

## ABERFORD & DISTRICT PARISH COUNCIL

### Minutes of the Parish Council meeting held on Tuesday 15 July 2014 at the Methodist Chapel, Aberford at 7.30pm

- Present: Cllr David Howson (Chairman) Cllr Jacqueline Jeffrey  
Cllr Ray Alderson Cllr Paul Hancock  
Cllr John Barker Cllr Marolyn Piper  
Cllr Keith Dunwell Cllr Ruth Reed
- Ward Cllr Matthew Robinson  
3 members of the public
- Clerk Ms Julie Sou
- 14/111 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**  
None declared.
- 14/112 **Minutes of previous meeting**  
The minutes of the Parish Council meeting held on 17 June 2014 had been circulated prior to the meeting. The Clerk pointed out two errors: PCSO Geoff Nottingham was not included in the attendance list and the bank reconciliation for the month ending 31 May 2014 stated that there was £9,244.66 Leeds and Mint Festival ticket sales money when the correct figure was £9,164.66. **RESOLVED:** Subject to amendments to correct the errors, to approve the minutes of the meeting held on 17 June 2014 and to sign them as a correct record.  
**ACTION:** The chairman
- 14/113 **To receive a report from representatives of West Yorkshire Police**  
No report received.
- 14/114 **Public participation on agenda matters**  
Cllr Howson invited comments from the public on agenda matters only.
- a. Grant to Garforth in Bloom. A sponsorship sign was in place which may indicate that Garforth in Bloom had received funding from elsewhere. It was also queried whether the amount of grant was excessive for the area of display at the entrance to the Cedar Ridge estate and whether the grant was perhaps being used for other areas in Garforth that did not come within the parish area. **ACTION:** Cllr Dunwell to speak to the chair of Garforth in Bloom; the Clerk to check the terms of the application.
  - b. Hedges in the area were unsightly and overgrown but could not be cut back until August due to birds.
  - c. Dog fouling. The ginnel at Hayton Wood View appeared to be clear but there were still problems elsewhere. Reference was made to the use of temporary paint sprays to highlight dog fouling and whether this could be deemed graffiti and Ward Cllr Robinson offered to look into the issue with Leeds City Council (LCC).
  - d. A member of the public expressed possible interest in becoming a parish councillor.
- 14/115 **Matters Arising**
- a. Cock Beck (minute 14/098) – Cllr Howson had spoken to Alex Shelbrooke MP on the issue. Ward Cllr Robinson said he would speak to the LCC officers again.
  - b. Wetherby & District Crime Prevention Panel (minute 14/098) – Cllr Dunwell had attended as a panel member at the Tour de France Grand Depart at Harewood House where free lanyards had been distributed.
  - c. Harewood Ward Environmental Project (minute 14/098) – up to £10,000 had been approved for distribution and parish councils should hear the outcome of their individual applications in due course.
  - d. Village Hall planning application (minute 14/100) – this was not listed for the July Plans Panel. The Clerk had enquired as to whether written submissions in response to the officer's report to the Panel would be considered and the advice from the LCC was that any written submissions received would probably, if received in sufficient time, be circulated to the planning officer, chair and members of the Panel but there was no guarantee this would be done or that they would be considered.
  - e. First World War Centenary (minute 14/0106)
    - o Cllr Howson reported that Mr Picton-Phillips felt that two wreaths were sufficient and that it was not necessary for school children to lay additional wreaths. It was discussed

- whether there should be one additional wreath laid by the school children.
    - The Parish Council had no objections to school children scattering poppy seeds.
    - The Clerk reported the provisional quote of £5+VAT per letter from RAM Masonry for inscribing the war memorial, subject to the number of letters and the style of lettering. There was some discussion as to the actual placement of any additional inscription on the war memorial or the steps. **ACTION:** The wording and the placement to be decided at the next meeting of the Parish Council.
  - f. Play area bin (minute 14/109) – a replacement inner was still required. **ACTION:** The Clerk.
  - g. Pump Hill bin – a bigger bin was needed but the Parish Council had first to ensure any replacement would be emptied by LCC. **ACTION:** The Clerk.
  - h. Hanging baskets (minute 14/109) – Cllr Alderson was dealing with LCC to resolve the two mistakes previously noted. It was pointed out that some labels were coming adrift and Cllr Alderson said he could look into other types of labels.
  - i. Village Hall representative – still unresolved.
- 14/116 **Neighbourhood Development Plan (NDP)**
- Members noted the minutes of the Neighbourhood Development Plan Management Group (NDPMG) meeting of 5 June 2014, previously circulated.
  - Only three members of the NDPMG had attended a meeting held on 10 July 2014. At that meeting it had been decided that each member would take one subject and write it up, and that at the next meeting the group would look into getting an expert to write a plan/report.
  - There was discussion on the merits of a NDP for Aberford. Ward Cllr Robinson pointed out that other sites could yet be allocated for development under the final Core Strategy. **ACTION:** The Clerk to email LCC planning officer Ian MacKay for advice on the NDP.
- 14/117 **Outer North East Parish and Town Council Forum 3 July 2014**
- Members noted a verbal report from Cllr Reed.
- 14/118 **Jubilee Field**
- An update was given. LCC had given prices for full size football posts and nets and not 5 a-side and their prices for two picnic benches had exceeded that which could be obtained from another supplier by almost £500. The Clerk had asked for prices for 5 a-side nets, and if LCC would install the picnic benches if the Parish Council sourced them from elsewhere. In the meantime, the school was happy to loan the Parish Council its 5 a-side nets.
  - The outstanding amount due to LCC had not yet been agreed.
  - Cllr Howson and the Clerk were still investigating BMX tracks and ramps. Members preferred closed-in natural looking ramps and jumps. The Clerk provided details of open-sided ramps and jumps available from HAGS-SMP which was all that she had been able to find to date.
- RESOLVED:** The Jubilee Field Working Group to meet to decide other items for Jubilee Field and to report back to the Parish Council. **ACTION:** Jubilee Field Working Group.
- 14/119 **Ping! Table Tennis Scheme**
- The table had been installed the previous evening. The table tennis bats and balls would be held by Cllr Howson who would inspect the table regularly. As part of the scheme, the table had to be monitored for one two hour period to assess its use.
- ACTION:**
- a. Cllr Howson to inspect the table regularly to ensure the supply of bats and balls.
  - b. The Clerk to request a banner from LCC in order to advertise the availability of the table.
- 14/120 **Speed Signs insurance claim**
- Members had received details of the offer of £5,349.23 from the insurers, representing the full cost of repairing the speed signs and a contribution towards connecting them to mains electricity.
- RESOLVED:** To accept the offer of £5,349.23.
- ACTION:** The Clerk.
- 14/121 **Appointment of groundwork and general maintenance contractor**
- A quote of £880 had been received from Mr C A Brown for various items of groundwork around the parish. No quotes had yet been received for refurbishment of the noticeboards or repair of the fencing to the small piece of grassed land near the Play Area.
- RESOLVED:** To accept the quote and to authorise Mr Brown to carry out the works.
- ACTION:** Cllr Howson to organise the groundwork with Mr Brown and to obtain quotes for the refurbishment and repair works.
- 14/122 **Christmas Lights 2014**
- Members considered a quote for hire, installation and maintenance of Christmas lights in the sum of

£960 including VAT from LCC. Subject to requirements, there may also be a £75 charge + VAT for switching on the lights.

**RESOLVED:** To accept the quote from LCC.

**ACTION:** The Clerk

14/123

### **Planning Matters**

The following planning applications had been received:

#### **New Planning Applications**

| <b>Planning ref</b> | <b>Address</b>                                   | <b>Brief Details of Proposal</b>                             |
|---------------------|--|--|
| 14/04017/FU         | 10 Pinfold Rise<br>Aberford Leeds<br>LS25 3EN    | Single storey and two storey side extensions                 |
| 14/04023/FU         | 2 Greystones<br>Close Aberford<br>Leeds LS25 3AR | First floor conservatory and extended raised balcony to rear |

Members had not yet had the opportunity to make site visits or consider the applications fully.

**RESOLVED:** To request extensions of time for comments to a date after the next meeting of the Parish Council. **ACTION:** The Clerk

Members noted the following updates:

#### **Previous Planning Applications/Appeals - Update**

| <b>Planning ref</b> | <b>Address</b>                                   | <b>Brief Details</b>  | <b>Decision/Update</b> |
|---------------------|--|---|------------------------|
| 14/02241/FU         | Oliver Cottages<br>Main Street<br>Aberford Leeds | First floor conservatory and extended raised balcony to rear<br><br>ADPC: No comments     | Refused 24/06/2014     |
| 12/00725/OT         | Aberford Road<br>Garforth Leeds                  | Outline application for employment park and laying out of access<br><br>ADPC: No comments | Approved 03/07/2014    |

14/124

### **Finance**

**RESOLVED:**

- To note the bank reconciliation (copy attached) for the period ending 30 June 2014.
- To approve the accounts for payment (copy attached) totalling £836.20.

**ACTION:** The Clerk to make the approved payments.

14/125

### **Matters for Information/Referrals**

- Drains throughout the village were blocked and needed clearing. Particular mention was made of the drains at Pinfold Rise and on Main Street, near Greystones Close. **ACTION:** the Clerk.
- The hedge at Lotherton Lane was overgrown.
- The Reading Rooms, Main Street. Opaque glass had not been used and materials were not in keeping. The LCC enforcement officer had been alerted.
- Traffic management issues. Double yellow lines required enforcing and the yellow lines at Field Lane needed repainting. **ACTION:** the Clerk.
- Newsletter. Cllr Piper was thanked and congratulated for the newsletter.

14/126

### **Close of Meeting**

The Chair thanked everyone for their attendance and closed the meeting at 9.12pm.

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.

**Bank Reconciliation  
Aberford and District Parish Council  
For the month ending: 30 June 2014**

Prepared by Julie Sou, Clerk to the Parish Council

Date: 14 July 2014

Approved by the Parish Council

Date: 15 July 2014

| <b>Balance per bank statements as at 30 June 2014</b> | £         | £                |
|---|-----------|------------------|
| Current Account                                       | 527.82    |                  |
| Revenue Reserve                                       | 36,482.14 |                  |
| Capital Reserve                                       | 63,742.56 | 100,752.52       |
| Less unpresented cheques at 30 June 2014:             |           |                  |
| 100545  | -1,000.00 |                  |
| 100549  | -20.00    |                  |
| 100551  | -82.80    |                  |
| 100553  | -76.50    |                  |
| 100554  | -250.00   | -1,429.30        |
| <b>Net bank balances as at 30 June 2014</b>           |           | <b>99,323.22</b> |

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

**CASH BOOK**

|   |       |                  |
|---|-------|------------------|
| Opening balance at 31 May 2014                          |       | 102,135.73       |
| Add receipts for the month to 30 June 2014:             |       |                  |
| Leeds Fest ticket sales                                 | 80.00 |                  |
| Interest - Capital Reserve                              | 11.29 |                  |
| Interest - Revenue Reserve                              | 5.44  | 96.73            |
| Less payments for the month to 30 June 2014             |       | -2,909.24        |
| <b>Closing balance per cash book as at 30 June 2014</b> |       | <b>99,323.22</b> |

Notes

1. Revenue Reserve includes £967 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**

| <b>Cheque no.</b> | <b>Details</b>                        |              |               |               |
|-------------------|---------------------------------------|--------------|---------------|---------------|
| 100555            | Aberford Methodist Church (room hire) |              | 20.00         |               |
| 100556            | Clerk's expenses:                     |              |               |               |
|                   | Contribution to home working costs    | 10.00        |               |               |
|                   | Mobile 'phone                         | 7.50         |               |               |
|                   | Travel expenses (SLCC conference)     | <u>13.80</u> | 31.30         |               |
| 100557            | Clerk's salary                        |              | 258.90        |               |
| 100558            | DB Tree Services                      |              | <u>526.00</u> |               |
|                   |                                       | <b>TOTAL</b> |               | <b>836.20</b> |