

for the next Planning Committee. Cllr Piper requested the matter be put on the agenda for the next Parish Council meeting to decide how the Parish Council would approach making representations at the Planning Committee as it was possible that only one parish councillor may be allowed to speak on behalf of the Parish Council and for a limited time only. **ACTION:** the Clerk.

- e. Dog fouling – this was still an intermittent problem at the ginnel in Hayton Wood View and on Pump Hill. Cllrs Dunwell and Piper reported on the use of a biodegradable marker by some councils to highlight dog waste, the markings dispersing after 6-8 weeks. Cllr Robinson advised that hidden cameras with accompanying signs warning of prosecution were being used by LCC for other environmental offences and he would speak to John Woolmer about their use for dog fouling. **ACTION:** the Clerk to liaise with Cllr Robinson.
- f. Grass cutting/weed control – the sightlines at Hook Moor and the Lotherton Lane verges had been cut at the weekend and LCC had advised that the contractors would now be cutting the other areas under the contract. Weeds had recently been sprayed and the effects should soon be seen.
- g. Highways maintenance – a further member of the public had complained about the condition of the access track on Bunkers Hill in front of the row of cottages where the Royal Mail post box was situated. It had previously been confirmed that this access track was not adopted and therefore not maintainable by LCC. The member of the public felt that the damage to the track was in part due to the number of car drivers using the track to post letters. Royal Mail had declined to contribute to the cost of repairs or to relocate the post box. The member of the public had requested that the Parish Council deal with the repairs on the basis that the post box could be considered a local community amenity. Members declined the request.
- h. Methodist Chapel – the Clerk had been advised by the treasurer that there was to be a service on 29 May, following which a formal application would be made to close the Chapel. This was a lengthy process and it could be many months before the Chapel was closed and perhaps sold. The treasurer was unable to provide any definite timescales but advised there was no reason why the current arrangement for hire of the Chapel by the Parish Council could not continue for the present time.

14/083

Jubilee Field

- A new tennis net of the correct size had been fitted. LCC were checking with SMP on the appropriate markings for netball use on the MUGA and would revert back to the Parish Council.
- LCC were to install at no cost to the Parish Council tanalised timber base boards at the bottom of the court fencing to prevent balls rolling underneath.
- Cllr Howson and the Clerk were to meet with LCC officers to discuss settlement for the undersized tennis court and would report back to the full Parish Council. **ACTION:** Cllr Howson and the Clerk.
- Cllr Dunwell requested authorisation to purchase plants for Jubilee Field to replace the annuals planted the previous year.

RESOLVED: To authorise Cllr Dunwell to purchase plants to a reasonable amount.

ACTION: Cllr Dunwell.

14/084

Neighbourhood Development Plan (NDP)

- Members noted the minutes of the Neighbourhood Development Plan Management Group (NDPMG) meeting of 3 April 2014, previously circulated. The minutes of the meeting held on 1 May 2014 had not yet been circulated.
- **RESOLVED:** That the Parish Council representatives on the NDPMG would take forward the following to the next meeting of the NDPMG:
 1. That up-to-date minutes be provided promptly to the Parish Council (the Clerk);
 2. That the NDPMG set up a new website dedicated to the NDP in order to keep the public informed;
 3. That the Parish Council wishes to set strategic objectives it hopes to achieve via the NDPMG;
 4. That the NDPMG provide a revised project plan to the Parish Council in order for the Parish Council to monitor progress against the plan;
 5. That the NDPMG provide to the Parish Council costings to see the NDP to completion in order for the Parish Council to make such budgetary provision as may be required and that such costings should consider whether any external contractors or consultants are required and what may be provided gratis by Locality.

ACTION:

- a. Members of the NDP Working Group to take forward the above to the NDPMG.

- b. All members of the Parish Council to consider the strategic objectives they wish to achieve via the NDP.

14/085 **Grant application from Aberford in Bloom**

An application for a grant of £1000 for spring and summer bedding had been received from Aberford in Bloom.

RESOLVED: That the application for £1000 be granted and that the group be thanked for its hard work.

14/086 **Hook Moor Liaison Committee**

- Members noted the minutes of the meeting held on 16 April 2014 attended by Cllrs Barker and Dunwell.
- Archaeologists were currently on site and nothing of significance had been found as yet. Ground works would take some time to complete.
- Visits were to be organised for school children and members of the public.

14/087 **Wetherby & District Crime Prevention Panel**

Cllrs Dunwell and Howson had attended the quarterly meeting held on 8 May 2014. Cllr Dunwell was to be interviewed as a prospective member of the Panel. He reported that the Panel attended local events and wanted to be more involved.

14/088 **Harewood Ward Environmental Project**

Members received details of the project whereby members of the Harewood Ward were considering providing funding to parish councils for planting trees, hawthorn hedging and bulbs. Larger tree and hedge planting would be undertaken by LCC with smaller scale planting to be undertaken by the Parish Council itself.

RESOLVED: To make an application and to delegate the decision as to what type of planting was desired and where to Cllrs Barker, Howson and Piper.

ACTION: Cllrs Barker, Howson and Piper to consider and decide what to apply for. The Clerk to submit the application.

14/089 **Training**

RESOLVED: To approve the Clerk's attendance at the Society for Local Council Clerks North of England Regional Conference on 19 June 2014 at a cost of £69 + VAT.

14/090 **Planning Matters**

Members considered the following planning application:

New Planning Applications

Planning ref	Address	Brief Details of Proposal
14/02169/FU	1 Brierlands Fold Garforth Leeds LS25 2NU	Single storey rear extension Comments: None
14/02241/FU	Oliver Cottages Main Street Aberford Leeds	First floor conservatory and extended raised balcony to rear Comments: None
14/02859/FU	Church View Main Street South Aberford Leeds LS25 3DA	Dormer window to rear Comments: adjourned pending receipt of the documentation from LCC.

RESOLVED: To report members' comments on ref. 14/02169 and 14/02241 to LCC. To adjourn ref. 14/02859 to the next meeting of the Parish Council.

ACTION: The Clerk

Members noted the following updates on previous planning applications:

Previous Planning Applications/Appeals - Update

Planning/ Appeal ref	Address	Brief Details of Proposal	Decision/Update
13/03648/FU	7 Ashley Park Mews Garforth Leeds LS25 2PL	Retrospective application for single storey extension including new roof to existing conservatory and timber gazebo to rear; conversion of existing garage to a habitable room ADPC : No objections but recommended that a planning officer should visit the site	Approved 30/04/2014
14/00783/FU	3 Moule Rise Garforth Leeds LS25 2PH	Conversion of garage to habitable room and area of hardstanding to front ADPC: No comments	Approved 02/05/2014
13/05907/FU 102423	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 ADPC: Unacceptable development 21/01/2014	Appeal allowed 19/05/2014

14/091

Finance

- Members considered a report on a draft policy on financial reserves and the setting of levels of earmarked and general reserves.
- Members also considered the Parish Council accounts and the Annual Return and Annual Governance statement for 2013-14.
- Members noted that the internal audit was to be carried out on 2 June 2014.

RESOLVED:

1. To adopt the policy on reserves.
2. To set the following categories and levels of reserves:
 - a. General - £8000 (to give a working balance of approximately 6 months' gross expenditure)
 - b. Renewals Fund - £5000
 - c. Bus turnaround - £2000
3. To adjourn the decision regarding other categories and levels of reserves to a later meeting of the Parish Council.
4. To approve and authorise the signing of the Parish Council accounts and the Annual Return and Annual Governance Statement for 2013-14.
5. To approve the bank reconciliation (copy attached) for the period ending 30 April 2014.
6. To approve and authorise the accounts for payment (copy attached) totalling £390.24.

ACTION:

- a. Cllr Howson and the Clerk to sign the Annual Return and Annual Governance Statement for 2013-14.
- b. The Clerk to submit the Annual Return to the external auditor following the internal audit.
- c. The Clerk to make the approved payments.

14/092

Matters for Information/Referrals

- a. A car appears to be permanently parked in front of the church wall, and is a potential obstruction when funeral services take place at the church. Ownership of the land is not known. Cllr Piper had made enquiries and the Clerk was asked to make enquiries with LCC Highways.
ACTION: the Clerk.
- b. Aberford Church of England Primary School – the OFSTED report had rated the school as good which was an improvement on the previous year.
- c. Planning matters:
 - i. Makins land – a building was being used as a butter store for Arla Foods.

- ii. Reading Rooms, Bunkers Hill – concerns that planning conditions relating to trees had not been complied with.
ACTION: the Clerk to pursue with LCC Planning Enforcement.
- d. Christmas tree – it had previously been agreed that a tree was to be planted. **ACTION:** Cllr Howson to deal.
- e. Scrutiny Panel – Cllr Dunwell was now a member of the Scrutiny Panel in relation to local authority housing in the Aberford area as formerly council tenants had not had any representation. The Panel was to visit local authority housing in Aberford on 20 June 2014. £110,000 had been granted to the Panel.

14/093

Close of Meeting

The Chair thanked everyone for their attendance and closed the meeting at 9.43pm.

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: 30 April 2014

Prepared by Julie Sou, Clerk to the Parish Council

Date: 12 May 2014

Approved by the Parish Council

Date: 27 May 2014

Balance per bank statements as at 30 April 2014	£	£
Current Account	503.18	
Revenue Reserve	35,926.70	
Capital Reserve	63,966.47	100,396.35
Less unrepresented cheques at 30 April 2014:		0.00
Net bank balances as at 30 April 2014		100,396.35

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

CASH BOOK

Opening balance at 31 March 2014		87,088.33
Add receipts for the month to 30 April 2014:		
Leeds City Council - Precept & Council Tax Support Grant	13,068.00	
Leeds Fest ticket sales	1,400.00	14,468.00
Less payments for the month to 30 April 2014		-1,159.98
Closing balance per cash book as at 30 April 2014		100,396.35

Notes

1. Revenue Reserve includes £417 Parish Paths Partnership money, £8,641.86 Leeds Festival ticket sales money and £320 Mint Festival ticket sales money.
2. Capital Reserve is set aside for Jubilee Field

Accounts for Payment

Cheque no.	Details		
100540	Aberford Methodist Church (room hire)		20.00
100541	Clerk's expenses:		
	Contribution to home working costs	10.00	
	Mobile 'phone	7.50	
	Stamps	6.36	
	Stationery & office supplies	<u>12.86</u>	36.72
100542	Clerk's salary		258.90
100543	PCC St Ricarius (NDP room hire)		40.00
100544	RAY membership subscription		<u>35.00</u>
	TOTAL		390.62