

**Minutes of the Parish Council meeting held on Tuesday 21 June 2016 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.00 pm**

Cllr Daniel Overend  
Cllr Marolyn Piper  
Cllr Ruth Reed

**16.110 To receive apologies and approve reasons for absence.**

16.111 **To receive any disclosures of interest from Cllrs on matters to be considered at the meeting**  
None.

**RESOLVED:** To approve the minutes of the annual meeting held on 17 May 2016 (previously circulated) and to sign them as a correct record. **ACTION:** The Chairman.

**RESOLVED:** To approve the minutes of the meeting held on 17 May 2016 (previously circulated) and to sign them as a correct record. **ACTION:** The Chairman.

**Noted.** Copy attached.

Members **noted** comments and queries in relation to:

- The bus service;
- Dog fouling.

To receive an update and to agree any necessary action.

No by-election was called for the vacancy in the Aberford ward occasioned by the resignation of Trevor Brown. There were now three vacancies which could be filled by co-option. A co-option notice had been posted on the main noticeboard and on the website, with no deadlines for applications.

**Noted.**

**ACTION:** Further co-option notices to be posted on the other noticeboards when space permits (Cllr Reed).

a. To consider restructure.

**RESOLVED:**

1. To maintain the Working and Advisory Groups in their existing format, with membership and revisions to the Terms of Reference as shown on the attached document.
2. To allocate additional responsibilities to members as shown on the attached document.
- b. To consider appointing a lead contact for each group. **Not considered.**
- c. To consider groups meeting between full Parish Council meetings. **Not considered.**

a. To receive an update on the NDP. The last meeting of the NDP Management Group (NDPMG) was on 9 June 2016. Mike Dando was in attendance and is to give guidance to the NDPMG. He had requested the comments made by Leeds City Council officers to the Village Design Statement. A grant application had been submitted and approved.

**ACTION:**

- The Clerk to forward the comments on the VDS;
  - The NDPMG to forward copies of the grant application paperwork to the Clerk to ensure a clear audit trail.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting (if any). Minutes of 9 June 2016 had been circulated. **Noted.**

- c. To decide further action where necessary. None.
- d. To note the next NDPMG meeting date. The next meeting of the NDPMG is Thursday 7 July 2016.

#### 16.119 **Site Allocations**

- a. An update from Ian MacKay of Leeds City Council. A report on the Site Allocations Plan with Publication Draft proposals for the Outer North East area will be presented to the Leeds City Council Development Plans Panel on 19 July 2016 and is anticipated to go to the Executive Board in October. **Noted.**
- b. Comments from Cllr John Proctor on Grove Road, Boston Spa planning appeal in relation to comments made by the Secretary of State:

*'The Secretary of State is content that the main parties agreed at the appeal inquiry that, across the local authority area as a whole, the housing requirement of 70,000 dwellings between 2012-2028 established in the CS should be taken as the correct figure on which to base housing requirements for the purposes of this appeal; with an annual requirement of 3,660 in the first five years, stepping up to 4,700 from 2017/18 onward (IR211 and 216). Nevertheless, as had already become apparent at the time of the inquiry (IR217), and was reinforced by the information provided during the reference– back exercise referred to at paragraph 5 above, there is already a shortfall of delivery (i.e. undersupply) against the housing requirement even at the reduced stepped rate.'*

**Noted.**

#### 16.120 **Garforth Forum/proposed new Garforth parish council and changes to parish boundary**

- a. Meeting on 11 June 2016 – not attended by anybody from the Parish Council.
- b. It was **AGREED** as follows:
  - i. To contact Garforth Forum requesting a few dates for a meeting to discuss their proposals;
  - ii. To contact John Mulcahy, Head of Licensing and Registration, at Leeds City Council, to request that the Parish Council be kept informed of any proposals regarding changes to the parish boundary.

**ACTION:** the Clerk.

#### 16.121 **Environment and Maintenance**

- a. Pump Hill fencing –
  - i. To receive an update on repairs and to ratify the appointment of a contractor and approve a quote for repairs.  
Norex Fencing, the contractor that supplied and installed the fencing, had quoted £320 for the repairs and had been instructed to proceed. Work would begin when the fencing components were available.  
**RESOLVED:** To ratify the appointment of Norex Fencing to repair the fencing and to approve the quote of £320.
  - ii. To agree the estimated value for the Pump Hill fencing and to add it to the Register of Assets;  
**RESOLVED:** To agree an estimated value of £3000 for the Pump Hill fencing and to add it to the Register of Assets.
  - iii. To consider insuring the Pump Hill fencing against property damage.  
**RESOLVED:** To add the Pump Hill fencing to the assets insured against property damage at an additional premium of £14.13.
- b. Parking on drovers' verges – to consider notices for placing on parked vehicles (PH).  
**RESOLVED:** To approve notices with the Parish Council logo and worded as follows for placing on vehicles parked on the drovers verges: "Please do not park on the grass verges. They are ancient drovers roads and are of historical importance to the village and are protected. Please use the designated parking area or the road."  
**ACTION:** the Clerk to prepare the notices.
- c. Public Rights of Way –
  - i. To receive an update on the Paths Partnership grant. A grant of £550 had been received into the Parish Council's accounts. **Noted.**
  - ii. To receive a report on cuts carried out to date. Andrew Fox had carried out a cut to a number of paths on 13 June 2016 for which he had invoiced £120. The number of paths he had been asked to cut had reduced due to DB Tree Services having mistakenly carried out

cuts to two of the paths and the Parlington Estate now requiring farmers to cut the paths across their land. The cuts mistakenly carried out by DB Tree Services had not been done under the instructions of either Leeds City Council or the Parish Council. Cllrs Hogg and Overend reported that the cuts by Andrew Fox were to a satisfactory standard. Comment was made that the footpath leading from Kingfisher Lane needed to be cut back to its full width in future. **Noted.**

- iii. To consider and approve payment for cuts carried out to date.

**RESOLVED:**

1. To approve payment of £120 to Mr Fox for the cuts carried out to date;
2. To not pay DB Tree Services for the cuts mistakenly carried out.

**ACTION;** the Clerk.

- iv. To consider re-appointing Andrew Fox as the contractor for future cuts.

**RESOLVED:** To extend Andrew Fox's contract for a further year.

- v. To consider and approve any other necessary action.

**ACTION:**

- Cllrs Hogg and Overend to book Mr Fox for a further cut on 2 August 2016;
- Cllr Howson to show Cllrs Hogg and Overend the public rights of way that Parlington Estate will require farmers to cut;
- Cllrs Hogg and Overend to confirm with Mr Fox the public rights of way to be cut and in future to instruct him to cut the footpath leading from Kingfisher Lane to its full width (subject to any restrictions for protection of hedgerows);
- The Public Rights of Way Working Group to contact Bob Buckenham of Leeds City Council about signage of public rights of way.

- vi. Dog fouling – to receive an update on the use of paint sprays.

- Cllrs Hogg and Overend have been using the paint sprays;
- The use of volunteers to be considered further (see later);

**RESOLVED:** To purchase two more cans of paint spray. **ACTION:** the Clerk.

#### 16.122 Highways and Public Safety

- a. Speed signs maintenance contract 2016-17 – members considered the year's contract with Swarco Traffic Limited at £456.26 to include an annual maintenance visit with one data retrieval carried out at the same time as the annual visit. Additional data retrieval visits to be at a cost of £292.07 including VAT per visit.

**RESOLVED:** To enter into the year's maintenance contract with Swarco Traffic Limited for the two speed signs at £456.26 including VAT. **ACTION:** the Clerk to arrange renewal of the contract.

The Clerk also to arrange if possible for the engineer to show a councillor how to download the data from the speed signs at the time of the annual maintenance visit.

- b. B1217 Aberford Road – proposals to reduce speed limit. **Noted.** No objections. **ACTION:** Clerk to feedback response to Leeds City Council Highways Department.
- c. A1(M) resurfacing works
- i. Future works – **Noted.**
  - ii. Balfour Beatty meeting – **ACTION:** Cllrs Howson and Reed to attend a meeting on Monday 27 June to discuss proposed works and possible effect of road closures on the village.
- d. Northern Gas Networks – gas mains replacement works on Main St, Aberford. **Noted.**

#### 16.123 Community Matters

- a. Jubilee Field/Play Area

- i. Maintenance/inspection reports – report as follows received from Cllr Hancock and **noted.**

- Jubilee Field - smashed bottles have been found – cleared by Cllr Hancock and his wife. Table tennis bats and balls regularly go missing. One bat requires replacement. **ACTION:** Cllr Howson to replace table tennis bat.
- Play Area – Swept by Cllr Hancock and his wife every month. A fencing panel bolt is loose. One of the bin liners still requires repair or replacement, the bottom having dropped out. The bin is not the responsibility of Leeds City Council Parks and Countryside and any repairs/replacement would have to be paid for by the Parish Council.

**ACTION:**

- Cllr Howson to see if repair of the fencing bolt is possible. If not, order a new bolt.
- Bin liner – Cllrs Hogg and Hancock to investigate if repair of the bin liner is possible.

- ii. Update on outdoor gym signs – now installed. **Noted.**

- iii. Any necessary action. **RESOLVED:** To authorise Cllr Hancock to purchase a litter picker.

- b. Memorial plaque for Frank Watson. Three quotes considered.  
**RESOLVED:** To order a stainless steel plaque from Glasdon UK Ltd in accordance with Option 1 (attached) at a cost of £68.08 + VAT. **ACTION:** the Clerk.
- c. Banks Community Fund – report received from Cllr Dunwell. No applications received from groups in the Parish Council area – ideas wanted to encourage applications. The Parish Council may consider applying for a grant for a cycle track at Jubilee Field. **Noted. To go forward to next agenda.**
- d. Hanging Baskets 2016. Update received. The hanging baskets and labels have now been installed. Total sponsorship of £850 received to date – three sponsorship payments outstanding. One couple is unhappy that their sponsorship labels are not adjacent to each other as was the case in previous years. The brackets are deteriorating and may need replacement in the next few years – forward planning required at the time of setting the budget for future years. **Noted. ACTION:** Cllr Hogg to begin looking into replacement brackets; Cllr Howson to check outstanding sponsorship payments.
- e. Leeds Fest 2016 – All 54 tickets have been claimed and paid for, £2160 total received. **Noted. ACTION:** Cllrs Hogg and Overend to take over dealing with Leeds Fest. The Clerk to liaise to handover file.
- f. Volunteers
  - i. To consider working with volunteers on various projects – **AGREED** to be a good idea in principle.
  - ii. To consider having a policy on volunteers working with the Parish Council.  
**RESOLVED:** Cllr Overend to draft a policy for consideration at a future meeting.

#### 16.124 External Groups/Meetings

- a. Outer North East Parish and Town Council Forum, Thursday 9 June – **Noted.** Nobody was able to attend from the Parish Council.
- b. Outer North East Community Committee, Monday 13 June – **Noted.** Nobody in attendance from the Parish Council.
- c. Garforth in Bloom – May 2016 newsletter circulated. **Noted.**
- d. YLCA
  - i. Annual review: request for photographs – **Noted.**
  - ii. NALC Strategic Plan Delivery 2016/17 – **Noted.**

#### 16.125 Employment Matters

- a. To consider leaving arrangements and to authorise final salary payment to Clerk.  
The Clerk's final day of employment was confirmed as 13 July 2016. The Clerk to be paid pro-rata up to this date, including holiday pay.  
**RESOLVED:** To authorise the Clerk to purchase a hard drive for data transfer and storage and to purchase file boxes.
- b. Appointment of new clerk
  - i. To receive an update.  
Five applications had been received and three interviews had taken place. Cllrs Howson, Piper and Reed had chosen a suitable candidate, subject to authority to appoint being given by the Parish Council. **Noted.**
  - ii. To authorise Cllrs Howson, Piper and Reed to take all necessary steps to recruit a new clerk and to make the final appointment.  
**RESOLVED:** To authorise Cllrs Howson, Piper and Reed to take all necessary steps to recruit a new clerk and to make the final appointment.
  - iii. To appoint Cllr Piper as the main contact with YLCA on matters relating to the appointment of a new clerk.  
**RESOLVED:** To appoint Cllr Piper as the main contact with YLCA on matters relating to the appointment of the new Clerk.

#### 16.126 Training

YLCA training course details circulated.  
Comment made that there should be a minimum training requirement for members.  
**Noted.**

#### 16.127 2016-18 National Salary Award

Details previously circulated. To be applied retrospectively from 1 April 2016. **Noted.**

#### 16.128 Data Protection Act registration

The registration had been completed and details circulated to all members. There were a number of compliance issues for the Parish Council to address with regards to training and having appropriate policies in place. **Noted.**

#### 16.129 Planning Matters

- a. To note that paper plans will no longer be sent by Leeds City Council from 1 July 2016. **Noted.**
- b. To note the guidance received from Leeds City Council. Previously circulated. **Noted.**
- c. Members considered the following planning applications:

<b><u>New Planning Applications/Appeals</u></b>		
<b>Planning ref</b>	<b>Address</b>	<b>Brief Details</b>
16/02741/FU revised plans	Leydale School Lane Aberford Leeds LS25 3BU	Two storey front and side extensions  ADPC comments on previous plans: No objections to the application but would request that the same conditions as requested by the Parish Council in respect of the previous applications in relation to this property (14/05091/FU and 16/00372/FU) be imposed on traffic and vehicle movements and parking during demolition and construction.  Comments: No objections to the revised plans. The same comments as made previously apply.
16/03116/FU	Ridge Road Farm Ridge Road Micklefield Leeds LS25 3DL	Installation of 18m lattice structure supporting 3no. antennas, 3no. RRUs, 2no. 0.3m transmission dishes, 1no. equipment cabinet and 1no. meter cabinet within a timber fenced compound together with ancillary development  Comments: None.
16/03117/FU	West View Main Street Aberford	Two storey extension to front and side  Comments: No objections but the Planning Department should be satisfied that it is not detrimental to the bungalow on the northern boundary.
16/03394/FU	Sturton Grange Farm Ridge Road Micklefield Leeds LS25 4DZ	Retention of 84 caravans in connection with an existing soft fruit farm.  Comments: No objections but the Planning Department should ensure that caravans are not sited on the public footpath.

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

- d. Members **noted** the following updates:

<b><u>Previous Planning Applications/Appeals - Update</u></b>			
<b>Planning/ Appeal ref</b>	<b>Address</b>	<b>Brief Details</b>	<b>Decision/Update</b>
15/06822/FU	The Olde Windmill Stud Lotherton Lane Aberford Leeds LS25 3DS	Change of use from private equestrian use to specialised commercial equestrian use  ADPC: Comments made	Approved 17/05/2016
16/03364/TR	Front Of Parlington House Windmill Rise Aberford Leeds LS25 3EW	Doc No - 065436 T1 Cherry - Fell & remove.  PAG comments 31/05/2016: The PC advisory group have no objections because if the tree officer feels taking down the tree because of its condition is necessary then so be it. The PC, however, would request that a replacement sapling be planted if at all possible.	14/06/2016 No objection

- e. There were no enforcement matters.

#### 16.130 Finance

- a. New external audit regime – to note Communication No.4 from the Chairman of Smaller Authorities Audits Limited (SAAA). **Noted.**
- b. To receive a budget update. Budget update to 13 June 2016 (attached) **noted.**
- c. To note the balances in the Parish Council's accounts. **Noted – as per attached bank reconciliation.**
- d. To approve the bank reconciliation.  
**RESOLVED:** To approve the bank reconciliation to 13 June 2016 (attached).
- b. Members considered the Accounts for Payment.  
**RESOLVED** to approve the accounts for payment totalling £764.73.

16.131 **Matters for Information**

None.

16.132 **Future agenda items**

- a. Banks Community fund – to raise profile and encourage participation (KD).
- b. Christmas lights and switch on event 2016.
- c. Volunteer policy (DO).
- d. Hanging baskets – payment update (AH).

16.133 **Close of Meeting**

The Chairman closed the meeting at 9.20 pm.

## Advisory and Working Groups

Parish Council business is conducted at its regular monthly meetings.

The following groups are appointed by and solely responsible to Aberford and District Parish Council. The terms of reference of each group are defined and agreed by the Parish Council and may be modified at any time by vote of the Parish Council.

Each group is advisory and has no power to make decisions on behalf of the Parish Council or incur any expenditure, unless specifically authorised in relation to a specified decision or item of expenditure which authorisation shall only be given by the Parish Council at a public meeting and recorded in the minutes.

Group	Membership	Terms of Reference
Public Rights of Way Working Group	J Jeffrey P Hancock A Hogg D Overend	<ol style="list-style-type: none"> <li>1. To take the lead on all public rights of way (PROW) matters;</li> <li>2. To be the principal contact point for the public on PROW matters;</li> <li>3. To walk, with assistance from other members, the PROW network once a year to assess the condition;</li> <li>4. To consider and report on issues relating to the condition and maintenance of PROW and to recommend courses of action to the Parish Council;</li> <li>5. Where required, to recommend a contractor to maintain the PROW network;</li> <li>6. To instruct the agreed contractor to carry out work as necessary, within the agreed budget;</li> <li>7. To agree invoices submitted for maintenance work for approval by the Parish Council.</li> </ol>
Planning Advisory Group	P Hancock A Hogg D Howson R Reed	<ol style="list-style-type: none"> <li>1. To take the lead on planning issues;</li> <li>2. To be the principal contact point for the public with planning queries;</li> <li>3. To receive planning applications on behalf of the Parish Council, to consider the same including making site visits if necessary and to make recommendations to the Parish Council on comments to be submitted to Leeds City Council;</li> <li>4. To notify members of receipt of planning applications in good time and to invite their comments; to arrange site visits by other members if considered appropriate;</li> <li>5. To take into consideration comments from members in making their recommendations to the Parish Council;</li> <li>6. Where the deadline for making comments to Leeds City Council falls before the next Parish Council meeting, the Group is given delegated authority to make comments on applications for works to trees in conservation areas. Comments made under such authority to be reported to the next meeting of the PC.</li> </ol>

<b>Group</b>	<b>Membership</b>	<b>Terms of Reference</b>
Jubilee Field and Play Area Working Group	P Hancock D Howson D Overend M Piper R Reed	<ol style="list-style-type: none"> <li>1. To oversee all aspects relating to Jubilee Field and the Play Area, including ongoing maintenance and the repair and/or replacement of equipment or surfaces;</li> <li>2. To undertake visual inspections of the Play Area and Jubilee Field on a weekly basis and to complete a monthly written checklist; to report back to the Parish Council on maintenance required;</li> <li>3. To consider any quotes or estimates received for maintenance, repair or replacement costs and to make recommendations to the Parish Council;</li> <li>4. To meet quarterly to consider any further development of Jubilee Field and to bring forward proposals to the Parish Council</li> </ol>
Highways and Traffic Management Advisory Group	P Hancock A Hogg D Howson M Piper	<ol style="list-style-type: none"> <li>1. To take the lead on dealing with highways, traffic management and parking issues;</li> <li>2. To be the principal contact point for the public in relation to highways, traffic management and parking issues;</li> <li>3. To liaise and meet with Leeds City Council as necessary to discuss issues relating to highways, traffic management and parking;</li> <li>4. To deal with snow clearance as necessary;</li> <li>5. To deal with traffic management issues relating to the Boxing Day Hunt;</li> <li>6. To appoint members to operate speed indicator devices.</li> </ol>
Governance Working Group	J Jeffrey M Piper R Reed	To liaise with the Clerk on the review and drafting of governance documents and to make recommendations to the Parish Council on the adoption of governance documents
Finance and Resources Advisory Group	D Overend M Piper R Reed	<ol style="list-style-type: none"> <li>1. To conduct internal financial controls;</li> <li>2. To consider and to make recommendations to the Parish Council on budgetary, finance and resource issues;</li> <li>3. To deal with and make recommendations to the Parish Council on employment and pension matters;</li> <li>4. To be the principal point of contact in dealing with complaints from members of the public</li> </ol>



<b>Group</b>	<b>Membership</b>	<b>Terms of Reference</b>
Environment and Maintenance Working Group	K Dunwell P Hancock A Hogg D Howson	<ol style="list-style-type: none"> <li>1. To have responsibility for the management and maintenance of Parish Council assets and property (see Register of Assets).</li> <li>2. To consider any quotes or estimates received for maintenance, repair or replacement costs of Parish Council assets and property and to make recommendations to the Parish Council;</li> <li>3. To consider and deal with issues relating to dog-fouling, grass and hedge cutting, weed control, street cleansing, fly-tipping, litter-bins, street furniture and any other aspects of maintenance throughout the parish;</li> <li>4. To be the principal point of contact for the public on environmental issues;</li> <li>5. To liaise and meet with Leeds City Council as necessary to discuss environmental issues</li> </ol>
Communications Advisory Group	D Overend M Piper	<ol style="list-style-type: none"> <li>i. To take the lead and to make recommendations to the Parish Council on developing strategies and policies for improving communication with the public;</li> <li>ii. To review and maintain the Parish Council's website and to make recommendations to the Parish Council on the content of the website, hosting and any other issues;</li> <li>iii. To consider developing a logo/brand for the Parish Council and to make recommendations to the Parish Council</li> </ol>
Policy Development Group	To be confirmed	To be confirmed

## External Organisations

Organisation	PC Representative(s)	
Neighbourhood Development Plan Management Group	Keith Dunwell Andrew Hogg David Howson	Daniel Overend Ruth Reed
Village Hall Committee	Jacqueline Jeffrey	
Aberford/Garforth proposed joint NDP	Keith Dunwell Marolyn Piper Ruth Reed	
Leeds City Council Outer North East Parish and Town Council Forum	Keith Dunwell Ruth Reed	
Aberford Church of England Primary School liaison officer	Marolyn Piper	
Aberford Almshouses Trust	Jacqueline Jeffrey	
Poor Lands Trust	Jacqueline Jeffrey	
Hook Moor Liaison Committee	Keith Dunwell Paul Hancock	
The Crime Prevention Panel	No appointment to be made	

## Additional Responsibilities

Description	Members	Responsibilities
Hanging Baskets sponsorship	A Hogg	To raise sponsorship, collect sponsorship money, to deal with any maintenance issues, to liaise with Leeds City Council as required on any issues arising
Garforth/Aberford joint NDP/parish boundaries	K Dunwell R Reed	To liaise with LCC and Garforth Forum on the possibility of a joint Aberford/Garforth neighbourhood development plan area/parish boundaries and to report back to the Parish Council
Newsletter	M Piper	To be responsible for the writing, printing and distributing of the Parish Council newsletter at least twice per year
Christmas Lights	K Dunwell D Howson D Overend	To consider the location and number of Christmas lights and appropriate suppliers and to make recommendations to the Parish Council; to take the lead in organising the installation of lights; to consider any “switch-on” event and to bring forward proposals to the Parish Council; to liaise with the supplier as necessary in the event of any issues with the lights
Leeds Festival	A Hogg D Overend	To deal with the allocation of Leeds Festival residents’ tickets to residents

- Select Protective Marking - - Select Covering Marking -



*Joint thinking, joint working*

## MINUTE

Date: 21/6/2016

Ref:

To:

CC:

From: Andrew KATKOWSKI, PC2010 Outer North East PWA,  
Harewood Ward Officer

Telephone: 01132855376

Subject: **Crime Report May 2016**

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Sir

Please find below crime report for May 2016.

### Crimes:

#### Burglary Other

##### Hayton Wood View

**Between times stated suspect/s approach victim's garage door and gain entry by unknown means causing no damage and remove property from within and make off unseen.**

### Other news:

Speeding issues – Speeding issues are being monitored by the police and if there is a specific area that you would like attention to be paid please let us know and will endeavour to attend these locations and report back at the next meeting.

Distraction Type Burglaries – There have been a couple of incidents in the surrounding villages of elderly people being targeted during the daytime by bogus officials. Please can we make the elderly people aware in

- Select Protective Marking - - Select Covering Marking -

- Select Protective Marking - - Select Covering Marking -

the village and make sure that IDENTIFICATION is asked for when anyone attends their address who is not a regular visitor. (Can this be passed onto the coffee mornings etc and contact points?)

Landrover Thefts – Landrover thefts are becoming more common in and around the Leeds area. As some of you may be aware the last Land Rover Defender was produced recently and thus these are now going to become harder to get hold of. Criminals are targeting these vehicles as a means of getting parts for them. Please advise anyone who has in particular a Land Rover Defender to make the best efforts to secure it and take the appropriate actions to make it harder to steal.

Fly Tipping – At present we are suffering huge amount of fly tipping in the rural areas around the Harewood Wards. The majority of the waste it seems is coming from cannabis farms which have been cultivated in the nearby areas. I would ask that if anyone see's any fresh fly tipping of this sort that they call the Leeds City Council Environmental Agency and get it removed. If anyone has any information regarding the criminal activity of producing cannabis please contact the police.

Many Thanks

Pc2010 Andy Katkowski  
Harewood Ward Manager  
Rural Crime SPOC  
Outer North East Partnership Working Area  
Leeds District  
Wetherby Police Station  
Boston Road, Leeds, LS22 5HA  
57276 / 0113 2855376 / 07802717310  
To report a crime, please ring 101. Always dial 999 in an emergency.

For the latest news and updates:

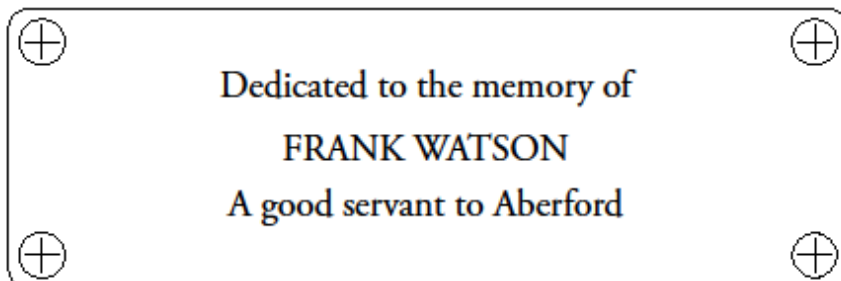
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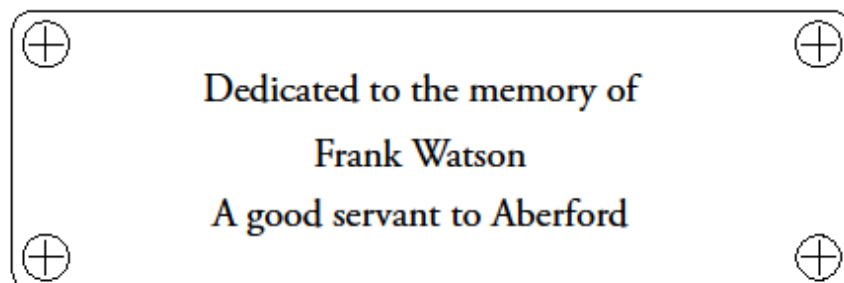


- Select Protective Marking - - Select Covering Marking -

Option 1



Option 2



CLIENT:	Aberford Parish Council
PERSONALISATION No:	
CUSTOMER ORDER No:	
GLASDON ORDER No:	
LGW	Mock Up
DATE:	02.06.16
DESIGNER:	S.Willmer
JOB TYPE:	Plaque Only
Stainless Steel Commemorative Plaque Size: 150 x 50mm No. of plaques: 1	
VISUAL APPROVAL Please sign and return (indicating any changes required)  Signed .....  Date .....	

 **Glasdon**  
Glasdon U.K. Limited  
Preston New Road  
BLACKPOOL  
Lancashire  
FY4 4UL  
Tel: (01253) 600410  
Fax: (01253) 792558  
e-mail: sales@glasdon-uk.co.uk  
www.glasdon.com

## ABERFORD AND DISTRICT PARISH COUNCIL

Budget Update 13 June 2016

<b>BUDGET 2016-17</b>						
<b>2015-16</b>		<b>Income</b>		<b>To date</b>		
13,500.00		Precept		15,000.00		
478.00		Council Tax support grant		435.00		
33.62		Interest		7.63		
925.00		Hanging baskets sponsorship		850.00		Inc. £150 paid in advance last year
2,160.00		Leeds Fest ticket sales		2,160.00		
2,890.00		VAT reclaim				
19,986.62		<b>Total Income</b>		<b>18,452.63</b>		
<b>2015-16</b>		<b>Expenditure</b>		<b>To date</b>	<b>Budget</b>	<b>Budget Remaining</b>
4,275.70		Clerk's salary		675.18	4,600.00	3,924.82
515.71		Administration Costs		133.79	550.00	416.21
130.05		Mileage		16.20	150.00	133.80
676.25		Parish Council Website		21.00	400.00	379.00
260.00		Venue hire for PC meetings		40.00	280.00	240.00
1,692.01		Insurance policy			1,775.00	1,775.00
76.50		Internal audit		79.10	100.00	20.90
360.00		External audit			400.00	400.00
237.80		Training - Clerk			400.00	400.00
370.00		Training - Councillors			600.00	600.00
491.00		YLCA membership		514.00	510.00	-4.00
35.00		RAY membership			35.00	35.00
88.00		SLCC membership		103.00	95.00	-8.00
490.00		Newsletters			500.00	500.00
741.80		General maintenance		175.00	3,000.00	2,825.00
		Mole control contract	175.00			
	423.35	Play area & Jubilee Field				
	290.00	Groundworks				
	28.45	Other (Bunkers Hill railings)				
484.75		Speed signs:maintenance contract & electricity			510.00	510.00
1,025.00		Hanging baskets			1,025.00	1,025.00
20.00		Wreath Remembrance Day			50.00	50.00
1,062.00		Christmas lights			1,460.00	1,460.00
60.00		Christmas tree			100.00	100.00
0.00		Snow clearing			300.00	300.00
0.00		Contribution to police vehicle			120.00	120.00
50.00		Contribution to Crime Prevention Panel			0.00	0.00
0.00		VDS/NDP (inc venue hire)			0.00	0.00
250.00		Grants		250.00	1,500.00	1,250.00
	250.00	Garforth in Bloom	250.00			
0.00		Contingencies		156.00	1,000.00	844.00
		Banners	156.00			
13,391.57		<b>Total Expenditure</b>		<b>2,163.27</b>	<b>19,460.00</b>	<b>17,296.73</b>
6,595.05		<b>Surplus Income Over Expenditure</b>		<b>16,289.36</b>		
<b>2015-16</b>		<b>PROJECTS/RESERVES</b>		<b>To date</b>	<b>Budget</b>	<b>Budget Remaining</b>
		<b>Capital Reserves</b>				
0.00		Jubilee Field			12,687.48	12,687.48
		<b>Revenue Reserves</b>				
0.00		Asset Renewals Fund			13,213.99	13,213.99
0.00		General Reserves			5,500.00	5,500.00
		<b>Grants</b>				
291.00		Paths Partnership Agreement			259.00	259.00
153.00		NDP			0.00	0.00

Minute 16.130c and 16.130d – Bank Reconciliation and Accounts for Payment

**Bank Reconciliation**

**Aberford and District Parish Council**

**For the period 1 May 2016 - 13 June 2016**

Prepared by Julie Sou, Clerk to the Parish Council

Date: 13 June 2016

Approved by the Parish Council

Date: 21 June 2016

**Balance per bank statements as at 13 June 2016**

	£	£
Current Account	2,885.48	
Revenue Reserve	24,300.31	
Capital Reserve	12,704.63	
Asset Renewals Fund	13,223.94	53,114.36

Less uncleared cheques at 13 June 2016:	0.00	0.00
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**Net bank balances as at 13 June 2016**

**53,114.36**

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

**CASH BOOK**

Opening balance at 30 April 2016		52,006.92
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Add receipts 1 May 2016 to 13 June 2016:

Interest - Capital Reserve	2.24	
Interest - Revenue Reserve	3.06	
Interest - Asset Renewals Fund	2.33	
Leeds Fest	1,560.00	
Hanging baskets	150.00	1,717.63

Less payments for 1 May 2016 to 13 June 2016

**-610.19**

**Closing balance per cash book as at 13 June 2016**

**53,114.36**

Notes

Capital Reserve is set aside for Jubilee Field

**Accounts Paid/for Payment**

Chq no.	Details	Amt exc VAT	VAT	Total
	<u>To Pay</u>			
100700	PCC St Ricarius - PC room hire	20.00		20.00
100701	J Sou - expenses			
	Contribution to home working costs	10.00		
	Mobile 'phone credit	6.25	1.25	
	Travel - mileage	12.60		
	Stamps and postage	13.05		
	Office supplies - ring binders	5.79	1.15	50.09
100702	J Sou - salary & holiday pay	424.64		424.64
100703	Zebra Print Management Ltd - hanging basket labels	115.00	-	115.00
100704	Information Commissioner - Data Protection Act registration fee	35.00		35.00
100705	A Fox - footpath cut	120.00		120.00
	<b>TOTAL PAYMENTS FOR 18/05/2016 - 21/06/2016</b>			<b>764.73</b>