



## BARDSEY CUM RIGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 19<sup>th</sup> March 2025 at 7pm in Bardsey Village Hall

**Commenced: 7.00 pm**

**Concluded: 8.55 pm**

**Present:** Cllrs Stentiford, Bosomworth, Denby, Flockton, Hoyland, Jackson, Osborne, Tatman, Ward

**Clerk:** Mrs VA Forbes

### **2425/135 Introduction from the Chairman**

### **2425/136 Public Participation**

A public session will commence for 15 minutes to receive comments from members of the public who attend. The public session will run as per the Standing Orders.

There were no members of the public present.

### **2425/137 To receive any apologies and approve reasons for absence**

All councillors were present.

### **2425/138 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

Cllr Stentiford declared an interest in item 2425/143 (25/00333/FU/NE) as he owns a neighbouring property.

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

No applications for dispensation were made.

### **2425/139 To confirm the minutes of the full council meeting held on 19<sup>th</sup> February 2025 as a true and accurate record**

The minutes were approved and signed by the Chair.

### **2425/140 Financial matters**

a) To receive and note bank account balances at 14<sup>th</sup> March 2025

Community Account: £7,882.51

Business Premium ME 1: £58,665.58

The bank account balances were noted and Cllr Osborne signed the statements to confirm the balances.

b) To approve the schedule of payments for March 2025 (Appendix 1) **Approved.**

c) To approve the bank reconciliation and budget comparison up to 14<sup>th</sup> March 2025 (Appendix 2) **Approved.**

d) To approve a one point increase in the clerk's salary to point 14 on the 2024-25 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales from 1<sup>st</sup> April 2025. **Approved.**

### **2425/141 To receive an update on the following ongoing issues and decide further action where necessary:**

a) Relocation of the Playground Tennis Table (KO)

Project completed.

b) SIDS (MB)

No data retrieved this month.

- c) Allotments (MB)  
Nothing to report. A meeting to be arranged.
- d) Highways (BH)  
Prior to the meeting Cllr Hoyland submitted a report which included the following:  
**UNSTABLE TREES** – No further feedback with regard to a suitable letter to send to residents with unstable trees. As this is a continual concern both for residents and BPC, it is suggested we compile a simple letter with very little added along the lines of ‘Tree owners have a legal duty of care. Under both the civil law and criminal law, an owner of land on which a tree stands has responsibilities for the health and safety of those on or near the land and has potential liabilities arising from the falling of a tree or branch. The civil law gives rise to duties and potential liabilities to pay damages in the event of a breach of those duties. The criminal law gives rise to the risk of prosecution in the event of a failure to discharge’.  
**BRIDLEWAY 18** – Sought an update with regard to any further development with regard to the asphalted area but as yet no reply.  
**LITTER** – concerns about how much litter there was between Church Lane and the Sports Club, particularly in the layby area near the school, some of this litter is not easily accessible. In the layby area there were at least four carrier bags full of takeaway containers.  
There was also some concerning litter in the gutter along the school. The gutter has been swept and there didn’t appear to be any fresh deposits.  
**CHURCH LANE** (near Ghyll Cottage) – I was advised the recent heavy volume of water flooding across the road from the banking was due to work on a residential swimming pool. It no longer appears to be an issue.
- e) Village Pond (MB)  
The outlet is flowing but some debris requires removal. The noticeboard has had a temporary repair but requires a new wood base.
- f) Road crossing on A58 near Mill Lane (BH)  
Cllr Hoyland received the following update from Cllr Robinson: ‘I have seen and asked the office to compile all the feedback from residents. This will then be shared with LCC Highways and a meeting arranged with Bardsey PC, Highways and City Councillors.’ The Ward Councillors propose funding of £20,000 toward the crossing. BPC are very grateful for this proposed funding.
- g) Telephone Kiosk (LF)  
A local contractor has expressed interest which will be followed up.
- h) Website (KO)  
The new website will be ready to go live after it passes its WCAG 2.2AA standard test. The proposed launch date is 24<sup>th</sup> March 2025.
- i) Bingley Ginell (GT, BH)  
GGG Groundcare have advised the remedial work on Bingley Ginell is booked for Monday 31 March 25. Branches have been removed from the dying conifer by the Bingley carpark allowing access to the handrail. This work has possibly been carried out by PROW.

**2425/142 To receive an update on the following standing agenda items and agree any necessary action:**

- a) Park Field (MW)  
The recent Tree Survey identified 4 trees that our moderate risk. MW to check trees and obtain quotes for tree works.
- b) Playground (MW)  
The last playground survey highlighted a potential risk with narrow openings on the beams of The Village Meeting Place. Cllr Osborne to contact the manufacturer for advice.
- c) Sports Club (MB)  
The bin contract still needs resolving. The dog waste is being emptied with the old BPC waste contract. The Sports Club is paying for all the general waste removal as their existing contract does not expire until July 2025. The Sports Club is also paying for the recycled waste under the new contract. They will require reimbursing. Several events are planned including a Beer Festival for the week end following this meeting, a Gala on 4<sup>th</sup> May, an Easter Egg Hunt date tbc, a Beer Mile in July and the Leeds Running Festival.
- d) Bardsey Field (JJ)  
There are now 11 Dexter cattle on the field. The hedges are now in situ. Yorkshire Water are due to break open the drains around the 27<sup>th</sup> March. The main access gates for members of the public are expected to be on Woodacre Lane. The levelling and re-graveling of the access track through the Cornmills is expected to take place at the end of March.

- e) Local Care Partnership Development (MB)  
Nothing to report.
- f) Bardsey cum Rigton Neighbourhood Plan (ES,DD,LF,MB)  
Nothing to report.

**2425/143 Planning matters**

- a) To consider and decide upon the following applications:

<b>Application Reference</b>	<b>Address</b>	<b>Proposal</b>
25/00333/FU/NE	Ponderosa, Spear Fir Wike Lane	One detached dwelling and new detached garage. <b>Object.</b>
25/01092/FU/NE	Braeside, Woodacre Crescent	Erection of a single storey side and rear extension, fenestration alterations to side and rear, extension to rear patio. <b>Neutral.</b>

- b) To note decisions made by LCC:

- i. Approvals
- ii. Refusals
- iii. Appeals
- iv. Enforcements

**2425/144 To review/adopt the following policies and procedures:**

- a) Financial Regulations
- b) Privacy Policy
- c) Website Accessibility Statement

The above policies were all reviewed and adopted.

**2425/145 Matters requested by Councillors/Clerk:**

- a) To consider and decide on grass cutting on Grange Close.  
It was resolved to continue the grass cutting on Grange Close.

**2425/146 To consider correspondence received and agree any necessary action**

The clerk reported several local issues which have been forwarded to Leeds City Council.

**2425/147 To receive an update from Parish Councillors**

None received.

**2425/148 To notify the clerk of matters for inclusion on the agenda of the next meeting**

None received.

**2425/149 To confirm the date of the next Parish Council Meeting on Wednesday 16<sup>th</sup> April 2025 at 8.00 pm in Bardsey Village Hall, immediately following the Annual Parish Meeting at 7.30pm in Bardsey Village Hall.**

The date of the next Parish Council Meeting on Wednesday 16th April 2025 at 8.00 pm in Bardsey Village Hall, immediately following the Annual Parish Meeting at 7.30pm in Bardsey Village Hall was confirmed.



**BARDSEY CUM RIGTON PARISH COUNCIL**

**Appendix 1**

**Schedule of Payments  
March 2025**

Below is a list of payments to be approved:

<b>Payee</b>	<b>Details</b>	<b>Amount</b>
Zen Internet Ltd	Broadband Village Hall (DD)	42.00
NEST	Pension (DD)	30.20
VA Forbes	Salary	931.19
HMRC	PAYE & NI	55.70
YLCA	Biodiversity Webinar	35.10
Bradford Community	Payroll processing	43.20
GGs Groundcare	Quarterly Grounds Maintenance	1785.00
GGs Groundcare	Fence repairs Park Field	54.00
Norton Utilities	Anti-Virus software for Clerk's laptop	24.99
Cartridge People	2 x Printer cartridges for Clerk's printer	119.80
CPRE	Membership	36.00
CLlr Stentiford	Replacement door sticker for VH defibrillator	32.38

Signed ..... Date .....

## Appendix 2

### Financial Report

#### Bank Reconciliation

Prepared by: Victoria Forbes, Responsible Finance Officer

Date prepared: 15<sup>th</sup> March 2025

Balance as per bank statements at 14<sup>th</sup> March 2025

BANK STATEMENTS		
Community Account as at 14 <sup>th</sup> March 2025	£7,882.51	
Business Premium Account as at 14 <sup>th</sup> March 2025	£58,665.58	
Total		£66,548.09
Closing balance as at 14 <sup>th</sup> March 2025		<b>£66,548.09</b>
CASH BOOK		
Opening balance as at 1st April 2024	£62,830.82	
Add receipts (Precept £42,400, Grants £5188.00 Rent £830.00, unpresented cheque £10.00, Interest £452.66, VAT Refund £6014.25)	£54,909.91	
		£117,740.73
Payments to date	£51,192.64	
Cash book closing balance as at 14 <sup>th</sup> March 2025		<b>£66,548.09</b>

#### Financial Update

The table below shows the Parish Councils expenditure to 14<sup>th</sup> March 2025 against the budget.

Budget Heading	2024-2025 Budget	2024 -2025 Current expenditure
Clerk Salary	12,500	12,129.79
Clerks'/Cllrs' Expenses.	200	17.66
Gen. Admin.	300	185.48
Audit	550	390.00
Subscriptions/Membership	900	878.10
Playground	2000	343.00
Park Field	2000	4185.00
Grants	5000	3963.75
Asset Maintenance	1000	2034.86
Waste Collection	1600	1062.71
IT	1000	1489.34
Flower tubs	220	126.00
Insurance	1550	1496.75
Grass Cutting	1300	1125.00

Grounds Maintenance	5400	6470.00
Remedial work in village	2000	0.00
Public Rights of Way project	3000	0.00
WI FI	600	537.75
Village Meeting Place	5000	9342.00
Chair's Allowance	100	0.00
Training	250	0.00
Earmarked Reserves	13,500	713.00
General Reserves	30,000	
<b>Total</b>		<b>£45,777.20</b>

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