

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 19 April 2016 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

Present: Cllr David Howson (Chairman)
Cllr Keith Dunwell
Cllr Paul Hancock

Cllr Jacqueline Jeffrey
Cllr Ruth Reed

Apologies and reasons for absence were received from Cllrs Brown, Hogg, Overend and Piper and accepted.

In attendance: PCSO S Wales, Ms Julie Sou (Clerk), 4 members of the public.

16.060 To receive any disclosures of interest from Cllrs on matters to be considered at the meeting
Cllr Jeffrey declared an interest as a member of the Village Hall Committee (VHC).

16.061 Minutes of the previous meeting

RESOLVED: To approve the minutes of the meeting held on 15 March 2016 (previously circulated) and to sign them as a correct record. **ACTION:** The Chairman.

16.062 Report from West Yorkshire Police

Three crimes reported for March 2016:

- Mountain bike stolen from a garage after the door was forced open. No persons seen or heard.
- Mountain bike taken from an insecure shed. No persons seen or heard.
- A container was broken into at a public house undergoing renovation (the Swan Hotel). Tools, boiler and a cement mixer were taken. No persons seen or heard and no CCTV.

Other matters noted:

- Fly-tipping of waste from cannabis farms was happening on a daily basis in the Harewood ward;
- Complaints made about parking on kerbs;
- The forthcoming elections for the Police Crime Commissioner.

16.063 Public participation

Members noted comments and queries in relation to:

- Dog fouling – the paint spray was not being used as widely as before;
- Flooded field on Main Street – concerns about the stench in the summer. The land was privately owned and farmed by a tenant.
- Le Tour bunting – a request for the Parish Council (PC) to liaise with the rest of the village to ensure no conflict in plans.
- Access to locked noticeboard – the locked noticeboards were for PC business only. The noticeboard at Pump Hill for public use was not locked.

16.064 Neighbourhood Development Plan (NDP)

Members noted the following:

- a. The last scheduled meeting of the Neighbourhood Development Plan Management Group (NDPMG) had not been quorate as only three people had attended.
- b. Mike Dando had been contacted to see if he could resume work on the NDP but had not yet responded.
- c. The next meeting of the NDPMG was on 5 May 2016 at the offices of Pearce Bottomley Architects.

16.065 Village Hall

Members noted a report from Cllr Jeffrey:

- The new boiler had been installed and the new floor was to be fitted.
- The original builder had left the job and new quotes were therefore being sought for the remaining work.
- Village hall usage appeared to be rising which was considered positive.
- The Village Hall Committee (VHC) would be making teas and otherwise celebrating le Tour.
- The breakdown of the Village Hall accounts had been provided to Cllr Jeffrey and showed a healthy balance. There was sufficient cover the works.
- Cllr Jeffrey was unable to attend to next meeting of the VHC.

16.066 **Environment and Maintenance**

- a. Members noted a report on the meeting of 5 April 2016 with Leeds City Council (LCC) Environmental Health officers. Many of the issues discussed at the meeting were already in hand.
 - i. Litter had been picked;
 - ii. Dog fouling – LCC could not do anything unless the offender was caught;
 - iii. Litter bins – the new bins were now in place;
 - iv. 2 Greystones Close: building works – officers had written to the address and visited the property and the waste now appeared to be adequately contained. To contact LCC Environmental Health again if the problem resumes.
 - v. LCC officers had also been requested to deal with a number of blocked drains on Main Street and had referred the matter onwards to the Gullies Team.
- b. Members noted a report from Cllr Howson on a meeting held with a pest control contractor, David Varley of Pestserve. Mr Varley had quoted a one-off price and a year's contract price for unlimited call-outs to deal with the mole hill problem on the two sides of Bunkers Hill near to the football ground and Priory Park. Members had informally and by majority agreed to proceed with a year's contract with Mr Varley so he could commence work as soon as possible.
RESOLVED: To ratify the appointment of Mr David Varley of Pestserve on a year's contract to control moles from 4 April 2016 at £350 for the year.

16.067 **Leeds Fest 2016**

Members noted the draw had taken place in public at the Bowling Club on 7 April 2016. All applicants had now been contacted with details of how to claim and pay for tickets. Deadlines had been set to provide proof of residence for those not on the electoral roll and for payment. It was proposed that the deadline for payment should be more flexible. Tickets that were not successfully claimed by the deadline would be offered to the next people on the list in the order drawn.

16.068 **Event Planning**

- a. Le Tour de Yorkshire. Notwithstanding the decision at its last meeting that no formal action would be taken by the PC to celebrate le Tour, it was proposed that up to £180 should be spend on yellow and blue bunting to be placed around the village for le Tour.
RESOLVED: Not to purchase any bunting specifically for le Tour.
- b. Lotherton Hall Food and Drink Festival 30 April to 2 May 2016. Members considered the following:
 - i. A request by the organiser to site a banner advertising the event at the corner of Main Street and Highfield Rd (subject to any necessary consents from LCC)
RESOLVED: No objections subject to the necessary consents from LCC.
 - ii. To consider a request to site three yellow bikes around the village, advertising the event
RESOLVED: No objections to the request. **ACTION:** Cllr Jeffrey to liaise with the event organisers on the siting of the bikes.
- c. General event planning. Members considered a proposal to approve purchasing a banner promoting the PC for use at events and various designs and costs details (previously circulated).
RESOLVED: To order two banners, design as attached, measuring 2 metres wide at a cost of £65 + VAT each from Zebra Print Management Limited.

16.069 **Speed Indicator Device (SID) training** on 14 April 2015

Members noted a report from Cllr Jeffrey.

- The device is easy to use but two people are needed for its operation for safety reasons.
- The device is set to the speed required and any readings 15 mph above the set level results in an error message.
- The effect of the SID can last for up to two weeks before driver behaviour reverts back.
- The Police and LCC advocate speeding control by preventative, educational measures as they lack the personnel for enforcement.

ACTION: Cllr Jeffrey to investigate speed cameras and report back to a later meeting of the PC.

16.070 **Grant applications**

RESOLVED: To approve an application from Garforth in Bloom for £250 for the flower bed displays at the entrance to the Cedar Ridge estate.

16.071 **External Groups/Meetings**

- a. Leeds City Council planning event 11 April 2016 – nobody was available to attend. Noted.
- b. Garforth NDP – members noted the following:
 - an impromptu meeting had been held this morning which had been attended by Cllrs Dunwell and Reed;
 - The Garforth NDP Group was not prepared to enter into any agreement as it was not an official organisation;
 - The Group had proposed to circulate the Cedar Ridge area with a leaflet to say they wished to establish a separate parish or town council for Garforth;
 - The proposal for a new parish or town council for Garforth would have implications for all residents of Aberford and District Parish Council in view of the potential change to parish council boundaries, the implication for Community Infrastructure Levy receipts and the loss of precept if the boundary for Aberford and District was redrawn to exclude the Sturton Grange ward.

It was **AGREED** that all residents of the parish should be included in any consultations or discussions on changes to the parish boundaries and to include this as an agenda item for a future meeting.

It was further **AGREED** that the PC could not stop Garforth NDP from circulating the Cedar Ridge estate but that it neither supported nor objected to the contents of the proposed leaflet. The PC had not had sight of the leaflet and could not therefore comment.

16.072 Parish Council website

- a. Members noted that the PC website had exceeded its bandwidth limit. **RESOLVED:** To authorise payment of £21 to upgrade the account bandwidth to the next renewal date of 21 October 2016.
- b. Members noted that the budget for website development was £400 and that development was an ongoing matter. Members considered a proposal to delegate authority to the Clerk to spend up to £150 this financial year on ongoing website development following consultation with and agreement by two parish councillors. This would enable the Clerk to instruct the developer to proceed with necessary changes to the website as they were discovered without having to wait for authority each month from the full PC. **RESOLVED:** To authorise the Clerk, following consultation with and agreement from Cllrs Overend and Piper, to spend up to a total of £150 this financial year on ongoing website development without seeking further authority from the full Council.

16.073 Planning Matters

- a. Work to trees in conservation areas. LCC was unable to grant extensions of time for the PC to comment on these applications. **RESOLVED:** To delegate power to the Planning Advisory Group to make comments to LCC on applications for work to trees in conservation areas.
- b. Members considered the following planning applications:

New Planning Applications/Appeals

Planning ref	Address	Brief Details of Proposal/Comments
16/01784/TR	Land Side Of Becca House Becca Lane Aberford Leeds LS25 3BD	1 x Ash, 2 x Self seeded Sycamore and 2 x Self seeded Silver Birch – Remove Comments: None

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

- c. Members noted the following updates:

Previous Planning Applications/Appeals - Update

Planning/ Appeal ref	Address	Brief Details	Decision/Update
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	Withdrawn 18/03/2016
ADPC: No objections. Conditions requested.			

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 ADPC: No comments.	Approved 21/03/2016
16/01619/TR	North Cottage Bunkers Hill Aberford Leeds LS25 3DN	T1,T4 , T6, T12, T17, T18 & T19 Fagus Sylvatica - Remove T20 - Reduce overhanging branches from building ADPC: No comments	No objection 06/04/2016

d. There were no enforcement matters.

16.074 Finance

Members noted that the external audit papers had been received and that this year the PC would be required to set its own dates for the public rights of inspection. An internal auditor was required to be appointed and Pam Harrison was available on the same terms as previously, namely £25 per hour plus travel at 0.65p per mile.

The bank reconciliation provided for the month to 31 March 2016 contained an error and members were not therefore asked to approve it.

RESOLVED:

1. To appoint Pam Harrison to carry out the internal audit.
2. To defer approval of the bank reconciliation for the month ending 31 March 2016 to the next meeting;
3. To approve and authorise the accounts already paid/for payment (copy attached) totalling £1553.08 (including the Garforth in Bloom grant approved for £250).

16.075 Matters for Information

- a. Jubilee Field
 - white paint had been sprayed on the MUGA. Cllr Hancock's wife had cleaned it off;
 - car park – the hatched disabled parking area needed re-painting. **ACTION:** the Clerk to raise with LCC Parks and Countryside.
- b. The clinic at Garforth had now closed and there was a petition to have it re-opened.

16.076 Close of Meeting

The Chairman closed the meeting at 9.02 pm.

Minute 16.068c

Banner design



Minute 16.074

Bank reconciliation – deferred to next meeting.

Accounts Paid/for Payment

Chq no.	Details	Amt exc VAT	VAT	Total
	<u>To Pay</u>			
100687	PCC St Ricarius - PC room hire	20.00		20.00
100688	J Sou - expenses			
	Contribution to home working costs	10.00		
	Mobile 'phone credit	6.25	1.25	
	Mileage	16.20		
	Printer toner	74.34	14.87	
	A4 paper	<u>7.99</u>	<u>1.59</u>	132.49
100689	J Sou - salary & holiday pay	337.59		337.59
100690	Mr D Varley - mole contract 1st payment	175.00		175.00
100691	Yorkshire Local Councils Association - annual membership	514.00		514.00
100692	SLCC - annual membership	103.00		103.00
100693	Rural Creative - web hosting account upgrade	21.00		21.00
100694	Garforth in Bloom	250.00		250.00
	TOTAL PAYMENTS FOR 16/03/2016 - 19/04/2016			1,553.08