

# **MICKLEFIELD PARISH COUNCIL**

## **MINUTES OF THE MEETING HELD ON THURSDAY 3<sup>RD</sup> FEBRUARY 2022**

**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 A Rycroft

**ALSO PRESENT:** Public (4)

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

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

### **21/224 - PUBLIC FORUM**

The following issues were raised:

- (a) A resident signage to the site office for the housing development off Great North directed traffic down footpath number 3. In addition, Google also showed the footpath as a vehicular access route to the development. *Cllr J A Crossley reported that Parish Council and a member of the public had informed Leeds City Council and the matter was in hand.*
- (b) A resident enquired about the future of the school caretaker's house. *Cllr J A Crossley reported that the Parish Council was not aware of any plans*
- (c) A resident reported that there were no road markings between the Persimmons development and the pub. *Cllr J A Crossley advised that if it is a safety issue, to contact Leeds City Council Highways department directly.*
- (d) A resident reported that there had been an accident on the A656 at the junction with Church Lane; that the junction was dangerous and that extra land [adjacent to the junction] should have been bought to make the junction safer.
- (e) A resident reported on a meeting between herself, a represent of the developer and a Leeds City Council highways officer regarding signage at footpath number 3 to prevent use by vehicles.
- (f) A resident reported that the steps in the location of footpath number 6 (Daisy Banks) were subject to planning enforcement as they shouldn't be there.
- (g) A resident asked if the drainage works in the field adjacent to the New Path to draw run-off from the development further north into the stream had formed part of the planning application. *Cllr J A Crossley posited that the drainage works had been dealt with as a planning condition rather than at the outline or reserved matters application stage. It was not uncommon to drain run-off into nearby streams, as long as the amount drained did not exceed the normal amount expected from an agricultural field. The drain would be used in addition to the main water drainage measures on the development site.*

### **21/225 – DECLARATIONS OF INTEREST**

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

### **21/226 - APOLOGIES**

#### **21/226/1 – RECEIPT**

Members received apologies for absence from Cllr D Backhouse.

#### **21/226/2 – REASONS**

No reasons for absence were given.

## **21/227 – DISPENSATION REQUESTS**

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

## **21/228 - 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.

## **21/229 – MINUTES OF THE MEETING HELD ON THURSDAY 6 JANUARY 2022**

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 6 January 2022 are an accurate record.** The chairman signed the minutes for verification.

## **21/230 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 6 JANUARY 2022**

Members noted the following matters arising from the minutes of the meeting held on Thursday 6 January 2022:

**21/205/1** – Leeds City Council had confirmed the indicative tax base.

**21/205/9** – The precept request had been sent.

**21/206/2** – The Clerk had written to Yorkshire Internal audit Services regarding the internal audit.

**21/207** - The training policy had been uploaded to the Parish Council's website.

**21/209/3** – A site meeting with Network Rail had been arranged.

## **21/231 – CRIME FIGURES**

Members noted crime figures for December and January.

## **21/232 – CORRESPONDENCE**

Members noted correspondence received.

## **21/232 - CORPORATE MANAGEMENT**

### **21/232/1 – WORKING GROUPS**

(i) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to appoint Cllr P Meir to the Development Control and Neighbourhood Planning group.**

(ii) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to appoint Cllr P Meir and Cllr E A Robertson to the I.T and Website group.**

(iii) Proposed by Cllr P Meir

Seconded by Cllr R M Czwarno

**RESOLVED by unanimous vote to appoint Cllr E A Robertson to the Christmas Lights group.**

(iv) Proposed by Cllr R M Czwarno

Seconded by Cllr P Meir

**RESOLVED by unanimous vote to appoint Cllr E A Robertson to the Public Rights of way group.**

(v) Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

**RESOLVED by unanimous vote to appoint Cllr P Meir to the Highways and Traffic group.**

(vi) Proposed by Cllr R M Czwarno  
Seconded by Cllr G A Rycroft

**RESOLVED by unanimous vote to appoint Cllr P Meir and Cllr E A Robertson to the Strategy group.**

### **21/232/2 – PUBLIC COMMUNICATION METHODS**

Members discussed the Parish Council's methods of communicating with the community. The current methods used were the community noticeboards, the Parish Council's website, meetings and minutes. The following discussion points were raised:

- Many Parish Councils have a presence on Facebook. Facebook is widely used by members of the public and can be used to promote Parish Council business.
- A Parish Council Facebook page should only be used for posting information and not for comments
- Information posted needs to be accurate and reflect the Parish Council's position (as per the Parish Council's social media policy).
- It would be advantageous to contact a Parish Council that already used Facebook to find out the pros and cons.

### **21/233 - FINANCE**

#### **21/233/1 – ACCOUNTS FOR PAYMENT**

Proposed by Cllr R M Czwarno  
Seconded by Cllr N Duff

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

<b>BT - Phone and Internet Services</b>	<b>132.23</b>
<b>Staff Costs</b>	<b>1778.41</b>
<b>Micklefield Community Green Group - Grant for Wildflower Seed</b>	<b>160.99</b>
<b>Aire and Calder Ltd. - Grounds maintenance</b>	<b>191.57</b>
<b>Northern Impression - Printing</b>	<b>60.34</b>
<b>Blast Cleaning &amp; Maintenance – Waste Removal</b>	<b>256.33</b>
<b>Blast Cleaning &amp; Maintenance - Clean and Waste Removal</b>	<b>1077.60</b>
<b>Wicksteed Leisure Ltd. - Cableway Trolley and Fitting</b>	<b>877.20</b>
<b>TOTAL</b>	<b>4,534.67</b>

#### **21/233/2 – BANK RECONCILIATION**

Members noted a bank reconciliation to 31 December 2021.

#### **21233/3 – BUDGET UPDATE**

Members noted a budget update to 17 January 2022.

#### **21/233/4 – 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.

#### **21/233/5 – CLERK'S DELEGATED BUDGET**

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

**RESOLVED by unanimous vote to approve the Clerk's delegated budget as follows:**

<b>Staff Expenses</b>	<b>£150.00</b>
<b>Establishment Charges</b>	<b>£2,375.00</b>
<b>Conferences/Seminars</b>	<b>£400.00</b>
<b>Training</b>	<b>£400.00</b>
<b>Waste Disposal Skips</b>	<b>£1144.00</b>

Micklefielder Newsletter	£1115.00
Micklefield in Bloom (2022)	£2000.00
Micklefield in Bloom (2023)	£1200.00
Development Control	£100.00
Tree Replacement/Maintenance	£775.00
Recreation Ground Maintenance Contract	£300.00
Recreation Ground	£2,600.00
Asset Maintenance	£1000.00
Play Equipment Inspections	£375.00
Environmental Improvements	£250.00
Public Rights Of Way	£1,350.00
Vandicourt Greenspace	£500.00

## **21/234 - CIL CONSULTATIONS**

### **21/234/1 – STRATEGY GROUP MEETING**

Members noted that a meeting of the CIL strategy working group was held on Monday 31 January and received a verbal report. Members discussed compliance with GDPR and health and safety.

### **21/235 - PLANNING AND DEVELOPMENT CONTROL**

#### **21/235/1 – APPLICATION NOTICES**

Members noted that no planning application notices had been received.

#### **21/235/2 – DELEGATED RESPONSES**

Members noted that there been no Parish Council delegated responses as no planning applications had been received.

#### **21/235/3 – PLANNING DECISIONS**

Members noted that no planning decisions had been received.

#### **21/235/4 – DAISY BANKS STEPS**

Members noted the lack of handrails on the footpaths in the Daisy Banks area but a resident advised that the steps had become a planning enforcement issue as they were contrary to planning approval.

## **21/236 - PUBLIC RIGHTS OF WAY**

### **21/236/1 – PROHIBITION NOTICE**

Members noted a Temporary Prohibition of Use Order issued by Leeds City Council for the closure of footpath no. 7 where it crosses the railway via Highroyds Wood Level Crossing due to 'railway station construction works being undertaken on or near the highway'.

### **21/236/2 – FOOTPATH REMEDIATION**

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

**RESOLVED** by unanimous vote to send a request to each of the two companies that created the footpath that travels from footpath no.11 to footpath no. 2, along the old alignment of the A1, to resurface it for walkers.

## **21/237 - TREE MAINTENANCE**

### **21/237/1 – REMOVAL OF FALLEN LIMBS**

Members noted that a purchase order had been sent for the removal of damaged and fallen tree limbs in Micklefield Recreation Ground.

## **21/238 - HIGHWAYS**

### **21/238/1 – DOG FOULING**

Members noted the problem of dog fouling on public footpaths, particularly near and within the new developments. Members also noted that Leeds City Council does not provide dedicated dog waste bins as all their waste bins take dog waste, and that the dog warden is active.

### **21/238/2 - GRIT BINS**

Members noted a resident's report that there was a limited number of grit bins in the village and they did not contain salt grit. Cllr J L Auty reported that she had raised the issue with ward member Cllr Harland and that she would follow up on the issue.

### **21/238/3 – SPEED LIMIT OUTSIDE SCHOOL**

Proposed by Cllr J A Crossley

Seconded by Cllr D Brown

**RESOLVED by unanimous vote to approve a request to Leeds City Council Highways department for an explanation for the lack of a 20mph speed limit in the vicinity of Micklefield Primary School.**

## **21/239 -YLCA**

### **21/239/1 – LEEDS BRANCH MEETING**

Members noted that a meeting of the Leeds branch would be held on Tuesday 15 February 2022, via Zoom, to commence at 7pm.

### **21/239/2 – CONFERENCE**

Members noted that a remote conference would be held on 25 March 2022.

Proposed by Cllr J A Crossley

Seconded by Cllr N Duff

**RESOLVED by unanimous vote to approve the attendance of Cllr R M Czwarno to the remote conference to be held on 25 March 2022 at a cost of £40.**

## **21/240 - GATEWAY STONES**

### **21/240/1 – NAME SIGN**

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

## **21/241 - FACILITIES INSPECTIONS**

### **21/241/1 – WEEKLY INSPECTIONS**

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

## **21/242 - FACILITIES MAINTENANCE**

### **21/242/1 – REMEDIAL AND MAINTENANCE WORKS**

Members noted that 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

### **21/242/2 – FLYTIPPED RUBBISH**

Members noted the removal of the flytipped rubbish left by travellers in the recreation ground car park.

## **21/243 - POTENTIAL CYCLE PATH**

### **21/243/1 – RECOMMENDATIONS**

There were no new recommendations from the working group on the potential to create a cycle path between Micklefield and Garforth but Cllr D Brown requested a working group meeting.

## **21/244 - REGISTRATION AND TRANSFER OF TITLE**

### **21/244/1 – UPDATE**

Cllr J A Crossley gave an 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 i.e. his request to correct the deeds for 4 and 5 Railway Cottages was being dealt with.

## **21/245 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)**

### **21/245/1 – 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.

## **21/246 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS**

The following items were raised to note:

- Cllr D Brown gave his apologies for the meeting to be held on Thursday 3 March 2022
- Lots of waste had blown from the landfill site onto nearby land during recent storms
- The meeting of Peckfield Landfill Site Liaison Committee had been cancelled.

The following agenda items were requested:

- To receive a report on the operation of Facebook by other Parish Councils
- To consider setting up a Facebook page for Micklefield Parish Council and agree the settings
- To consider hosting celebrations for the Queen's Platinum Jubilee

## **21/247 – FINANCE AND CORPORATE MANAGEMENT MEETING**

Members noted a meeting of the Finance and Corporate Management Committee would be held on Monday 21 February 2022, in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station), Great North Road, to commence at 7.30pm.

**21/248 – PARISH COUNCIL MEETING**

Members noted that the next Parish Council meeting would be held on Thursday 3 March 2022, at Churchville House, Churchville Drive, to commence at 7.15pm.

The meeting closed at 10.00pm.

**Signed:**

**(Chairman)**

**Date:**

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Clerk to the Council  
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