

# **MICKLEFIELD PARISH COUNCIL**

## **MINUTES OF THE MEETING HELD ON THURSDAY 5<sup>TH</sup> OCTOBER 2023**

**MEMBERS PRESENT:** Cllr J L Auty, Cllr J A Crossley, Cllr R M Czwarno, Cllr N Duff, Cllr P Meir, Cllr E A Robertson and Cllr G E Whysall

**ALSO PRESENT:** Public (2)

**In Attendance:** J L Hebden, Clerk and RFO

The meeting opened at 7.20pm and was chaired by the chairman, Cllr J A Crossley.

### **23/141 - PUBLIC FORUM**

- (a) A member of St Mary the Virgin's PCC queried if the Parish Council had made a decision regarding helping with the churchyard maintenance. *Cllr J A Crossley reminded the PCC member of the information that the Parish Council would require before it could consider adding the maintenance of the churchyard to its annual plan and decide the nature and extent of the help it could give.*
- (b) A Member of the public asked if the price of the Christmas trees had been confirmed. *The Clerk reported that she had queried the price but received no response. Further, she did not expect an error to be confirmed, as the price list included trees of all sizes with prices proportionate to size, so all of them would have to be wrong for the 4.5m tree price to be wrong too.*
- (c) A resident reported that the footpath between St Mary's Walk and the new development to the south was still on two different levels and not wide enough.

### **23/142 – DISCLOSABLE 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.

### **23/143 - APOLOGIES**

#### **23/143/1 – RECEIPT**

Members received apologies for absence from Cllr D Brown and Cllr G A Rycroft and apologies from Cllr N Duff for leaving early.

#### **23/143/2 – REASONS**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED** by unanimous vote to approve Cllr D Brown's and Cllr G A Rycroft's reasons for absence.

### **23/144 – DISPENSATION REQUESTS**

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

### **23/145 – EXCLUSION OF THE PUBLIC**

Members identified that item 23/155 might require the exclusion of the public.

### **23/146 – MINUTES OF THE MEETING HELD ON THURSDAY 7 SEPTEMBER 2023**

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

**RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 7 September 2023 are an accurate record.** The chairman signed the minutes for verification.

### **23/147 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 7 SEPTEMBER 2023**

Members noted the following matters arising from the minutes of the meeting held on Thursday 7 September 2023:

**23/126/3** – The Clerk reported that she had sent the Parish Council's consultation response to LCC Highways.

**23/127/4** – The Clerk reported that Micklefield Scouts required the internet in the Old Fire Station for an international jamboree in October. She reported on her efforts to report the fault (via the website and via Chat), and had finally been able to do so using the helpline. However, an engineer was unable to attend until the premises address was added to the Openreach database via its addition to Royal Mail's database.

### **23/148 - POLICY REVIEW**

#### **23/148/1 – GRIEVANCE POLICY**

Members noted that NALC had not published a new or revised template grievance policy since the adoption of the existing one.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the Grievance Policy is fit for purpose.**

#### **23/148/2 – DISCIPLINARY POLICY**

Members noted that NALC had not published a new or revised template disciplinary policy since the adoption of the existing one.

Proposed by Cllr R M Czwarno

Seconded by Cllr J L Auty

**RESOLVED by unanimous vote that the Disciplinary Policy is fit for purpose.**

### **23/149 - FINANCIAL AUDIT**

#### **23/149/1 – COMPLETION**

Members noted the completion of the audit for the financial year ending 31 March 2023 and the external auditor's report and certificate.

#### **23/149/2 – 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 the Parish Council's website.

### **23/150 - FINANCE**

#### **23/150/1 – ACCOUNTS FOR PAYMENT**

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

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

BT - Internet and Phone Services	133.62
Staff Costs	1954.61
Blast Cleaning & Maintenance Ltd. – Waste Removal	292.42
Aire and Calder - Shrub Maintenance	220.73
Blast Cleaning & Maintenance Ltd. – Waste Removal Summer	462.08
Northern Impression - Printing	76.08

**TOTAL****12,479.54****23/150/2 – BANK RECONCILIATION**

Members noted that a bank reconciliation to 30 September 2023 was not available as the bank statement had not arrived.

**23/150/3 – BUDGET UPDATE**

Members noted a budget update to 22 September 2023.

**23/151 - HIGH INTEREST ACCOUNTS****23/151/1 – 35 DAY ACCESS ACCOUNT**

Members received an update on the opening of a 35 day access account using £100,000 CIL Funds with the Redwood Bank, which was now operating.

**23/151/2 - 1 YEAR BUSINESS SAVING BOND**

Members received an update on the opening of a 1 year Business Savings Bond with the Redwood Bank using £250,000.00 CIL. The account had already accrued interest, which had been transferred to the Parish Council's current account, as per the bond rules. Members agreed to re-invest interest on a quarterly basis.

**23/152 - CRIME****23/152/1 – CRIME FIGURES**

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

**23/152/2 – PACT MEETING**

Cllr J L Auty and Cllr E A Robertson attended the PACT meeting on 13 September and gave reports. The NPT had various active operations concerning speeding and illegal e-bikes and e-scooters. A PCSO patrolled the recreation ground when possible. Teams would be taken from existing operations if extra staff was needed for a more serious crime in another area. The officers present were willing to hold a specific meeting for Micklefield.

**23/153 – CORRESPONDENCE**

Members noted the list of correspondence received.

**23/154 - SEATING SHELTER****23/154/1 – PURCHASE ORDER**

Members noted that a purchase order was sent on 20 September 2023.

**23/154/2 – PRE-START MEETING**

Members noted that a pre-start meeting between the contractor, the Clerk and the Strategy group lead project member was held on 20 September 2023. The Clerk gave a report of the meeting and confirmed that she had received confirmation of the contractor's public liability insurance and a copy of the risk assessment.

23/155/1 – PROJECT UPDATES

Members noted that there was no update on the project to provide increased provision of seats. Members also noted that the Trustee of Micklefield Recreation Ground Charity had agreed with the strategy group's recommendation that the inclusive access entrance from the informal car park would not require a chicane to prevent unauthorised access by quads, motorbikes etc. These vehicles were already able to access the green space by various other means, so a chicane would not prevent them.

23/155/2 – WILDFLOWER/TREE PLANTING

Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

**RESOLVED by unanimous vote to expand the agenda item to include the consideration of quotations received for works required towards the bio-diversity improvement plan.**

Members noted that the quotations had already been provided to them for the meeting of Micklefield Recreation Ground Charity Trustee and several days prior to the current meeting.

23/155/3 – EXCLUSION OF PUBLIC

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to exclude 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 conducted i.e. consideration of quotations.**

The public left the meeting at 8.47pm.

23/155/4 – BIO-DIVERSITY PLAN

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that J R Tree Works Ltd undertakes the bio-diversity improvement plan.**

Members noted that the quotation had expired and the price would need confirming.

(ii) Proposed by Cllr P Meir

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to authorise the Clerk to accept a revised quotation of up to £10000.00 higher.**

(iii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to approve the planting in the schedule as set out by Cllr D Brown at an estimated cost of £1058.83 (inc. VAT).**

(iv) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that the Woodland Trust invoices the Parish Council for the trees.**

The public returned at 8.59pm. Cllr R M Czwarno left the meeting at 8.59pm.

23/155/5 – CIL PROJECT UPDATES

Cllr E A Robertson and Cllr G E Whysall gave an update on the toddler play equipment. They had contacted five companies and received ten designs. The charity trustee had approved the installation of new play equipment.

A member of the steering group gave an update on the provision of a new football pitch perimeter fence. Cllr R M Czwarno returned to the meeting at 9.03pm.

Members agreed to hold another strategy group meeting on 19 October 2023.

### **23/156 - CHRISTMAS LIGHTS**

#### **23/156/1 – SENSOR CONTROLS**

Members noted that a purchase order for the supply and installation of 11no. sensor-type controls and isolators with electrical cables and high level 'commando' type outdoor plug sockets was sent on 19 September 2023.

#### **23/156/2 – MOTIF LIGHTS**

Members noted that a purchase order for 13no. 3D motif lights, 12 sets of lights for natural trees and 2 sets of 30m strip lights for Christmas trees was sent on 19 September 2023.

#### **23/156/3 – CHRISTMAS TREES**

Members noted that a purchase order for the 2no. 15ft Christmas trees was sent on 28 September 2023.

#### **23/156/4 – GRANT APPLICATION**

Cllr J A Crossley gave an update on the application to Hook Moor Wind Farm Community Fund for a grant towards the supply and installation of Christmas lights sensor controls. He had submitted the application and received an auto-acknowledgement; it had also been necessary to clarify that the bulk of the Parish Council's reserves were restricted.

### **23/157 - YLCA**

#### **23/157/1 – LEEDS BRANCH MEETING**

Members noted that a meeting of the YLCA Leeds branch would be held on Tuesday 17 October and the Parish Council's representatives confirmed their intention to attend.

#### **23/157/2 – TRAINING EVENT**

Members noted that a Developing Your Skills: Talking Tables training event would be held on Friday 10 November. No proposals were made regarding attendance. Cllr P Meir indicated his wish to undertake the basic training webinar 'Off to a Flying Start'

### **23/158 - NEIGHBOURHOOD PLAN**

#### **23/158/1 – UPDATE**

Cllr P Meir gave an update on the formation of a Neighbourhood Plan Forum. There had not been many enquiries and an advert was due to appear in The Micklefielder newsletter.

### **23/159 - VERGE REWILDING PILOT SCHEME**

#### **23/159/1 – UPDATE**

Cllr J A Crossley gave Cllr D Brown's update on the verge rewilding pilot scheme.

### **23/160 - HIGHWAYS AND FOOTPATHS**

#### **23/160/1 – FOOTPATH NO. 6 (DAISY BANKS)**

Cllr J A Crossley gave 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. A Public Rights of Way officer had taken on the case.

## **23/160/2 – ROAD SIGNS: PIT LANE**

Members agreed to defer the lack of a 'No Through Road' sign and speed advisory signs on Pit Lane pending further investigation of the existing signs and needs.

## **23/160/3 – LAND RETAINERS: GARDEN VILLAGE STEPS**

Members noted the deterioration of the land retainers at the bottom of Garden Village steps and agreed to inform LCC Highways.

## **23/161 - PLANNING AND DEVELOPMENT CONTROL**

### **23/161/1 – APPLICATION NOTICES**

Members noted receipt of the following application notices: 23/04836/FU – Land adjacent to 50 The Crescent: Two new dwellings and associated works.

### **23/161/2 – PARISH COUNCIL RESPONSE**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote that in principle Micklefield Parish Council supports application 23/04836/FU (Land adjacent to 50 The Crescent: two new dwellings and associated works) due to its design, the alignment of the public footpath and the materials to be used. However, the Parish Council is uncomfortable recommending approval when there is only one parking space per house.**

### **23/161/3 – APPEALS**

Members noted that appeals had been made against refusal decisions for the following planning applications: 23/02853/FU – 12 Sunnybank: Dormer window in Roof and 23/02859/FU – 18 Sunnybank: Dormer window in roof

### **23/161/4 – DECISIONS**

There were no planning decisions to note.

## **23/162 - MILESTONE BANKING**

### **23/162/1 – PROCUREMENT OF QUOTATIONS**

There was no update on the procurement of quotations for the approved repairs.

## **23/163 - GARDEN VILLAGE**

### **23/163/1 – ACCOMMODATION ROAD**

Cllr G A Rycroft was not present to give 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.

## **23/164 - POTENTIAL CYCLE PATH**

### **23/164/1 – UPDATE**

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

## **23/165 - FACILITIES INSPECTIONS**

### **23/165/1 – WEEKLY INSPECTIONS**

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

## **23/166 - FACILITIES MAINTENANCE**

### **23/166/1 – QUARTERLY INSPECTIONS**

Members noted that a purchase order for the quarterly inspections of Diamond Jubilee Play Area, Skate Park, MUGA and Vandicourt Playground had been sent.

### **23/166/2 – 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

## **23/167 - STONE BUS SHELTER**

### **23/167/1 – IMPROVEMENT WORKS**

Members deferred the approval of blocking up the unglazed rear windows in the stone bus shelter to protect users from inclement weather in order to conduct more research into the options available.

## **23/168 - GATEWAY STONES AND SIGNS**

### **23/168/1 – VILLAGE NAME SIGNS**

The approval of the installation of three village name signs at the three village entrances was deferred pending further recommendations.

### **23/168/2 – SIGN STYLE AND LOCATION**

There were no recommendations regarding the style and location of the name signs.

### **23/168/3 – GATEWAY STONES REFURBISHMENT**

Members noted that a purchase order for the refurbishment of the Gateway Stones was sent on 20 September.

## **23/169 - FACEBOOK**

### **23/169/1 – UPDATE**

Cllr P Meir gave an update on the Facebook page.

### **23/169/2 – ITEMS TO POST**

Members agreed the following items were suitable to post on the Facebook page: neighbourhood plan group, the PACT meeting, and the works to commence soon in the recreation ground.

## **23/170 - REGISTRATION AND TRANSFER OF TITLE**

### **23/170/1 – 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

## **23/171 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)**

### **23/171/1 – 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.

## **23/172 – PUB LANDLORD VACANCY**

Members deferred considering ways to promote the pub landlord vacancy.

## **23/173 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

The following items were raised:

- Preventing unauthorised access on Housing Leeds land between Garden Village and the railway station

No agenda items were requested.

## **23/174 – FINANCE AND CORPORATE MANAGEMENT COMMITTEE MEETING**

Members noted that a meeting of the Finance and Corporate Management Committee would be held on Monday 16 October 2023, at Churchville House, Churchville Drive, to commence at 7.30pm.

## **23/175 – NEXT PARISH COUNCIL MEETING**

Members noted that the next meeting of the Parish Council would be held on Thursday 2 November 2023, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 10.18pm.

**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