

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 2 FEBRUARY 2023

MEMBERS PRESENT: Cllr J L Auty, Cllr D Brown, 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 (3)

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

The meeting opened at 7.18pm and was chaired by the chairman, Cllr J A Crossley.

22/241 - PUBLIC FORUM

The following issues were raised:

- (a) A resident reported that she had informed the ward council members about the danger parked cars were creating on Church Lane near the Avant Homes development. She had requested that yellow lines be applied to the road adjacent to the development but the ward councillors believed that there was no need. She asked the Parish Council to take up the request on her behalf. *Cllr J A Crossley advised the resident to forward the email she had sent to the ward councillors, to the Clerk.*
- (b) A resident reported that the footpath from St Mary's Walk to the new housing development was in a terrible state and impassable. *Cllr E A Robertson reported that she had spoken to the site manager, who had agreed to lay hardcore. The site manager had maintained that Leeds City Council was responsible for making right the raised area between the path and the adjacent property.*
- (c) A resident reported that she was not getting a significant or satisfactory response from Leeds City Council regarding the problems for pedestrians when using footpath no.3. She had contacted the Ramblers' Association for assistance

22/242 – DISCLOSURE OF 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, the following disclosures were made:

<u>MEMBER</u>	<u>AGENDA ITEM</u>	<u>REASON</u>
Cllr G E Whysall (potentially pecuniary)	22/256/5	Applicant
Cllr D Brown (non pecuniary)	22/257	Chairman of Micklefield Community Green Group

22/243 - APOLOGIES

22/243/1 – RECEIPT

Members received apologies for absence from Cllr G A Rycroft.

22/243/2 – REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve Cllr G A Rycroft's reason for absence.

22/244 – DISPENSATION REQUESTS

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

22/245 – EXCLUSION OF THE PUBLIC

No items were identified requiring the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2.

22/246 – MINUTES OF THE MEETING HELD ON THURSDAY 5 JANUARY 2023

Proposed by Cllr R M Czwarno

Seconded by Cllr J L Auty

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 5 January 2023 are an accurate record. The chairman signed the minutes for verification.

22/247 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 5 JANUARY 2023

Members noted the following matters arising from the minutes of the meeting held on Thursday 5 January 2023:

22/213/b – Cllr R M Czwarno reported that he was having difficulty finding an account that could satisfy the needs of a Parish Council

22/223/2 – The Clerk reported that she had written to Yorkshire Internal Audit services and was waiting for a response.

22/229/1 – The Clerk reported that she had received an acknowledgement for the receipt of the nomination of an asset of community value

22/248 – MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY 16 JANUARY 2023

Proposed by Cllr J L Auty

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the minutes of the extraordinary meeting held on Monday 16 January 2023 are an accurate record. The Chairman signed the minutes for verification.

22/249 – MATTERS ARISING FROM THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY 16 JANUARY 2023

There were no matters arising from the minutes of the extraordinary meeting held on Monday 16 January 2023.

22/250 - CRIME

22/250/1 – CRIME FIGURES

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

22/250/2 – PACT MEETING

Cllr J L Auty gave a report from the PACT meeting.

22/251 – CORRESPONDENCE

Members noted correspondence received.

22/252 - BUDGET AND PRECEPT

22/252/1 – TAX BASE

Members noted that Leeds City Council had approved the indicative tax base for Micklefield at a meeting of the full council held on 18 January.

22/252/2 – PRECEPT REQUEST

Members noted that the precept request was submitted to Leeds City Council on 17 January.

22/252/3 – CLERK'S DELEGATED BUDGET

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to agree the Clerk's delegated budget, as follows:

Staff Expenses	£150.00
Establishment Charges	£2,600.00
Conferences/Seminars	£400.00
Training	£400.00
Waste Disposal Skips	£1,144.00
Newsletter	£1,410.00
Micklefield in Bloom (2023)	£2,000.00
Micklefield in Bloom (2024)	£1,200.00
Development Control	£100.00
Tree Replacement/Maintenance	£775.00
Recreation Ground Maintenance	£300.00
Recreation Ground	£2,600.00
Asset Maintenance	£1,000.00
Play Inspections	£375.00
Environmental Improvements	£250.00
Public Rights of Way	£1,350.00
Vandicourt Greenspace	£500.00
Litter Bin Provision	£300.00

22/253 - FINANCE

22/253/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr J A Crossley

Seconded by Cllr R Czwarno

RESOLVED by unanimous vote to approve the accounts for payment, as follows:

BT - Internet and Phone Services	97.76
Staff Costs	1833.60
Blast Cleaning and Maintenance Ltd. - Waste Removal	268.78
Viking - Ink Cartridges	86.20
Viking - CIL Questionnaire Stationery	238.97
Collaborative Learning Trust – Newsletter Printing	294.00
Collaborative Learning Trust – CIL Questionnaire Printing	490.00
Rialtas Business Solutions Ltd. – Financial Software	
Support, Maintenance and Licence	262.49
Brambledown Landscapes Ltd. - Height Restriction Barrier	
Repair and Warning Sign	2131.48
Brambledown Landscapes Ltd. – Ramp Tread Replacement	128.40
Blast Cleaning and Maintenance Ltd. - Waste Removal	268.78
YLCA - Neighbourhood Planning Webinar	25.00
Arthur J. Gallagher Ltd. - Additional Pro-Rata Insurance	
Premium	59.77

TOTAL 6,185.23

The Chairman and the Treasurer signed the payments schedule for verification.

22/253/2 – BANK RECONCILIATION

Members noted a bank reconciliation to 30 December 2022.

22/253/3 – BUDGET UPDATE

Members noted a budget update to 18 January 2023.

22/253/4 – RESTRICTED DONATION

There was no update on the future use of the restricted donation given to Micklefield Parish Council by the now defunct Micklefield Bowling Club.

22/254 - CORPORATE MANAGEMENT

22/254/1 – WORKING GROUPS

Members reviewed the working group membership.

(i) Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to add Cllr J L Auty to the Crime and Policing working group.

(ii) Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote to add Cllr P Meir to the Public Rights of way working group.

(iii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to add Cllr G E Whysall to the Youth working group.

22/255 - CIL CONSULTATIONS

22/255/1 – UPDATE

Cllr J A Crossley gave an update. Everything approved at the extraordinary meeting had been undertaken and the questionnaires were delivered to the set timetable.

22/256 - PLANNING AND DEVELOPMENT CONTROL

22/256/1 – APPLICATION NOTICES

Members noted the following planning application notices received: **22/07645/FU** – Land at Hook Moor wind Farm: variation of condition 3 (operating life of wind farm) and removal of pre-commencement conditions, **22/08117/LI** – 2 Hall Farm Mews, Hall Farm Park: listed building application for the replacement of single glazed windows and external doors with double glazed windows and external doors, **22/08226/FU/E** - 31 Garden Village Lane: Alterations to integral garage to form a habitable room, **23/00333/FU/E** – 1 Cliffe Villas, Pit Lane: Alterations to existing outbuilding to rear to form ancillary accommodation.

22/256/2 – CONSULTATION RESPONSE: 22/07645/FU

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to support, in principle, planning application 22/07645/FU (Land at Hook Moor Wind Farm: variation of condition 3 (operating life of wind farm) and removal of pre-commencement conditions), as per the Parish Council's position statement and trust that Leeds City Council will scrutinise all existing and future conditions.

22/256/3 – CONSULTATION RESPONSE: 22/08117/LI

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

RESOLVED by unanimous vote to recommend approval to planning application 22/08117/LI (2 Hall Farm Mews, Hall Farm Park: listed building application for the replacement of single glazed windows and external doors with double glazed windows and external doors).

22/256/4 – CONSULTATION RESPONSE: 22/08226/FU

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to not submit a consultation response to planning application 22/08226/FU/E (31 Garden Village Lane Alterations to integral garage to form a habitable room).

Cllr G E Whysall left the meeting at 9.02pm.

22/256/5 – CONSULTATION RESPONSE: 23/00333/FU

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to recommend approval, in principle, to planning application 23/00333/FU/E (1 Cliffe Villas, Pit Lane: Alterations to existing outbuilding to rear to form ancillary accommodation) and trusts that Leeds City Council will scrutinise the net additional floor space and parking arrangements and facility.

Cllr G E Whysall returned to the meeting at 9.09pm.

22/256/6 – PLANNING DECISIONS

Members noted that no planning decisions had been received.

22/257 - STREETSCENE WILDFLOWER ECOLOGY PILOT

22/257/1 – BUDGET

Members noted that the Parish Council had budgeted £1,000.00 for this project for the 2023-24 financial year.

22/257/2 – BUDGET USE

Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote that the budget is primarily for the necessary cutting and bagging off maintenance regime, but can also be for elements of the initial creation cost or subsequent replenishment of wildflower seed.

22/257/3 – DRAFT SITE LIST

Members noted the emerging draft list of potential sites.

22/257/4 – CLASSIFICATION OF SITES

Members considered which sites already exist as functional public amenity space and which sites are verges or otherwise exist as marginal land, on phase one of Micklefield Community Green Group's list of proposed sites.

22/257/5 – POTENTIAL SITES

Proposed by Cllr J A Crossley

RESOLVED by unanimous vote that Pit Lane roundabout is also a potential site.

22/257/6 – COMMUNITY CONSULTATION

Members identified sites that directly adjoin residential property and would therefore require community consultation using a pro-forma filled in by relevant local residents.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that Micklefield Parish Council and Micklefield Community Green Group jointly promote phase one wilding of verges, subject to public consultation with owners and occupiers of properties in locations CL15, CL27, GNR09 and GNR10.

22/257/7 – LAND OWNERSHIP

Members noted that all sites identified in phase one were owned by Leeds City Council (including the newly identified Pit Lane roundabout).

22/257/8 – PILOT PROJECT

Members considered which sites should be taken forward as a pilot project (whereby each site is owned by Leeds City Council, the sites do not function as public amenity space and no community consultation is required) and agreed that sites identified as CL01, GNR07 and GNR18 were ready to commence.

22/258 - NEIGHBOURHOOD PLAN

22/258/1 – UPDATE

Members received an update on the neighbourhood plan process, including the notes of the meeting with Leeds City Council planning officers in February 2020 and that the Parish had been designated a Neighbourhood Plan Area.

22/258/2 – STEERING GROUP MEMBERS

Cllr D Brown, Cllr J A Crossley and Cllr E A Robertson indicated their desire to be a council member of the Neighbourhood Plan Steering group.

22/259 - YLCA

22/259/1 – LEEDS BRANCH MEETING

Members noted that the Leeds branch meeting would be held on Thursday 23 February, by Zoom.

22/260 - FACEBOOK

22/260/1 – UPDATE

Cllr P Meir gave an update on the creation of a Facebook page. Members agreed it would be useful to have a standing agenda item for suggestions for items to post on Facebook.

22/261 - GARDEN VILLAGE

22/261/1 – ACCOMMODATION ROAD

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

22/262 - POTENTIAL CYCLE PATH

22/262/1 – UPDATE

There was no update from the working group on the potential to create a cycle path between Micklefield and Garforth; however the project was an item on the CIL questionnaire.

22/263 - FACILITIES INSPECTIONS

22/263/1 – WEEKLY INSPECTIONS

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

22/264 - ANNUAL INSPECTIONS

22/264/1 – INTRODUCTION

Members noted the Inspection Introduction.

22/264/2 – VANDICOURT INFANTS' PLAYGROUND

Members noted the annual inspection report for Vandicourt Infants' Playground.

22/264/3 – DIAMOND JUBILEE PLAY AREA

Members noted the annual inspection report for Diamond Jubilee Play Area.

22/264/4 – MICKLEFIELD SKATE PARK

Members noted the annual inspection report for Micklefield Skate Park.

22/265 - FACILITIES MAINTENANCE

22/265/1 – UPDATE

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

22/265/2 – CABLEWAY

Members noted the replacement of a degraded wooden tread on the cableway ramp.

22/266 - GATEWAY STONES

22/266/1 – VILLAGE NAME SIGN

There was no update on the assessment of the possibility of installing a village name sign.

22/267 - REGISTRATION AND TRANSFER OF TITLE

22/267/1 – 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.

22/268 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

22/268/1 – REVISED SET OF 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,

22/269 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following items were raised:

- A Parish Council event to mark the King's coronation. It was noted that an existing group was making arrangements for an event and that it would be better for interested council members to join the group than for the Parish Council to arrange an alternative event.
- A Scout leader had requested that a councillor give a talk to the Scouts about the work of the Parish Council
- Ex Leeds City Council member (Kippax and Methley Ward) and Lord Mayor Keith Parker had died.
- The noticeboards had become opaque and it was difficult to see the contents
- The newsletter print size could cause potential problems for those with sight difficulties
- The lights on the natural trees were still switched on.

The following agenda items were requested:

- To consider the need for double yellow lines on Church Lane in the vicinity of Radford Meadows and Radford Meadows junction with Church Lane
- To address the difficulties created by development works to the use of the claimed footpath from the southern boundary of St Mary's Walk

Cllr D Brown gave his apologies for the meeting of the Finance and Corporate Management Committee and the next Parish Council meeting.

22/270 – FINANCE AND CORPORATE MANAGEMENT COMMITTEE MEETING

Members noted that a meeting of the Finance and Corporate Management Committee would be held on Monday 20 February 2023, at Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road, to commence at 7.30pm.

22/271 – PARISH COUNCIL MEETING

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

The meeting closed at 10.32pm.

Signed: _____ (Chairman) Date: _____

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

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