



To Members of the Parish Council

You are hereby summonsed to attend a meeting of the Parish Council at **7.30pm on Tuesday 18 July 2017** at the Oriel Room, St Ricarius Parish Church, Aberford, for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

N Goonesinghe
Clerk to the Parish Council
11 July 2017

AGENDA

1. **To receive apologies and approve reasons for absence (DH)**
2. **To receive any disclosures of interest from Councillors on matters to be considered at the meeting (DH)**
3. **To confirm the minutes of the Parish Council Meeting** held on the following dates as a true and correct record:
 - i. 13 June 2017 (PC meeting re NDP)
 - ii. 20 June 2017 (PC monthly meeting)
4. **Crime & Security (DH)**
To receive the crime report from representatives of West Yorkshire Police
5. **Public participation (15 minutes) (DH)**
Members of the public may, if invited by the Chairman to do so, speak with respect to any items on the agenda. Members of the public may not speak at any other time during the meeting unless expressly invited to do so by the Chairman
6. **Neighbourhood Development Plan (NDP) (MO/RR)**
 - a. To note the Statutory Regulation 14 Public Consultation began on 07.07.17 and will run to 18.08.17
 - b. To receive an update on the NDP
 - c. To note the minutes of the latest NDP Management Group (NDPMG) meeting (if any)
 - d. To decide any further action where necessary
 - e. To note the next NDPMG meeting date.
7. **Leeds Core Strategy Selective Review (KB)**
 - a. To note the consultation period is running from 19.06.17 to 31.07.17 (5pm)
 - b. To consider whether the PC wants to submit any comments and if so, agree the response at this meeting
 - c. To consider who shall submit the PC's response to LCC by the deadline of 5pm on 31.07.17 of the PC wishes to make any comments.
 - d. To note there is a drop-in session to be held on 21.07.17 from 1.30pm to 6.30pm at the Civic Hall, East Room, Leeds, LS1 1UR.
8. **Grants (awarded by ADPC) (Clerk)**
 - i. To consider the application for a grant of £100 received from Aberford C of E Primary School PTA and decide whether the PC wishes to award all or part of it (application previously circulated)
 - ii. If a grant is awarded, to consider raising a cheque for it at this meeting
9. **Environment and Maintenance**
To consider the following and to agree any necessary action:
 - **Beckside** – To note the painting of the play equipment and fencing was done w/e 23.06.17 **(Clerk)**
 - **Fly Tipping**
 - i. To receive an update on whether the dumped items Jubilee Field have been removed **(Clerk)**
 - ii. To receive an update on whether the barrier left on Jubilee Field has been removed **(MP/PH)**
 - **Grass Cutting** – To consider the quote received from A Fox Services regarding additional works required in the village as raised at the June PC meeting **(AH)**
 - **Jubilee Field** – To consider whether the vandalised signs should be replaced by the PC **(Clerk)**
10. **Fields In Trust Programme - Active Spaces (1) (Clerk)**
To note the Clerk contacted the Fields In Trust regarding Jubilee Field and receive an update.
11. **Proposal re Tree Planting, Highfield Road (West) (KD)**
To discuss proposals from local residents in relation to tree-hedge planting at the above location and consider any necessary action.
12. **Highways and Public Safety**
 - a. To receive an update re widening the footpath to Lotherton Hall and consider any necessary action **(Clerk)**
 - b. To receive an update on the path by the school and consider any necessary action **(DH/MP/PH)**

13. Community Matters

- **Mobile Fruit & Vegetable Sales** – To discuss the proposal put forward by Market Garden Leeds regarding bringing their mobile fruit and vegetable sales vehicle to the village and consider potential areas for the vehicle to stop **(MP)**

14. Leeds Festival 2017 (DO)

- a. To note the Clerk submitted the ticket information to Festival Republic before the deadline of 14.07.17.
- b. To receive an update and decide on any necessary action with regards to issuing the tickets.

15. Clerk's Performance Review (RR/MP)

- a. To consider increasing the Clerk's salary to the next pay scale (currently on SCP 18).
- b. To review the mileage claims section of the Clerk's contract of employment and consider decreasing the number of expected/non-claimable visits to Aberford each month from three to two.

16. IT – Website & Email Disk Quota (Clerk)

To consider increasing the quota for the website and email accounts from 1GB to 5GB (the next package) to accommodate current usage requirements.

The PC has gone over its current space allowance due to many documents being added to the website for the NDP Reg 14 Consultation. The cost of this increase for the remainder of this year (to 21.10.17) would be £24 plus VAT, and the annual cost for the next full year would be £250 plus VAT (the cost for the current package is £150 PLUS vat).

17. Working Advisory Groups (Clerk)

To review the list of working advisory groups and consider any changes to the groups.

18. Training (Clerk)

To **note** the Clerk booked Cllrs Baxter, Knowles, McCready and Oakes onto the "Developing Your Skills As A Councillor" course at a cost of £45 per delegate.

19. Community First Yorkshire (RAY) - Articles of Association Updates (Clerk)

To review the updates to wording as requested by CFY (previously circulated) to satisfy the Charity Commission, and consider whether the PC wishes to submit a proxy voting form accordingly.

20. Facebook (Clerk)

To consider whether the PC would like to set up a Facebook page and, if so, discuss the types of matters to post on it, and consider who shall be responsible for updating the page and responding to comments posted by the public as necessary.

21. Planning Matters (Clerk)

- a. To consider and comment on new planning applications/appeals (if any) (Appendix 1)
- b. To note the outcome of previous planning applications/appeals (if any) (Appendix 1)
- c. To consider and to note planning enforcement matters (if any)

22. Finance (Clerk)

- a. To note the balances in the Parish Council's accounts
- b. To approve the bank reconciliation (Appendix 2)
- c. To approve the Accounts for Payment (Appendix 2)
- d. To note the grant of £7,951.00 from Groundwork UK / Locality was received on 03.07.17.
- e. To review the budget update to 30.06.17 (previously circulated)

23. Matters for Information (DH)

Note: Reminder for members. This is strictly for brief information items and is not an opportunity for discussion or debate. Any such matters should have been raised with the Clerk and put on the agenda for this meeting or will go forward to a future agenda. No decisions to be made on any matters for information.

24. Future agenda items

- a. Common Land Registration Information
- b. Bus Stops/Shelters

N Goonesinghe, Clerk to the Council

Appendices referred to in the Agenda are available on the Parish Council website or on application to the Clerk.

The Parish Council complies with the Mandatory Publication Scheme under the Freedom of Information Act. Information about the Council can be obtained from its website at: www.aberford-pc.gov.uk or by contacting the Clerk.