



BARDSEY CUM RIGTON PARISH COUNCIL

Minutes of the Meeting of Bardsey Cum Rigton Parish Council held on Wednesday 20th July 2022 at 7pm in the Village Hall.

Commenced: 7pm

Concluded: 8.45pm

Present: Cllrs Stentiford, Bosomworth, Ward, Osborne, Denby, Hoyland, and Flockton

Clerk: R. Crabtree

2223/031 Introduction from the Chairman

Cllr Stentiford welcomed all to the meeting.

2223/032 Public Participation

One member of public was present and raised the following:

- Enquired with LCC about installing a crossing on the A58 last year and asked if the PC supported the idea. It was noted that Cllr Hoyland and Cllr Osborne had attended a meeting recently with C. Procter and it was reported that a traffic survey was going to be done at the site of the proposed traffic island. See item 2223/037c for further information.
The Clerk was requested to contact C. Procter and confirm that the PC supports the proposal.
- Enquired if the PC would support a project called Edible Bardsey that Bardsey Gardeners are organising. The project involves planting a community orchard and planting fruit trees throughout Bardsey. All agreed to support the project and will work with the group.
- Enquired if the PC could install a tap at the allotments and it was confirmed that it was an LCC matter, as the allotments were still managed by LCC.

2223/033 To receive any apologies and approve reasons for absence

Apologies were received from Cllr Tatman and reasons were approved.

2223/034 Declaration of Interests

- a) **To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests**

None declared.

- b) **To receive, consider and decide upon any applications for dispensation**

None received.

2223/035 To confirm the minutes of the full council meeting held on 15th June 2022 as a true and accurate record.

Resolved to approve the minutes of the meeting held on 15th June 2022 as a true and accurate record.

2223/036 Financial matters

- a) **To approve the schedule of payments**

Resolved to approve the schedule of payments. See Appendix 1.

- b) **To approve the bank reconciliation and budget comparison**

Resolved to approve the bank reconciliation and budget comparison. See Appendix 2.

2223/037 To receive an update on the following ongoing issues and decide further action where necessary:

a) SIDS (GT)

The Clerk reported that she has contacted LCC a number of times since the last meeting but has not had a response. She has now raised it with Ward Cllr Robinson and he has asked LCC to respond.

b) Allotments (MB)

No update.

c) Highways (BH)

Cllr Hoyland submitted a report to the PC prior to the meeting which included the following:

- A58 – Following a request for a crossing on the A58, a site meeting was held with LCC Senior Traffic Engineer Chris Proctor, Cllrs Hoyland and Osborne. After establishing good site lines in both directions and an accessible power source there was general agreement an illuminated island crossing would be possible on the A58 slightly offset by the ginnel. Chris Proctor would follow up with an updated traffic survey. Chris Proctor pointed out across the Leeds area there is only funding for 10 crossings a year. Various funding options were discussed. Over the years various requests for crossings on the A58 were requested and always pursued with LCC but for a variety of reasons LCC did not support the crossings.
- A58 – Mill Lane – Rigion Bank. The Parish Council has many concerns with regard to this area of the A58 including dangerously narrowed footpath, overgrowth, tree felling and debris and who is responsible for maintaining. For his opinion of the situation, Chris Proctor obliged us by walking this area. He said he felt vulnerable to passing traffic and was shocked how dangerous it is using this footpath. He readily agreed to pursue this with the various LCC Departments and has fed back he has had productive conversations with Enforcement teams who are investigating. Highway maintenance teams have not been helpful although this area is on a maintenance schedule and he will raise again with Continental. C. Proctor is prepared to push this harder and see what action he can get on this for the PC as he feels it really is not a safe situation particularly with the verge creep.
- CHURCH LANE – The poor state of the banking opposite the church was referred to Assad Malik, Parks and Countryside. Verge cutback was carried out but further work needs to be done in this area and will be pursued. A while ago a programme was agreed for this area but COVID halted any action.
- CONGREVE GINNEL – Followed up reinstatement of coping stones on ginnel bridge with Ben Cornelly, Highways, but no response so far. Coping stones still held by Chris Sidle.
- HOLME FARM LANE/MILNER LANE – A request to LCC for the many potholes to be filled has been carried out.
- WOODACRE LANE – There are many issues on Woodacre Lane including overgrown footpath, overhanging growth and signage. These were reported and taken up by Assad Malik, Parks and Countryside. Verge cut back from the school to Keswick Lane was done immediately and will return later to cut this section and immediately the path edge will be sprayed off to minimise growth. In this area the maintenance is on a reduced frequency cycle and options are being discussed for long term accessibility for this section of footpath and Parks and Countryside have said they will keep us updated. In the Parish Council's request for action, it was stressed it is essential to keep Woodacre Lane maintained as it is a vital walkway for children to school which should be encouraged. The signage was referred for correction.
- PROW – The PC has been asked to look in to an issue whereby a group of cyclists had been seen using the field footpath down to the Church. Wayside to the Tithe Barn Lane duck pond is a bridleway and this may cause confusion. The PC accepted that most cyclists and horse riders knew that they must not use footpaths. PROW advice has been sought.
- It was noted that the footpath has been maintained up to the Scarcroft/Bardsey Parish border. The Clerk was asked to contact LCC and request that the continue the maintenance through Bardsey.
- All agreed building material deposited from a Margaret Avenue property by the A58 footpath be reported to LCC.
- BINGLEY GINNEL – Some residents felt the hedge needed cutting back. GGS were contacted and confirmed cutting back is scheduled Tuesday 26 July.
- HETCHELL WOOD – PROW footpath 2 – beck bridge fence broken and issues with walkway slats reported to PROW who promptly rectified.
- MILNER LANE – Footpath sign to Hetchell Wood is missing and reported to PROW.

d) Possibility of bridleway/footpath on field bordering A58 (DD)

No further information.

e) Village Pond (MB)

Cllr Stentiford reported that he has made enquiries to find a person to carry out the survey and will forward the information to Cllr Bosomworth.

f) PACT Meeting (DD)

Resolved that Cllr Denby will contact Cllr Robinson with the PCs concerns about the management of the meetings.

g) Active Travel group (MB)

No update.

h) Village Consultation on future spending (KO)

No update.

i) Road crossing on A58 near Mill Lane (BH)

See item 2223/032 and 2223/037c.

j) Tennis Club Lease (Clerk)

Resolved to approve the draft lease with amendments and the Clerk will confirm the required details with the solicitor.

2223/038 To receive an update on the following standing agenda items and agree any necessary action:

a) Park Field (MW)

Cllr Ward confirmed that the bins will be installed shortly and tree works will be carried out at the same time.

b) Playground (MW)

No update.

c) Website (KO)

No update.

d) Sports Club (MB)

Cllr Bosomworth reported that an investigation has been carried out after an allegation of racial harassment and the person has now been banned from the club.

2223/039 To consider matters requested by councillors/Clerk and agree any necessary action:

a) To receive an update about the Councillor vacancy and appoint a co-option interview panel (Clerk)

The Clerk reported that there are three candidates.

Resolved to appoint three councillors on the interview panel, carry out the informal interview after the September PC meeting and co-opt a councillor at the October meeting. The delay in co-opting is to ensure that the PC has approved the required policies and procedures.

b) To consider and agree arrangements for the Parish Council Facebook Page (KO)

Resolved that the Clerk will make enquiries to find out who is the administrator of the current PC Facebook page. If she is unable to get access, she will raise a dispute with Facebook.

c) To consider and agree arrangements for the noticeboard that has been installed on Woodacre Green (LF)

Resolved to contact Ward Cllr Robinson to enquire who installed the noticeboard.

2223/040 Planning matters

a) To consider and decide upon the following applications:

Application Ref	Address	Proposal	Comments
22/04272/FU/NE	Low Field House 5 Keswick Court	Single storey rear extension	Neutral
22/04223/FU/NE	Rigton Farm Mill Lane	Single storey extension to rear; addition of pitched roofs to rear dormer, reconfiguration of terrace; internal reconfiguration; demolition of outbuilding at rear.	Neutral
22/04005/FU/NE	1 Scarsdale Lane	Demolition of garage; Construction of two storey side extension and single storey rear extension; Porch to the front; Alterations windows	Withdrawn
22/03973/FU/NE	46 Blackmoor Lane	Alterations including hip to gable roof extension with dormer window to rear	Neutral

b) To note decisions made by LCC:

i. Approvals

The following approvals were noted:

21/09912 - Bardsey Scout hut, Rigton Bank

22/02290 – 9 The Dell

22/02325 – 3 Albans Close

22/03054 – 5 Congreve Way

ii. Refusals

The following were refused:

18/05840 - Rowley Grange Farm, Wetherby Rd, Scarcroft

22/00100 – 30 Congreve Way

22/01973 – Highfield, Margaret Ave

22/03247 - 31 Congreve way

iii. Appeals

The following appeals were lodged:

21/08911 - Spear Fir farm, Spear Fir

2223/041 To consider correspondence received and agree any necessary action

a) To consider correspondence received regarding overgrown hedges and parking issues

See item 2223/037c.

b) To consider correspondence received regarding Rigton Bank

It was noted that Ward Cllr Robinson is arranging a site visit with residents regarding Rigton Bank safety issues and has invited the PC. Cllr Ward agreed to attend.

2223/042 To adopt the following policies and procedures:

a) Privacy Notice

Resolved to approve the policy.

b) Publication Scheme

Resolved to approve the policy.

c) Code of Conduct

Resolved to approve the policy.

d) Co-option Policy

Resolved to approve the policy.

2223/043 To receive an update from Parish Councillors

Cllr Flockton reported that the first Parish walk took place on Saturday 9th July and the 2nd Parish Walk was cancelled because it was too hot.

2223/044 To notify the clerk of matters for inclusion on the agenda of the next meeting

The Clerk will email all Cllrs in advance of the next meeting to request agenda items.

2223/045 To confirm the date of the next meeting as 21st September 2022 at 7pm

Resolved that the next meeting is to be held on 21st September 2022 at 7pm.

Appendix 1

Below is a list of payments to be approved:

Payee	Details	Amount
R. Crabtree	Salary - June	£890.27
HMRC	PAYE & NI	£25.52
Biffa Waste Disposal (DD)	Waste collection at VH	£77.15
GGs	Village works – fallen tree at Park Field	£75.00
Bradford Community Payroll	Payroll Fees	£85.20
East Keswick PC	Active Travel Group banner (Contribution)	£116.67

Appendix 2

Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date prepared: 11th July 2022

Balance as per bank statement at 30th June 2022

BANK STATEMENTS		
Community Account as at 30th June 2022	£72,550.41	
business Premium Account 30094013 as at 30th June 2022	£2,532.91	
Business Premium Account 10750816 as at 30th June 2022	£15,425.50	
Total		£90,508.82
Unpresented payments from 2021/2022	£10.00	
Closing balance as at 31st May 2022		£90,498.82
CASH BOOK		
Opening balance as at 1st April 2021	£60,131.10	
Add receipts (Precept £36435, Grants £644, DD Refund £36.19, interest £1.35, Bowling club rent £300,	£37,416.54	
		£97,547.64
Payments to date	£7,048.82	
Cash book closing balance as at 30th June 2022		£90,498.82

Financial Update

The table above shows the Town Councils expenditure before 30th June 2022 against the budget.

Budget Heading	2022-2023 Budget	2022 -2023 Current expenditure
Clerk Salary	£11,100.00	£2,875.45
Clerks'/Cllrs' Expenses.	£100.00	£96.80
Gen. Admin.	£300.00	£112.00
Audit	£250.00	£150.00
Subscriptions/Membership	£850.00	£599.00
Playground	£1,000.00	£299.90
Park Field	£2,000.00	
Grants	£8,450.00	
Asset Maintenance	£1,000.00	£101.00
Village Hall	£2,000.00	£324.66
IT	£700.00	£225.00
Flower tubs	£150.00	£72.90
Insurance	£1,300.00	£1,253.62
Grass Cutting	£7,500.00	

Remedial work in village	£2,000.00	
Jubilee	£1,000.00	
Public Rights of Way project	£3,000.00	
Information Board	£500.00	
WI FI	£230.00	£117.30
General reserves	£10,000.00	£550.00
Earmarked reserves	£15,000.00	
Total	£68,430.00	£6,777.63

Please note: The difference to the expenditure amount on the bank reconciliation is due to the VAT