



BARDSEY CUM RIGTON PARISH COUNCIL

Minutes of the Meeting of Bardsey Cum Rigton Parish Council held on Wednesday 19th October 2022 at 7pm in the Village Hall.

Commenced: 7pm

Concluded: 9pm

Present: Cllrs Bosomworth, Ward, Denby, Tatman, Hoyland, and Flockton

Clerk: R. Crabtree

2223/046 Introduction from the Chairman

Cllr Bosomworth welcomed all to the meeting as Chairman of the meeting in Cllr Stentiford's absence.

2223/047 Public Participation

No public were present.

2223/048 To receive any apologies and approve reasons for absence

Apologies were received from Cllr Stentiford and Osborne and reasons were approved.

2223/049 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.

2223/050 To confirm the minutes of the full council meeting held on 20th July 2022 as a true and accurate record.

Resolved to approve the minutes of the meeting held on 20th July 2022 as a true and accurate record.

2223/051 Financial matters

a) To approve the schedule of payments

Resolved to approve the schedule of payments. See Appendix 1. It was noted that the PC has not received an invoice for the SIDs that were installed a number of years ago and the PC was advised that due to the issues at time of purchase, the Ward Cllr advised that the PC should not be charged.

b) To approve the bank reconciliation and budget comparison

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

c) To note the conclusion of the External Audit for the financial year ending 31st March 2022

The external audit was noted.

d) To consider the budget proposal for 2023-2024

The draft budget was considered and it was agreed to consider it further at the next meeting along with the reserves and to discuss the precept ahead of the January meeting.

e) To consider agree to appoint R. Pearson to carry out the internal audit at a cost of £157.50

Resolved to agree to appoint the R. Pearson to carry out the internal audit.

f) To agree to remain in the SAAA sector led auditor appointment regime

Resolved to agree to remain in the SAAA sector led auditor appointment regime

2223/052 To receive an update on the following ongoing issues and decide further action where necessary:

a) SIDS (GT)

It was noted that LCC have confirmed that the devices on Keswick Lane and on the A58 are faulty but the warranty has expired. They have stated that the PC would need to fund the repairs. The Clerk will contact the department for a further update and costs.

Cllr Bosomworth presented the data for all four devices for the last couple of months and the data was discussed. All agreed to send the data to Cllr Robinson and Scarcroft PC as the Parish Council is also considering speeding issues.

b) Allotments (MB)

Cllr Bosomworth reported that LCC have provided a draft letter to send to current allotment holders which proposes that the PC will manage the allotment plots for an initial period of 25 years. All agreed to the offer and the Clerk said that it would need to be included in the budget.

c) Highways (BH)

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

- A58 - CROSSING (NEAR CORNMILL GINNEL/MILL LANE) - Cllr Hoyland has been advised by Chris Procter, LCC Senior Traffic Engineer, that an assessment has been completed and he has recommended installing an island at the location to the traffic crossing review. The review looks at all requests across Leeds and after due process will be ranked amongst each other. The review should be completed early in the new year.
- A58 - MILL LANE-RIGTON BANK FOOTPATH - There has been considerable concern about the dangerously narrow footpath which the Parish Council has been pursuing for some time. Although this area has not been maintained for some time there is a contract to maintain this area. C. Procter, LCC, on our behalf has been trying to help and was advised by Asset Management that work would be undertaken. This will be followed up by the PC with Asset Management.
- A58 - CORNMILL GINNEL TO CHURCH LANE – A resident raised an issue with regard to areas of narrowness on the footpath. This is being followed up.
- A58 - CORNMILL LANE - A resident raised concerns that there had been no sweeping, as notified, after recent resurfacing work. The condition seems to have improved but Cllr Hoyland has not been able to make contact with the resident to discuss further.
- CHURCH LANE –All Hallows Church is seeking a disabled bay in the location of the church and the PC has been asked for feedback. Whilst the PC agreed in principle with this proposal, it expressed concerns in terms of road safety, as to where the disabled bay should be located and suggested that advice be sort from LCC Highways.
- CONGREVE - A resident raised that the hedge growth is narrowing the public footpath between 1st and 2nd Avenue. Although this can change at time of visit the width was within PROW's acceptable limits.
- CORNMILL GINNEL - After an attempted theft earlier this year the coping stones have now been reinstated.
- FIRST AVENUE - A resident has reported an empty grit bin. Cllr Hoyland has notified LCC who advised raising a Z order, reference H109. This has been dealt with.
- KESWICK LANE - In order for a wheelchair resident to access places like the East Keswick butchers, a request was made for dropped kerbs along this route. This was followed up and L. Wood, LCC Assistant Transport Planner, has agreed to a site meeting on Thursday 19th October 2022.
- RIGTON BANK - Residents have raised concerns about continuing incidents in this area. A meeting was held with Parish Councillors and Ward Councillor Robinson. It was agreed work would be done to keep the area clear and narrow road signage would be put in place. The signage has been passed for manufacture and fitting which should be concluded within the next 8 weeks.
- SMITHY LANE – Residents have had concerns with hedge growth but at the time of the visit nothing was established.
- WOODACRE LANE - Concerns have been raised about farm debris and blocked drains. Debris was also affecting large parts of the Village. This was reported by Cllr Hoyland and Cllr Robinson and ENT East CNT have reported that they have 'put a sweeping job on to this'.
- Cllr Hoyland agreed to contact Scarcroft and Collingham Parish Council regarding the state of the footpath along the A58 to suggest a joint approach to LCC Highways with a view to getting the footpath fit for use by both wheelchair and pushchair users.
- The overhanging trees on the A58 were discussed and Cllr Hoyland agreed to contact Highways.

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

No update.

e) Village Pond (MB)

Cllr Bosomworth presented the noticeboard proposal and all agreed the design.

f) PACT Meeting (DD)

Cllr Denby reported that the PACT meeting is being held on 20th October 2022.

g) Active Travel group (MB)

No update.

h) Village Consultation on future spending (KO)

Cllr Osborne had proposed offering grants to Parish clubs and groups to help them through this difficult financial period. It was agreed to defer to the next meeting.

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

See item 2223/052c

j) Tennis Club Lease (Clerk)

The Clerk reported that she is liaising with the Tennis Club and solicitor. The solicitor has requested some information from the Tennis Club and PC which will be submitted shortly.

2223/053 To receive an update on the following standing agenda items and agree any necessary action:

a) Park Field (MW)

Cllr Ward reported that he is arranging for the steps to be repaired. Cllr Ward thanked Penny and her team for all their hard work cutting back the vegetation.

Cllr Ward proposed not to purchase the picnic benches and to replace the benches instead. He will obtain quotes.

b) Playground (MW)

Cllr Ward reported that he is going to repaint the slide where needed, there is no progress on the cantilever but this is not an urgent matter, the bins have been installed and he is monitoring the swings.

c) Sports Club (MB)

Cllr Bosomworth reported the following:

- Cricket has had a good season, the highlight of which was that a junior (14 years old) won the Airedale and Wharfedale Division 5 fielding award.
- The football season is well underway with a new manager having been appointed for the second team.
- The running club goes from strength to strength
- Bar takings down whilst bar and utility costs have risen significantly thereby exacerbating the already difficult financial position of the club. Spending has been restricted to that strictly necessary.
- The grounds continue to be well maintained by the groundsman and willing volunteers. The artificial wicket has been replaced with a grass wicket and the cricket square 'put to bed' until next season. Ground reports throughout the cricket season were very positive. The PC expressed its gratitude to both the groundsman and volunteers for maintaining the grounds so well.

2223/054 To consider matters requested by councillors/Clerk and agree any necessary action:

a) To agree for a member to carry out the internal check of the accounts

Cllr Ward agreed to carry out the internal checks.

b) To note the resignation of the Clerk and agree the procedure to fill the vacancy

The Clerk's resignation was noted and the arrangements to fill the vacancy were agreed. All present expressed their gratitude to the clerk for her hard work and diligence and wished her every success in her new post.

c) To receive an update about the pond information board

See item 2223/052e

d) To consider dog fouling issues

The issue was discussed and Cllr Flockton agreed to put an article in the village news.

e) To consider arrangements for co-opting a Councillor

Resolved to approve the Equality and Diversity Policy and the Clerk will arrange the informal interviews with a view to co-opt at the November meeting.

f) To agree the meeting dates for 2023

The meeting dates for 2023 were agreed.

2223/055 Planning matters

a) To consider and decide upon the following applications:

Application Ref	Address	Proposal	Comments
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22/06107/FU/NE	4 Scarsdale Lane	Part two storey and part single storey side extensions; first floor front extensions, single storey rear extension	Neutral
22/05409/FU/NE	Cherry Trees Woodacre Crescent	Two storey front extension to form entrance; demolition of existing conservatory and construction of two storey rear extension	Object
22/05791/FU/NE	9 Meadow Close	Part two storey, part first floor extension to front We are proposing to retain the material pallet as per existing both on site and within the existing estate. Further detail can be found within the design & access statement	Object

b) To note decisions made by LCC:

i. Approvals

The following approvals were noted:

- 22/02417 - Healaugh, Margaret Ave
- 22/02762 - Bardsey Lodge, Tythe Barn Lane
- 22/03117 - Old Squatters Cottage, Rigton Green
- 22/03557 - Springbank, Scarsdale Lane
- 22/03973 - 46 Blackmoor Lane
- 22/04223 - Rigton Mill Farm, Mill Lane
- 22/04690 – 5 Wayside Crescent, Scarcroft
- 22/05462 - 32 Bankfield

ii. Refusals

The following were refused:

- 22/01153 - 30 Bankfield
- 22/01464 - 5 Meadow Close
- 22/03198 - 4 Scarsdale Lane
- 22/01973 - Highfield, Margaret Avenue

iii. Appeals

The following appeals were lodged:

- 22/02121 - The old telephone exchange, coal Road
- 21/08911 - Spear Fir Farm, Spear Fir
- 22/01973 - Highfield, Margaret Avenue

2223/056 To consider correspondence received and agree any necessary action

a) To consider the 20mph speed consultation

Resolved that the Clerk will respond to the consultation confirming that the PCs opinion is that in addition to the locations identified by LCC Rigton Bank, Mill Lane, Wood Lane and Margaret Avenue should also be 20mph.

b) To consider and agree to sign up to the Civility and Respect Pledge

Resolved to agree to sign up to the Civility and Respect Pledge

c) To consider correspondence received regarding Active Travel Scheme funding

The fund was discussed and all agreed to look into it further when funding is required.

d) To consider correspondence received regarding advisory disabled parking bay outside the church

Resolved that the PC agrees to it but has concerns about the proposed location and requests that the decision is determined by LCC, Highways – see 2223/052c

e) To consider correspondence regarding installing a litter bin at the top of Tithe Barn Lane

Resolved that Cllr Flockton will contact Ward Cllr Robinson to request one to be installed.

f) To note the Leeds City Council public consultation for the licensing policy and cumulative impact assessment

Resolved that the Clerk will enquire why the Leeds Festival is not included in the policy.

2223/057 To adopt the following policies and procedures:

a) Equality and Diversity Policy

Resolved to adopt the policy.

b) Grievance Policy

Resolved to adopt the policy. This will necessitate the PC establishing a Staffing Committee. To be placed on the agenda for the next PC meeting.

c) Disciplinary Policy

Resolved to adopt the policy. This will necessitate the PC establishing a Staffing Committee. To be placed on the agenda for the next PC meeting.

d) Data Audit

Resolved to adopt the policy.

e) Complaints Policy

Resolved to adopt the policy.

f) Terms of Reference for the Planning Working Party

The Clerk reported that planning comments are to be considered at a Full Council meeting, and comments should not be submitted before they are agreed at the meeting. It was confirmed that a working party can be not be delegated to make decision on behalf of the PC. The proposed procedure and Terms of Reference were discussed and all agreed to defer until the Clerk has been appointed.

2223/058 To receive an update from Parish Councillors

It was noted that the pond is overgrown.

2223/059 To notify the clerk of matters for inclusion on the agenda of the next meeting

- **Appoint a Clerk**
- **Budget and Precept**
- **Co-option**
- **Staffing and Complaints Panel**

2223/060 To confirm the date of the next meeting as 16th November 2022

Resolved that the next meeting is to be held on 16th November 2022 at 7pm.

Appendix 1

**Schedule of Payments
October 2022**

Below is a list of payments to be approved:

Payee	Details	Amount
Schools ICT	Microsoft Email licenses	£544.07
GGS GROUNDCARE	INSTALL BIN	£55.00
GGS GROUNDCARE	VILLAGE WORKS	£1,937.50
GGS GROUNDCARE	VILLAGE WORKS	£150.00
R. CRABTREE	SALARY	£890.27
HMRC	PAYE & NI	£18.15
NEST	PENSION	£25.10
I.P.I	PLAYGROUND INSPECTION	£102.00
BIFFA WASTE	WASTE COLLECTION	£77.15
BIFFA WASTE	WASTE COLLECTION	£169.57
R.CRABTREE	SALARY	£890.27
HMRC	PAYE & NI	£18.15
PKF LITTLEJOHN	EXTERNAL AUDIT	£360.00
NEST	PENSION	£25.10
BIFFA WASTE	WASTE COLLECTION	£77.15
BRADFORD COMMUNITY PAYROLL	PAYROLL FEES	£43.20
E. STENTIFORD	DEFIB STORE – DEFIB PADS	£76.80
GGS GROUNDCARE	VILLAGE WORKS	1862.50

Appendix 2

Financial Report

Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date prepared: 9th October 2022

Balance as per bank statement at 9th October 2022

BANK STATEMENTS		
Community Account as at 9th October 2022	£72,320.46	
business Premium Account 30094013 as at 9th October 2022	£2,533.69	
Business Premium Account 10750816 as at 9th October 2022	£15,430.25	
Total		£90,284.40
Unpresented payments from 2021/2022	£10.00	
Closing balance as at 9th October 2022		£90,274.40
CASH BOOK		
Opening balance as at 1st April 2021	£60,131.10	
Add receipts (Precept £36435, Grants £644, DD Refund £36.19, interest £6.88, rent £525, vat £5735.85)	£43,382.92	
		£103,514.02
Payments to date	£13,239.62	
Cash book closing balance as at 9th October 2022		£90,274.40

Financial Update

The table above shows the Town Councils expenditure before 9th October 2022 against the budget.

Budget Heading	2022-2023 Budget	2022 -2023 Current expenditure
Clerk Salary	£11,100.00	£5,683.38
Clerks'/Cllrs' Expenses.	£100.00	£96.80
Gen. Admin.	£300.00	£183.00
Audit	£250.00	£450.00
Subscriptions/Membership	£850.00	£599.00
Playground	£1,000.00	£439.90
Park Field	£2,000.00	£75.00
Grants	£8,450.00	£690.00
Asset Maintenance	£1,000.00	£101.00
Village Hall	£2,000.00	£751.39
IT	£700.00	£225.00
Flower tubs	£150.00	£72.90
Insurance	£1,300.00	£1,253.62
Grass Cutting	£7,500.00	£525.00
Remedial work in village	£2,000.00	£1,562.50
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	
Earmarked reserves	£15,000.00	
Total	£68,430.00	£12,825.79

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