

# MICKLEFIELD PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON THURSDAY 6<sup>TH</sup> JULY 2023

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

**ALSO PRESENT:** Public (5)

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

The meeting opened at 7.25pm and was chaired by the Chairman, Cllr J A Crossley.

### 23/74 - PUBLIC FORUM

- (a) A resident asked for the empty back windows in the stone bus shelter at Garden Village to be closed up as the rain and wind come in.
- (b) A resident asked that the Parish Council re-considers the provision of internet at The Youth and Adult Centre when the contract comes up for renewal, as Leeds City Council equips all its other public buildings with internet.
- (c) A resident reported that there had been an accident at the junction of Church Lane with Ridge Road (A656)
- (d) A resident reported that the public footpaths had not all been cut. *Cllr J A Crossley would investigate.*
- (e) A resident queried why the Parish Council had stopped notating its minutes with work action points as it was difficult to know the outcome of action delegated to a councillor. *Cllr J A Crossley explained that providing the minutes with an action column had been a very brief experiment by the Parish Council many years ago and that updates were available in the appropriate part of the minutes.* The resident expressed dissatisfaction that there was not always a reason given for the lack of an update and that action could drag on.
- (f) A resident gave a report of his call to the brewery regarding the re-opening of the pub.

### 23/75 – DISCLOSURES OF INTEREST

There were no disclosures of disclosable pecuniary interests for the purposes of the Localism Act 2011, s31 and the Councillor Code of Conduct para 9 and Appendix B paras 4 - 9. There was the disclosure of the following significant non-pecuniary interest:

<u>MEMBER</u>	<u>AGENDA ITEM</u>	<u>REASON</u>
Cllr D Brown	23/87 (churchyard maintenance)	Spouse is a churchwarden

### 23/76 - APOLOGIES

#### 23/76/1 – RECEIPT

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

#### 23/76/2 – REASONS

No reasons were required to be approved.

### 23/77 – DISPENSATION REQUESTS

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

## **23/78 – EXCLUSION OF THE PUBLIC**

Members identified that the following item required the exclusion of 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 (consideration of competitive quotations): item 23/86/1(to consider quotations for the fabrication and installation of a new seating shelter).

## **23/79 – MINUTES OF THE MEETING HELD ON THURSDAY 8 JUNE 2023**

Proposed by Cllr D Brown

Seconded by Cllr P Meir

**RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 8 June 2023 are an accurate record.** The chairman signed the minutes for verification.

## **23/80 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 8 JUNE 2023**

Members noted the following matters arising from the minutes of the meeting held on Thursday 8 June 2023:

**23/52** – The two policies reviewed had been updated to show the review date and uploaded to the Parish Council website.

**23/57** – The new phone line contract had been arranged.

**23/59/1** – There had been no contact from the supervisor of the DFBO company contact as had been indicated.

**23/60/1** – The Clerk gave a further update on Leeds City Council's policy regarding dormer windows on street-facing terraced roofs.

## **23/81 - POLICY REVIEW**

### **23/81/1 – INTERNAL POLICY**

Proposed by Cllr J L Auty

Seconded by Cllr P Meir

**RESOLVED by unanimous vote that the internal review policy is fit for purpose.**

### **23/81/2 – MODEL PUBLICATION SCHEME**

Members noted that the Model Publication Scheme needed updating with the addition of policies and any other new information now available.

## **23/82 – NALC LEGAL ADVICE**

Members noted legal advice from NALC regarding a donation to St Mary's Church using monies previously donated by Micklefield Bowling Club and in accordance with the ex-members request. The advice stated that a gift given under the provision of Local Government Act 1972, section 139 could be spent according to the wishes of the donor, even if the Parish Council itself would not be able to.

## **23/83 - FINANCE**

### **23/83/1 – ACCOUNTS FOR PAYMENT**

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

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

<b>BT - Internet and Phone Services</b>	<b>124.02</b>
<b>Staff Costs</b>	<b>2056.54</b>
<b>Northern Impression Ltd - Printing</b>	<b>125.28</b>
<b>Blast Cleaning &amp; Maintenance Ltd. – Waste Removal</b>	<b>292.42</b>
<b>Yorkshire Cancer Research - Donation</b>	<b>1300.00</b>
<b>Micklefield Primary Academy - Donation</b>	<b>1300.00</b>

Micklefield PCC - Donation	1300.00
Aire and Calder Ltd. - Grounds Maintenance	1216.77
Leeds City Council - Hanging Baskets x 34	850.00

**TOTAL**                      **8,565.03**

**23/83/2 – BANK RECONCILIATION**

Members noted a bank reconciliation to 30 June 2023.

**23/83/3 – BUDGET UPDATE**

Members noted a budget update to 19 June 2023.

**23/83/4 – CIL ACCOUNTS**

There was no update on opening two accounts for the CIL funds.

**23/84 - CRIME**

**23/84/1 – FIGURES**

The crime figures for June were not available.

**23/84/2 – PACT MEETING**

Cllr J L Auty had attended the PACT meeting and gave a report. She also reported that police representatives had attended the ward councillors' surgery.

**23/85 – CORRESPONDENCE**

Members noted correspondence received.

**23/86 - CIL**

**23/86/1 – EXCLUSION OF PUBLIC**

Proposed by Cllr J A Crossley

Seconded by Cllr J L Auty

**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 transacted i.e. consideration of competitive quotations.**

The public left the meeting at 8.47pm.

A strategy group member gave a report on the procurement of quotations. Members received copies of three quotations.

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

**RESOLVED by unanimous vote to refer the project back to the strategy group for it to consider the implications of the cost of the seating shelter project on other CIL schemes and apportioning of monies.**

The public returned to the meeting at 8.58pm.

**23/86/2 – APPROVED PROJECTS**

Members gave updates on the following projects approved for CIL monies: planting in the recreation ground perimeter, additional children's play equipment in the recreation ground.

## **23/87 - CHURCHYARD MAINTENANCE**

### **23/87/1 – FINANCIAL SUPPORT**

Members considered a request from St Mary's Parochial Church Council (PCC) for financial support towards the ongoing maintenance of the churchyard. They noted that the maintenance had never been undertaken on a commercial basis, that the Parish Council had never arranged maintenance, and that a group of volunteers had recently undertaken maintenance but that as it was not a church group there was no surety that it would continue indefinitely. The Parish Council asked the PCC to submit a review of the voluntary maintenance system, with a maintenance works plan and estimated costs to the Parish Council before the end of September. The Parish Council would then consider adding the churchyard maintenance to its annual plan and the various maintenance options available.

## **23/88 - MILESTONE BANKING**

### **23/88/1 – REPAIR**

Proposed by Cllr J A Crossley

Seconded by Cllr J L Auty

**RESOLVED** by unanimous vote to approve the repair of Milestone Banking.

## **23/88/2 – CONTRACTOR APPOINTMENT**

No contractors or quotations were available at the meeting.

## **23/89 - NEIGHBOURHOOD PLAN**

### **23/89/1 – GROUP**

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

**RESOLVED** by unanimous vote to approve the creation of a Neighbourhood Plan group.

## **23/89/2 – PARISH COUNCIL MEMBERS**

Proposed by Cllr J A Crossley

Seconded Cllr J L Auty

**RESOLVED** by unanimous vote that the Parish Council members of the Neighbourhood Plan group are Cllr D Brown, Cllr J A Crossley and Cllr P Meir.

## **23/89/3 – PUBLIC PARTICIPATION**

Proposed by Cllr J A Crossley

Seconded by Cllr D Brown

**RESOLVED** by unanimous vote to invite members of the public that, as part of the CIL consultation indicated an interest in joining a Neighbourhood Plan group, to join the group.

## **23/90 - MICKLEFIELD QUARRY SSSI**

### **23/90/1 – GEOLOGICAL SURVEY**

Proposed by Cllr D Brown

Seconded by Cllr P Meir

**RESOLVED** by unanimous vote to grant permission to a Natural England approved contractor to access Micklefield Quarry SSSI to undertake a geological survey.

### **23/90/2 – CONTACT DETAILS**

Proposed by Cllr J A Crossley

Seconded by Cllr P Meir

**RESOLVED** by unanimous vote that Natural England can pass on the Parish Council's contact details to the contractor.

## **23/91 - MICKLEFIELD IN BLOOM**

### **23/91/1 – STEERING GROUP RECOMMENDATIONS**

The recommendations of the Steering Group were not available at the meeting.

## **23/92 - HIGHWAYS AND FOOTPATHS**

### **23/92/1 – FOOTPATH NO. 6**

Cllr J L Auty reported that she had informed Cllr Harland about the problems with footpath no. 6 (Daisy Banks), i.e. that it no longer functions as a public right of way due to the land levels and the installation of a playground through its alignment. Cllr J A Crossley had yet to contact PROW.

### **23/92/2 – OTHER HIGHWAYS MATTERS**

Members received an update on various other highways matters reported to Leeds City Council. The Clerk had reported the overgrown undergrowth at the junction of Church Lane with A656 (Ridge Road) and the lack of junction road markings within the Barratts' development, including footpath no. 3.

## **23/93 - PLANNING AND DEVELOPMENT CONTROL**

### **23/93/1 – APPLICATION NOTICES**

Members noted that no planning application notices had been received.

### **23/93/2 – DECISIONS**

There were no planning decisions to note.

### **23/93/3 – SERVICES CHANGES**

Members noted the changes to planning and sustainable development services, including additional information received via the YLCA branch meeting.

## **23/94 - TV LICENCE**

### **23/94/1 – UPDATE**

Members received an update on the provision of a television licence for the communal lounge in Churchville House. The ward councillors had agreed to pay for the licence for one year via Micklefield Regeneration Partnership.

## **23/95 - YLCA**

### **23/95/1 – LEEDS BRANCH MEETING**

Cllr J A Crossley and Cllr J L Auty had attended the YLCA Leeds branch meeting held on Tuesday 20 June and gave a report.

### **23/95/2 – DEVELOPING YOUR SKILLS TALKING TABLES**

There was no interest in attending YLCA's Developing Your Skills Talking Tables to be held on Thursday 27 July.

## **23/96 - FACEBOOK**

### **23/96/1 – UPDATE**

Members received an update on the Facebook page. It had been updated with the approved items.

### **23/96/2 – ITEMS**

Members agreed that the formation of a Neighbourhood Plan Forum could be posted on the Facebook page.

## **23/97 - GARDEN VILLAGE**

### **23/97/1 – 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.

### **23/98 - POTENTIAL CYCLE PATH**

#### **23/98/1 – UPDATE**

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

### **23/99 - FACILITIES INSPECTIONS**

#### **23/99/1 – INSPECTIONS SHEETS**

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

### **23/100 - FACILITIES MAINTENANCE**

#### **23/100/1 – UPDATE**

Members received an update on refurbishment of the springy rocker and multi play unit (rubbing down and treating the rust and repainting). The Handyman did not undertake those sorts of works, so the Clerk had contacted a specialist playground company.

Members noted that 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.

### **23/101 - GATEWAY SIGNS**

Cllr J A Crossley reported that he and Cllr N Duff had had a site meeting regarding village name signs. However, due to the absence of the lead project member, Cllr N Duff, the item was deferred.

### **23/102 - REGISTRATION AND TRANSFER OF TITLE**

#### **23/102/1 – UPDATE**

Members noted that 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.

## **23/103 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)**

### **23/103/1 – REVISED LEASING ARRANGEMENTS**

Members received 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. The Clerk had written to the landowner to request the renewal of the existing lease.

### **23/104 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

The following items were raised to note:

- Footpath no. 3 from the school to the dog-leg was very overgrown
- The Micklefielder would be out for distribution the following week.

The following agenda items were requested:

- An additional council member
- To approve the closure of the empty window spaces in the stone bus shelter
- To consider the continuation of the provision of the internet at Micklefield Youth and Adult Centre
- To approve action to raise the profile of the pub vacancy
- To approve the installation of new noticeboards and agree the form
- To consider the recommendations of the Micklefield in Bloom steering group
- To approve payments to Aire and Calder Ltd. are made by bank transfer

### **23/105 – MEETING OF CHARITY TRUSTEE**

Members noted that a meeting of the trustee of Micklefield Recreation Ground Charity would be held on Monday 17 July 2023, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), to commence at 7.30pm.

### **23/106 – NEXT MEETING**

Members noted that the next meeting of the Parish Council would be held on Thursday 7 September 2023, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 10.23pm.

**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