



BARDSEY CUM RIGTON PARISH COUNCIL

**Minutes of the Meeting of Bardsey Cum Rigton Parish Council held on
Wednesday 21st February 2024 at 7.00 pm in the Village Hall.**

Commenced: 7.10 pm

Concluded: 9.00 pm

Present: Cllrs Stentiford (Chair), Denby, Flockton, Hoyland, Jackson, Osborne, Ward and two members of the public.

Clerk: V. Forbes

2324/124 Introduction from the Chairman

Cllr Stentiford opened the meeting.

2324/125 Public Participation

A public session will commence for 10 minutes to receive comments from members of the public who attend.

Two members of the tennis club attended the meeting to update the council on the imminent resurfacing of the tennis courts, future plans for the replacement of the Club house, their fund raising activities to date and obtaining a grant from the Parish Council.

Once the meeting opened, item 130(j) was brought forward for a decision. This decision of the Parish Council is reported under item 130(j)

2324/126 To receive any apologies and approve reasons for absence

Apologies received from Cllrs Bosomworth and Tatman. Reasons were approved.

2324/127 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
- b) To receive, consider and decide upon any applications for dispensation

No declarations of interest were received.

2324/128 To confirm the minutes of the full council meeting held on 17th January 2024 as a true and accurate record.

The minutes were confirmed and signed by the Chair.

2324/129 Financial matters

- a) To receive and note bank account balances at 15th February 2024
 - Community Account: £48,490.21 (mistype on agenda (£48,290.21))
 - Business Premium ME 1: £18,145.06

Business Premium ME 2: £0.00

- b) To approve the schedule of payments for February 2024 (Appendix 1) **Approved**
- c) To approve the bank reconciliation and budget comparison up to 15th February 2024 (Appendix 2) **Approved**
- d) To consider moving the Village Hall Broadband Account to Plusnet on completion of the BT contract (April 2024) BT £52.99 per month, Plusnet £26.99 per month. Both prices subject to increase after March 2024. **It was agreed to move the Village Hall Broadband Account to Plusnet. It was also agreed to exclude the telephone line as it is not used.**
- e) To review the annual rent for the Sports Club and Bowling Club as per their lease agreement. **Cllr Denby agreed to check the leases for rent increases.**
- f) To consider the clerk claiming the HMRC working from home allowance currently set at £6 per week. **This was agreed. Cllr Stentiford to inform payroll**
- g) To approve the quote from GGS Groundcare Ltd dated 16 February 2024 for annual Grounds Maintenance Services in Bardsey. **Approved.**
- h) To consider how BPC will support the Hedgehog Highways Project. **It was agreed to support the Hedgehog Highways Project and purchase the Hedgehog Highway Retail Bundle at £150. Cllr Osborne agreed to liaise with Bardsey Primary School**
- i) To confirm biannual playground inspections with IPIL at £100 + VAT per inspection. **Approved.**

2324/130 To receive an update on the following ongoing issues and decide further action where necessary:

- a) Village meeting place (KO)
Ground works scheduled to start 4/5th March 2024
- b) SIDS (MB)
Still issues with A58 Southbound SID. Nothing further to report.
- c) Allotments (MB)
LCC have asked for a draft management plan but BPC do not have a document with that title. However, the clerk has documents that are relevant to constructing such a plan. Cllr Bosomworth to work with the clerk to draft a management plan.
- d) Highways (BH)
CHURCH LANE – CORNMILL GINNEL – Railway banking - incidents of trees and branches falling onto the footpath and road and other unstable trees/branches in this area. Limited action LCC can take and Cllr Robinson advised letters have previously been sent to Cornmill residents advising them of the situation and responsibility. There have been some changes of residents and advised Cllr Robinson new residents probably haven't received a letter. Perhaps this situation could be highlighted in the Village News.
CONGREVE APPROACH/WOODACRE LANE – reported to LCC planting on LCC land by local residents. BPC need to ensure this land is not taken over by residents which occurred in Bardsey a few years ago.
CHURCH LANE – SMITHY LANE TO TITHE BARN LANE – extensive narrowing of footpath reported to LCC and advised limited resources to remove verge creep but in the meanwhile 'a street sweeper job has gone on for that location'. With regard to verge creep removal advised to contact Diane Otley. Martin Beaumont advised residents will be contacted with regard to maintaining the hedges along this area.
KESWICK LANE SAFE CROSSING - Last year options were being assessed following site meeting but no update and have emailed Chris Proctor, LCC, for an update.
RIGTON BANK – Still no update with regard to installing 'narrow road' signage agreed a couple of years ago.
ROAD SIGNAGE – Grange Close damaged road sign has been replaced.
'BARDSEY CUM RIGTON' sign – although the damaged sign has been removed don't have a

current update with regard to being replaced.

BLACKSMITH'S FIELD GATE – the latch has been broken for some time and an upright on the gate was at the side of the path. The upright has been re-attached. The broken latch has been removed and a piece of wood fitted to the post to stop the gate going right through. A replacement latch long enough to engage with the catch could not be found. In any event, people with pushchairs/wheelchairs found it awkward trying to open the latched gate, especially if they had a dog

- e) Possibility of bridleway/footpath on field bordering A58 (DD)
Nothing to report.
- f) Village Pond (MB)
Outlet cleared twice in December and seems to be running fine now. Martin Hammond who did our previous pond survey has been contacted and awaiting a response.
- g) PACT Meeting (DD)
Report from recent meeting has been circulated.
- h) Active Travel group (MB)
Nothing to report.
- i) Road crossing on A58 near Mill Lane (BH)
A58 – Island Crossing – Chris Proctor, LCC, has advised due to 'Abnormal' loads travelling along the A58 the original location for the crossing is not wide enough to be sited there and have suggested a site nearer to Grange Close. Due to the fact it would be further away from Mill Lane and Cornmill Ginnel further advice has been sort with regard to location.
- j) Tennis Club (LF)
It was agreed to award the tennis club a grant of £1000 towards the resurfacing of the courts.
- k) Telephone Kiosk
Cllr Ward to contact the company who previously refurbished the kiosk.

2324/131 To receive an update on the following standing agenda items and agree any necessary action:

- a) Park Field (MW)
The work on the steps has been completed.
- b) Playground (MW)
Nothing to report.
- c) Sports Club (MB) - Including an update on the location of the PC bins in the car park.
A not for profit company called CASC Assure has been approached for advice, on a no obligation basis. CASC Assure assists amateur sports clubs with facilities management issue.
The Beer festival on 23rd/24th March is taking shape, but creating a lot of work. Sincere thanks to Cllr Ward for his expert input.
- d) Bardsey Field (JJ)
Prior to the meeting Cllr Jackson forwarded an update from the EKWT Trustees meeting on 6th February. The height of the hedge on Woodacre Lane was discussed. The hedge is in a transition phase as the long term aim is to have a cut and laid hedge. The field is still unsafe due to deep holes. Visitors noted in the field are possibly undertaking surveys. EKWT also alerted BPC to their duty to adopt a Biodiversity Policy and Cllr Jackson requested that this is an agenda item for the next meeting.
- e) Local Care Partnership Development (MB)
Dementia network established and Cllr Bosomworth is on their invite list
- f) Bardsey cum Rigton Neighbourhood Plan (ES,DD,LF,MB)
Nothing to report.

2324/132 To consider matters requested by councillors/Clerk and agree any necessary action:

- a) To consider adding a two tier log in to Councillor's email addresses.

It was agreed to add a two tier log in. Cllr Osborne offered to assist councillors through the process.

2324/133 Planning matters

a) To consider and decide upon the following applications:

Application Ref	Address	Proposal
24/00224/FU/NE	1 Scarsdale Lane	Variation of condition 2 (Approved Plans) to previously approved planning application 22/04005/FU to amend the proposed roof of the single storey rear extension. Neutral response.
24/00325/FU/NE	Rigton Car Farm Wike Lane	Detached agricultural building for cattle. Neutral response.

b) To note decisions made by LCC:

- i. Approvals
23/06847 Rowley View Cottage, Wetherby Road
23/07724 37 Congreve Approach
- ii. Refusals
23/07184 5 Second Avenue
- iii. Withdrawn
- iv. Appeals

2324/134 To adopt the following policies and procedures:

- a) Grant Award Policy
The Grant Award Policy was adopted

2324/135 To consider correspondence received and agree any necessary action

The clerk has received correspondence about the fallen branch next to the bus stop on Wetherby Road. It was agreed to instruct GGS Groundcare to remove the branch.

2324/136 To receive an update from Parish Councillors

2324/137 To notify the clerk of matters for inclusion on the agenda of the next meeting

Adopting a Biodiversity Policy for Bardsey Parish Council.

2324/138 To confirm the date of the next meeting as 20th March 2024 at 7pm in the Village Hall.

The next meeting was confirmed as 20th March 2024 at 7pm.



BARDSEY CUM RIGTON PARISH COUNCIL

Appendix 1

Schedule of Payments

FEBRUARY 2024

Below is a list of payments to be approved:

Payee	Details	Amount
Biffa Waste Collection	Monthly charge (DD)	77.15
CPRE	Annual Subscription	36.00
BT	Wi-fi	52.98
GGS Groundcare Invoice 6017	Repair Concrete Steps in Park Field Car Park to Bank	403.20
GGS Groundcare Invoice 6018	Repair Concrete Steps in Park Field Table Tennis table to path	403.20
GGS Groundcare Invoice 6024	Repair Concrete Steps in Park Field from playground to the top of dog walk	756.00
Wetherby Computers	Norton Security 2024 Clerk's Computer	59.00
Cartridge People	Printer cartridges	59.90
V Forbes	Salary	TBC
HMRC	Tax and NI	TBC
NEST	Pension (DD)	TBC

Appendix 2



BARDSEY CUM RIGTON PARISH COUNCIL Financial Report

Bank Reconciliation

Prepared by: Victoria Forbes, Responsible Finance Officer

Date prepared: 15th February 2024

Balance as per bank statement at 15th February 2024

BANK STATEMENTS		
Community Account as at 15 th February 2024	£48,490.21	
Business Premium Account 30094013 as at 15 th February 2024	£0.00	
Business Premium Account 10750816 as at 15 th February 2024	£18,145.06	
Total		£66,635.27
Less unrepresented payments from 2021/2022	£10.00	
Closing balance as at 15 th February 2024		£66,625.27
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 £765.00 VAT £1320.78)	£44,997.98	
		£95,908.58
Payments to date	£29,283.31	
Cash book closing balance as at 15 th February 2024		£66,625.27

Financial Update

The table below shows the Parish Councils expenditure to 15th February 2024 against the budget.

Budget Heading	2023-2024 Budget	2023 -2024 Current expenditure
Clerk Salary	11500	10215.10
Clerks'/Cllrs' Expenses.	100	156.65
Gen. Admin.	300	199.00
Audit	500	504.00
Subscriptions/Membership	850	802.59
Playground	1000	114.00
Park Field	2000	2168.46
Grants	5000	3000.00
Asset Maintenance	1000	345.00
Waste Collection	1500	1153.67

IT	1000	796.35
Flower tubs	150	100.85
Insurance	1300	1401.87
Grass Cutting	5000	1200.00
Grounds Maintenance		4050.00
Remedial work in village	2000	0.0
Coronation	133.81	133.81
Public Rights of Way project	3000	
Information Board	500	250.00
WI FI	300	229.04
Village Meeting Place		74.00
General reserves	10000	
Earmarked reserves	15000	
Total		£27181.60

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