

MICKLEFIELD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY 6TH JANUARY 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 (2)

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

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

21/194 - PUBLIC FORUM

The following issues were raised:

(a) Travellers on the recreation ground car park.

21/195 – DECLARATIONS OF INTEREST

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 10-14.

21/196 - APOLOGIES

21/196/1 – RECEIPT

No apologies for absence were received.

21/196/2 - REASONS

Proposed by Cllr J A Crossley

Seconded by Cllr G A Rycroft

RESOLVED by unanimous vote to approve Cllr D Backhouse's previously given reason for absence.

21/197 – DISPENSATION REQUESTS

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

21/198 – EXCLUSION OF THE PUBLIC

Members identified that the following item required the exclusion of the public, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, s2: 21/210 (To receive three quotations for the removal of damaged and fallen tree limbs in Micklefield Recreation Ground and appoint a contractor).

21/199 – MINUTES OF THE MEETING HELD ON THURSDAY 2 DECEMBER 2021

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote that the minutes of the meeting held on Thursday 2 December 2021 are an accurate record. The Chairman signed the minutes for verification.

21/200 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY 2 DECEMBER 2021

Members noted the following matters arising from the minutes of the meeting held on Thursday 2 December 2021:

21/165/a – Cllr J A Crossley reported that one of the set of steps on the Persimmon development had a handrail.

21/165/d – Cllr J A Crossley reported that the footpath issues associated with the new development had been resolved.

21/170 – The Clerk reported that she had informed Leeds City Council about the Parish Council's new members and forwarded Cllr Robertson's register of interests. The register was available on Leeds City Council's website, with a link from the Parish Council's website.

21/191 – The Clerk reported that she had sent the Parish Council's consultation response on 6 December.

21/201 – MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY 13 DECEMBER 2021

Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote that the minutes of the extraordinary meeting held on Monday 13 December 2021. The Chairman signed the minutes for verification.

21/202 – MATTERS ARISING FROM THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY 13 DECEMBER 2021

Members noted that there were no matters arising from the extraordinary meeting held on Monday 13 December 2021.

21/203 – CRIME FIGURES

Members noted that crime figures for December were not yet available.

21/204 – CORRESPONDENCE

Members noted correspondence received.

21/205 - BUDGET AND PRECEPT

21/205/1 – INDICATIVE TAX BASE

Members noted the indicative tax base for Micklefield set by Leeds City Council.

21/205/2 - 2022/23 LCTS GRANT

Members noted a 2022/23 LCTS grant for Micklefield of £3559.00.

21/205/3 – 2021/22 LCTS GRANT

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that the Parish Council uses the 2021/22 LCTS grant of £3,716 to offset the 2022/23 precept.

Cllr J L Auty left the meeting at 7.37pm and returned at 7.39pm.

21/205/4 – ANNUAL PLAN 2022/23

Members noted the annual plan for 2022/23.

21/205/5 – BANK RECONCILIATION

Members noted a bank reconciliation to 30 November 2021.

21/205/6 – BUDGET UPDATE

Members noted a budget update to 13 December 2021.

21/205/7 – BUDGET ANALYSIS AND PROJECTION

Members noted a budget analysis and projection for the financial year ending 31 March 2022.

(a) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to make a VAT claim for the period 1 April to 31 December 2021.

(b) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to accept the budget forecast as agreed in the meeting.

21/205/8 – DRAFT BUDGET

Members received five budget/precept options for consideration.

21/205/9 - BUDGET FOR THE FINANCIAL YEAR ENDING 31 MARCH 2023

(a) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve a budget expenditure of £77,275.00.

(b) Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to approve a realised income of £77,275.00, with a precept of £70,528.00, the use of £2,326.00 of unrestricted reserves, leaving £24,683.00 of unrestricted reserves.

EXPENDITURE BUDGET

BUDGET 2022-23

INCOME 2022-23

OPERATIONS

Staff Costs	21,730.00	Precept	70,528.00
Staff Expenses	150.00		
Audit	940.00	Interest	0.00
Insurance	2,550.00		
Establishment Charges	2,375.00	Public Rights of Way	675.00
Annual Subscriptions	750.00		
Chairman's Allowance	300.00	Grants (to offset budget items only)	0.00
Members' Expenses	160.00		
Conferences/Seminars	800.00	Miscellaneous	30.00
Training	400.00		
Election Costs	0.00	2021-22 CTS Grant	3,716.00
(Sub Total)	30,155.00	(Sub Total)	74,949.00

PROJECTS

Waste Disposal Skips	1,144.00	2022-23 CTS Grant	3,559.00
Micklefielder Newsletter	1,115.00		
PC Micklefield Web Site / Core IT	725.00	2022-23 CTS Grant to offset against	

Micklefield in Bloom (2022)	2,000.00
Micklefield in Bloom (2023)	1,200.00
Xmas Trees/Lights	8,727.00
Neighbourhood Plan	200.00
Development Control	100.00
Community Events	500.00
Tree Replacement/Maintenance	775.00
Entrance Monuments	950.00
Grounds Maintenance Contract	16,100.00
Recreation Ground	2,600.00
Asset Maintenance	1,000.00
Play Equipment Inspections	375.00
Environmental Improvements	250.00
Youth	150.00
Annual Shrub Maintenance Scheme	1,035.00
DJPA Sustainability Project	0.00
Public Rights of Way	1,350.00
Y & A Centre Internet Provision & Computer Suite	600.00
Acknowledgement/Directional Signage	0.00
Vandicourt Greenspace	1,000.00
Litter Bin Provision	300.00
Waste Removal Contract	4,373.00
First Registration of Title to Recreation Ground	0.00
Renovation of Shelter near MUGA (Use of CIL)	351.00
Community Building on Old Nursery School Site	200.00

(Sub Total)	47,120.00	(Sub Total)	74,949.00
Use of Unrestricted Reserves during the Financial Year			2,326.00
TOTAL EXPENDITURE	77,275.00	TOTAL INCOME	77,275.00

Unrestricted Reserves at Financial Year End (31/03/2023) 24,683.00

Members noted that:

- The Precept for 2022-23, is an increase of £10,646.00 (17.78%) on the Precept for 2021-22, which was £59,882.00
- Assuming the new tax base of 775.8, the Parish Element of the D Band Council Tax for 2022-23 should decrease by £6.97 (-7.12%) reducing from £97.88 in 2021-22 down to £90.91 for 2022-23 (which would be £1.75 per week)
- The budgeted expenditure and income set out above is based on the projected unrestricted reserves being £27,009.00 on 31/03/2022

21/205/10 PRECEPT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2023

Members agreed a precept of £70,528.00 for the financial year ending 31 March 2023.

21/206 - FINANCE

21/206/1 – ACCOUNTS FOR PAYMENT

Proposed by Cllr R M Czwarno

Seconded by Cllr N Duff

RESOLVED by unanimous vote to approve the accounts for payment:

BT - Phone and Internet Services 113.30

Staff Costs	1748.77
Society of Local Council Clerks – Subscription Renewal	186.00
Aire and Calder Ltd. - Grounds maintenance	1998.54
Aire and Calder Ltd. - Shrub Maintenance	194.03
Northern Impression - Printing	55.05
Blast Cleaning & Maintenance – Waste Removal	256.22
Rialtas Business Solutions Ltd. – Software Support & Maintenance	148.80
Skelton Skip Services - Skips and Permits	790.00
TOTAL	5,490.71

The Chairman and Treasurer signed the payments schedule for verification.

21/206/2 – INTERNAL AUDIT

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote that Yorkshire Internal Audit Services undertakes the internal audit of the accounts for the financial year ending 31 March 2022.

21/206/3 – 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.

21/207 – TRAINING POLICY

Proposed by Cllr R M Czwarno

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote to approve the draft training policy.

21/208 - PLANNING AND DEVELOPMENT CONTROL

21/208/1 – APPLICATION NOTICES

Members noted that no planning application notices had been received.

21/208/2 – DELEGATED RESPONSES

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

21/208/3 – CONSULTATION RESPONSES

There were no applications requiring a response.

21/208/4 – DECISIONS

Members noted the following planning decisions: Approved - 21/07005/FU - Ridge Road Farm, Ridge Road (Variation of conditions 21No. (Feedstock Tonnage), 23No. (Delivery Times) and removal of condition 26No. (Storage Lagoon) to previously approved planning application 15/04960/FU).

21/209 - PUBLIC RIGHTS OF WAY

21/209/1 – LEVEL CROSSING CLOSURE

Members noted Network Rail's emergency closure of footpath no. 7 where it crosses the railway via Highroyds Wood Level Crossing due to serious safety concerns.

21/209/2 – FOOTPATH DIVERSION

Members noted that Network Rail intends to submit a Rail Safety Diversion application to the Highway Authority to divert the Public Footpath onto a different alignment.

21/209/3 – SITE MEETING

Proposed by Cllr J A Crossley

Seconded by Cllr E A Robertson

RESOLVED by unanimous vote to meet a Network Rail representative to discuss the option for the diversion of footpath no. 7.

21/210 – ORDER OF BUSINESS

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote and in accordance with Standing Order 10(a)(ix) to change the order of business on the agenda by moving item 21/210 of the agenda (To receive three quotations for the removal of damaged and fallen tree limbs in Micklefield Recreation Ground and appoint a contractor) to after item 21/219 of the agenda (Items for discussion and requests for agenda items).

21/211 - GATEWAY STONES

21/211/1 – UPDATE

There was no update on the assessment of the possibility of installing a village name sign at each entrance in conjunction with the gateway stones.

21/212 - SKIPS

21/212/1 – PROVISION

Members noted that the Parish Council provided skips for community use on the weekend of 18th-19th December and that one skip could not be provided due to access problems. Members noted that the skips had been advertised on the Parish Council's website but that there had been no time to put up notices in the noticeboards.

21/213 - GROUNDS AND SHRUBS MAINTENANCE

21/213/1 – GROUNDS MAINTENANCE

Members noted that a purchase order for the grounds maintenance from 1 January to 31 December 2022 was sent on 16 December 2021.

21/213/2 – SHRUBS MAINTENANCE

Members noted that a purchase order for the shrubs maintenance from 1 January to 31 December 2022 was sent on 16 December 2021.

21/214 - FACILITIES INSPECTIONS

21/214/1 – WEEKLY INSPECTIONS

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

21/215 - FACILITIES MAINTENANCE

21/215/1 – UPDATE

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

21/215/2 – REPAIRS

Members noted that a purchase order for the various repairs was sent to Brambledown Landscapes Ltd on 16 December and that the work was due to be undertaken at the end of January.

21/216 - POTENTIAL CYCLE PATH

21/216/1 – RECOMMENDATIONS

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

21/217 - REGISTRATION AND TRANSFER OF TITLE

21/217/1 UPDATE

Members noted that Cllr J A Crossley had not yet received a response from Leeds City Council regarding the information supplied for the registering of the title to Micklefield Recreation Ground in the name of Micklefield Parish Council, as Sole Trustee of Micklefield Recreation Ground Charity.

21/218 - VANDICOURT ACCESS SAFE ENVIRONMENT (V.A.S.E)

21/218/1 – 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.

21/219 – ITEMS FOR DISCUSSION AND REQUESTS FOR AGENDA ITEMS

The following items were raised for discussion:

- A small group of travellers had occupied the recreation ground car park adjacent to the railway line. Members confirmed their agreement that the Clerk engaged the services of a bailiff.
- The deer fence had been repaired.

The following agenda items were requested:

- To discuss the Parish Council's methods of communicating with the community
- To update the Parish Council's working group members
- To agree a request to Highways England to remediate the footpath from footpath no.11 to footpath no. 2, along the old alignment of the A1
- To address the problem of dog fouling on public footpaths
- To address the problem of lack of handrails on the footpaths in the Daisy Banks area
- To address the problem of limited number of grit bins and their lack of grit
- 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

21/220 – EXCLUSION OF THE 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 transacted i.e. competitive, commercial quotations.

The public left the meeting at 9.59pm.

21/221 - TREE MAINTENANCE

21/221/1 – CONTRACTOR

Members received three quotations for the removal of damaged and fallen tree limbs in Micklefield Recreation Ground.

Proposed by Cllr J A Crossley

Seconded by Cllr R M Czwarno

RESOLVED by unanimous vote to appoint JR Treeworks to remove the damaged and fallen tree limbs in Micklefield recreation ground at a cost of £575.00 (ex VAT), subject to the contractor satisfactorily confirming details of the work to be carried out.

21/222 – MICKLEFIELD RECREATION GROUND CHARITY TRUSTEE MEETING

Members noted a meeting of the Trustee of Micklefield Recreation Ground Charity would be held on Monday 17 January 2022, to commence at 7.30pm. The meeting was scheduled to take place in the I.T. Suite of Micklefield Youth and Adult Centre (The Old Fire Station) but members agreed to change the location to Zoom.us, due to uncertainty about the completion of essential heating works.

21/223 – PARISH COUNCIL MEETING

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

The meeting closed at 10.08pm.

Signed:

(Chairman)

Date:

Joanne Hebden
Clerk to the Council
Micklefield Parish Council

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