



- g. Leeds Fest 2015 (minute 15.056) – all tickets had been claimed with total proceeds received of £2160; all winners had been notified that there would be no exchanges or refunds.
- h. Nyman Lodge/Laurieknow (minute 15.060) – LCC had advised that there were no breaches of planning control and no issues with the condition of the site and therefore no enforcement action was available.
- i. Aberford Surgery (minute 15.061) – although not a parish council matter, it was reported that the internet booking facility had resulted in patients not resident in Aberford being able to book appointments at the Aberford surgery. Members noted that three slots were available every day for urgent appointments and that two new doctors would be starting in September.
- j. Hanging baskets (minute 15.035e) – the Chairman thanked Mr Gary Broadley and his team for their work in completing the refurbishment of the hanging baskets. It was confirmed that the order had been placed with LCC and installation should take place shortly. **ACTION:** the Clerk to write to Mr Broadley to thank him and his team.

#### 15.095 **Parish Councillor vacancies**

Members noted there were two ordinary vacancies for the Sturton Grange ward following the elections and the Parish Council's responsibility to fill these within 35 days of the election. The procedure would be by way of co-option as the right for ten electors to call a by-election did not apply in the case of ordinary vacancies.

**RESOLVED:** To deliver invitations to apply to be a parish councillor to all addresses in the Sturton Grange ward and to post public notices. Any applications received to be considered by members at the next meeting on 16 June 2015. **ACTION:** Cllrs Overend and Piper.

#### 15.096 **Neighbourhood Development Plan (NDP)**

Members noted the following:

- a. The minutes of the Neighbourhood Development Plan Management Group (NDPMG) of 1 April 2015 (previously circulated);
- b. That a grant application for £8000 to Locality had been submitted, which included fees for Mike Dando's consultancy services;
- c. A draft NDP consultation document and questionnaire was to be distributed throughout the Aberford NDP area at the end of May and a consultation event was to be held at the Village Hall on 21 June 2015;
- d. The next meeting of the NDPMG was on 1 June 2015.

**ACTION:** Members to volunteer to deliver consultation documentation and questionnaire.

#### 15.097 **Village Hall**

Members noted the following:

- a. Cllr Piper had on 8 May 2015 submitted the Parish Council's agreed comments on the planning appeal to the Planning Inspectorate;
- b. The Village Hall Committee's (VHC) next meeting was on 21 May 2015 and the sole agenda item was the terms of the s106 agreement;
- c. That the proposed terms of the s106 agreement as drafted could allow the developer to delay commencement of any development and therefore also delay any refurbishment/replacement of the Village Hall and that Cllr Piper proposed to raise these concerns at the VHC meeting and would vote against the s106 agreement as drafted.

**ACTION:** Cllr Piper

#### 15.098 **Footpaths**

Members noted that LCC had not yet confirmed the amount of grant to be paid to the Parish Council under the Paths Partnership Agreement but that it was likely to be the same as the previous year at £550 which was sufficient for only one cut.

**RESOLVED:** That the Public Rights of Way Working Group (PROWWG) meet to consider the terms of the Paths Partnership agreement with LCC and the arrangements for the year for the maintenance of public rights of way within the Parish

**ACTION:** Cllrs Hancock, Jeffrey and Overend; the Clerk to forward copies of the agreement to them

#### 15.099 **Village Design Statement (VDS)**

**RESOLVED:** Members of the VDS Working Group to meet to agree an action plan for finalisation of the VDS.

**ACTION:** Cllrs Jeffrey, Overend and Mr D Cliffe

#### 15.100 **Traffic Management and Highways**

Members noted the following:

- a. A response was awaited from LCC regarding the outstanding traffic management issues previously raised;
- b. The damaged railings at Main Street had now been referred by LCC to the contractors for repairs but no date had yet been given.

**ACTION:** The Clerk to pursue

#### 15.101 Environment and Maintenance

Members noted the following:

- a. Dog fouling – Field Lane and Jubilee Field had improved. Jubilee Field had been referred to the dog warden who would attend when possible but it would assist her if specific times could be provided for when dog fouling took place. **ACTION:** the Clerk to forward the dog warden's contact details to members for direct reporting of any dog fouling; details of specific times of dog fouling to be provided if possible.
- b. Grass cutting/weed clearance – Lotherton Lane verges and the B1217 junction at Hook Moor required cutting; **ACTION:** The Clerk to refer to LCC.
- c. Litter bins/fly-tipping – a sofa had been dumped on Kingfisher Lane; the litter bins at Hook Moor were very full. **ACTION:** The Clerk to refer to LCC.

#### 15.102 Members' Information Packs

It was proposed that information packs containing essential documents relevant to members' work as parish councillors be prepared and distributed to members. The packs would contain information such as governance documentation, contact information and would be a place for members to file agendas and minutes. The estimated cost was £60.

**RESOLVED:** To approve the provision of members' information packs and to pay for the packs out of the training budget for members. **ACTION:** The Clerk.

#### 15.103 Improving Community Involvement

Members discussed how to improve community involvement, particularly from younger people, and how to raise the profile of the Parish Council. The discussion included the use of social media, increasing the newsletters to a quarterly basis, improving the website's accessibility and including a suggestions box on the website.

**RESOLVED:** That members of the Communications Advisory Group consider ways to improve community involvement; to report back to a future meeting. **ACTION:** Cllrs Overend and Piper.

#### 15.104 Pensions Act 2008

Members noted the advice from YLCA regarding the need for the Parish Council to set up a pension scheme and received information regarding how a number of other parish councils were proposing to deal with pensions.

**ACTION:** The Clerk to further consult with other parish councils in the Leeds area.

#### 15.105 YLCA Provision of Services Agreement 2015-16

Members noted the provisions of the agreement (previously circulated).

**RESOLVED:** To confirm acceptance of the agreement. **ACTION:** The Clerk to so advise YLCA.

#### 15.106 Training

**RESOLVED:**

- a. To approve attendance by Cllr Hancock at the YLCA/RoSPA Routine Playground Inspection Course for Volunteers on 2 June 2015 at a cost of £50;
- b. To delegate approval of the Clerk's attendance at the YLCA Training Day for Newer Clerks on 5 June 2015 at a cost of £115 to Cllrs Howson, Piper and Reed **ACTION:** Cllrs Howson, Piper and Reed.

#### 15.107 Planning Matters

Members considered the following planning applications:

##### New Planning Applications

Planning ref	Address	Brief Details of Proposal
15/02177/FU	Grey Gables Main Street Aberford Leeds LS25 3AW	Single storey side and rear extensions Comments: None

15/02263/FU	19 Pinfold Rise Aberford Leeds LS25 3EN	Single storey rear extension  Comments: None
15/02668/FU	8 Pinfold Rise Aberford Leeds LS25 3EN	Single storey side extension; detached garage to front/side and widening of existing access to front  Cllr Piper did not take part in this item. Comments: Objections to the proposed new garage which was in front of the building line and would have a detrimental effect on the outlook of neighbouring properties.

**RESOLVED:** To report members' comments to LCC. **ACTION:** The Clerk.

Members noted the following updates:

**Previous Planning Applications/Appeals - Update**

Planning/ Appeal ref	Address	Brief Details	Decision/Update
15/01086/FU	Leydale School Lane Aberford Leeds LS25 3BU	Detached house including demolition of existing house and new vehicular access  ADPC 17/03/2015: No objections subject to conditions to control construction traffic	Refused 21/04/2015
14/05278/FU 14/05279/LI	Park House Farm House Aberford Road Aberford Leeds LS25 3DH	Conservatory to side; detached block of five stables to side and car port to front  ADPC 21/10/2014: No comments	Approved 15/05/2015

Members also noted a report from a member of the public that the planning application relating to the Olde Windmill Stud had also been refused.

**15.108 Finance**

Members noted the following:

- a report on the current balances in the Capital and Reserves accounts and the allocation of capital and the setting of earmarked and general reserves for 2015-16 (previously circulated)
- the Parish Council accounts and the Annual Return and Annual Governance Statement for 2014-15 (previously circulated)
- that the internal audit was to take place on 3 June 2015.

**RESOLVED:**

- a. To allocate capital and to set the following reserves for the year 2015-16:

<u>Capital</u>	£
Jubilee Field	12,687.48
<u>Reserves</u>	
Neighbourhood Development Plan	2,000.00
Asset Renewals Fund	13,213.99
WWI and II and Monuments Fund	3,000.00
Uninsured Losses	4,000.00
General Revenue Budget	4,267.00
General Reserves	6,500.00
<b>Total</b>	<b>45,668.47</b>

- b. To approve and authorise the signing of the Parish Council accounts and the Annual Return and Governance Statement for 2014-15. **ACTION:** The Clerk to submit to the external auditor following the internal audit.
- c. To approve the bank reconciliation for the month ending 30 April 2015 (copy attached).
- d. To approve and authorise the accounts already paid and for payment (copy attached) totalling £2,929.23. **ACTION:** The Clerk to make the approved payments.

15.109 **Matters for Information/Referrals**

- a. A1(M) resurfacing works – to commence in July 2015 for 60 nights on the southbound carriageway. Members had met with Balfour Beatty and a letter from Balfour Beatty giving details and a contact number at the firm would be distributed to all residents with the NDP consultation papers.
- b. Architects acting for a local landowner had requested a meeting with members regarding proposals for development of various sites in the village. No formal planning applications had been submitted. It was **AGREED** that the architects should be invited to present any pre-application proposals to a future parish council meeting.
- c. Outer East Community Committee Meeting on Tuesday 16 June 2015 and Garforth and Swillington Forum on 26 May 2015 – Cllr Dunwell attended these if possible as there may be matters of relevance to residents of Sturton Grange ward but was unable to attend the forthcoming meetings. It was **AGREED** to post details of the forthcoming meetings on the Parish Council website. **ACTION:** Cllr Piper.
- d. Aberford in Bloom – Cllr Hancock to liaise with the group regarding their plans.
- e. Aberford Church of England Primary School – the Diocese of York School Buildings Officer was attempting to establish who had ownership of the wall.
- f. Bunkers Hill railings – members of the public had asked permission to paint the railings as a community gesture. It was **AGREED** to accept the offer but noted that the Parish Council had also to make arrangements to paint the railings on Main Street.

15.110 **Close of Meeting**

The Chairman closed the meeting at 9.48pm.

Minute 15.108

## Bank Reconciliation

### Aberford and District Parish Council

For the month ending: 30 April 2015

Prepared by Julie Sou, Clerk to the Parish Council

Date: 13 May 2015

Approved by the Parish Council

Date: 19 May 2015

<b>Balance per bank statements as at 30 April 2015</b>		£	£
Current Account		272.99	
Revenue Reserve		34,476.08	
Capital Reserve		12,693.64	
Asset Renewals Fund		13,214.31	60,657.02
Less uncleared cheques at 30 April 2015:			
	100603	-40.00	
	100606	-88.00	-128.00
<b>Net bank balances as at 30 April 2015</b>			<b>60,529.02</b>

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

#### CASH BOOK

Opening balance at 31 March 2015			46,940.89
Add receipts for the month to 30 April 2015:			
Hanging baskets		50.00	
Leeds Fest		680.00	
Precept		13,500.00	
Council tax support grant		478.00	14,708.00
Less payments for the month to 30 April 2015			-1,119.87
<b>Closing balance per cash book as at 30 April 2015</b>			<b>60,529.02</b>

#### Notes

1. Revenue Reserve includes £9,924.66 Leeds and Mint Festivals ticket sales money.
2. Capital Reserve is set aside for Jubilee Field

#### Accounts Paid/for Payment

Chq no.	Details		
	<u>Already Paid</u>		
100609	J Sou - backdated salary and holiday pay		236.27
	<u>To Pay</u>		
100610	PCC St Ricarius - PC room hire	20.00	
100611	J Sou - Clerk's expenses:		
	Contribution to home working costs	10.00	
	Mileage	25.20	
	Mobile 'phone	7.50	42.70
100612	J Sou - salary & holiday pay inc. balance backdated payment due		546.24
100613	Leeds City Council - speeds signs electrical connections		1,957.26
100614	Leeds City Council - speeds signs electricity bill for 1 April 2015 - 31 March 2016		41.76
100615	Rural Action Yorkshire - membership subscription		35.00
100616	YLCA - ROSPA training		50.00
	<b>TOTAL PAYMENTS FOR THE MONTH</b>		<b><u>2,692.96</u></b>
			<b>2,929.23</b>