



BARDSEY CUM RIGTON PARISH COUNCIL

**Minutes of the Meeting of Bardsey Cum Rigton Parish Council held on
Wednesday 20th December 2023 at 7.00 pm in the Village Hall.**

Commenced: 7.00 pm

Concluded: 9.00 pm

Present: Cllrs Stentiford (Chair), Bosomworth, Denby, Flockton, Hoyland, Jackson, Tatman, Ward
Clerk: V. Forbes

2324/094 Introduction from the Chairman

Cllr Stentiford opened the meeting and wished all present a Happy Christmas.

2324/095 Public Participation

No members of the public were present.

2324/096 To receive any apologies and approve reasons for absence

Cllr Osborne gave apologies. The reasons were approved.

2324/97 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.

2324/098 To confirm the minutes of the council meeting held on 15th November 2023 as a true and accurate record.

The minutes were confirmed and signed by the Chair.

2324/099 Financial matters

- a) To receive and note bank account balances at 14th December 2023
Community Account: £54,712.46
Business Premium ME 1: £18,145.06
Business Premium ME 2: £0.0
These amounts were confirmed and Cllr Denby signed the bank statements.
- b) To approve the schedule of payments for December 2023 (Appendix 1) **Approved**
- c) To approve the bank reconciliation and budget comparison up to 14th December 2023 (Appendix 2) **Approved**
- d) To consider transferring monthly BT payment to direct debit. **The contract with BT expires in March 2024 and it was agreed to ask Cllr Osborne to research a new contract.**

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- e) To consider the budget proposal for 2024-2025 (Appendix 3) To be finalised at the next meeting.
- f) To discuss and consider the precept for 2024-2025. The Precept Calculator from LCC was received via email on the day of the meeting. The clerk forwarded the calculator to all the councillors.

2324/100 To receive an update on the following ongoing issues and decide further action where necessary:

a) Village meeting place (KO)

An application for the Certificate of Proposed Lawful Development for a wooden shelter to playground was received by LCC on 29th November 2023. A decision is expected by 24th January 2024.

b) SIDS (MB)

The North Bound SID on the A58 is now working. The South Bound SID is not. Clerk to follow up with LCC.

c) Allotments (MB)

The clerk confirmed she had made contact with LCC and will endeavour to make progress.

d) Highways (BH)

Prior to the meeting, an email from LCC and Cllr Robinson was circulated asking for the 3 worst paths affected by verge creep in the village. The paths on the A58 from Bank Top in both directions and Church Lane from Smithy Lane to Tithe Barn Lane were reported by the clerk.

Since the hedge by Bardsey Field was cut back, there is a 30mph sign in a 20mph zone. The Clerk has reported to LCC.

A58 – Unstable trees in the areas between Hetchell View and Cornmill Ginnel reported to LCC – as yet there has been no feedback from LCC Climate, Energy and Green Spaces. This will be followed up in the New Year.

The following road signs that are either damaged or demolished have been reported to LCC:

A58 - 'Wetherby' road sign by Bank Top, 'Left' turning road sign by First Avenue, 'Bardsey Cum Rigton' sign, Grange Close road sign

WOODACRE LANE – blocked drains have been reported more than once and reminded LCC that a few years ago due to water not being captured on Woodacre Lane it ran down on to Church Lane and froze causing two cars to crash and damage to the bridge. As a consequence a ditch was installed on Church Lane to capture the water but has not maintained.

The following matters are still outstanding:

A58 – Traffic island, Keswick Lane safe crossing area, Rigton Bank narrow road signage

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

Nothing to Report.

f) Village Pond (MB)

Water from the Village Pond was reported running down the Ginnel. On closer inspection, the two part drainage system was blocked with debris built up against the grills. GGS Groundcare and Cllr Bosomworth managed to clear the debris. A feeder pond from a nearby property was clear and running well. It was agreed to engage a tree expert to survey the trees at the pond. **Action: MB**

g) PACT Meeting (DD)

Nothing to report.

h) Active Travel group (MB)

Nothing to report.

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

Clerk to contact Cllr M Robinson for an update.

j) Tennis Club (LF)

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The club recently spent £500 to get moss cleared. Unsuccessful applications to LCC Community Fund and Emmerdale Fund for Grants to resurface the courts.

2324/101 To receive an update on the following standing agenda items and agree any necessary action:

a) Park Field (MW)

GGs Groundcare are fixing the steps. Invoice for skip and other incidentals to be forwarded to the clerk.

b) Playground (MW)

Nothing to report.

c) Sports Club (MB) - Including an update on the location of the PC bins in the car park.

Fund raising including social events continue in order to keep the club running. See the facebook page for events. There is a beer festival on 23rd March 2024. The Gala will run again on the Spring Bank Holiday week end. Hedges at the entrance to the club need to be cut back for sight lines. ES to notify LCC. The Biffa Red bin has been replaced with a smaller bin but with a lock to avoid fly tipping into the bin. Some of the fly tipping has been recycled to rebuild the steps in Park Field. MB put a proposal to the Councillors around the possibility of sharing bins with the Sports Club. This will be fed back to the Sports Club and reported back at the next BPC meeting.

d) Bardsey Field (JJ)

Since the signs went up, there have been fewer trespassers noted in the field. The contractor has cut back the roadside hedge to reduce the width. The height has not been altered. The undergraduate student from Leeds University reported 50 responses so far to her survey and plans to analyse these in January.

e) Local Care Partnership Development (MB)

Nothing to report.

f) Bardsey cum Rigton Neighbourhood Plan (ES,DD,LF,MB)

Nothing to report.

2324/102 To consider matters requested by councillors/Clerk and agree any necessary action:

a) To consider maintaining up to date contact details for internal use by each Parish Councillor. (BH)
All councillors to send their contact details to the clerk to correlate before the next meeting.

2324/103 Planning matters

a) To consider and decide upon the following applications:

| Application Ref | Address | Proposal |
|-----------------|-----------------------------------|---|
| 23/06847/FU/NE | Rowley View Cottage Wetherby Road | Two storey side extension; new porch to front; single storey rear extension Neutral |
| 23/06760/FU/NE | Scarcroft Golf Club Syke Lane | Erection of a golf training studio Neutral |
| 23/07224/FU/NE | 37 Congreve Way | Dormer window to front Neutral |
| 23/07184/FU/NE | 5 Second Avenue | Demolition of existing detached bungalow and garage; erection of new detached dwelling and garage Object |
| 23/07228/FU/NE | 4 Scarsdale Lane | Part two storey part single storey side extension; single storey side/rear extension to other side; two storey front extension, front gable extension and |

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| | | |
|----------------|-----------------------------|---|
| | | dormer window; conversion of garage into habitable room space; removal of chimney; new cladding and rendering and double sliding gates to front with dropped kerb Object |
| 23/05689/FU/NE | Bingley Arms 37 Church Lane | Repair section of front boundary wall where it has collapsed by using existing materials and foundations Neutral |
| 23/05690/LI/NE | Bingley Arms 37 Church Lane | Listed Building Application to repair section of front boundary wall where it has collapsed by using existing materials and foundation Neutral |

b) To note decisions made by LCC:

i. Approvals

23/05701 Stone Gap, Mill Lane

23/04247 15 Albans Close

23/03867 1 The Drive

ii. Refusals

23/05371 The Old Vicarage, The Ginnel

iii. Appeals

23/00529 Hooves on the Hill, Brandon Crescent. Appeal Dismissed

iv. Withdrawn

23/04404 Field 0069 Wike Lane

23/05435 Scarcroft Golf Club

2324/104 To adopt the following policies and procedures:

a) Grant Award Policy.

To be reviewed at the next meeting.

2324/105 To consider correspondence received and agree any necessary action

None received.

2324/106 To receive an update from Parish Councillors

The horse trough on the A58 is leaking across the carriageway. MW to investigate. Since the meeting this has been reported to LCC.

2324/107 To notify the clerk of matters for inclusion on the agenda of the next meeting

2324/108 To confirm the date of the next meeting as 17th January 2024 at 7pm

This date was confirmed.

Chairman's Signature: _____ Date: _____



BARDSEY CUM RIGTON PARISH COUNCIL

Appendix 1

Schedule of Payments December 2023

Below is a list of payments to be approved:

| Payee | Details | Amount |
|---------------------------------|---|---------|
| Biffa Waste Collection | Quarter Charge (DD) | 226.04 |
| Biffa Waste Collection | Monthly charge (DD) | 77.15 |
| Defib Store (Cllr Stentiford) | Cardiac Science Defibrillator Battery | 342.00 |
| GGs Groundcare Ltd | Park Field, path repair and hand rail | 525.60 |
| GGs Groundcare Ltd | Garden Maintenance Service, grass, bins | 1965.00 |
| ICO Registration (Clerk) | Registration Fee | 40.00 |
| BK Growers | Plants | 60.48 |
| Bradford Community | Payroll Fees | 36.00 |
| Bradford Community | Auto Enrolment Fees | 7.20 |
| Bradford Community | September Invoice | 37.20 |
| BT | Wi-fi | 52.98 |
| UK Planning Maps(Cllr Osborne) | Location Plan | 18.60 |
| Portal PlanQuest (Cllr Osborne) | Planning Application Service | 58.50 |
| V Forbes | Salary (including back dated pay award) | 1143.97 |
| HMRC | Tax and NI | 340.28 |
| NEST | Pension (DD) | 63.57 |

Chairman's Signature: _____ Date: _____

Financial Report

Bank Reconciliation

Prepared by: Victoria Forbes, Responsible Finance Officer

Date prepared: 18th December 2023

Balance as per bank statement at 14th December 2023

| BANK STATEMENTS | | |
|---|------------|-------------------|
| Community Account as at 14 th December 2023 | £54,712.46 | |
| Business Premium Account 30094013 as at 14 th Dec 2023 | £0.0 | |
| Business Premium Account 10750816 as at 14 th Dec 2023 | £18,145.06 | |
| Total | | £72,857.52 |
| Unpresented payments from 2021/2022 | £10.00 | |
| | | |
| Closing balance as at 14 th December 2023 | | £72,847.52 |
| 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, LCC Skip £284.40, Interest £148.80, Rent £540.00 VAT £1320.78) | £44,772.98 | |
| | | £95,683.58 |
| Payments to date | £22,836.06 | |
| Cash book closing balance as at 14 th December 2023 | | £72,847.52 |

Financial Update

The table below shows the Parish Councils expenditure to 14th December 2023 against the budget.

| Budget Heading | 2023-2024 Budget | 2023 -2024 Current expenditure |
|--------------------------|------------------|--------------------------------|
| Clerk Salary | 11500 | 7727.09 |
| Clerks'/Cllrs' Expenses. | 100 | 156.65 |
| Gen. Admin. | 300 | 129.00 |
| Audit | 500 | 504.00 |
| Subscriptions/Membership | 850 | 726.59 |
| Playground | 1000 | 114.00 |
| Park Field | 2000 | 1234.00 |
| Grants | 5000 | 3000.00 |
| Asset Maintenance | 1000 | 60.00 |
| Waste Collection | 1500 | 836.72 |
| IT | 1000 | 796.35 |
| Flower tubs | 150 | 50.45 |
| Insurance | 1300 | 1401.87 |
| Grass Cutting | 5000 | 975.00 |

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| | | |
|------------------------------|--------|-------------------|
| Grounds Maint | | 2700.00 |
| Remedial work in village | 2000 | |
| Coronation | 133.81 | 133.81 |
| Public Rights of Way project | 3000 | |
| Information Board | 500 | 250.00 |
| WI FI | 300 | 140.74 |
| General reserves | 10000 | |
| Earmarked reserves | 15000 | |
| Total | | £20.936.27 |

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

Chairman's Signature: _____ Date: _____