

## ABERFORD & DISTRICT PARISH COUNCIL

### Minutes of the Parish Council meeting held on Tuesday 21 January 2014 at the Methodist Chapel, Aberford at 7.30pm

Present: Cllr Ruth Reed (Chair) Cllr Keith Dunwell  
Cllr Ray Alderson Cllr Paul Hancock  
Cllr John Barker Cllr Jacqueline Jeffrey

PCSO Geoff Nottingham  
4 members of the public

Apologies were received and accepted from Councillors Bebbington, Howson and Piper.

Clerk Ms Julie Sou

14/001 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**

Cllr Alderson declared a non-pecuniary interest in Item 10 of the agenda as a member of the Village Hall committee.

14/002 **Minutes of previous meeting**

The minutes of the Parish Council meeting held on 17 December 2013 had been circulated prior to the meeting.

RESOLVED: To approve the minutes of the meeting held on 17 December 2013 and to sign them as a correct record.

14/003 **To receive a report from the representative of West Yorkshire Police**

Six incidents reported in December:

- Bicycle taken from a garden, the suspect having previously been seen trying the front door of a house. An arrest had been made.
- A bicycle and pressure washer were taken from a garage, entry having been gained through an insecure door.
- Number plates stolen from a parked car on Main Street.
- Solar panels stolen from the Parish Council's two speed signs.
- Washing taken from a washing line overnight. An arrest had been made.
- Bicycle taken from a communal arrest. An arrest had been made.

The police have been making speed checks in the village.

The issue of car parking at Priory Park was raised. PCSO Nottingham advised that the police could not do anything if the parked cars were not causing an obstruction but he would look into the situation.

14/004 **Public participation on agenda matters**

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

- The minutes published on the Parish Council website did not include appendices referred to. The Clerk would ensure that they did so in future.

14/005 **Matters Arising**

- a. Boxing Day Hunt (Minute 13/160b) – this had been very well attended and all arrangements for policing, stewarding and the placing of traffic cones had gone well.
- b. Footpaths (Minute 13/161a)– after failing to progress matters with LCC Public Rights of Way officer Rosie Watts, Cllr Dunwell had been in contact with Ian Oxley, LCC Public Rights of Way enforcement officer, and would be making arrangements with him with regards to the footpath survey.
- c. Lotherton Quarry (Minute 13/165) – the planning application had not yet been lodged.
- d. Noticeboard (Minute 13/161f) – the new noticeboard had been delivered and Cllr Howson would be arranging for its installation and the relocation of the old noticeboard when weather conditions improved.

- e. Register of Members' Interests on Parish Council website (Minute 13/168a) – the Clerk reported that other parish councils had also raised this issue with LCC and advice had been given from DCLG that the current practice was correct whereby LCC maintained the register on their website with links to it from the parish council websites.

14/006

#### **Updates and Information**

- a. Aberford Footbridge – LCC had placed orange mesh on the bridge as a precaution pending works to install an additional horizontal rail. This could take 6-8 weeks as the timber had to be specially ordered.
- b. Hook Moor Wind Farm – Cllr Barker reported on a meeting of the Liaison Committee. Surveys were to be carried out in March and April searching for Roman remains and examining the ground. Maria Akers of Lotherton Hall was aware of the situation. Cllr Barker confirmed that the developers for the wind farm and the proposed Lotherton Quarry were in communication. It was noted that an article was to be supplied for the Micklegate newsletter and Cllr Dunwell requested a similar article be submitted for the ADPC newsletter.
- c. Highways maintenance issues –
  - i. Broken paving slabs before the Swan Hotel, Main Street – these had been repaired.
  - ii. Retaining wall on Main Street between the Methodist Chapel and School Lane – the collapsed section outside Moon Hill Cottage had been repaired but LCC had yet to examine the entire length of wall. The Clerk reminded members that there was no money in LCC's budget this year to effect any works that may be necessary.
  - iii. School Lane/Main Street road surface – this had not yet been examined by LCC. The Clerk to pursue.
  - iv. B1217 footway – the LCC enforcement officer had attended and agreed the footway needed widening but this was not an enforcement issue. The Clerk was pursuing with LCC as to what action was possible.
  - v. Red painted crossing area – this was a Traffic Management issue and would be explored further with that department.
  - vi. Lane/path leading to Aberford Footbridge – a member of the public had complained about the condition. The Clerk had made enquiries with LCC and established that LCC was not responsible for its maintenance as it was not owned by any department of LCC and was not adopted highway. The complainant had also contacted the owner of one of the houses fronting the lane/path and he had confirmed that it was not included in the title of his property.
- d. Leeds Festival tickets – Mrs Gill Broadley was happy for Cllrs Jeffrey and Bebbington to take over organisation. The Clerk had been in contact with the festival organisers and was awaiting further information with regards to this year's ticket allocation and price. Mrs Broadley had a pro forma letter that was sent to applicants for tickets and Cllr Alderson offered to obtain this from her.
- e. Parish boundary – the Clerk was awaiting a response with regard to arranging the meeting with Garforth councillors.
- f. Neighbourhood Development Plan Management Group – the next meeting of the NDPMG was on 6 February 2014, with a training session on 10 February 2014. There were only 9-10 members left on the NDPMG. Cllr Alderson suggested that the Chair of the NDPMG should be co-opted to the Parish Council.
- g. Village Design Statement – LCC had almost completed their internal consultation and had requested a meeting in February. The Clerk to arrange with members of the VDS Working Group.
- h. Speed signs – the Clerk was still awaiting quotes for repairs but had been told that there would probably be little difference between the cost of repair and replacement. The Clerk was also investigating with LCC the possibility of affixing the speed signs to lampposts or otherwise drawing power for them, and whether LCC would take over maintenance of the speed signs.
- i. Hanging baskets – the Chair agreed that Cllr Alderson could raise this matter as an additional agenda item for information. Cllr Alderson reported that additional hanging baskets from LCC would cost £112.60 each; existing baskets were £25. The additional cost was for the provision of the brackets but also maintenance, watering and feeding as LCC covered these costs for the existing baskets but would not do so for any extra baskets. Members noted the information.

14/007

#### **Finance**

Members agreed to bring forward this item.

Members considered the draft Budget proposals and report previously circulated. Discussions took place regarding the amounts under various Budget heads and the additional amount that would be paid by council tax payers depending on the level of precept requested.

**RESOLVED:**

- a. To note the bank reconciliation (copy attached) for the period ending 5 January 2014.
- b. To approve the accounts for payment (copy attached) totalling £397.90.
- c. To set the Revenue Budget for 2014-15 (copy attached) and to request a precept of £12,500 from LCC.
- d. That the shortfall of £3,217 between the Revenue Budget and the precept and Council Tax support grant be met from Revenue Reserves.
- e. That the question of the further allocation of funds from Revenue Reserves be adjourned to a future meeting.

14/008

**Jubilee Field**

LCC had still to provide some information relating to the options for enlarging the tennis court. Cllr Barker requested they also provide plans of the proposed final layouts.

The Clerk provided details of insurance costs with Came and Co to provide cover for 70 metres of close boarded wooden fencing (value £3850) and 50 metres of post and rail fencing (value £1750) leading from the car park to Jubilee Field. Cover would be until the renewal date at the end of September 2014 and there would be an excess of £250.

**RESOLVED:**

- a. To adjourn a decision on action to enlarge the tennis court to a future meeting pending receipt of further information and plans from LCC.
- b. To insure the close boarded wooden fencing and post and rail fencing leading from the car park to Jubilee Field at a premium of £25 with Came and Co.
- c. To note that longer term maintenance issues for Jubilee Field would need to be considered by the Parish Council.

14/009

**Traffic Management**

The new road markings on Bunkers Hill outside Priory Park had been completed but cars were being parked on the south side of the entrance to Priory Park despite the fact that there was space available to the north of the entrance in the marked out area provided by the new scheme. There were no road markings to the south side of the entrance and cars were not therefore parked illegally. The Clerk had been in contact with Masternaut requesting their employees be asked not to park to the south of the entrance. However, members noted there was no enforcement action available to prevent parking to the south side. PCSO Geoff Nottingham had offered to look further into the situation.

**RESOLVED:**

- a. To adjourn the matter of Bunkers Hill/Priory Park road markings pending further advice from the police and to monitor the situation.
- b. To adjourn the issue of Cattle Lane speeding and traffic management matters to a future meeting.

14/010

**Village Hall Committee**

Cllr Alderson clarified that the Village hall constitution had been changed following advice from the Charity Commissioners and was based on the model constitution for Village Halls provided by the Rural Councils Village Hall Adviser. The current constitution had been adopted at a Village Hall Annual General Meeting of which due notice had been given and which had been open to the public to attend.

It was noted that the Parish Council representative on the Village Hall Committee was responsible for reporting back to the Parish Council on Village Hall matters. Cllr Alderson indicated his willingness to serve as the Parish Council representative on the Village Hall Committee, subject to the proviso that he would not on the Village Hall Committee represent the Parish Council's objections to the current Village Hall planning application.

RESOLVED: To appoint Cllr Alderson as the Parish Council's representative on the Village Hall Committee.

14/011 **Planning Matters**

**New Planning Applications**

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details of Proposal</b>
13/05616/LI	Swan Hotel Main Street North Aberford Leeds LS25 3AA	Listed Building Application for repositioning of sign to archway  Comments: No comments
13/05807/FU	2 Greystones Close Aberford Leeds LS25 3AR	Alterations including raising roof height and side extension with dormer to rear and 3 dormer windows to front  Comments: The Parish Council notes that this is a revised application and considers the proposed development to be unacceptable for the following reasons:  <ol style="list-style-type: none"> <li>1. The size and scale of the proposed development still appears to have too large a footprint for the plot;</li> <li>2. Insufficient garden space would be retained;</li> <li>3. The proposed extension would overlook the neighbour to the rear of the property and could occasion loss of privacy to that neighbour.</li> </ol>

RESOLVED: The Clerk to report members' comments to LCC.

Members noted the following updates on previous planning applications:

**Previous Planning Applications/Appeals - Update**

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details of Proposal</b>	<b>LCC Decision</b>
13/05160/FU	Nuthill Farm Cottage Great North Road Micklefield Leeds LS25 3AU	Two storey/single storey rear extension  ADPC: No comments	Approved 23/12/2013
13/04818/FU	25 Brierlands Close, Garforth LS25 2NT	Two storey rear extension  ADPC: Unacceptable as it appears over-dominant and out of scale for the size of the plot.	Approved 24/12/2013
13/05299/FU	7 Raper View Aberford Leeds LS25 3AF	Single storey side and rear extensions; new dormer windows to front/rear and porch to front  ADPC: Objections due to loss of garage and parking with pressure for on-street parking in the restricted cul-de-sac location	Approved 08/01/2014
13/05215/FU	Proctor Bros., Isabella Works, Ash Lane, Garforth LS25 2HQ	Extension to concrete production building	Approved 09/01/2014

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details of Proposal</b>	<b>LCC Decision</b>
13/05391/CL P	Nyman Lodge, Field Lane, Aberford, Leeds LS25 3AE	Certificate of proposed lawful development for fence to side boundary	Approved 16/01/2014

14/012 **Matters for Information/Referrals**

- a. Information had previously been circulated to members relating to upcoming meetings:
  - Outer North East Parish and Town Council Forum – 23 January 2014 at 7.30pm
  - LCC Annual Parish and Town Council Forum – 27 January 2014 at 6.30pm
  - YLCA Leeds Branch meeting – 11 February 2014 at 7.30pm
- b. A letter of thanks had been received from the Neighbourhood Elders' Team for the grant with an update on the group's work
- c. The latest issue of Clerks and Councils Direct had been made available to members via a link to Dropbox. The hard copy of the publication was circulated at the meeting.
- d. The footpath from the car park to Jubilee Field was covered in leaves. The Clerk to deal.
- e. Dog fouling remained an issue. Councillor Dunwell to post up more signs.

14/013 **Close of Meeting**

The Chair thanked everyone for their attendance and closed the meeting at 9.23pm

**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](http://www.aberfordonline.com) or by contacting the Clerk.**

Minute 14/007

<b>Bank Reconciliation</b>		
Aberford and District Parish Council		
For the period ending: 5 January 2014		
Prepared by Julie Sou, Clerk to the Parish Council		
Date: 15 January 2014		
<b>Balance per bank statements as at 5 January 2014</b>		
	£	£
Current Account	3,080.50	
Revenue Reserve	23,354.87	
Capital Reserve	<u>63,955.43</u>	
		90,390.80
Less unrepresented cheques at 5 January 2014:		
	100511	-20.40
	100515	<u>-1,964.74</u>
		-1,985.14
<b>Net bank balances as at 5 January 2014</b>		<b>88,405.66</b>
The net balances reconcile to the Cash Book as follows:		
Opening balance at 5 December 2013		92,089.66
Add receipts to 5 January 2014:		
Interest - Revenue Reserve	3.98	
Interest - Capital Reserve	9.96	
Mint Festival ticket sales	<u>320.00</u>	333.94
Less payments to 5 January 2014		-4,017.74
<b>Closing balance per cash book as at 5 January 2014</b>		<b>88,405.86</b>
<u>Notes</u>		
1. Revenue Reserve includes £417 Parish Paths Partnership money, set aside to pay the contractor for maintenance of the footpaths.		
2. Current Account and Revenue Reserve include Leeds Festival ticket sales money £7,241.86 and Mint Festival ticket sales money £320		
3. Capital Reserve is set aside for Jubilee Field		

### Accounts for Payment

Cheque no.	Details			
100519	Aberford Methodist Church (room hire)		20.00	
100520	Clerk's expenses:			
	Contribution to home working costs	10.00		
	Mileage	27.00		
	Mobile 'phone	10.00		
	Stamps	<u>18.00</u>	65.00	
100521	Clerk's salary		258.90	
100522	Leeds City Council		<u>54.00</u>	
	TOTAL			397.90

## Minute 14/007

	BUDGET	Budget 2013-2014	Expenditure to 20.01.2014	Projected Expenditure to Year End	Projected Amount In- Hand/Short fall to Year End	Budget 2014-2015	Notes
	<u>Expenditure</u>						
1	Clerk's salary	2,300.00	2,502.70	3,279.40	-979.40	3,200.00	1
2	Administration Costs	250.00	380.10	480.00	-230.00	350.00	
3	Mileage	0.00	196.65	235.00	-235.00	150.00	
4	Parish Council Website		56.25	56.25		60.00	
5	Venue hire for PC meetings	400.00	200.00	260.00	140.00	300.00	
6	Insurance policy	1,300.00	1,553.11	1,578.00	-278.00	1,650.00	
7	Internal audit	70.00	116.60	116.60	-46.60	120.00	
8	External audit	160.00	240.00	240.00	-80.00	240.00	
9	Training - Clerk	250.00	157.80	225.00	25.00	350.00	2
10	Training - Councillors	200.00	390.00	440.00	-240.00	600.00	3
11	YLCA membership	475.00	474.00	474.00	1.00	475.00	
12	RAY membership	35.00	35.00	35.00	0.00	35.00	
13	SLCC membership	0.00	80.00	80.00	-80.00	80.00	
14	Newsletters x 2	350.00	470.00	470.00	-120.00	500.00	
15	Maintenance of Play Area & Jubilee Field	500.00	74.40	124.40	375.60	1,000.00	4
16	Maintenance contract: speed signs	634.00	634.18	634.18	-0.18	635.00	
17	Repairs to seats, noticeboards; refurbishment & replacement	1,000.00	2,264.74	2,500.00	-1,500.00	500.00	
18	Hanging baskets	1,025.00	1,025.00	1,025.00	0.00	1,025.00	5
19	Wreath Remembrance Day	50.00	0.00	0.00	50.00	50.00	
20	Christmas lights	750.00	900.00	900.00	-150.00	900.00	
21	Christmas tree				0.00	250.00	6
22	Snow clearing	300.00	240.00	240.00	60.00	225.00	
23	Contribution to police vehicle	50.00	86.58	86.58	-36.58	90.00	
24	VDS/NDPMG (including venue hire)	1,400.00	394.00	414.00	986.00	750.00	7
25	Grants	1,500.00	1,590.00	1,590.00	-90.00	1,750.00	
26	Contingencies	1,000.00	481.20	1,000.00	0.00	1,000.00	
27	Recruitment advertisement		15.00	15.00	-15.00		
	<b>Gross Expenditure</b>	<b>13,999.00</b>	<b>14,557.31</b>	<b>16,498.41</b>	<b>-2,443.16</b>	<b>16,285.00</b>	
	Precept	11,500.00				12,500.00	
	Council Tax Support Grant	673.00				568.00	
	From Revenue Reserve					3,217.00	

£12,500 precept represents a payment of £16.58 per Band D property.  
This is an increase of £1.08 and 7% from 2013-14.

## Notes

1. This reflects the increase in the Clerk's hours and includes a small amount for overtime which, however, may not be needed.
2. Includes estimated costs for commencing CILCA and attending up to two training courses/conferences.
3. Reflects the need for increased training for Parish Councillors.
4. This sum is for ongoing minor repairs and general maintenance of the play area and Jubilee Field and includes provision that may be necessary for bin emptying, grass cutting etc.
5. £775 sponsorship was received in 2013-14.
6. This is an estimated amount for a planted tree.
7. Day to day expenses of the NDPMG. Any additional costs for, e.g. consultants, will have to be funded from Revenue Reserves or by grants.