



BARDSEY CUM RIGTON PARISH COUNCIL

Minutes of the Meeting of Bardsey Cum Rigton Parish Council
held on Wednesday 19th June 2023 at 7.00 pm in the Village Hall.

Commenced: 7.00pm

Concluded: 9.00pm

Present: Cllrs Stentiford (Chairman) , Bosomworth, Denby, Flockton, Hoyland, Jackson, Osborne, Tatman, 5 members of the public.

Clerk: V. Forbes

2324/19 Introduction from the Chairman

Cllr Stentiford opened the meeting.

2324/20 Public Participation

5 members of the public were present. They attended to discuss items 25d, 25j and 28 on the agenda.

2324/21 To receive any apologies and approve reasons for absence

Apologies were received from Cllr Ward. Reasons were approved.

2324/22 Declaration of Interest

- a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests
- b) To receive, consider and decide upon any applications for dispensation

There were no declarations of interest or applications for dispensation.

2324/23 To confirm the minutes of the annual council meeting held on Wednesday 17th May 2023 as a true and accurate record.

This was confirmed and the minutes signed.

2324/024 Financial matters

- a) To approve the schedule of payments (Appendix 1) **Approved.**
- b) To approve the bank reconciliation and budget comparison up to 16th June 2023 (Appendix 2) **Approved.**
- c) To note the Annual Internal Audit Report for 2022/2023 included at page 3 of the Annual Governance and Accountability Return 2022/2023 (Appendix 3) **This was noted.**
- d) To approve Section 1 - Annual Governance Statement 2022/2023 for Bardsey Parish Council on page 4 of the Annual Governance and Accountability Return 2022/2023 (Appendix 4) **Approved.**
- e) To approve Section 2 - Accounting Statements 2022/2023 for Bardsey Parish Council on page 5 of the Annual Governance and Accountability Return 2022/2023 (Appendix 5) **Approved.**

- f) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes:
- Annual Internal Audit Report 2022/2023
 - Section 1 – Annual Governance Statement 2022/2023
 - Section 2 – Accounting Statements 2022/2023
 - Analysis of variances (Appendix 6)
 - Bank Reconciliation to 31 March 2023
 - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

The documents above were approved for publication on the Parish Council website.

2324/025 To receive an update on the following ongoing issues and decide further action where necessary:

a) Village meeting place (KO)

Awaiting quotes from two companies. A local company was also suggested.

b) SIDS (MB)

The east bound SID on Keswick Lane has been reinstalled. Unable to connect to the SIDS for data collection but perception is that speeds have increased. Any dangerous driving should be reported directly to the police via 999. There seems to have been a lot of police activity in Scarcroft and Collingham recently but not in Bardsey. The South SID on the A58 seems to be affected by the overhanging trees.

c) Allotments (MB)

Leeds City Council have contacted the allotment holders. Two have replied and there has not been any comments against the proposal. The Parish Council need to contact the plot holders to arrange a meeting.

d) Highways (BH) – to include school children crossing Keswick Lane from the public footpath
A concerned parent, one of several who walk their children to Bardsey Primary School via Blacksmith's Field attended the meeting to voice concerns over safely crossing Keswick Lane. Previous to the meeting the faded carriageway signage had been reinstated by LCC. It was agreed that Cllr Stentiford would approach the landowner to request cutting the hedges back and Cllr Hoyland to contact LCC about further safety measures and to also contact the PROW team to improve the gate on Blacksmith's Field.

A58 – Mill Lane-Rigton Bank - photographs of overhanging foliage blocking the footpath were forwarded to Trishna Rycroft, Highway Asset Management who has referred it to the Parks Team.

A58 – area above Cornmill Ginnel going towards Church Lane. Many trees in this area appear to be in an unstable condition with possible serious consequences. Photographs were submitted and advise sought from LCC who have advised following up with Forestry Section which has been done.

KESWICK LANE – following a request from a wheelchair user resident dropped kerbs have now been installed at the bottom of Woodacre Lane. Trying to ascertain whether further work to be done.

RIGTON BANK – at a meeting last year it was concluded road narrowing signs would be installed on Rigton Bank and although advised would be no problem, they have still not been installed. Cllr Mathew Robinson notified the clerk at the recent PACT meeting the work was still on the Highways Schedule.

WOODACRE LANE – grass cutting back urgently needed on the road corner near the school and

alongside the school footpath. These were reported along with photographs to Trischna Rycroft who has referred the matters to Parks Team

Footpath 7 – Blackmoor Lane – Syke Lane – severe overgrowth badly obstructing the footpath was reported to Bob Buckenham, Prow, who addressed the problem straightaway.

Footpath 18 – signpost in poor condition was also reported and referred to Marc Douglass, Maintenance Officer, for attention later this year.

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

Nothing to report.

f) Village Pond (MB)

Nothing to report.

g) PACT Meeting (DD)

Notes from the recent meeting have been circulated to Councillors.

h) Active Travel group (MB)

Nothing to report.

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

Unable to obtain an update.

j) Tennis Club – to discuss resurfacing the tennis courts and other improvements

A member of the Tennis Club committee attended the meeting with suggested improvements for the Tennis Club. The immediate issue of replacing the surface of the courts which are in a poor state was agreed subject to it being replaced as it currently is and with the same colours. The lease still requires registration with the Land Registry.

2324/026 To receive an update on the following standing agenda items and agree any necessary action:

a) Park Field (MW)

A Grant of £1500 has been received from the Ward Councillors towards necessary improvements required in Park Field. A skip was recently filled with vegetation during a clearing operation.

b) Playground (MW)

Nothing to report

c) Sports Club (MB)

There will be a Gala on 27th August. Posters will advertise the event and a rota drawn up for helpers.

d) Bardsey Field (JJ) – To resolve the BPC 10% interest in Bardsey Field, the Parish Council solicitor, Nick Dyson will draw up a formal agreement for a 10% charge. A tour of the field for Parish Councillors is planned for July/August and also an information stand at the forthcoming Sports Club Gala.

e) Local Care Partnership Development (MB)

The leg clinic has started at Wetherby Town Hall.

2324/027 To consider matters requested by councillors/Clerk and agree any necessary action:

2324/028 Planning matters

a) To consider and decide upon the following applications:

Application Ref	Address	Proposal
23/02973/FU/NE	18 Wayside Mount Scarcroft	Single storey extension, balcony and dormer window to front; two storey side extension; dormer window to rear. Object
23/03054/FU/NE	11 Congreve Way	Alterations including the creation of new first floor level; balcony and balustrade to rear; replacement of flat roof over garage with pitched roof. Object

23/02802/FU/NE	Rigton Carr Farm Wike Lane	Agricultural track with new access and gate. Neutral with a suggestion.
23/02935/FU/NE	Moor Lodge Caravan Site 103 Blackmoor Lane	Installation of ground mounted solar panels. Object.

b) To note decisions made by LCC:

i. Approvals

23/02358 22 Congreve Way

23/02042 7 Grange Close

23/01133 Cherry Trees, Woodacre Crescent

23/01775 Stone Mill, Tarn Lane

23/00113 Rigton Valley Cottage, Wike Lane

23/01609 Lyncroft, Scarsdale Lane

ii. Refusals

20/04754 Hill Top Farm, The Ginnel

iii. Appeals

22/01662 Hill Rise, Mill Lane

2324/029 To review the following policies and procedures:

a) Standing Orders

b) Financial Orders

The above policies were reviewed and approved.

2324/030 To consider correspondence received and agree any necessary action

Items dealt with under 25 d) and 25 j)

2324/031 To receive an update from Parish Councillors

Several Plant tubs around the village need replacing. Cllr Tatman and Cllr Flockton to replace barrels and plants.

The Neighbourhood Plan is now 5 years old and requires updating. Cllr Stentiford to commence the review, highlighting areas requiring an update.

The subject of electric charging points at the Village Hall was raised.

2324/032 To notify the clerk of matters for inclusion on the agenda of the next meeting

2324/033 To confirm the date of the next meeting as 19th July 2022 at 7pm

Appendix 1

BARDSEY CUM RIGTON PARISH COUNCIL

Schedule of Payments

June 2023

Below is a list of payments to be approved:

Payee	Details	Amount
V Forbes	Salary - June	TBC
HMRC	PAYE & NI June	TBC
NEST	Pension Contribution	£22.60
Biffa (DD)	Waste collection ¼ payment	£193.44
Biffa Waste Disposal (DD)	Waste collection at Sports Club	£77.15
GGS Groundcare	VAT added to previous paid invoice 5726	£282.50
GGS Groundcare	VAT added to previous paid invoice 5727	£79.60
Account-ant (Yorkshire)	Internal Audit	£189.00
Deep Blue	Domain renewal bardsey.co.uk 2 years	£44.40
Wetherby Skip Services	Skip hire	£318.00

Appendix 2

Financial Report

Bank Reconciliation

Prepared by: Victoria Forbes, Responsible Finance Officer

Date prepared: 16th June 2023

Balance as per bank statement at 16th June 2023

BANK STATEMENTS		
Community Account as at 16 th June 2023	£69,441.77	
Business Premium Account 30094013 as at 16 th June 2023	£2,543.54	
Business Premium Account 10750816 as at 16 th June 2023	£15,490.24	
Total		
Unpresented payments from 2021/2022	£10.00	
Closing balance as at 16 th June 2023		£87,465.55
CASH BOOK		
Opening balance as at 1st April 2023	£50,910.60	
Add receipts (Precept £40,729, Sign refund £250.00, LCC MICE Grant £1,500, Interest £37.52)	£42,516.52	
		£93,427.12
Payments to date	£5,961.57	
Cash book closing balance as at 16 th June 2023		£87,465.55

Financial Update

The table below shows the Parish Councils expenditure to 16th June 2023 against the budget.

Budget Heading	2023-2024 Budget	2023 -2024 Current expenditure
Clerk Salary	11500	2519.05
Clerks'/Cllrs' Expenses.	100	19.98
Gen. Admin.	300	36.00
Audit	500	
Subscriptions/Membership	850	726.59
Playground	1000	
Park Field	2000	474.00
Grants	5000	
Asset Maintenance	1000	
Village Hall	1500	192.87
IT	1000	37.00
Flower tubs	150	
Insurance	1300	1401.87
Grass Cutting	5000	
Remedial work in village	2000	

Coronation	133.81	
Public Rights of Way project	3000	
Information Board	500	250.00
WI FI	300	
General reserves	10000	
Earmarked reserves	15000	
Total		5657.36

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

..... Date