

- e. Dog fouling (minute 15.005c) – Cllr Dunwell was investigating whether an area of grass verge on Greystones Close was public or private land as a member of the public had asserted ownership of the land and had objected to paint sprays being used on dog faeces which had been left there. **ACTION:** Cllr Dunwell.
NOTE: Cllr Dunwell made his apologies and left the meeting at this point.
- f. Trees donated by Woodland Trust (minute 15.005d) – the site visit with officers from LCC had been deferred pending a decision whether or not to plant trees on highways verges as Cllr Howson reported that not as many trees as had been thought may have survived. Planting sites for the remaining trees would need to be reconsidered. **ACTION:** Members.
- g. Hanging baskets (minute 15.005e) – LCC would no longer pay for the sponsors' labels and Mr Ray Alderson had obtained quotes from three suppliers. Members considered whether the Parish Council should pay for the labels or whether sponsors should be asked to bear the cost. **RESOLVED:** That sponsors should be asked to pay for the labels. **ACTION:** Cllr Jeffrey to liaise with Mr Alderson in asking the sponsors for payment.
- h. Highways/traffic management issues (minute 15.005g)
 - i. Traffic management – the Clerk had made several attempts to chase up the agreed measures with LCC Traffic Management but had not received any response to several emails. **ACTION:** Cllr Howson to ask Ward Cllr Matthew Robinson for assistance.
 - ii. Moles on drovers' verges – one quote had been received for £110 to eradicate the moles from the drovers' verges.
RESOLVED: To accept the quote and authorise the contractor to proceed. **ACTION:** the Clerk.
- i. The Swan Hotel (minute 15.005i) – Cllr Howson reported on the meeting held with regards to proposed plans for the Swan Hotel. The proposals were to convert the building to residential use, with three dwellings including one new-build in the car-park, as the proposed developer had said it was not economically viable to continue with the building as a public house or restaurant. The historic outbuildings would not be touched. Meetings were taking place between the developer and LCC Planning Department regarding the plans for the building. Concerns were expressed that the village may be left without a public house in view of the recent planning consent given for conversion of the Royal Oak to residential use, and the forthcoming change of tenancy at the Arabian Horse with indications that the existing tenants had not found the public house to be profitable.
- j. Christmas lights 2015 (minute 15.008) – the Clerk had details of two alternative suppliers used by other parish councils. Members would need to consider the lights that were required so that quotes could be requested. **ACTION:** Members; the Clerk.
- k. Yorkshire Local Councils Association (YLCA) "Affordable Rural Housing" (minute 15.013b) – a copy of this booklet had been obtained by the Clerk and would be scanned and made available on the Dropbox link accessible by members.

15.020 **Neighbourhood Development Plan**

The Neighbourhood Development Plan Management Group had met on 5 February 2015. Members noted the following:

- a. Mike Dando of Planning Aid – his contract ended in April 2015. He was willing to provide consultancy services to assist in the finalisation of the NDP and would provide a quote to the NDPMG for his consultancy fees for the period after April 2015.
- b. Grants – the NDPMG is to re-apply for grants in the region of £8000 to £10,000 at the end of March 2015 when grant aid will be available.

15.021 **Outer North East Parish and Town Council Forum**

Deferred to the next meeting for Cllr Reed to give a report of the meeting held on 22 January 2015.

15.022 **Village Hall**

Cllr Piper, the Parish Council's representative on the Village Hall Committee, was absent in attendance at the Village Hall Committee meeting. This item was therefore deferred to the next meeting.

15.023 **The Parlington Estate public rights of way**

Members noted that the notices posted on the Parlington Estate were to advertise that the Estate had lodged statements and a map with LCC under s31(6) Highways Act 1980 and s15A(1) Commons Act 2006 setting out the public rights of way that the Estate accepted existed over its land

but also asserting that no other public rights of way or towns or village greens existed over its land other than those shown on the lodged map.

Members discussed other paths and ways through the Estate's land that had been used by the public for many years but which were not shown on the map lodged by the Estate as public rights of way. Reference was also made to old maps which showed other paths, also not shown on the map lodged by the Estate.

It was **AGREED** that the existence of other rights of way over the Parlington Estate should be investigated. **ACTION:** Cllr Jeffrey

15.024 **Leeds Festival 2015**

Members noted that 54 tickets at a reduced price of £40 had been allocated to the Parish Council for the use of residents of the parish. Tickets would be advertised and allocated as in previous years with a maximum of two tickets per household and a draw to allocate tickets if tickets were over-subscribed. Application forms for tickets would be available in the village shop and on the Parish Council website, with a closing date of Friday 13 March 2015 for receipt of applications. **ACTION:** Cllr Jeffrey, the Clerk.

15.025 **Offensive Email**

Members noted receipt of two emails containing references found offensive to the Clerk. Members accepted that the Parish Council as an employer had a duty to safeguard its employees and that in any instance of unacceptable treatment towards an employee appropriate action should be taken as agreed with the employee. On this occasion, the Clerk had asked that no action be taken.

15.026 **Adoption of Policies**

Members noted that the offensive email highlighted that the Parish Council had a gap in its procedures and policies to comply with its duties as an employer and as a public body with responsibilities under equality legislation to protect its members, staff and members of the public. It was **AGREED** that the Parish Council should adopt a Grievance and Disciplinary Procedure and Dignity at Work/Bullying and Harassment Policies. **ACTION:** the Clerk to review the draft procedures and policies available from the Society for Local Council Clerks and the YLCA and finalise for approval by members.

15.027 **Planning Matters**

No new planning applications had been received.

Members noted the following updates:

Previous Planning Applications/Appeals - Update

Planning/ Appeal ref	Address	Brief Details	Decision/Update
14/06914/FU	19 East Ridge View Garforth Leeds LS25 2PN	Single storey rear extension ADPC: No comments	Approved 21/01/2015
14/06926/FU	Former Royal Oak Inn Main Street Aberford Leeds LS25 3AH	Change of use of public house to dwelling ADPC: No comments	Approved 29/01/2015
14/06788/LI	Hicklam Mill Bunkers Hill Aberford Leeds LS25 3DN	Listed building application for 42cm satellite dish mounted on east facing wall ADPC: No comments	Refused 03/02/2015

15.028 **Finance**

RESOLVED:

1. To note the bank reconciliation (copy attached) for the period ending 31 January 2015.
2. To approve the accounts for payment (copy attached) totalling £313.02.

Members noted that following completion of the speed signs repairs, payment of £7247.17 currently held in Revenue Reserves would be due. The VAT element would be reclaimable.

15.029 **Matters for Information/Referrals**

- a. A member of the public had asked whether fumes from the motorway had ever been monitored as he felt that the general health of people in Aberford was deteriorating due to the fumes. It was understood that some monitoring did take place due to requirements under Clean Air legislation but it was not known by whom, whether LCC or a government agency. It was suggested that the member of the public may wish to make enquiries with the Aberford and District Community Interest Company (ADCIC) as ADCIC had obtained grants in the past for a noise monitoring project.
- b. B1217 temporary 40mph speed limit – to be effective from 23 February 2015 for an initial period of 18 months for the Hook Moor Wind Farm development. The Parish Council would seek to have this made permanent.
- c. Hook Moor Liaison Committee Meeting 11 February 2015 – Cllr Barker would be attending.
- d. Aberford Footbridge – to be closed for two days at short notice to effect repairs to defective concrete. LCC was unable to give an exact date as it would be dependent on prevailing weather conditions. There was some confusion as to which bridge was affected. **ACTION:** the Clerk to clarify with LCC.
- e. Play Area & Jubilee Field – LCC had carried out, without cost to the Parish Council, the minor repairs to the play area tarmac and had adjusted the springs to the gates so they now closed; they had also welded in extra bars to the bowling green and church gates at Jubilee Field to deter climbing over. Members expressed their thanks to LCC Parks and Countryside.
- f. YLCA “Inspiring Yorkshire” free event in Ilkley on 18 March 2015 on community assets and rights – no members were available to attend, but the Clerk may attend if possible.
- g. A member of the public had requested a bench on the drovers’ verge near the war memorial dedicated to a family member. It was **AGREED** that the drovers’ verges should be kept clear and that a bench in an alternative location could be dedicated if the family wished.

15.030 **Close of Meeting**

The Chairman closed the meeting at 9.08pm.

Minute 15.028

**Bank Reconciliation
Aberford and District Parish Council
For the month ending: 31 January 2015**

Prepared by Julie Sou, Clerk to the Parish Council
Approved by the Parish Council

Date: 5 February 2015
Date: 10 February 2015

Balance per bank statements as at 31 January 2015	£	£
Current Account	209.89	
Revenue Reserve	31,993.93	
Capital Reserve	20,901.47	53,105.29
Less unrepresented cheques at 31 January 2015:		
	100585	-20.00
Net bank balances as at 31 January 2015		53,085.29

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

CASH BOOK

Opening balance at 31 December 2014	96,359.29
Add receipts for the month to 31 January 2015:	0.00
Less payments for the month to 31 January 2015	-43,274.00
Closing balance per cash book as at 31 January 2015	53,085.29

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>To Pay</u>		
100594	PCC St Ricarius (PC room hire)	20.00	
100595	Clerk's expenses:		
	Contribution to home working costs	10.00	
	2 x reams A4 paper	5.98	
	Stationery - envelopes and files	10.94	26.92
100596	Clerk's salary		264.60
100597	Yorkshire Local Councils Association (Affordable Rural Housing booklet)	1.50	313.02
	TOTAL PAYMENTS FOR THE MONTH		313.02