

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 19 August 2014 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

Present: Cllr David Howson (Chairman) Cllr Paul Hancock
Cllr John Barker Cllr Marolyn Piper
Cllr Keith Dunwell Cllr Ruth Reed
Cllr Jacqueline Jeffrey
PCSO G Nottingham
4 members of the public

Apologies were received and accepted from Cllr Alderson.

Clerk Ms Julie Sou

- 14/127 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**
Cllr Piper declared an interest as a personal friend of the neighbour to 10 Pinfold Rise which was the subject of a planning application to be considered by the Parish Council.
- 14/128 **Minutes of previous meeting**
The minutes of the Parish Council meeting held on 15 July 2014 had been circulated prior to the meeting.
RESOLVED: To approve the minutes of the meeting held on 15 July 2014 and to sign them as a correct record.
ACTION: The chairman
- 14/129 **To receive a report from representatives of West Yorkshire Police**
Five crimes were reported during July. Burglary of a dwelling through an open window – property taken including car keys and suspects made off in the complainant’s car; burglary and forced entry to a detached garage; burglary and forced entry to a brick outbuilding - bicycles stolen; theft of solar lights from a garden; theft of locked and secured plant machinery from the garden of a building under renovation.
- 14/130 **Public participation on agenda matters**
Cllr Howson invited comments from the public on agenda matters only. Members noted comments made with regard to:
- Trees cut down and left on Main Street and at the bus turnaround - the Parish Council had already referred these matters to Environmental Services;
 - Weeds were a continuing problem in the village but neighbouring villages did not seem to have the same issue;
 - Blocked drains on Main Street;
 - Neighbourhood Development Plan – member of the public felt that discontinuation would be a mistake;
 - Parish Council website – praise was given;
 - Footway to Lotherton Hall – overgrown and impassable.
- 14/131 **Matters Arising**
- Wetherby and District Crime Prevention Panel (minute 14/115b) – Members noted an update on the Panel’s activities from Cllr Dunwell. The Panel would have a stand at the Aberford Garden Show.
 - Garforth Neighbourhood Plan Steering Group (minute 14/051b) – following the meeting in April 2014, there had been no further contact made by the Steering Group although it appeared to be active. **ACTION:** the Clerk to enquire as to progress.
 - Hanging baskets (minute 14/115h) – the issues had now been resolved.
 - Superfast Broadband – this was now available in the village but only to those who opted to upgrade and pay for the faster service. **ACTION:** Cllr Piper to arrange to put this information on the Parish Council website.
- 14/132 **Updates and Information**
- Harewood Ward Environmental Project – most parish and town councils had been successful in their requests and arrangements would soon be made by Leeds City Council (LCC) to supply

and deliver the bulbs and trees requested. **ACTION:** the Clerk to clarify with LCC who is responsible for planting.

- b. Leeds Festival tickets – All tickets had been successfully delivered although some difficulties had been caused due to Leeds Festival organisers only issuing the tickets to the Parish Council three days before the event started. A full list of winners was available but would not be made generally public. Cllr Jeffrey and the Clerk would be working to streamline the application process for next year. **ACTION:** Cllr Jeffrey and the Clerk.
- c. Speed signs – the insurance settlement of £5,349.23 had been received and deposited. The Clerk was arranging installation with Leeds City Council and Swarco. **ACTION:** the Clerk
- d. Ping! table tennis scheme – Cllr Howson reported that the scheme was very popular with both young people and adults. There was still a good supply of bats as only one of the free bats had been taken.

14/133 **Neighbourhood Development Plan (NDP)**

- a. The next meeting of the NDPMG was on 4 September. Only three people had attended the last meeting, two of whom had been parish councillors.
- b. Members considered a motion to discontinue the Neighbourhood Development Plan on the basis that the Parish Council should finalise and rely on the Village Design Statement (VDS) to set out its plans and policies for the village's development. Advice from Ian MacKay of Leeds City Council on the differences between a VDS and NDP had been circulated to all members. The following points were made:
 - i NDP has more status and importance than a VDS;
 - ii VDS provides design guidance only whereas a NDP is part of the local statutory development plan and forms the basis for determining planning applications;
 - iii NDP will have to be taken into consideration by all, including a planning inspector;
 - iv The NDP would be the first document with such status that the Parish Council would have the power to set;
 - v Neither the Parish Council nor the NDPMG has the requisite knowledge or experience to manage the NDP alone;
 - vi NDPMG currently has assistance from Mike Dando of Planning Aid but it is not his responsibility to write the NDP;
 - vii External assistance would have to be bought in for which grants are available;
 - viii Members of the NDPMG and/or the Parish Council must still be involved and must be prepared to commit the necessary time to the project;
 - ix The Parish Council was perhaps premature when it first set out with the NDP, but there are now completed NDPs available which can be referred to for guidance;
 - x Parish Council funds and/or grant monies should not be spent on the NDP as it would not give the village any tangible benefits or added value;
 - xi The NDPMG must first be asked whether it is prepared to continue with the NDP. If not, then the Parish Council would have to decide whether it wished to continue with the NDP with the help of professionals

No decision was taken on the motion.

RESOLVED: That at the next meeting of the NDPMG on 4 September, the Group be asked whether it is prepared to continue with the NDP. **ACTION:** member representatives on the NDPMG; the Clerk

14/134 **Jubilee Field**

- The wooden base boards to stop balls rolling beneath the court fencing had now been installed.
- LCC Parks and Countryside would price-match the picnic benches which were available cheaper elsewhere.
- The final amount due from the Parish Council to LCC Parks and Countryside had been agreed at £42,862.94. An invoice for an incorrect amount had been issued and would be cancelled.
- If suitable goods and services to the full value of the £7000 settlement figure could not be provided to the Parish Council, LCC Parks and Countryside was prepared to deduct the difference from the outstanding amount due from the Parish Council. Before considering this offer, members would need to know the amount involved.
- Members considered details of various items of equipment that LCC Parks and Countryside could supply.

RESOLVED: That, subject to the final prices, the Parish Council would accept from LCC Parks and Countryside the following items delivered and installed as part of the settlement due to the Parish Council:

- a. One concrete or tarmac base for the Ping! table tennis table;
- b. One Ludis concrete table tennis table on a concrete or tarmac base;

- c. Two black Olympic picnic benches (price-matched) on concrete or tarmac bases;
- d. One pair 5-a-side football posts measuring 5ft x 12ft, with nets;
- e. Two outdoor gym equipment signs and posts/stands as appropriate

ACTION: the Clerk to notify LCC Parks and Countryside and obtain final prices.

14/135 **Recent floods in the village**

The recent heavy rain had caused flooding in the village, exacerbated by blocked drains and culverts. Parked vehicles impeded road sweepers and any drain clearance that might take place. Cllr Piper had been in contact with Ward Cllr Matthew Robinson to propose a scheme whereby parish councils compiled lists of problem drainage areas which required particular attention. A response had not yet been received. A request was made for a representative from the Highways Department to attend a meeting to discuss drainage issues. **ACTION:** the Clerk to arrange a meeting.

14/136 **Groundwork and general maintenance**

- a. Groundwork. Members noted that:
 - i Mr C A Brown had been appointed and had undertaken groundwork on behalf of the Parish Council. The appearance of the village was much improved as a result of his work.
 - ii A footpath cut appeared to have taken place in August despite the reduction to the Parish Paths Partnership grant to pay for only one cut per annum. The Clerk confirmed she had specifically asked LCC Public Rights of Way officer to ensure that no further cuts took place after the May cut as, due to the reduction in the grant, the Parish Council did not have sufficient funds for a second cut. **ACTION:** the Clerk to clarify the position with LCC.
- b. Maintenance work to noticeboards and play area fencing. Cllr Howson requested a quote for this work from Mr Cliffe, to be considered by the Parish Council at a future meeting.

14/137 **First World War Centenary**

- a. Further to minute 14/115e, as an alternative to an inscription on the war memorial, it was proposed that a Yorkshire rose be carved into the keystone.
ACTION: the Clerk to investigate with the stone mason whether this was possible and to arrange a meeting with the stone mason on site to discuss options.
- b. Members wished to consider giving local school children commemorative coins as keepsakes for the centenary of WW1. **ACTION:** the Clerk to obtain costs; the Clerk to prepare a Budget update for the next meeting for members to consider how to fund any work to the war memorial and commemorative keepsakes.

14/138 **Training and Seminars**

Members noted forthcoming YLCA courses, the LCC Parish and Town Seminar and workshops scheduled for 17 September 2014 and a possible ROSPA course on play area inspections. Cllrs Dunwell and Hancock confirmed their interest in the ROSPA course. Members to contact the Clerk to confirm if they are attending the LCC Seminar and which workshops. **ACTION:** members to notify the Clerk; the Clerk to make the necessary bookings.

14/139 **Planning Matters**

Members considered the following planning applications:

New Planning Applications

Planning ref	Address	Brief Details of Proposal
14/04017/FU	10 Pinfold Rise Aberford Leeds LS25 3EN	Single storey and two storey side extensions Comments: The Parish Council considers the proposed development to be unacceptable for the following reasons: 1. In view of the different ground levels and the angle of the property in relation to the neighbouring property 9 Pinfold Rise, the proposed two storey extension would be dominant and oppressive to 9 Pinfold Rise and would also cause overshadowing; 2. The existing garage will be lost and, although two parking spaces are proposed, the Parish Council considers that a third space is required due to the cramped nature of Pinfold Rise where on-street parking can cause difficulties; 3. The Parish Council considers the design to be incompatible with the existing street scene.

14/04023/FU	2 Greystones Close Aberford Leeds LS25 3AR	First floor conservatory and extended raised balcony to rear Comments: The Parish Council considers the proposed development to be unacceptable for the following reasons: 1. The size and scale of the proposed development has too large a footprint for the plot; 2. Insufficient garden space would be retained; 3. The streetscene has an open plan nature and the proposed extension in close proximity to the neighbour on the east closes the gap between the dwellings to an unacceptable extent and to the detriment of the character and appearance of the wider streetscene; 4. The proposed extension would overlook the neighbour to the rear of the property and could occasion loss of privacy to that neighbour The Parish Council is also concerned at the conversion of bungalows to two storey dwellings. Bungalows are an essential part of the housing mix in the village and provide an opportunity for residents to downsize from larger family houses but remain in the village. Members would wish to draw planners' attention to the comments made by the housing minister, Mr Lewis, in a recent newspaper interview that he was concerned that single storey homes had been "overlooked" by builders and that, in his view, "they are a really important part of the mix".
14/03727/LI	Triumphal Arch The Park Parlington Lane Aberford Leeds LS25 3EG	Listed Building application for repairs to Arch Comments: None
14/04237/FU	Proctor Brothers Isabella Works Ash Lane Garforth Leeds LS25 2HQ	Extension to cast stone shed Comments: None
14/04444/FU	5 Woodbridge Avenue Garforth Leeds LS25 2PJ	Single storey rear extension Comments: None
14/03182/FU & 14/03183/LI	The Priory Bunkers Hill Aberford Leeds LS25 3DP	Detached dwelling to site of offices Comments: None
14/04652/FU	17 Cedar Ridge Garforth Leeds LS25 2PF	Alterations including garage conversion to form habitable room and enlarged area of hardstanding to front Comments: None
14/9/00156/ MOD	The Reading Rooms Bunkers Hill Aberford Leeds LS25 3DR	Change of use involving alterations and extensions to former reading rooms to form 4 bedroom dwelling NON MATERIAL AMENDMENT TO 13/03396/FU - south elevation - addition of high level chimney breast and substitution of 1400 window for 2 900 wide; west elevation - toughened glazing to lounge window; omit obscure glass to conservation rooflights and add clear glazing with opening lights Comments: None

RESOLVED: To report members' comments to LCC. **ACTION:** the Clerk

Members noted the following updates:

Previous Planning Applications/Appeals - Update

Planning ref	Address	Brief Details	Decision/Update
14/02859/FU	Church View Main Street South Aberford Leeds	Dormer window to rear ADPC: Unacceptable development 17/06/2014	Refused 16/07/2014
14/03151/FU	3 Anning Fold Garforth Leeds LS25 2PQ	First floor conservatory and extended raised balcony to rear ADPC: No comments	Approved 15/07/2014

14/140 **Finance**

RESOLVED:

- a. To note the bank reconciliation (copy attached) for the period ending 31 July 2014.
- b. To approve the accounts for payment (copy attached) totalling £1,179.89.

ACTION: The Clerk to make the approved payments.

14/141 **Matters for Information/Referrals**

- a. Jubilee Field – dog fouling had been a problem.
- b. Main Street – tree cuttings left on the drovers' verges. These had been reported to Environmental Services.
- c. Bunkers Hill – mounds of earth left on the verges after residents cleared the drains are still there. Cllr Jeffrey undertook to clear the mounds away.

14/142 **Close of Meeting**

The Chair thanked everyone for their attendance and closed the meeting at 10.08pm.

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.

Bank Reconciliation
Aberford and District Parish Council
For the month ending: 31 July 2014

Prepared by Julie Sou, Clerk to the Parish Council

Date: 11 August 2014

Approved by the Parish Council

Date: 19 August 2014

Balance per bank statements as at 31 July 2014	£	£
Current Account	5,611.55	
Revenue Reserve	34,482.14	
Capital Reserve	63,742.56	103,836.25
Less unrepresented cheques at 31 July 2014:		0.00
Net bank balances as at 31 July 2014		103,836.25

The net balances reconcile to the Cash Book (receipts and payments account) for the month as follows:

CASH BOOK

Opening balance at 30 June 2014		99,323.22
Add receipts for the month to 31 July 2014:		
Aviva - speed signs insurance pay out	5,349.23	5,349.23
Less payments for the month to 31 July 2014		-836.20
Closing balance per cash book as at 31 July 2014		103,836.25

Notes

1. Revenue Reserve includes £441 Parish Paths Partnership money and £9,244.66 Leeds and Mint Festivals ticket sales money.
2. Capital Reserve is set aside for Jubilee Field

Accounts for Payment

Cheque no.	Details		
100559	C A Brown - groundworks		880.00
100560	Clerk's expenses:		
	Contribution to home working costs	10.00	
	Mobile 'phone	7.50	
	Stationery	<u>3.49</u>	20.99
100561	Clerk's salary		258.90
100562	St Ricarius PCC – PC venue hire		<u>20.00</u>
	TOTAL		1,179.89