

# **MICKLEFIELD PARISH COUNCIL**

Official Notice of a Meeting of Micklefield Parish Council to be Held on:

Thursday 3<sup>rd</sup> December 2020, at Zoom.us, ID: 414 573 1830, Password: 7FhGVD to commence at 7.15pm.

Members of the Council are summoned to attend this meeting. Meetings are open to press and public. The press and public may only speak during the public forum.

Signed: (Clerk) Date: 27<sup>th</sup> November 2020

## **AGENDA**

**20/123** To receive questions and comments from members of the public (PUBLIC FORUM)

**20/124** To disclose or draw attention to any disclosable pecuniary interests and any other significant interests that the member wishes to declare in the public interest, for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14

### **20/125 APOLOGIES**

/1 To receive apologies for absence

/2 To approve reasons for absence

/3 To agree to extend the approval of Cllr G A Rycroft's reason for absence for an additional six month period

**20/126** To consider dispensation requests received by the Clerk prior to the meeting

**20/127** To identify any items requiring the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2, and the reason for exclusion

**20/128** To approve the minutes of the meeting held on Thursday 5 November 2020 (attached)

**20/129** To note matters arising from the minutes of the meeting held on Thursday 5 November 2020 FOR INFORMATION ONLY

### **20/130 VACANCIES**

/1 To note that vacancy notices were posted with a deadline for receipt of applications of Wednesday 25 November and that no applications have been received

/2 To note that a new vacancy notice has been posted with a deadline of Friday 22 January

2021

**20/131** To note correspondence received (attached)

**20/132** To note crime figures received

### **20/133 ANNUAL AUDIT**

/1 To note the completion of the audit for the financial year ending 31 March 2020

/2 To note section 3 (External Auditor's Report) of the Annual Governance and Accountability Return (AGAR) and that no issues have been raised (attached)

/3 To note that in accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014, Accounts and Audit Regulations 2015 (SI 2015/234) and Accounts and Audit Regulations (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) copies of the Notice of Conclusion of Audit and AGAR were posted on the Parish Council's noticeboards and website before the 30 November deadline

### **20/134 FINANCE**

/1 To approve the accounts for payment (attached)

/2 To note a budget update to 24 November 2020 (attached)

/3 To note a bank reconciliation to 31 October 2020 (attached)

/4 To note Leeds City Council's proposed council tax timetable (attached)

/5 To agree to instruct the Finance and Corporate Management Committee to research suitable high interest bank accounts

/6 To receive an update on the future use of the restricted donation given to Micklefield Parish Council by the now defunct Micklefield Bowling Club

### **20/135 PLANNING AND DEVELOPMENT CONTROL**

/1 To note planning application notices received: 20/06498/FU – Land Adjacent to 3 Manor Chase

/2 To note the Parish Council's delegated response to planning applications received: 20/04828/FU – 40 Church Lane: Single Storey Side and Rear Extension

/3 To note planning decisions received

**/4 To agree a consultation response to planning application 20/06498/FU – Land Adjacent to 3 Manor Chase: Two dwellings with garages and landscaping and private drive from access**  
**20/136 GROUNDS MAINTENANCE**

**/1 To agree the specification amendments required to include the maintenance of the wildflower meadow**

**/2 To note that the current contract for the maintenance of Micklefield Recreation Ground and Vandicourt greenspace expires on 31 December 2020**

**/3 To approve an extension to the contract with Aire and Calder Ltd. for the grounds maintenance until 31 December 2021**

**/4 To note the current value of the contract is £15,212.00 (ex VAT)**

**/5 To note that the previous contract increased in value by the CPIH rate published in October 2019**

**/6 To note that the published CPIH rate for October 2020 was 0.9%**

**/7 To agree that the grounds maintenance contract increases by 0.9% to £15,349.00**

**19/137 SHRUB MAINTENANCE**

**/1 To note that the current contract for the maintenance of the shrub beds at milestone banking and Garden Village banking expires on 31 December 2021**

**/2 To approve that Aire and Calder Ltd. continues the annual maintenance of the shrub beds at Milestone Banking and Garden Village banking until 31 December 2020**

**/3 To note that the current value of the amended contract is £828.00 (ex VAT)**

**/4 To note that the previous contract increased in value by the CPIH rate published in October 2019**

**/5 To note that the published CPIH for October 2020 was 0.9%**

**/6 To agree that the annual shrub maintenance contract increases by 0.9% to £835.00**

**20/138 TREE MAINTENANCE**

**/1 To receive an update on the crowning lifting and reduction works to the overgrown trees on grass verges at Sunningdale and Churchville**

**20/139 POTENTIAL CYCLE PATH**

**/1 To consider new recommendation from the working group on the potential to create a cycle path between Micklefield and Garforth**

**20/140 PLOUGH FEATURE**

**/1 To accept as a gift the plough installed at Grange Farm Court**

**/2 To consider the future of the plough purchased by Micklefield Parish Council as part of an approved project at the same location**

**20/141 PECKFIELD LANDFILL SITE**

**/1 To receive a report on the Peckfield Landfill Site Liaison Committee meeting held on Tuesday 10 November**

**20/142 PIT HEAD WHEEL PROJECT**

**/1 To receive an update on the adoption of the feature**

**20/143 PIT DISASTER COMMEMORATION PLAQUES**

**/1 To note a request for the Parish Council to take on custodianship of the Peckfield pit disaster commemoration plaques located at three sites in Micklefield**

**/2 To receive advice from the Clerk regarding the legal and procedural positions of the request**

**/3 To agree to examine the possibility of Micklefield Parish Council becoming the custodian of the Peckfield pit disaster commemoration plaques**

**20/144 CHRISTMAS LIGHTS AND TREES**

**/1 To note that the Christmas trees and lights have been installed with a switch on date of 27 November**

**20/145 REGISTRATION AND TRANSFER OF TITLE**

**/1 To receive an update on the commissioning Leeds City Council to provide the legal service of registering the two titles in the name of Micklefield Parish Council, as Sole Trustee of Micklefield Recreation Ground Charity**

**20/146 PHONE AND INTERNET SERVICES**

**/1 To receive an update on the implementation of a new 24 month contract for a monthly rental package from BT for phone and internet services**

**20/147 GARDEN VILLAGE BUS SHELTER**

**/1 To note the weekly inspections sheets (attached)**

**/2 To address the lack of glazing in the windows in the bus shelter**

**20/148 VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)**

**/1 To receive 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**

**20/149 VANDICOURT INFANTS' PLAY AREA AND GREENSPACE**

**/1 To note the weekly inspections sheets (attached)**

**/2 To receive an update on the refurbishment of the springy rocker and multi play unit (rubbing down and treating the rust and repainting)**

**/3 To note the completion of the works to the tree near the southwestern corner of the playground**

**/4 To receive an update on the provision of coronavirus information signs**

**20/150 MICKLEFIELD RECREATION GROUND**

**/1 To note the weekly inspections sheets (attached)**

**/2 To receive an update on the repair of the cracks and chips on the skate park surface**

**/3 To receive an update on the re-siting of the bin in Vandicourt greenspace to a location near the western perimeter of the skate park**

**/4 To receive an update on the cleaning of the youth shelters to remove offensive graffiti, smoke damage and dirt**

**/5 To receive an update on the drainage at Micklefield Skate Park**

**20/151 DIAMOND JUBILEE PLAY AREA**

**/1 To note the weekly inspections sheets (attached)**

**/2 To receive an update on the repair of the zip wire**

**20/152 STAFF EMPLOYMENT**

**/1 To note that the annual staff appraisal took place on 28 January 2020**

**/2 To note that the Finance and Corporate Management Committee received the staff annual appraisal action plan at its meeting held on Monday 17 February 2020 and agreed that the review period was very positive**

**/3 To note the CPIH rate of inflation released in February 2020**

**/4 To agree the Clerk's salary for 2020/21**

**20/153 Items for discussion and requests for agenda items**

**20/154 To note that the next Parish Council meeting will be held on Thursday 7 January 2021, via Zoom, to commence at 7.15pm**

Joanne Hebden  
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Micklefield Parish Council

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