



- d. Jubilee Field (minute 15.044e) – the Clerk had contacted LCC to arrange sweeping and clearing of Jubilee Field but had not yet had a response. Cllr Howson would contact Bob Bradley of LCC again with regards to the matting around the table tennis courts. **ACTION:** Cllr Howson to contact Bob Bradley; the Clerk to chase up LCC.

#### 15.051 **Traffic Management/Highways**

- a. Members noted the update on works received from Nick Borrás, LCC Traffic Management Officer, previously circulated. The Clerk was pursuing the outstanding issues with regards to the new 40mph zone on the B1217 failing to include the problem area where the accidents occurred, and the relocation of the 30mph sign on Cattle Lane which had not been addressed.
- b. Members noted a problem of a large 4x4 vehicle being parked regularly on Main Street causing an obstruction and obscuring sight lines. Cllr Howson to ask the PCSO to look into the issue. **ACTION:** Cllr Howson.
- c. Railings on Main St – not yet repaired. **ACTION:** the Clerk to pursue with LCC Highways.

#### 15.052 **Neighbourhood Development Plan**

Members noted the following:

- The Village Hall had been booked for Sunday 21 June 2015 for an Open Day;
- Prior to the Open Day, the draft NDP would be delivered around the village;
- The planning consultant, Mike Dando, would be giving a quote for his services;
- The NDP had details of a second planning consultant but were satisfied to continue with Mike Dando.

#### 15.053 **Garforth/Aberford new NDP area**

Members received details of a meeting which had taken place with Ian MacKay of LCC regarding land to the south of the A1(M) which was in the area of Aberford and District Parish Council (ADPC) but which was not included in ADPC's designated NDP area. Members noted the following:

- that part of this land lay within a site (the East of Garforth site) that could be included in the Leeds Site Allocations Plan and was therefore potentially available for large-scale residential development;
- the implications with regards to increased CIL receipts if a NDP were in place regarding this area of land (25% as opposed to 15%);
- that the East of Garforth site overlapped the ADPC boundary and also lay within the Garforth NDP area;
- that the Garforth Neighbourhood Forum would wish to include the whole of the East of Garforth site in its neighbourhood planning but that only ADPC had power to make an NDP regarding the part of the site within its parished area;
- possible solutions to prepare a plan with Garforth Neighbourhood Forum that covered the East of Garforth site.

It was **AGREED** that discussions were needed between ADPC, Garforth Neighbourhood Forum and LCC with regards to a possible new NDP.

**RESOLVED:** that Cllrs Barker, Dunwell and Reed lead discussions on behalf of ADPC with Garforth Neighbourhood Forum and LCC. **ACTION:** the Clerk to revert back to Ian MacKay and make arrangements for a meeting.

#### 15.054 **Noticeboard for Garforth area of the parish**

Members discussed whether to provide a noticeboard in the Garforth area of the parish. Comments were made with regard to the Parish Council's duty to communicate effectively with all its residents, a noticeboard being a vital means of communication and whether a noticeboard would generate more interest from Garforth. A second hand noticeboard may be available from Aberford Methodist Church. Once a suitable location was agreed, LCC Highways licences may be needed if the noticeboard was to be installed on highways land. It was **AGREED** that initial enquiries would be made into a suitable location and costs of providing a noticeboard. **ACTION:** All members – to consider a suitable location; Cllr Jeffrey – to consult with former parish councillor Mr Ian Forster on a suitable location; Cllr Brown – to ask Aberford Methodist Church if their old noticeboard may be available and at what cost.

#### 15.055 **Village Hall**

Members noted that an appeal had been lodged against the refusal of planning permission. The deadline for comments to the Planning Inspectorate was 14 May 2015.

**RESOLVED:**

- a. That the Parish Council was still opposed to the plans for development of the land behind the Village Hall;
- b. That, following consultation with all members, Cllrs Barker, Brown, Dunwell and Piper be authorised to submit final comments on the appeal to the Planning Inspectorate on behalf of the Parish Council.

**ACTION:** All members to respond to consultation; Cllrs Barker, Brown, Dunwell and Piper to prepare and submit final comments to the Planning Inspectorate.

**15.056 Leeds Festival 2015**

Members noted that a number of tickets had been declined or were still available following failures to claim tickets, to provide proof of address or to pay for tickets. Members noted that a number of reserve applications were in-hand following the draw on 17 March 2015. 12 further reserve applications were drawn. Remaining tickets would be offered to the reserve applicants in the order in which they had been drawn. Evidence of address in the parish would be requested where required and successful applicants notified of the arrangements for claiming and paying for tickets. The deadline for claiming and paying would be Friday 15 May 2015 at 5pm. **ACTION:** the Clerk.

**15.057 Elections 2015**

Members noted that all eight present members had been successfully nominated and were uncontested for their chosen wards of Aberford, Lotherton cum Aberford and Parlington. All existing members would therefore take their seats without the need for an election. A new parish councillor had also been nominated for the Aberford ward and would take his seat at the next meeting. No candidates had come forward for the Sturton Grange ward covering the Garforth part of the parish. It was **AGREED** that when discussions had begun for the Garforth/Aberford NDP area (previously referred to in minute 15.053) a newsletter should be circulated in the Garforth part of the parish to update residents and should contain an invitation to apply to be a parish councillor. **ACTION:** Cllr Piper.

**15.058 Pensions Act 2008**

Members noted the provisions of the Pensions Act 2008 ("the Act"), effective from 16 April 2016, requiring the Parish Council as an employer to enrol those members of staff who met specified criteria into a workplace pension scheme and to contribute towards it. As a preparatory step, members noted that the Clerk had been nominated as the key contact for the Pension Regulator. Members noted that clarification was required as to the extent of the Parish Council's duties under the Act. **ACTION:** the Clerk to investigate further and to seek advice from YLCA.

**15.059 Transparency Code for Smaller Councils**

Members noted the following:

- the Transparency Code for Smaller Councils with a turnover of less than £25,000 per annum applied to the Parish Council and was mandatory from 1 April 2015;
- the Parish Council was already compliant with much of the Code but also needed to publish the following on its website:
  - annually by 1 July in each year, the date on which any item of expenditure over £100 was incurred in the previous accounting year. At present, the Parish Council published only the date on which payment was made. NALC was lobbying the Government on this requirement;
  - annually by 1 July every year, a list of responsibilities of individual members;
  - draft minutes not later than one month after the meeting at which they were taken.

**15.060 Nyman Lodge/Laurieknow, Field Lane**

Members received comments that the condition of the site was undesirable. It was **AGREED** that enquiries should be made with LCC to check compliance with planning conditions and whether any enforcement action was available with regards to the condition of the site. **ACTION:** the Clerk.

**15.061 Aberford Surgery**

Members received comments that problems had been experienced in trying to book routine appointments at the surgery with no availability within a fortnight. It was **AGREED** that this was not Parish Council business so no action would be taken.

#### 15.062 **Planning Matters**

No new planning applications or updates had been received. Cllr Piper reported that the application relating to Leyburn, School Lane, had today been refused. Notice of this had not yet been received by the Clerk.

Comments were received regarding the apparent lack of progress on the planning application relating to Windmill Stud. **ACTION:** the Clerk to make enquiries with LCC.

#### 15.063 **Finance**

Members noted that the external audit papers had been received. An internal auditor was required to be appointed and Pam Harrison was available on the same terms as previously. Members further noted that the accounts for payment for the month included the following:

- an additional £20 room hire payment to PCC St Ricarius to replace cheque no. 100585 which had gone missing in the post;
- a further £250 payment to Zebra Print Management Limited to replace cheque no. 100601 which had bounced.

#### **RESOLVED:**

1. To appoint Pam Harrison to carry out the internal audit.
2. To approve the bank reconciliation (copy attached) for the period ending 31 March 2015.
3. To approve the accounts for payment and already paid (copy attached) totalling £6,443,51.

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

- a. Cllr Piper reported that the primary school was at full capacity with 106 pupils registered against the local education authority figure of 99 for the school. Members noted that the school would be unable to provide places for any children moving into the village and the implications with regards to questions of sustainability for the NDP/any new housing development in the village. The issue was lack of funding for teaching staff as physical space for expansion would seem to be available at the school. It was **AGREED** that the issue should be raised with Ward Cllr Matthew Robinson and to enquire whether other villages were experiencing the same problem. **ACTION:** the Clerk.
- b. Cllr Jeffrey reported the following relating to Aberford Almshouses:
  - A new clerk had been appointed;
  - The trust was considering updating the application process for accommodation at Parlington House
- c. Play Area – the area had been littered with broken glass and rubbish which Cllr Hancock had cleared away. It was noted that the Play Area was on ADPC land and therefore was the responsibility of the Parish Council to maintain.
- d. Sick pay for the Clerk – an enquiry was made by Cllr Brown and it was noted that there was no provision for contractual sick pay for the Clerk in her contract of employment.
- e. Jubilee Field/Play Area – Cllr Howson reported that vandalism and litter were a problem on the sites. Rubbish from litter bins had been thrown at a car by youths. It was **AGREED** that the problem of vandalism and broken glass on Jubilee Field and the Play Area should be raised in a future newsletter. **ACTION:** Cllr Piper.
- f. Litter bins – members noted the email (previously circulated) from LCC officer John Woolmer asking for information regarding “problem” litter bins subject to overflowing/the strewing of litter and whether any litter bins would be suitable for monitoring with a sensor or replacement with a larger closed-top bin. It was **AGREED** that the Parish Council should submit a response. **ACTION:** Cllr Reed to provide details of “problem” bins; the Clerk to respond to Mr Woolmer.

#### 15.065 **Exclusion of Press and Public**

**RESOLVED:** To exclude the public from the rest of the meeting as it related to confidential matters.

#### 15.066 **Clerk’s Salary and Annual Leave**

#### **RESOLVED:**

1. To revise the Clerk’s salary to SCP 18 on the NJC pay scales, backdated to 1 January 2015;
2. To review the salary in December 2015;
3. That from 1 January 2015, the Clerk be entitled to 44 hours per annum paid annual leave each year payable at the agreed current hourly rate for the year, to be divided equally into 12 monthly payments;
4. The annual leave year to run from 1 April to 31 March each year;
5. To pay the Clerk backdated holiday pay and salary due in accordance with the rates agreed above for the period from 1 January 2015 to date;

6. To pay the Clerk backdated holiday pay of £291.06 for the period 1 April 2014 to 31 December 2014.

15.067 **Close of Meeting**

The Chairman closed the meeting at 9.20pm.

Minute 15.063

## Bank Reconciliation

### Aberford and District Parish Council

For the month ending: 31 March 2015

Prepared by Julie Sou, Clerk to the Parish Council

Approved by the Parish Council

Date: 13 April 2015

Date: 21 April 2015

Balance per bank statements as at 31 March 2015	£	£
Current Account	6,094.77	
Revenue Reserve	20,498.08	
Capital Reserve	12,693.64	
Asset Renewals Fund	13,214.31	52,500.80
Less uncleared cheques at 31 March 2015:		
	100585	-20.00
	100601	-250.00
	100602	-5,289.91
<b>Net bank balances as at 31 March 2015</b>		<b>46,940.89</b>

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

#### CASH BOOK

Opening balance at 28 February 2015		52,772.27
Add receipts for the month to 31 March 2015:		
Interest - Capital Reserve	6.16	
Interest - Revenue Reserve	4.15	
Interest - Asset Renewals Fund	0.32	10.63
Less payments for the month to 31 March 2015		-5,842.01
<b>Closing balance per cash book as at 31 March 2015</b>		<b>46,940.89</b>

#### Notes

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

#### Accounts Paid/for Payment

Cheque no.	Details		
	<u>Already Paid</u>		
100602	Swarco Traffic Limited (speed sign repairs)		5,289.91
	<u>To Pay</u>		
100603	PCC St Ricarius (PC room hire)	40.00	
100604	Clerk's expenses:		
	Contribution to home working costs	10.00	
	Mobile 'phone	10.00	20.00
100605	Clerk's salary		264.60
100606	SLCC (annual subscription)		88.00
100607	YLCA (annual subscription)		491.00
100608	Zebra Print Management Limited (replacement for cheque no. 100601)	250.00	1,153.60
	<b>TOTAL PAYMENTS FOR THE MONTH</b>		<b>6,443.51</b>