

MICKLEFIELD RECREATION GROUND (REGISTERED CHARITY NO. 523780)

MINUTES OF THE ANNUAL MEETING OF THE TRUSTEE HELD ON MONDAY 15 MAY 2023

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

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

The meeting opened at 7.47pm and was chaired by the chairman, Cllr J A Crossley.

23/01 – 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 Members' Code of Conduct, paras 9-14.

23/02 – DISPENSATION REQUESTS

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

23/03 - APOLOGIES

23/03/1 – RECEIPT

Members received apologies for absence from Cllr J L Auty, Cllr D Brown and Cllr G A Rycroft.

23/03/2 – REASONS

No reasons for absence were required to be approved.

23/04 – EXCLUSION OF PUBLIC

There were no items requiring the exclusion of the public.

23/05 – MINUTES OF THE MEETING HELD ON MONDAY 20 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 Monday 20 March 2023 are an accurate record. The chairman signed the minutes for verification.

23/06 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON MONDAY 20 MARCH 2023

Members noted the following matters arising from the minutes of the meeting held on Monday 20 March 2023:

22/113/2 – The Clerk reported that she had informed Garforth Rangers about the discount on its 2023/24 fees.

22/114/2 – The Clerk reported she had informed the Openreach engineer about the Parish Council's decision.

22/116/1 – The Clerk reported that she had not received any written information from the Funfair provider, as requested.

23/07 - ANNUAL ACCOUNTS

23/07/1 - FINANCIAL YEAR ENDING 31 MARCH 2023

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the accounts for the financial year ending 31 March 2023.

The Chairman and the Treasurer signed the receipts and payments account on behalf of the Trustee.

23/07/2 – BANK RECONCILIATION

Members noted the bank reconciliation for the financial year ending 31 March 2023.

23/07/3 – INDEPENDENT EXAMINER’S REPORT

Members noted the Independent Examiner’s Report on the charity’s accounts for the financial year ending 31 March 2023.

23/07/4 – RECEIPTS AND PAYMENTS ACCOUNT

Members noted that the Trustee did not need to submit its full receipts and payments accounts to the Charity Commission as the Charity’s income was below £25,000.00 for the financial year ending 31 March 2023.

23/07/5 – ANNUAL RETURN

Members noted that the Trustee does not need to submit a full annual return to the Charity Commission as the Charity’s income was below £10,000 for the financial year ending 31 March 2023.

23/07/6 – INDEPENDENT EXAMINATION

Members noted that Yorkshire Internal Audit Services would no longer be undertaking audit services commencing with the 2023/24 financial year.

23/08 - FINANCE

23/08/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the accounts for payment:

| | |
|---|---------------|
| Octopus Energy - Electricity | 8.65 |
| R F Entwistle - Independent Examination of Annual Accounts | 310.00 |
| TOTAL | 318.65 |

23/08/2 – BANK RECONCILIATION

Members noted a bank reconciliation to 30 April 2023.

23/09 - HEIGHT RESTRICTION BARRIER

23/09/1 – KEY SAFE CODE

Members noted that all branches of the emergency services had now been told the location and code for the key safe. Members agreed that as the ground was now accessible in an emergency, there was no need to supply the location of and code for the key safe to recreation ground user groups.

23/09/2 – OFF-ROAD ACCESS

Members noted that vehicles too large to go under the height restriction barrier were avoiding it by diverting onto the old school site and accessing the road through the gap between the trees. Members further noted that this route could be used by travellers to enter the recreation ground and set up an unauthorised encampment.

23/09/3 – UNAUTHORISED ACCESS PREVENTION

(i) Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwaro

RESOLVED by unanimous vote to install 2no. stones within the tree line: one between the second and third trees and one between the third and fourth trees as a temporary measure to prevent incursion.

(ii) Proposed by Cllr J A Crossley
Seconded by Cllr R M Czwaro

RESOLVED by unanimous vote to install the stones at a cost not to exceed £600.00 and delegate to the Clerk.

23/10 - 4 & 5 RAILWAY COTTAGES

23/10/1 – ACCOUNT MIGRATION

Members noted that the charity's electricity account had migrated to Octopus Energy.

23/10/2 – STATEMENTS

Members noted that statements would only be sent once every three months unless a meter reading was received by Octopus Energy in the interim.

23/10/3 – DIRECT DEBIT

Members noted that monthly bills are now paid in arrears by variable direct debit.

23/10/4 – ACCOUNT STATUS

Members noted that the account was £16.56 in credit.

23/10/5 – IMMERSION HEATERS

The Clerk gave an update on the availability of hot water and the repair of the immersion heaters. Hot water was available from one immersion heater but the other needed repairing.

23/10/6 – DEFIBRILLATOR UNIT

The Clerk gave an update on the installation of a defibrillator unit in the changing rooms (owned and maintained by Garforth Rangers AFC).

23/11 - FOOTBALL PITCH AND LETTINGS

23/11/1 – SEASON LETTINGS

The Clerk gave an update on the season lettings, which would end on Sunday 21 May 2023.

23/11/2 – TERMS AND CONDITIONS

Members reviewed the terms and conditions of the seasonal lettings.

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

RESOLVED by unanimous vote that the terms and conditions are fit for purpose.

23/11/3 – LETTING FEES

Proposed by Cllr J A Crossley
Seconded by Cllr P Meir

RESOLVED by unanimous vote to increase letting fees by 9%, representing the median of the published CPIH rates for February 2023 and March 2023.

23/12 - CAR PARKS

23/12/1 – ENTRANCE SIGN

There was no update on the provision of an entrance sign.

23/12/2 – POT HOLE REPAIR

Members noted that a purchase order for the repair of the potholes in the road/parking area was sent on 19 April 2023.

23/13 - LOWER PECKFIELD LANE

23/13/1 – ‘NO PARKING’ SIGNS

There was no update on the provision of ‘No Parking’ signs on the access gates on Lower Peckfield Lane.

23/14 - ACCESS

23/14/1 – SCHEME UPDATE

Members noted that the Parish Council had approved using CIL funds to pay for the scheme to improve access.

23/15 - MUGA/WILDFLOWER MEADOW

23/15/1 – MUGA

Members noted that there was no change to the condition of the MUGA but that the corkscrew had been removed from the fence.

23/15/2 - WILDFLOWER MEADOW

The Clerk gave an update on the wildflower meadow. Plants in the meadow were growing, including cowslips.

23/15/3 – STORAGE BUILDINGS

There was no update on the Scouts’ use of the storage buildings.

23/15/4 – TREE AND SHRUB REDUCTION

The Clerk gave an update on the reduction of the shrubs and trees between the wildflower meadow and Diamond Jubilee Play area. She had made site visits with four contractors and received quotations for two so far.

23/16 - TREES

23/16/1 – ABORICULTURAL SURVEY

There was no update on the commissioning of an aboricultural survey of the trees in Micklefield Recreation Ground.

23/16/2 – STORM DAMAGED TREE

The Clerk gave an update on the removal of the storm damaged tree on the southern perimeter for health and safety reasons. She had requested quotations for removal from four contractors and received quotations from two. She had also liaised with an employee of QTS (Network Rail's contractor, commissioned to remove tree limbs that would impact the electrification of the line), who had agreed to report the tree and its potential danger of obstructing the line, to Network Rail.

23/16/3 – CROWN LIFTING

The Clerk gave an update on the crown lifting to 4m of trees on the northern edge of the wildflower meadow perimeter footpath. She had met four contractors for quotations and received them from two.

23/17 - DIAMOND JUBILEE PLAY AREA AND SKATE PARK

23/17/1 – BIKE RACK

There was no update on the installation of a bike rack in the skate park/play area.

23/17/2 – QUARTERLY MAINTENANCE

Members noted the quarterly maintenance inspection report.

23/18 - YOUTH SHELTERS

23/18/1 – CONDITION

Members noted that there was no change to the condition of the youth shelters, but that the bolts would require tightening.

23/19 – RECYCLING POINTS

Members considered providing recycling points (for clothing, batteries, electrical equipment etc.) in the recreation ground. Members agreed that it was a good idea but the wrong location; the site was too isolated and deserted to prevent vandalism and misuse.

23/20 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

There were no items for discussion or requests for agenda items.

23/21 – NEXT MEETING

Members noted that the next meeting would be held on Monday 17 July 2023, in the I.T. suite of Micklefield Youth and Adult Centre (The Old Fire Station, Great North Road, to commence at 7.30pm.

The meeting closed at 9.25pm.

Signed:

Chairman

Date:

Joanne Hebden
Clerk to the Council
Micklefield Parish Council
(Sole Trustee of Micklefield Recreation Ground Charity)

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