

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 21 May 2013 at the Methodist Chapel, Aberford at 7.46pm

Present: Cllr David Howson (Chairman)
Cllr Gill Broadley
Cllr Keith Dunwell
Cllr Ian Forster
Cllr Paul Hancock
Cllr Jacqueline Jeffrey
Cllr Marolyn Piper
Cllr Ruth Reed

Two police officers
4 members of the public

Apologies were received and accepted from Cllrs Alderson and Barker.

Clerk Ms Julie Sou

13/15 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**
None.

13/16 **Introduction from the Chairman**
The Chairman welcomed everyone to the meeting. He was glad to be chairman for another year but said he felt that somebody else should take on the role next year.

13/17 **Minutes of previous meeting**
The minutes of the meeting held on 16 April 2013 had been circulated prior to the meeting.
RESOLVED: To approve the minutes of the meeting held on 16 April 2013 and to sign them as a correct record.

13/18 **To receive a report from the representatives of West Yorkshire Police**
A report was given on crime figures for the year 1 April 2012 to 31 March 2013. There had been a general fall in reported crime figures compared to the year 2011/12, with the exception being a spate of shed and garage break-ins. The police had committed extra resources with good results and several offenders had received custodial sentences in respect of these offences.

ASBOs were at their lowest level ever in the West Yorkshire area. Aberford was considered a low crime area, and had generally high confidence in local policing and satisfaction levels. If trends or problems were noted, as with the shed and garage break-ins, the police would commit more resources to that problem.

Members reported problems with speeding vehicles and with unregistered motorbikes being ridden with no lights on and no helmets being worn. The police were aware of the travellers at Hook Moor, and had introduced themselves to the travellers and monitored the situation. Cllr Howson reported that a local farm was not on the Farm Watch text circulation list and the police advised that the farmer should complete the relevant form.

It was confirmed that the Help Desk at Wetherby Police Station was planned to close at the end of the month. The police regretted the loss of this facility but the closure was for efficiency savings. There would be a contact point at the One Stop Centre in Wetherby Town Centre on Tuesdays and Thursdays for a couple of hours a day.

Members noted the crime figures report.

The police officers left the meeting at 8.15pm

13/19

Public participation on agenda matters

Cllr Howson invited comments from the public on agenda matters only.

Questions were raised regarding the superfast broadband website. It was confirmed that the Superfast West Yorkshire website was now live and open for registration. This would be put into the Parish Council's newsletter. The Clerk reported that she had received clarification that approximately 100 properties registering would be considered sufficient for a case to be made to BT that it was viable to upgrade the line to Aberford. A member of the public commented that the improvement to broadband speed would be limited if there was no improvement or upgrade to the copper cables from the telecoms cabinets to properties.

The Chairman permitted a member of the public to raise an item that was not on the agenda.

A Community First Responder was moving out of the village which would leave only one remaining, and that person worked full time with long hours. It was agreed that a request for volunteers would be put into the newsletter.

13/20

Matters Arising

- a. **Village Design Statement (12/219a)** – A meeting was to take place between Cllrs Reed, Hancock, Dunwell and Piper on Thursday 23 May 2013 to go through the final draft of the Village Design Statement.
- b. **Seat repairs (12/219c)** – These were ongoing. Members noted that Cllr Howson had authorised a repair to a broken slat.
- c. **Bus service (12/219d)**– This had improved. An extra bus had been slotted into the schedule and the timetable changed.
- d. **Village Hall (12/219e)** – Cllr Broadley reported that the developer had to provide the money first to ensure the building of the village hall and the terms of a s106 agreement had still to be agreed.
- e. **Fallen trees Cock Beck (12/219f)** – Cllr Howson reported there was still no progress.
- f. **Issues relating to Garforth (12/219g)** – Cllr Forster reported his request for a vehicle activated speed sign on the A642 had been turned down as there had been only one accident on the relevant stretch of road in the last five years.
- g. **Tree Preservation Orders Parlington Estate (12/219h)** – Cllr Jeffrey reported she had still to speak to the member of the public in order to identify the trees

and she would pursue this.

- h. **Dog fouling (12/219i)** – This had not improved with Cllrs reporting bags of waste left near the bridge on the post and rail fence. It was requested to include an item in the newsletter.
- i. **Primrose Hill Care Home (12/223b)**– Cllrs Howson and Dunwell had attended this item on the agenda at the Boston Spa Parish Council meeting and reported there was no easy answer and it seemed likely the home would still close.
- j. **Issues in Garforth (12/226d)** – Cllr Forster had nothing further to report regarding the A656 litter problem; he had heard from Leeds City Council (LCC) officer Ian MacKay that there should be news on the Garforth Sturton Grange SHLAA allocation next month; the problem with the Brett Farm slurry smell seemed to have been resolved.

13/21

Neighbourhood Plan

The issues raised in the email from Michael Oakes dated 14 May 2013 were discussed.

RESOLVED:

1. To continue with the neighbourhood development plan process;
2. To agree to the use of Aberford as a case study by the Leeds Metropolitan University research project provided that no individuals are named;
3. To apply for a further grant under the Supporting Communities in Neighbourhood Planning programme;
4. To agree in principle to the use of consultants in future to assist with the neighbourhood plan, subject to a proper specification and tender document for consultants having been prepared, with advice and assistance as appropriate from third parties such as Ian MacKay and Planning Aid to identify the level and nature of external consultancy support required;
5. The Clerk to respond to the email and to liaise with Michael Oakes regarding the grant application.

13/22

Reports were received on the following:

- a. **Broadband** – see above Minute 13/19.
- b. **Footpaths** –The footpath survey for LCC was to be split between members. Cllr Jeffreys reported an issue with a footpath across a cropped field. She would let the Clerk have details of the relevant legislation and a letter should then be sent to the farmer from the PC.
- c. **Allotments** – Cllr Jeffreys had discovered that other PCs in the city were not taking over allotment sites. Allotment holders had the choice to remain with LCC or become self-governing by setting up a committee; the committee could then share allotment rents with LCC. Allotment holders could negotiate directly with LCC on becoming self-governing.
RESOLVED: That the Parish Council should withdraw from the negotiations to take over the allotment sites from Leeds City Council.
ACTION: Cllr Jeffreys to inform the allotment holders of the PC's decision and the options available to them.
- d. **Traffic Management**
 - i. Proposed road markings outside Priory Park – There was a discussion whether the proposal would have the desired effect or if it would create

further problems elsewhere.

RESOLVED:

1. To agree the proposed road markings.
2. Members of the Traffic Management Advisory Group to meet with Masternaut to discuss the proposals.

- ii. Proposed yellow lines on the bridge at Main Street - the Clerk presented the estimated costs received from LCC which totalled £4000. There was a discussion as to the extent of the parking problem on the bridge and if this created a hazard for other traffic or pedestrians. Alternative courses of action to prevent parking were discussed.

RESOLVED:

1. That the PC would not fund yellow lines on the Main Street bridge;
2. To include the issue of parking on the bridge on the website and in the Parish Council newsletter.

13/23

Jubilee Field

Cllr Howden gave an update on the works. An area of old, badly surfaced tarmac with pits and holes remained and Jubilee Field could not be opened for public use whilst this area was left in its existing state as there was a potential for accidents and injuries. He had received a quote of £12,900 to re-tarmac the area which was not affordable. The alternative was to put down soil and grass the area over and he would be seeking a quote to carry out this work. Other outstanding works included the final positioning of the outdoor gym equipment, the installation of the gate to the churchyard for school access, with a key to be provided for the school, and the old court fencing to be taken down.

An early meeting of the Jubilee Field Working Group would be required to discuss seats, bins and signs.

The Clerk reported as follows:

- i. that Leeds East North East had authorised use of the £7000 Well Being Award for the outdoor gym equipment;
- ii. Members had previously unanimously indicated their agreement for SMP Playgrounds Limited, through LCC, to supply and install the outdoor gym equipment as per Phase 4 of the Jubilee Field project (a copy of the Phase 4 agreement having been supplied to all members). Members had now to formally agree to waive the PC's financial regulations relating to contracts to allow the PC to enter into Phase 4 without obtaining other estimates. The Clerk reported the reasons why SMP were recommended for the contract.

RESOLVED:

1. To waive the financial regulations relating to contracts requiring the Parish Council to obtain two further estimates for the outdoor gym equipment;
2. To enter into the agreement for Phase 4 of Jubilee Field with LCC for their recommended supplier, SMP Playgrounds Limited, to supply and install six pieces of outdoor gym equipment for £7,321.95
3. To authorise the Chairman and the Clerk to sign the Phase 4 agreement

13/24

To consider advice from LCC Environmental Health Services relating to the accumulated pool of water in the Dale Field, Main Street

The Clerk reported on the advice received from LCC Environmental Health Services as to the action available and the steps required for LCC to investigate and treat the matter as a statutory nuisance. This would be a fairly formal

process requiring residents to maintain diaries and be willing to appear as witnesses in court should this be necessary.

RESOLVED: That no action would be taken for the present time and that any residents who complained would be advised of the steps available through LCC.

13/25

Correspondence

The following items of correspondence were noted:

- a. A consultation document from YLCA relating to simplifying the planning process for mobile 'phone masts. Any members wishing to respond to notify the Clerk.
- b. The minutes of the Wetherby and Harewood Town & PC Forum, including a report from John Woolmer, LCC Locality Manager on grounds maintenance and grass cutting. Any members wishing to feedback on the report to notify the Clerk.
- c. A letter from Banks Renewables relating to Hook Moor Wind Farm and the discharge of a planning condition.
- d. Details of Chairmanship and Planning training courses from YLCA. Members to notify the Clerk if they wish to attend.
- e. Details of the YLCA Leeds Branch annual meeting on 11 June 2013.
- f. Cllr Ian Forster's resignation letter to take effect from 22 May 2013. The Chairman thanked Cllr Forster for his hard work and contribution to the Parish Council and the other members concurred.

13/26

Planning

The following new applications were considered:

Applications

- a. 13/01722 – Bimbo Farm, York Road, Scholes, Leeds – Dormer window with roof terrace and balustrading to front; dormer window to rear
RESOLVED: No objections
- b. 13/01876 – 6 Woodbridge Avenue, Garforth – Conversion of integral garage to habitable room. This application had been delivered in error to the school and had only recently been received by the Parish Council. No site visit had yet taken place.
RESOLVED: Members of the Planning Advisory Group to visit the property and, if they have no objections, the Clerk to forward their comments to LCC.
- c. 13/01892 – Ash Lane, Aberford Road, Garforth – extension of time.
RESOLVED: No objections.

Members noted the following updates on previous applications:

Pending

12/00725 – Aberford Road, Garforth – outline application for employment park

12/05434 – Village Hall and land to rear, Main Street

13/01417 – The Rowans, Greystone Park

13/01167 – Gardens House, Parlington Lane – listed building application

Approved

13/01304 – 12 Brierlands Close, Garforth

Refused

13/01246 – 2 Woodbridge Avenue, Garforth – part 2 storey, part single storey side/rear extension

13/01106 – Oliver Cottages, Main Street – 1st floor conservatory & extended raised balcony to rear

Enforcement

Members noted the following:

- 2 Woodbridge Avenue, Garforth – the owner was building in accordance with approved application 12/01065 but the LCC planning enforcement officer had noted that preparatory work had been carried out for a 2m extension fronting the garage which did not have planning permission. The owner had been told to cease work to the garage and to put in a planning application.
- 13 Haverthwaites Drive, Aberford – the extension was in accordance with the planning permission given.

13/27

Accounts

Members noted the Accounts and Annual Return for 2012/13, copies of which had been circulated prior to the meeting.

RESOLVED:

1. To approve the Parish Council accounts and Annual Return for 2012/13 and to authorise their signing.
2. To approve and authorise the signing of the Annual Governance statement.
3. To approve the appointment of Pamela Harrison as the internal auditor.

Balances

The Clerk reported the following balances:

	£
HSBC Current a/c	2,314.42
HSBC No 1 Int a/c	42,628.44 (Revenue Reserve)
HSBC No 2 Int a.c	78,036.51 (Capital Reserve)

Notes

1. The Revenue Reserve includes £12,137 precept received from LCC.
2. A VAT refund of £852.29 was received into the Current Account.
3. The Revenue Reserve includes
 - i. £369.00 Parish Partnership money which is set aside to pay the contractor for maintenance of footpaths
 - ii. £6,529.86 from Leeds Fest ticket sales and
 - iii. £10,000 Big Lottery Fund award allocated for the use of consultants for the Neighbourhood Plan.
4. Capital Reserve is allocated for refurbishment of Jubilee Field.

To pay

RESOLVED: To pay the following cheques:

Cheque no.	Amount (£)	Details
100451	35.00	Rural Action Yorkshire membership
100452	170.90	Clerk's salary
100453	95.00	Clerk's expenses (£85 printer toner and £10 mobile 'phone credit)
100454	1288.11	Broker Network Limited (Came & Co insurance premium)
100455	30.00	Yorkshire & the Humber Regional Training Partnership

13/28

Matters for Information

- a. Damaged railings, Main Street – Temporary barriers were still in place. The Clerk was asked to contact LCC Highways Department to arrange a permanent repair.
- b. Bowling Green – Cllr Hancock reported that LCC was consulting on transferring responsibility for bowling greens to be self-managed throughout the city with a grant of £1900 to each club. This was considered inadequate by Aberford Bowling Club as in the region of £3125 was required to maintain the green, with additional costs for repairs to the pavilion. There was a discussion relating to other options that could be explored, including sharing costs with another club, increasing the membership fee and promoting more membership. The bowling club requested that the PC write a letter in support of the club to LCC.
RESOLVED: The Clerk to write a letter to LCC in support of the bowling club.
- c. A1 – resurfacing works would be taking place in a few weeks.
- d. Newsletter – Cllr Piper was aiming for this to go to the printers at the end of the week with a view to distribution next week. Members were asked to contact Cllr Piper with any items for inclusion by 24 May 2013.

13/29

Close of Meeting

The Chairman thanked everyone for their attendance and closed the meeting at 10.10 pm.

The Parish Council complies with the Mandatory Publication Scheme under the Freedom of Information Act. Information about the Council can be obtained from the Council's website at www.aberfordonline.com or by contacting the Clerk.