

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON **THURSDAY 6 APRIL 2023**

MEMBERS PRESENT: Cllr J L Auty, Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno, Cllr E A Robertson and Cllr G E Whysall (from 8.48pm)

ALSO PRESENT: Public (3)

In Attendance: J L Hebden, Clerk and RFO

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

22/305 - PUBLIC FORUM

- (a) A resident queried the plans to 'wild' some of the grass verges on Church Lane and stated that more public engagement was required as previous confirmations given needed clarifying. She believed that some residents thought the 'wilding' was a trial and that the verges would revert to grass if residents didn't like it. *Cllr J A Crossley explained that the written consents had been received and that those not consenting weren't required to give written notification; the verges near their homes would not be 'wilded'. He also explained that the information on the consent form made it clear that the wilding was not a trial. The verges would only revert to grass if the Parish Council defaulted on the terms of the licence it would need to create them i.e. if it stopped maintaining them.*
- (b) A resident raised the issue of multiple cars parking on Church Lane/Jerry Lane near Radford Meadows.
- (c) A resident reported that the school inspection (by the inspector of Anglican and Methodist schools) had been undertaken and the school had been rated good for Christian ethos and collective worship. There had also been an increase in number of subscriptions.

22/306 – DISCLOSURES OF INTERESTS

There were no disclosures of any disclosable pecuniary interests or any other significant interests that the member wished to declare for the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 – 9.

22/307 - APOLOGIES

22/307/1 – RECEIPT

Members received apologies for absence from Cllr N Duff, Cllr G A Rycroft and apologies for an expected late arrival from Cllr G E Whysall.

22/307/2 – REASONS

No reasons for absence were required to be removed.

22/308 – DISPENSATION REQUESTS

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

22/309 – 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: 22/330/4 (To agree the Clerk's salary for the financial year ending 31 March 2024).

22/310 – MINUTES OF THE MEETING HELD ON THURSDAY 2 MARCH 2023

Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 2 March are an accurate record. The chairman signed the minutes for verification.

22/311 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 2 MARCH 2023

Members noted the following matters arising from the minutes of the meeting held on Thursday 2 March 2023:

20/283/3 – The Clerk reported that she had cancelled the Parish Council's Zoom subscription.

22/312 - CRIME

22/312/1 – CRIME FIGURES

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

22/313 – CORRESPONDENCE

Members noted correspondence received.

22/314 - FINANCE

22/314/1 – 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	122.92
Staff Costs	1833.59
Micklefield Regeneration Partnership - Grant for Coronation Garden Party	250.00
Blast Cleaning and Maintenance Ltd. - Waste Removal	268.78
Northern Impression Ltd. - Printing	73.56
Office Depot (Viking) - Office Supplies	92.98
Pease of Garforth Ltd. - Equipment for in bloom' Works	177.16
Skelton Skips Ltd. - 4 Skips & 3 Permits	1095.00
Aire and Calder Ltd. - Grounds Maintenance	1704.81
Aire & Calder Ltd. - Shrub Maintenance	220.73
TOTAL	5,839.53

22/314/2 – BANK RECONCILIATION

Members noted a bank reconciliation to 28 February 2023.

22/314/3 – BUDGET UPDATE

Members noted a budget update to 23 March 2023.

22/314/4 – CIL ACCOUNTS

The Clerk gave an update on opening two accounts for the CIL funds.

22/314/5 – RESTRICTED DONATION

The Clerk gave an update on the future use of the restricted donation given to Micklefield Parish Council by the now defunct Micklefield Bowling Club. The ex-members of the bowling club had indicated where they wanted the donation money to go. The Clerk would need to undertake research of the available legislation before the Parish Council could even consider two of the proposed recipients.

22/315 - ANNUAL AUDIT

22/315/1 – INTERNAL AUDIT

Members noted Yorkshire Internal Audit Services acceptance of appointment at a fee of £310.00.

22/315/2 – 5% SAMPLE INTERMEDIATE AUDIT

Members noted that Micklefield Parish Council had been selected as part of the 5% random sample of basic level audits required to undergo an intermediate level audit.

22/316 - CIL CONSULTATIONS

22/316/1 – UPDATE

Members of the CIL strategy group gave an update. The group had held a meeting to further collate the data, which broadly showed three favoured themes: improvements in the recreation ground, a community building and creation/improvement of footpaths/cycleways (over 60% of responders agreed or strongly agreed with 13 specific projects). The next CIL strategy meeting was arranged for Thursday 13 April 2023.

22/317 - HIGHWAYS AND FOOTPATHS

22/317/1 – DOUBLE YELLOW LINES

The Clerk reported that she had contacted the ward councillors to support a resident's request to mark yellow lines on Church Lane in front of Radford Meadows (Avant Homes Development) to prevent obstruction of the highway by parked cars. Cllr James Lewis had responded and was looking into it.

22/317/2 – CLAIMED FOOTPATH, RADFORD MEADOWS

The Clerk had distributed a written update from planning enforcement regarding the claimed footpath from St Mary's Walk to the new development (Radford Meadows – Avant Homes).

22/317/3 – PROW ACCESS CONTROLS

Members considered a request from a landowner to support his plan to re-position concrete blocks on footpath no. 6 beneath the railway bridge to prevent vehicular use of the footpath and adjoining land.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that as Public Rights of Way number 6 has a definitive width that will be stated in its schedule, the Parish Council cannot support a reduction below the definitive width, but will support any action that the landowner agrees with Leeds City Council Public Rights of Way section to prevent vehicular access.

22/318 - HIGHROYD'S WOOD LEVEL CROSSING

22/318/1 – TRU SCHEME

Members noted that the proposed closure of Highroyds Wood level crossing had been brought into the scope of the Transpennine Route Upgrade Leeds to Micklefield Scheme and would be included in the Transport and Works Order (TWO) for the same.

22/318/2 – CONSULTATION RESPONSE

Members considered a consultation response to the closure of Highroyds Wood level crossing and the accompanying powers and rights Network Rail will apply for under the TWO.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the Parish Council has no issues with the proposals.

22/319 - PLANNING AND DEVELOPMENT CONTROL

22/319/1 – APPLICATIONS

Members noted that no planning application notices had been received.

22/319/2 – DECISIONS

Members noted that no planning decisions had been received.

22/320 - ASSET OF COMMUNITY VALUE

22/320/1 – COMMUNITY RIGHT TO BID

Members noted that the Parish Council's Community Right to Bid nomination for The Blands Arms was successful and the property has been added to the list of Assets of Community Value.

22/320/2 – NOMINATION EXPIRATION

Members noted that the property will be removed from the list after five years and a new nomination will need to be submitted in order to relist it

22/320/3 – BIDDING PROCESS

Members noted the process to bid for the property should the owner decide to dispose of it.

22/321 - FACEBOOK

22/321/1 – UPDATE

Cllr P Meir and the Clerk gave an update on the Facebook page.

22/321/2 – POSTS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the following items be posted on the Facebook page:

- **A brief update on the CIL consultation and a thank you to everyone who participated (after approval from the CIL strategy group)**
- **The repair of the car park and road in the recreation ground (after the delivery of the newsletter)**

22/322 - WASTE REMOVAL

22/322/1 – PURCHASE ORDER

Members noted that a purchase order for the annual contract to remove the waste in Micklefield Recreation Ground was sent on 20 March 2023.

22/322/2 – COMMUNITY SKIPS

Members noted that four skips for community use were provided on the weekend of 18 and 19 March.

22/322/3 – SITE LIMITATIONS

Members noted that the skip company will no longer supply skips to Garden Village because the wagons are too large to access the site.

22/323 - GARDEN VILLAGE

22/323/1 – ACCOMMODATION ROAD

Due to Cllr G A Rycroft's absence, 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.

22/324 - POTENTIAL CYCLE PATH

22/324/1 – UPDATE

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

22/325 - FACILITIES INSPECTIONS

22/325/1 – WEEKLY INSPECTIONS

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

22/326 - FACILITIES MAINTENANCE

22/326/1 – UPDATE

Members noted that 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

22/327 - GATEWAY STONES

22/327/1 – NAME SIGNS

Due to the absence of Cllr N Duff (lead project member) members agreed to defer the approval of the installation of three village name signs at the three village entrances.

22/327/2 – REFURBISHMENT

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

RESOLVED by unanimous vote to approve the refurbishing of the Gateway Stones.

Members noted that the grant application had been submitted but that there had been no acknowledgement or further communication from the funder.

22/328 - REGISTRATION AND TRANSFER OF TITLE

22/328/1 – UPDATE

Cllr J A Crossley gave an 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.

22/329 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

22/329/1 – REVISED LEASING ARRANGEMENTS

Cllr J A Crossley 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. He reported that he had been unsuccessful in its recent attempts to engage communication with the company.

Proposed by Cllr J A Crossley

RESOLVED by unanimous vote to write to London Property Investments Ltd. with all the relevant information.

22/330 - STAFF EMPLOYMENT

22/330/1 – APPRAISAL

Members noted that the annual staff appraisal took place on 8 February 2023.

22/330/2 - APPRAISAL REPORT

Members noted that the Finance and Corporate Management Committee received a staff annual appraisal report at its meeting held on Monday 2 February 2023.

22/330/3 – CPIH INFLATION RATE

Members note the CPIH rate of inflation released for February 2023.

22/330/4 – 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 Public Bodies (Admission to Meetings) Act 1960, Section 2, due to the confidential nature of the business to be conducted i.e. staff salary.

The Clerk and the public left the meeting at 9.14pm and the chairman took the minutes in the Clerk's absence.

22/330/5 – SALARY

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to raise the Clerk's salary for the financial year ending 31 March 2024 in accordance with the provisions of the Clerk's contract and that this be effective from 1 April 2023.

The Clerk and the public returned at 9.17pm.

22/331 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following items were raised for discussion:

- Pot holes
- Footpath No. 3 is still being used as a public road and the section near the school is being eroded due to vehicular use (to access the school playing field)
- The junction of Church Lane with Ridge Road (A656) was flooded during heavy rain

The following agenda items were requested:

- To consider the recommendations of the CIL strategy group
- To receive a report of the Peckfield Landfill Site Liaison Committee

- To consider giving the height restriction barrier code to recreation ground user groups
- To consider making the development of a neighbourhood plan a standing item on the agenda
- To receive an update on the condition of the path that runs from footpath no. 11 (behind Grange Farm Court) to the settling pond near footpath no. 2
- To address the problems with 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.

22/332 – 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 11 May 2023, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 9.48pm.

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