

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 2 SEPTEMBER 2021

MEMBERS PRESENT: Cllr J L Auty, Cllr D Brown, Cllr J A Crossley, Cllr R M Czwarno and Cllr G A Rycroft

ALSO PRESENT: Public (3)

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

The meeting opened at 7.15pm and was chaired by Cllr J A Crossley, chairman.

21/82 - PUBLIC FORUM

The following items were raised at the public forum:

- (a) A resident enquired when the New Path due to be cut again. *Cllr J A Crossley advised that the cut was scheduled for the end of August and the contractor had been reminded.*
- (b) A resident stated that she would prefer the Parish Council's money go to the Church (for use of the venue as a meeting place) than Leeds City Council (for Churchville House as a meeting venue).
- (c) A resident stated that she would prefer Churchville House as a meeting venue over any other available venue, as it was comfortable, warm and the public can hear the meeting.
- (d) A resident asked for an update on the occupation of the recreation ground by travellers.
- (e) A resident, who was a regular user of the recreation ground, expressed concern about the travellers

21/83 – DECLARATIONS OF INTEREST

There were no disclosures of disclosable pecuniary interests or any other significant interests for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14.

21/84 - APOLOGIES

21/84/1 – RECEIPT

Members received apologies for absence from Cllr D Backhouse and Cllr N Duff.

21/84/2 – REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve Cllr D Backhouse's and Cllr N Duff's reasons for absence.

21/85 – DISPENSATION REQUESTS

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

21/86 – EXCLUSION OF THE PUBLIC

The following items were identified requiring the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2: 21/102/2 (To receive three quotations for the removal of moss and algae on the wetpour surface at Vandicourt Infants' Play Area and appoint a contractor).

21/87 – MINUTES OF THE MEETING HELD ON THURSDAY 1 JULY 2021

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 1 July 2021 are an accurate record.

21/88 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 2 SEPTEMBER 2021

Members noted the following matters arising from the minutes of the meeting held on Thursday 1 July 2021:

21/60/a – (steps within new housing development) Cllr J A Crossley did not have an update on the design of the step paths but had discussed public rights of way with Cllr James Lewis.

21/60/d – The uncut portion of footpath no.3 towards Ridge Road had now been cut.

21/70 – The level of fidelity insurance had been increased.

21/71/5 – The cheque for the donation to the PCC had been drawn up and would be sent after it had been signed. The PCC had been informed about the donation and extended its thanks.

21/89 – CRIME

Members noted crime figures for July. Cllr J A Crossley gave a report regarding the illegal occupation of Micklefield Recreation Ground. It contained the following information:

- The travellers arrived on Saturday 28 August and Cllr G A Rycroft served verbal notice to vacate on Sunday 29 August.
- The travellers declined to vacate and Cllr J A Crossley informed the police about the trespass and requested that the police serve a section 61 notice to force the travellers to leave. PCSOs visited the recreation ground and made a note of the vehicles present.
- The Clerk prepared a written notice to vacate, which was not served by the Parish Council as it required a police presence (to keep the peace) and the police had not responded to Cllr J A Crossley.
- Cllr J A Crossley obtained prices from three bailiff companies to serve written notice to quit and to remove the trespassers if necessary. In consultation with other members, the best priced bailiff was chosen and appointed.
- Notice was served at approximately 1.30pm on Thursday 2 September. If an eviction was required, it would take place on Monday 6 September at 8am.

21/90 – CORRESPONDENCE

Members noted correspondence received.

21/91 - INSURANCE

21/91/1 – POLICY DOCUMENTS

Members noted that the insurance documents had not yet been received and could not be noted.

21/91/2 - DECLARATION

The insurance documents had yet to be received.

21/91/3 – RENEWAL

The renewal premium had not yet been received.

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote to renew the annual insurance.

21/92 - MEETING VENUE

21/92/1 – CHURCHVILLE HOUSE

Members noted that Churchville House had reopened to public use.

21/92/2 – HIRE CHARGES

Members noted the hire charges for the use of Churchville House for Parish Council meetings.

21/92/3 – RESUMPTION OF MEETINGS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote, with one abstention, that meetings of the full council resume at Churchville House and to examine with the local ward councillors the possibility of hiring the building free of charge.

21/93 - LOCAL COUNCIL AWARD SCHEME

21/93/1 – ELIGIBILITY STATEMENTS

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote to confirm the statements set out in the document titled 'Local Council Award Scheme' regarding the Parish Council's eligibility for and fulfilment of the criteria for Local Council Award Scheme Foundation Level.

21/94 - VACANCY

21/94/1 – JUNE NOTICE

Members noted that a vacancy notice was posted on the website on 22 June with a deadline of 13 August and that no enquiries were received.

21/94/2 – AUGUST NOTICE

Members noted that another vacancy notice was posted on the website on 20 August with a deadline of 17 September.

21/95 - FINANCE

21/95/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr J L Auty

RESOLVED by unanimous vote to approve the accounts for payment:

BT - Phone and Internet Services	£180.52
Staff Costs	£3442.74
Aire and Calder Ltd. - Grounds Maintenance	£4052.54
Aire and Calder Ltd. - Shrub Maintenance	£388.06
Blast Maintenance Ltd - Waste Removal	£512.44
Viking - Ink Cartridges	£108.50
Micklefield St Mary's PCC – Donation (meeting venue)	£85.00
YLCA - Webinar	£22.50
J L Hebden - Home Office Payment	£200.00
Leeds City Council - Summer Plant Bedding	£2097.96
Pease of Garforth - 'In Bloom' Sundries	£40.31

TOTAL **£11,130.57**

The Chairman and Treasurer signed the accounts for payment schedule for verification.

21/95/2 – BANK RECONCILIATION

Members noted a bank reconciliation to 31 July 2021.

21/95/3 – BUDGET UPDATE

Members noted a budget update to 31 July 2021.

21/95/4 – ADVERTISING RECEIPTS

Members noted the receipt of £30 for newsletter advertising space.

21/95/5 – 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.

21/96 - PLANNING AND DEVELOPMENT CONTROL

21/96/1 – APPLICATION NOTICES RECEIVED

Members noted the receipt of the following planning application notices received: **21/04926/FU** – 16 Churchville Terrace: Building in Garden, **21/05428/COND** – Land off Church Lane: Consent, agreement or approval required by conditions 2, 5 and 8 of Planning Application 20/05669/RM, **21/06069/FU** – 38 Garden Village: Construction of Outbuilding for Dog Grooming Business.

21/96/2 - CONSULTATION RESPONSE: 21/04926/FU

Members agreed to delegate the response to 21/04926/FU – 16 Churchville Terrace: Building in Garden to the Clerk.

21/96/3 – CONSULTATION RESPONSE: 21/06069/FU

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to object to application 21/06069/FU (38 Garden Village: Construction of Outbuilding for Dog Grooming Business) on the basis of the detrimental effect of the development on highways safety.

21/96/4 – DELEGATED RESPONSE

Members noted that a delegated response to planning application 21/04902/FU (2 Garden Village: single storey rear extension) had yet to be sent.

21/96/5 – PLANNING DECISIONS RECEIVED

Members noted the following planning decisions: 21/04279/DTM – Determination for 5G 18m phase 8 monopole c/w wraparound cabinet at base and associated ancillary works: refused, 21/02748/FU – 97 Great North Road: First floor part two storey extension with carport to side to create office space and one self-contained flat in roof space: refused.

21/97 - COMMUNITY INFRASTRUCTURE LEVY (CIL)

21/97/1 – CONSULTATION

Members noted that the original CIL consultation approved for April 2020 was cancelled due to the coronavirus pandemic.

21/97/2 – NEW CONSULTATION EVENT

Proposed by Cllr J A Crosley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to provisionally hold the CIL consultation event in late October, with a meeting of the strategy group to be held to assess the feasibility and report its findings to the Parish Council.

21/98 - CHURCHVILLE HOUSE TV LICENCE

21/98/1 – PREVIOUS GRANTS

Members noted that the Parish Council gave grants to Micklefield Tenants and Residents Association in 2019 and 2020 for the purchase of a television licence for Churchville House.

21/98/2 – GRANT REQUEST

Members considered a request from (at the time of the request) the Secretary of Micklefield Tenants and Residents Association that the Parish Council takes over the provision of a television licence for Churchville House.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous that the Parish Council will consider a request for a grant for a TV licence for Churchville House from a constituted Tenants and Residents Association.

21/99 - YLCA CONFERENCE

21/99/1 – DATES

Members noted that YLCA was holding a remote conference on 17 and 18 September 2021. The draft programme had been circulated to members with the agenda.

21/99/2 – ATTENDANCE

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve the attendance of two delegates to the YLCA remote conference at a cost of £40.00 per delegate.

21/100 - GATEWAY STONES

21/100/1 – REFURBISH

Members agreed to defer to the next meeting considering refurbishing the Gateway Stones to include the installation of a cast iron name plaque.

21/101 - FACILITIES INSPECTIONS

21/101/1 – WEEKLY INSPECTIONS

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

21/102- FACILITIES MAINTENANCE

21/102/1 – UPDATE

Members received an update on the following remedial and maintenance works:

- (i) The Clerk gave an update on the refurbishment of the springy rocker and multi play unit (rubbing down and treating the rust and repainting). She was still trying to find a 'handyman' service that could undertake the work.
- (ii) There was no update on the repair of the cracks and chips on the skate park surface.
- (iii) There was no update on the re-siting of the bin in Vandicourt greenspace to a location near the western perimeter of the skate park.

21/103 – MOVEMENT OF BUSINESS

Proposed by Cllr J A Crossley

Seconded by Cllr D Brown

RESOLVED by unanimous vote and in accordance with standing order 10(a)ix to alter the order of business by moving item 21/102/2 (to receive three quotations for the removal of moss and algae on the wetpour surface at Vandicourt Infants' Play Area and appoint a contractor) to after item 21/106 (items for discussion and requests for agenda items).

21/104 - POTENTIAL CYCLE PATH

21/104/1 – RECOMMENDATIONS

There were no new recommendations from the working group on the potential to create a cycle path between Micklefield and Garforth.

21/105 - REGISTRATION AND TRANSFER OF TITLE

21/105/1 – 4 & 5 RAILWAY COTTAGES

Members noted that the title to 4 and 5 Railway Cottages had been registered with HM Land Registry in the name of Micklefield Parish Council, as Sole Trustee of Micklefield Recreation Ground Charity.

21/105/2 – SECTION C: CHARGES REGISTER

Members noted Section C: Charges Register of the official copy of the register of title.

21/105/3 – MICKLEFIELD RECREATION GROUND

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.

21/106 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

21/106/1 – REVISED 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.

21/107 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following items were raised for discussion or to note:

- A meeting of the newsletter working group
- An update on the Blands Arms pub.

21/108 – 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 provisions of the Public Bodies (Admission to Meetings) Act 1960, s2 due to the confidential nature of the business to be conducted.

The public left the meeting at 10.00pm.

21/109 – REMOVAL OF MOSS AND ALGAE

Proposed by Cllr R M Czwarno

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote to appoint Yorkshire Jetwash to remove the moss and algae on the wetpour surface at Vandicourt Infants' Play Area.

The public returned to the meeting at 10.05pm.

21/110 – TRUSTEE MEETING

Members noted a meeting of Micklefield Recreation Ground Charity Trustee to be held on Monday 20 September 2021, in the I.T. suite of Micklefield Youth and Adult Centre, Great North Road, to commence at 7.30pm.

21/111 – NEXT PARISH COUNCIL MEETING

Members noted that the next Parish Council meeting was scheduled to be held on Thursday 7 October 2021, to commence at 7.15pm, at Churchville House, Churchville Drive.

The meeting closed at 10.06pm.

Signed:

(Chairman)

Date:

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

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