



**16.023 Crime report from West Yorkshire Police**

Two crimes were reported for January 2016:

- Burglary from a dwelling in Beech View.
- Criminal damage to meter boxes on Main Street.

The following were noted:

- Fly-tipping on Lotherton Lane was ongoing. PCSO Nottingham reported that LCC now had mobile CCTV which was moved around Leeds which could be used to target the area.
- Aberford compared favourably to other villages in Leeds in terms of having a lower crime rate.

**16.024 Councillor Co-option Policy and Procedure and Vacancies**

Members noted the following:

- a. A draft co-option policy and procedure and person specification previously circulated. Minor amendments were proposed.
- b. That there were still two vacancies – one in Sturton Grange ward and one in Aberford ward.

**RESOLVED:**

1. To approve the co-option policy and procedure and person specification, with minor amendments as proposed.
2. To advertise the two vacancies in accordance with the new procedure.

**ACTION:** the Clerk.

**16.025 Neighbourhood Development Plan (NDP)**

Members noted the following:

- a. NDPMG meeting 4 February 2016 – the NDPMG was to seek three comparative quotes for a consultant.
- b. The end-of-grant report and requirements had been completed in respect of the Big Lottery grant and the balance of the grant in the sum of £7,203.71 now had to be returned to the grant administrators.
- c. The next meeting of the NDPMG was on 3 March 2016.

**ACTION:** the Clerk to return the balance of the grant to the grant administrators.

**16.026 Village Hall**

Members noted the following:

- a. Grant of £15,000 – the terms and conditions of the grant offer had been agreed by the Village Hall Management Committee (VHC) and signed and the grant of £15,000 had been paid to the Village Hall. The VHC had thanked the PC and wished to express how greatly appreciated were the monies.
- b. Cllr Jeffrey had not been able to attend the last meeting of the VHC.
- c. No minutes had been received.
- d. Cllr Jeffrey reported that the accounts and finances of the Village Hall did not appear to be regularly discussed at the VHC meetings. Cllr Jeffrey was to raise this with the Chair of the VHC.
- e. Cllr Jeffrey considered that the Arabian Horse was not a suitable venue for VHC meetings.

**16.027 Site Allocations: “Becca Hall”/other proposals**

Members noted a further request from a member of the public that the PC should as a matter of urgency form an action group in relation to the “Becca Hall” proposals, to co-ordinate a public response and to develop effective opposition. It was further noted that since the initial “Becca Hall” proposals had been raised, there were now potentially two further proposals and several different sites being considered by LCC. Cllr Howson reported he had been in contact with Ward Cllr Matthew Robinson and LCC planners and that there were no fully formed plans or proposals as yet. It was **AGREED** that in the event of more formal or definite proposals being made, the PC would be supportive of such a group but at the present time the proposals were too nascent.

**16.028 Garforth NDP**

Members noted the minutes of the meeting held on 10 February 2016 (previously circulated).

**RESOLVED:** To agree in principle the following:

1. The land south of the A1(M) to be taken forward in an application as a new neighbourhood area;
2. If successful for that area to have an NDP developed for it which would form part of the current Garforth NDP;
3. The NDP would be undertaken primarily by Garforth residents but with representatives from other areas welcomed;
4. Reporting to Aberford and District Parish Council as the responsible body;
5. For a memorandum of understanding to be developed to govern these and other issues.

#### 16.029 Leeds Festival 2016

Members noted that the PC was to be allocated 54 residents' tickets for 2016, the same as previous years. No information had yet been received about ticket prices. Due to the closure of the village shop, alternative arrangements were needed for the distribution and collection of application forms. It was **AGREED**:

1. Application forms would be available for downloading from a link on the PC website;
2. Application forms would be returnable to the Clerk's postal address. Only original, signed applications would be acceptable. Emailed, scanned or photocopied forms would not be accepted.
3. The deadline for applications would be at least one week prior to the PC meeting at which the draw for tickets would take place.

#### 16.030 Traffic Management and Highways

- a. Speed signs – members noted an overview from Cllr Overend of the data recorded by the south-side speed sign for September 2015. Issues with regard to the data collected were discussed, including the apparent duplication of speeds being recorded. It was also noted that the north-side sign did not always flash dependent on the position of vehicles on the road and that it may be triggered too soon. **ACTION:** the Clerk to raise issues with the speed sign company.
- b. Members noted information received from LCC regarding the Priority Assessment Framework, an offer of speed gun training and a poster from West Yorkshire Police regarding parking on the pavement.

#### 16.031 Environment and Maintenance

Members noted the following:

- a. Dog fouling – no recent complaints had been received but it was noted that bags of dog waste were being discarded in the church yard and chapel grounds instead of being deposited in a bin. Comments were made that the PC should be more pro-active to tackle the problem. It was **AGREED** to highlight the issue in the newsletter.
- b. Fly-tipping, Lotherton Lane – seven bags of fly-tipped waste remained. The issue had been reported to LCC following the earlier complaint and LCC had confirmed the area had been cleared. It would appear therefore that the offence was being repeated. **ACTION:** the Clerk to provide links and contacts for complaints to be made directly by members to LCC.
- c. Play area litter bin – a new inner was required. **ACTION:** the Clerk to report to LCC.

#### 16.032 Jubilee Field and Play Area

Jubilee Field – still required sweeping and clearing, the area now being very slippery. **ACTION:** Cllr Howson to contact Mr Bob Bradley of LCC to arrange.

#### 16.033 External Groups/Meetings

- a. Hook Moor Liaison Committee
  - **RESOLVED:** to approve the appointment of Cllr Hancock as a representative of the PC.
  - Meeting held on 10 February 2016 – members noted a report from Cllrs Dunwell and Hancock and the minutes of the meeting (previously circulated).
  - The next meeting of the Liaison Committee would be on 5 October 2016.
- b. Outer North East Parish and Town Council Forum 4 February 2016 – no members had been able to attend.
- c. Le Tour de Yorkshire roadshow, Barwick Village Hall 19 February 2016 – Cllrs Hogg, Howson, Jeffrey, Overend and Reed were to attend.
- d. Leeds City Council Parish and Town Council Charter and Annual Forum and Seminar 25 February 2016 – at present, no confirmed attendance by members. Members to contact the Clerk if they are able to attend.

#### 16.034 Parish Council website

Members noted:

- a. The "Featured News" page had now been added;
- b. The page for the NDP was in the process of being created with the assistance of Mr Tom Robbins, the chair of the NDPMG. **ACTION:** Cllr Dunwell to liaise with Mr Robbins and Cllr Overend.
- c. The application to the Smaller Authorities Transparency Fund had been successful and that £1139.72 was to be transferred to the PC's bank account.
- d. A request for more pictures of the village to add to the website. **ACTION:** Members.

- e. A proposal for a Facebook page for the PC as a means of increasing interest in the parish council from younger people. Issues were discussed such as maintenance, monitoring and updating of a Facebook page. **ACTION:** Cllr Jeffrey to investigate further.

#### 16.035 Planning Matters

- a. The PC had been asked by a local landowner to support an application he proposed to make regarding development of land behind the village hall and the provision of a new village hall. The landowner had not submitted a formal planning application to LCC but his agents had presented details of the proposal to representatives of the VHC and the PC in December 2015. It was **AGREED** that the PC was unable to support the application.
- b. Members considered the following planning applications:

#### New Planning Applications/Appeals

Planning ref	Address	Brief Details of Proposal/Comments
16/00372/FU	Leydale School Lane Aberford Leeds LS25 3BU	Two storey front and side extensions; raise in roof height and dormer windows forming habitable rooms in roofspace  Comments: Adjourn to next meeting of the Parish Council
16/00360/FU	Swan Hotel Main Street Aberford Leeds LS25 3AA	Detached house including conversion of outbuildings to residential accommodation, amendment to previous approval to include two storey rear extension  Comments: None

#### **RESOLVED:**

- To request an extension of time from LCC for members' comments in relation to application ref. 16/00372/FU Leydale, School Lane.
- To report members' comments on application ref. 16/00360/FU Swan Hotel to LCC.

**ACTION:** the Clerk.

- c. Members noted the following updates:

#### Previous Planning Applications/Appeals - Update

Planning/ Appeal ref	Address	Brief Details	Decision/Update
15/04883/FU	Black Horse Farm Great North Road Micklefield Leeds LS25 3AU	Conversion of existing single storey workshop to a dwelling and alterations to parking for other converted units approved under 06/07508/FU  ADPC (delegated decision): Objections made.	Approved 25/01/2016
15/03575/FU	Lotherton Hall Lotherton Lane Aberford Leeds LS25 3EB	Retrospective application for new roof above the courtyard, a new fire exit and access ramp, removal of door and replace with a new timber window and a new first floor fire exit to the north elevation with steps to ground level.  ADPC: No comments	Approved 29/01/2016
15/07483/FU & 15/07484/LI	The Priory Bunkers Hill Aberford Leeds LS25 3DP	Alterations involving dormer style windows and addition of basement, amendment to planning permission 15/03546/FU (Detached dwelling and detached garage to site of offices)  ADPC: No objections provided the concerns as expressed by the Leeds City Council conservation officer are addressed (19/01/2016).	Approved 02/02/2016
16/00271/TR	Darien House Field Lane Aberford Leeds LS25 3AE	T1 Sycamore - Remove large limb over boundary wall.  ADPC: No comments	No objection 09/02/2016

15/04960/FU	Ridge Road Farm Ridge Road Micklefield Leeds LS25 3DL	Construction of anaerobic digestion plant - revisions to scheme approved under 14/00982/FU  ADPC: Objections made.	Approved  10/02/2016
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16.036 **Finance**

Members noted further advice received from YLCA dated 27 January 2016 (previously circulated) on the question of opting in or out of the external audit arrangements to be put in place by the Smaller Authorities' Audit Appointments Limited (SAAA). It was **AGREED** this latest advice did not alter the previous decision made by members to opt-in to having an external auditor appointed by SAAA.

**RESOLVED:**

1. To approve the bank reconciliation (copy attached) for the month ending 31 January 2016.
2. To approve and authorise the accounts already paid/for payment (copy attached) totalling £22,852.81.

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

16.037 **Close of Meeting**

The Chairman closed the meeting at 9.55 pm.

**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the month ending: 31 January 2016**

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

Date: 10 February 2016  
 Date: 16 February 2016

<b>Balance per bank statements as at 31 January 2016</b>	£	£
Current Account	462.99	
Revenue Reserve	32,858.86	
Capital Reserve	12,700.17	
Asset Renewals Fund	13,219.76	59,241.78
Less uncleared cheques at 31 January 2016:		0.00
<b>Net bank balances as at 31 January 2016</b>		<b>59,241.78</b>

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

**CASH BOOK**

Opening balance at 31 December 2015	60,726.49
Add receipts for the month to 31 January 2016:	0.00
Less payments for the month to 31 January 2016	-1,484.71
<b>Closing balance per cash book as at 31 January 2016</b>	<b>59,241.78</b>

Notes

- Revenue Reserve includes: £11,404.66 Leeds and Mint Festivals ticket sales (already allocated)  
 £7,203.71 balance Groundwork NDP grant
- Capital Reserve is set aside for Jubilee Field

**Accounts Paid/for Payment**

Chq no.	Details	Amt exc	VAT	Total	
	<u>Already Paid</u>				
100675	Aberford Village Hall	15,000.00		15,000.00	15,000.00
	<u>To Pay</u>				
100676	PCC St Ricarius - PC room hire	20.00		20.00	
100677	J Sou - Clerk's expenses:				
	Contribution to home working costs	10.00			
	Mileage	12.60			
	Mobile 'phone	6.25	1.25	30.10	
100678	J Sou - salary & holiday pay	356.00		356.00	
100679	Andrew Jones - website development	75.00		75.00	
100680	Groundwork UK - return of balance NDP grant	7,203.71		7,203.71	
100681	Leeds City Council - swing seats replacements	140.00	28.00	168.00	7,852.81
	<b>TOTAL PAYMENTS FOR 20/01/16 to 16/02/16</b>				<b>22,852.81</b>