (Stone Bus shelter), 24/151/2 (newsletter quotations), 24/152/2 & 3 (complaint).

24/123 – MINUTES OF THE MEETING HELD ON THURSDAY 11 JULY 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 11 July 2024 are an accurate record. The chairman signed the minutes for verification.

24/124 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 11 JULY 2024

Members noted the following matters arising from the minutes of the meeting held on Thursday 11 July 2024:

24/86/2 - The Clerk had drafted a new set of Financial regulations based on the latest template and including a chairman's allowance procedure and would present them to the Finance and Corporate Management Committee for consideration at its next meeting.

24/98/3 – The Clerk reported that the new contract with BT for broadband internet was up and running.

24/100/2 – The Clerk had contacted LCC Highways regarding the local roads forward plan with the Parish Council's query about the refurbishing of Great North Road and Church Lane.

24/125 - POLICY REVIEW

24/125/1 – STANDING ORDERS

Members reviewed the Standing Orders.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the Standing orders are fit for purpose.

24/125/2 – FINANCIAL REGULATIONS

Members reviewed the Financial Regulations.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the Financial Regulations are fit for purpose subject to the new draft to be considered by the Finance and Corporate management Committee.

24/126 - INSURANCE

24/126/1 – DOCUMENTATION

Members noted the policy wording, summary of changes, policy summary, notice to policyholders, community schemes statement of fact, community schemes schedule.

24/126/2 – DUTY OF FAIR PRESENTATION

Members noted the Duty of Fair Presentation.

24/126/3 – RENEWAL

Proposed by Cllr R M Czwarno

Seconded by Cllr D Brown

RESOLVED by unanimous vote to approve the annual renewal of the insurance at a total cost of £3,274.56 including IPT and administration fee.

24/127 - FINANCE

24/127/1 – ACCOUNTS FOR PAYMENT

Proposed by R M Czwarno

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote approve the accounts for payment:

| | |
|---|------------------|
| BT - Internet and Phone Services | 127.75 |
| Staff Costs | 2037.77 |
| Northern Impression - Newsletter Printing | 170.00 |
| Blast Cleaning and Maintenance Ltd - Waste Removal | 292.42 |
| Nuven Print Ltd - Posters | 48.00 |
| Blast Cleaning and Maintenance Ltd. - Waste Removal | 292.42 |
| R M Czwaro - Travel Expenses | 9.00 |
| J L Hebden - Home Office Payment | 200.00 |
| Northern Impression - Printing | 108.84 |
| Collaborative Learning Trust – Newsletter Printing | 95.20 |
| Leeds City Council - Plant Bedding and Hanging Baskets | 1290.14 |
| BT - Internet and Phone Services | 157.10 |
| Staff Costs | 2037.97 |
| Aire and Calder Ltd. - Grounds Maintenance | 1273.90 |
| Aire and Calder Ltd. - Shrub Maintenance | 231.75 |
| Aire and Calder Ltd - Grounds Maintenance | 5577.62 |
| Aire and Calder Ltd. - Shrub Maintenance | 231.75 |
| Aire and Calder Ltd. - Grounds Maintenance | 1577.44 |
| Blast Cleaning and Maintenance Ltd - Waste Removal | 292.42 |
| TOTAL | 16,551.49 |

The Chairman and Treasurer signed the accounts for payment schedule for verification.

24/127/2 – BUDGET UPDATE

Members received a budget update to 12 August 2024.

24/127/3 – BANK RECONCILIATION

Member received a bank reconciliation to 31 July 2024.

24/127/4 – UNITY TRUST BANK ACCOUNT

Members noted that the additional account with Unity was now open.

(i) Proposed by Cllr R M Czwaro

Seconded by Cllr J A Crossley

RESOLVED by unanimous vote to transfer £10,000.00 to the Unity Trust bank accounts.

(ii) Proposed by Cllr R M Czwaro

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote to transfer the direct debits, Standing Orders and transfer payments to the Unity trust bank account.

24/127/5 – CIL RECEIPTS

Members noted the payment of £33,521.49 in CIL receipts.

24/128 - ONE YEAR BOND

24/128/1 - MATURITY

Members noted that the 1 year annual interest bond with Redwood Bank was due to mature on 11 September 2024.

24/128/2 – BOND OPTIONS

Members noted that the money from the bond could be transferred into another nominated bank account, re-invested into a new bond with Redwood Bank (subject to availability), transferred to another Redwood Bank savings account, or a combination of these options.

24/128/3 – ALTERNATIVE BOND PROVIDERS

Members noted current interest rates for several 1 year savings bonds open to Parish Councils (Redwood Bank, Cambridge Bank and Unity Trust Bank) and that hat Redwood Bank offered a much higher rate.

24/128/4 – NEW SAVING BOND

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to open a new 1 year saving bond with redwood Bank Ltd. to deposit £250,000.00.

24/129 - CRIME

24/129/1 – FIGURES

Members noted crime figures for July and August (supplied by East Leeds NPT).

24/129/2 – PACT MEETING

There was no verbal report of the Kippax and Methley Ward PACT meeting held on 14 August.

24/130 - CORRESPONDENCE

24/130/1 – RECEIVED

Members noted correspondence received. Cllr E A Robertson reported that Garforth Police Station has community access on a regular basis. The next access day was scheduled for 6 October between 8am and 10am.

24/130/2 – OUTSTANDING ISSUES

Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote that the Parish Council has a 'breakout' list to be noted or reported on at each meeting.

24/131 - NEW TODDLERS' PLAY ZONE

24/131/1 – PLANNING APPLICATION

Cllr J A Crossley gave an update on the planning application submitted on 20 June. The Parish Council had to supply more information about biodiversity net gains and accessibility. LCC had set a decision date of 20 September, which would give four weeks to complete the FCC grant application.

24/132 - COMMUNITY INFRASTRUCTURE LEVY (CIL)

24/132/1 – STRATEGY GROUP

Cllr E A Robertson gave a report. The Strategy group meeting had focused on the toddler playground planning application and a survey of the Youth and Adult Centre. The next meeting was scheduled for Monday 23 September.

Cllr R M Czwarno left the meeting at 8.52pm and returned at 8.56pm.

24/132/2 – FOOTBALL PITCH FENCE

Cllr P Meir gave an update on the football perimeter fence project.

24/132/3 – THE OLD FIRE STATION

Members received a verbal report from the Chairman of his meeting on 20th August with the three Ward Councillors and an officer from LCC Asset Management and noted a written report sent by email.

24/133 - RECREATION GROUND: BIO-DIVERSITY

24/133/1 – SNOWBERRY REMOVAL

Cllr D Brown gave an update on the removal of the snowberry. One section was now clear of snowberry bushes and ready for planting whips.

23/133/2 – TREE REMOVAL

Members noted the removal of the ash trees affected by ash die-back.

24/134 - PECKFIELD LANDFILL SITE

24/134/1 – MEDIA APPROACH

Cllr E A Robertson gave an update on the Parish Council's approach to public media. After an initial approach was unsuccessful, Cllr E A Robertson had approached the local MP and eventually both Look North and Calendar had aired a small piece. The MP had also held a surgery in the Old Fire Station, where the issues had also been raised, and he was pushing the issue. Members noted that the next liaison committee meeting was scheduled for Tuesday 17 September.

24/135 - HIGHWAYS AND FOOTPATHS

24/135/1 – FOOTPATH NO. 6

There was no 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. Members noted LCC's 20mph proposal for Great North Road between Grange Farm Court and Davey Avenue. Members also noted that the Parish Council had agreed that there should be a 20mph zone on the area of the school and that Persimmon Homes had a Section 106 agreement to provide a footpath and with a 20mph speed limit starting at Garden Village steps.

24/136 - PLANNING AND DEVELOPMENT CONTROL

24/136/1 – APPLICATION NOTICES

Members noted the following planning application notices received: **24/02948/FU - 'Glenhurst', 11 Great North Road:** Demolition of rear single storey extensions; Demolition of side extension to replace with new to existing footprint; single storey front extension; part two storey, part single storey extension to rear including rear terrace with balustrading; addition of first and ground floor windows to sides; **24/03960/FU Silverlee Great North Road:** Demolition of existing rear extension and shed; Two storey rear extension with addition of rooms in roof space and single storey side extension to form integral garage; addition of roof light to side; associated landscaping works at new lower ground level to rear; **24/04464/FU - 6 Sunningdale:** First floor extension to rear

24/136/2 – CONSULTATION RESPONSE: 24/03960/FU

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

RESOLVED by unanimous vote to object to planning application 24/03960/FU (Silverlee, Great North Road) as the extension is over-dominant and subservient to the existing house.

24/136/3 – CONSULTATION RESPONSE: 24/04464/FU

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

RESOLVED by unanimous vote to recommend approval of planning application 24/04464/FU (6 Sunningdale) as the extension is subservient to the host property

24/136/4 – DECISIONS

Members noted the following planning decisions: **24/02948/FU** - 'Glenhurst', 11 Great North Road – Refused; **23/07371/LI** – 2 Hall Farm Park – Approved; **24/10317/FU** – 11 Honeysuckle Close – Approved; **24/03364/FU** – 54 Davy Avenue – Refused; **24/03233/FU** – 10 Alness Avenue – Withdrawn.

24/137 - MILESTONE BANKING

Cllr J A Crossley reported that a local builder had inspected the banking and undertaken minor repairs at no cost.

24/138 – MOVEMENT OF BUSINESS

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

RESOLVED by unanimous vote and in accordance with standing order 10a(vi) to defer item 24/138 (Christmas Trees and Lights) until after item 24/150 (Stone bus shelter)

24/139 – NEIGHBOURHOOD PLAN

24/139/1 – STEERING GROUP MEETING

Cllr D Brown gave an update.

34/140 – FACILITIES INSPECTIONS

34/140/1 – WEEKLY INSPECTIONS

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

34/141 – FACILITIES MAINTENANCE

34/141/1 – UPDATE

The Clerk gave an update on the remedial works scheduled to be undertaken at Vandicourt Infants' Playground and Diamond Jubilee Play Area. The jetwashing at Vandicourt playground had been undertaken. Other works were due later in the month.

34/142 – VERGE REWILDING

24/142/1 – UPDATE

Cllr D Brown gave an update. It would soon be time to cut the wildflower areas and some would need re-seeding.

24/142/2 – EXPANSION

The Parish Council noted Micklefield Community Green Group's intention to increase the area of high biodiversity habitat on Garden Village banking using external funding for landscape works and seeds.

24/142/3 – MAINTENANCE

Proposed by Cllr J A Crossley

Seconded by Cllr D Brown

RESOLVED by unanimous vote to add the extended area of high biodiversity habit on Garden Village banking to the Parish Council's verge rewilding maintenance schedule.

24/143 - GATEWAYSIGNS

24/143/1 – RECOMMENDATIONS

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

24/144 - GARDEN VILLAGE

24/144/1 – ACCOMMODATION ROAD

Cllr J A Crossley gave a report on his communication with Leeds City Council and Persimmon Homes to arrange the maintenance of hedgerow around Garden Village. Persimmon Homes had confirmed the area that its maintenance company would maintain. Some work had been undertaken but it was not known who was responsible.

24/145 - POTENTIAL CYCLE PATH

24/145/1 – UPDATE

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

24/146 - FACEBOOK

24/146/1 – UPDATE

Cllr P Meir gave an update on the Facebook page. The following items had been posted: a request for support for the proposed toddlers' playground, information about glass disposal in green bins, the BBC's written article about the landfill site, bus timetables and the temporary closure of Vandicourt playground for cleaning.

24/146/2 – ITEMS TO POST

Members agreed that information about the rewilded verges summer display and reseeding plans, and the repair of Milestone Banking could be posted on the Facebook page.

24/147 - REGISTRATION AND TRANSFER OF TITLE

24/147/1 – 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.

24/148 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

24/148/1 – 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. She had written to request a meeting to discuss renewing the lease.

24/149 – ITEMS FOR DISCUSSION AND REQUEST FOR AGENDA ITEMS

There were no items for discussion.

The following agenda items were requested:

- To agree the total amount of funds to be transferred to the Unity Trust account
- To identify an outline business plan for The Old Fire Station

24/150 – EXCLUSION OF PUBLIC

Proposed by Cllr R M Czwarno

Seconded by Cllr J A Crossley

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

The public left the meeting at 10.07pm.

24/151 - STONE BUS SHELTER

24/151/1 – COMPARISON

Members compared quotations for different methods to block up the unglazed rear windows.

24/151/2 – REFENESTRATION

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to defenestrate the unglazed rear windows in the stone bus shelter to protect users from inclement weather.

24/151/3 – METHOD

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to refenestrate the rear unglazed windows with wire and Perspex as per the quotation of £1,640.00 from DMF Ltd.

24/151/4 – FUNDING

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to use CIL monies to fund the refenestration of the bush shelter rear windows, as per the positive response to transport improvements in the CIL consultation questionnaire.

24/152- CHRISTMAS TREES AND LIGHTS

24/152/1 – CHRISTMAS TREES

Members considered quotations for the supply, delivery, installation, removal and disposal of 2no. Christmas trees.

Proposed by Cllr R M Czwarno

Seconded by Cllr J A Crossley

RESOLVED by unanimous vote that Stockeld Park supplies, delivers and installs 2no. 15ft Christmas trees at a price of £480.00 per tree and that the trees are removed and disposed of by Rose Tree Surgeons at a cost of £75.00.

The public returned at 10.19pm.

24/152/2 – CORRECT LIGHTING COLUMN

Members noted, pursuant to minute 23/341/3, that the correct lighting column on Church Lane suitable for a sensor unit and motif is 14C980 (not 13C980).

24/152/3 – SENSOR UNITS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to confirm the Parish Council's intention to install 4 sensor units to street lighting columns 34G293, 38G293, 42G293 & 46G293 on the Great North Road; 1 sensor unit to street lighting column 31G293 on Churchville Drive; and 3 sensor units to street lighting columns 7C980, 11C980 & 14C980 on Church Lane

24/152/4 – STREETLIGHT MOTIFS

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to hire a 2D poppy motif for lighting column 20G293 at a cost of £260.00.

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to confirm the Parish Council's intention to hire 21 wrap-around street light motifs for street lighting columns 34G293, 38G293, 42G293, 45G293, 54G293, 56G293, 58G293, 65G293, 67G293, 69G293, 71G293, 73G293 & 76G293 (all on the Great North Road); 31G293, 5C389 & 11C389 (all on Churchville Drive); 3C390 & 5C390 (both on Churchville Terrace); and 7C980, 11C980 & 14C980 (all on Church Lane).

24/152/5 – FUNDING

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to fund the budget shortfall with CIL.

24/153 - NEWSLETTER

24/153/1 – PRINTING PROBLEMS

Members noted the problems encountered with the current printing regime.

24/153/2 – EXCLUSION OF PUBLIC

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

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

The public left the meeting at 10.34pm.

24/153/3 - QUOTATIONS

Members received three quotations for the printing, collating, folding and stapling of the Micklefielder newsletter.

24/153/4 – CONTRACTOR

Proposed by Cllr J L Auty

Seconded by Cllr G E Whysall

RESOLVED by unanimous vote to outsource the printing and other associated production works to LS1-Same Day Printing

24/154 - COMPLAINT

24/154/1 – RECEIPT

Members received a complaint from a member of the public.

24/154/2 – INVESTIGATION AND REPORT

Members received the Clerk's investigation into the complaint and ensuing report.

24/154/3 – RECOMMENDATIONS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that that the Parish Council adopts recommendations 1 and 2 of the report and adds a third recommendation that a contractor has no access to the work site unless the RAMS are received at least two days before work is due to begin.

24/155 – CHARITY TRUSTEE MEETING

Members noted that a meeting of the Trustee of Micklefield Recreation Ground Charity would be held on Monday 16 September 2024, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm.

24/156 – PARISH COUNCIL MEETING

Members noted that the next meeting of the Parish Council would be held on Thursday 3 October 2024, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 10.45pm.

Signed:

(chairman)

Date:

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

6 Churchville Avenue
Micklefield
LEEDS
LS25 4AS
(0113) 2875829
clerk@micklefield-pc.gov.uk