

8. Leeds Site Allocations Plan – Matters & Issues issued May 2018

- a. Members reviewed the draft statements prepared by Ms Kathryn Jukes of Directions Planning Consultancy Ltd in response to the Matters & Issues issued by the Inspector in May 2018. A discussion took place with members agreeing the report is very good and makes references to national policy to make the points raised stronger. **RESOLVED:** Members agreed no amendments are required and the response can be submitted as it is.
- b. If any amendments are required, to agree them at this meeting – n/a.
- c. To consider who shall submit the response on behalf of the PC by the deadline of 1pm on 14.06.18 – the Clerk will liaise with Ms Jukes and they will submit the response.
- d. Members discussed a letter issued by M&G Real Estate that has been sent to all PCs in the ONE area except ADPC and Barwick & Scholes PC. Members believe the letter is an attempt to divide and conquer and feel the PC should send a letter of their own to the ONE PCs, the ward councillors and Alec Shelbrooke MP. **ACTION:** Cllr Oakes was delegated to write the letter which members will read and the Clerk will then forward it to the recipients listed.

9. Data Protection – General Data Protection Regulation May 2018

- a. To note the email received from YLCA advising that parish councils are exempt from the obligation to appoint a DPO – **noted**.
- b. Members considered whether to still appoint the YLCA as its DPO as agreed at the PC meeting held on 15.05.18. A discussion took place and members are still interested in appointing the YLCA but will wait for more information regarding costs before making a final decision.
- c. Members reviewed the draft policy documents prepared by Cllr Oakes in accordance with the YLCA guidance notes and **AGREED** no amendments are required (Consent Form, General Privacy Agreement, and Personal Privacy Notice).
- d. The Clerk confirmed she has deleted quite a lot of emails in accordance with the new guidelines and will do this on an ongoing basis.

10. Internal and External Audits

- a. The Clerk confirmed the internal audit took place on 22.05.18 and the audit was signed off by Mrs P Harrison with the following being report being issued:
*Dear Councillors,
Internal audit, year ended 31.3.2018.
I can confirm I have carried out the above audit and have completed the appropriate section of the Annual Return.
The only matter I would raise, and this does not affect the year end balances, is the granting of funds to local community groups etc. Section 137 of the Local Government Act makes provision for such grants which avoids the use of funds available for other budgeted items. The accounts are extremely well kept with a clear audit trail.
I am grateful to the Clerk for her input.*
- b. The Clerk confirmed the external audit documents were emailed to PKF Littlejohn on 22.05.18.
- c. To note:
 - i. The notice of public rights and unaudited annual return have been posted on the website and main noticeboard – **noted**.
 - ii. The associated documents have been posted on the website – **noted**.

11. Grants (awarded by ADPC)

- a. Members considered the application for a grant of £250 received from Garforth In Bloom. **RESOLVED:** Cllr Reed proposed the full grant be awarded, Cllr McCready seconded it, and the decision was passed based on a majority of councillors being in favour.
- b. **RESOLVED:** Members agreed a cheque could be raised for the grant at this meeting.

12. Aberford 20mph Zones Proposal

- a. The Chairman briefed members on the discussions that took place regarding the proposed 20mph zones but said the councillors in attendance (Cllr Howson, Hancock, Oakes and Piper) are unhappy with the proposals (see item 12.b below).
- b. Members **noted** the proposed 20mph zones issued by LCC and a long discussion took place, however members were unable to agree on the proposals as they do not think they are right for the village. **ACTION:** The Clerk will write to LCC and ask them to reconsider implementing a 20mph zone covering the area of Main Street near the school as originally requested, listing the following key points:
 - The PC is disappointed to have not been formally consulted on the implementation of 20mph zones in Aberford
 - The PC wants a 20mph zone along Main Street from the end of Cattle Lane to the village hall to cover the area by the school where it is needed to protect young school children

- Members believe a concentrated zone where it is needed will have more of an impact and will be observed by drivers rather than a blanket zone of an unenforceable limit that drivers will ignore on such a long, straight road
 - The PC does not want signs at the end of each street as they are costly to the tax payer and would be visually displeasing in a village environment
 - The PC feels making each of the side streets in the village a 20mph zone is unnecessary given the fact the large majority of these streets are very short cul-de-sacs, and drivers are unable to reach a speed of 20mph, let alone exceed this speed
 - Installing speed bumps has been proven to cause pollution, going against the environmental wellbeing of the village
 - It is the PC's understanding the police would not be in favour of installing speed bumps due to the motorway traffic using Main Street when there are problems on the A1M
 - The PC would like LCC to note the Charter document which states the city council will work with parish and town councils when making decisions, rather than dictating what will be done
- c. Dependant on the response to the above, members may request another meeting with LCC Highways and the ward councillors to discuss the matter further.

13. Hanging Baskets

Cllrs Hogg and Oakes confirmed the labels are now up and the hanging baskets were delivered early; the last of the sponsor money has been collected and will be banked this week by the Clerk, and there is a list of reserve sponsors for next year. The Clerk will hold the sponsors' information for use next year per the GDPR agreement. **RESOLVED.**

14. Fields In Trust

Members reviewed the Deed Of Dedication for Jubilee Field and agreed they were happy with it. The Deed was signed by Cllrs Howson and Reed, and was witnessed by a member of the public. **ACTION:** The Clerk will forward the signed document to LCC.

15. Play Area Gates

Members reviewed the quote received from HAGS-SMP for works on the playground gates. **RESOLVED:** Members agreed to proceed with the work to ensure the children in the playground are kept safe; there is money in the budget, and as they were satisfied with the work done on the roundabout members are happy for HAGS-SP to do the work. **ACTION:** The Clerk will instruct HAGS-SMP to carry out the work and request it is completed before the start of the school summer holidays.

16. Defibrillator

- a. **RESOLVED:** Members **noted** the letter received from Yorkshire Air Ambulance Service regarding transfer of ownership to the PC and agreed to transfer ownership of the defibrillator to the PC (YAS will replace the cabinet and defibrillator consumables before transferring ownership).
- b. Members **AGREED** the Clerk will inform YAS of the PC's decision.
- c. Cllrs Dunwell and McCready offered to do the weekly checks and will each do a month each and then swap on an ongoing basis (if required – see item 16.d below)
- d. The Clerk will verify with YAS as to whether weekly checks are required since the new defibrillators perform a self-test every day.

17. Footpaths Requiring Registering on the PROW Map

A discussion regarding the footpaths that are not on the PROW map took place, with Cllr Baxter advising some new legislation is coming into force in 2026 which will make it harder for new paths to be registered. **ACTION:** Members agreed they would like to proceed with applying to register the two paths that aren't currently registered, and would like them to be PROWs – this action was delegated to Cllr Baxter. The Chairman mentioned one of the footpaths is only a PROW in one direction. **ACTION:** Cllr Baxter will enquire about making it a PROW in both directions.

18. Planning Matters

- a. To consider and comment on new planning applications/appeals:

Planning/ Appeal ref	Address	Details
18/02798/FU/E	31 Brierlands Close Garforth Leeds	Single storey side/rear extension; conversion of garage to a habitable room No adverse comments made.

- b. To note the outcome of previous planning applications/appeals – none.
- c. Members of the public were asked to step outside whilst the PC discussed planning enforcement matters.

19. Finance

- a. To note the balances in the Parish Council's accounts - **noted as per attached bank reconciliation**.
- b. To approve the bank reconciliation - **RESOLVED** (attached).
- c. Members **RESOLVED** to approve the accounts for payment totalling £5,703.15 which includes £250.00 for Garforth In Bloom as agreed in item 11.b above.
CORRECTION: The appendices stated the cheque for £72.00 for printing costs (Zebra Print Management) included £12.00 of reclaimable VAT, however as this relates to hanging baskets the PC cannot reclaim the VAT, therefore the correct VAT amount is zero.

20. Matters for Information

- Cllr Dunwell said some of the brown bins had not been collected on two consecutive collection dates.
- Cllr Hancock said the sign on Greystones Close still hasn't been replaced.
- Cllr Hogg said the next PROW cut has been pencilled in for the last week of July.
- The Clerk confirmed the donations for both benches have now been received so she can proceed with placing the order.
- The Clerk informed members the disk space for emails and the website is being used almost to capacity and may need upgrading in the future.

21. Future agenda items

- a. Budget Update
- b. LeedsFest 2018
- c. Close of meeting – the Chairman closed the meeting at 9.40pm.

Minute 19.b – Bank Reconciliation

Bank Reconciliation

Aberford and District Parish Council

For the period 1 May 2018 - 31 May 2018

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 01-Jun-18

Approved by the Parish Council

Date: 12-Jun-18

Balance per bank statements as at 31 May 2018

	£	£
Current Account	2,029.46	
Revenue Reserve	24,615.54	
Capital Reserve	11,527.32	
Asset Renewals Fund	13,235.42	
		51,407.74

Less uncleared cheques at 31 May 2018:

100806	-100.00
100857	-20.00
100863	-20.00
100866	-42.00
	-182.00

Net bank balances as at 31 May 2018

51,225.74

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

CASH BOOK

Opening balance as at 1 May 2018	48,225.64
Add receipts 1 May 2018 to 31 May 2018:	3,617.11
Less payments for 1 May 2018 to 31 May 2018	-617.01
Closing balance per cash book as at 31 May 2018	51,225.74

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:				
Chq no.	Details			
100869	St Ricarius Church - room hire 12.06.18	20.00	-	20.00
100870	N Goonesinghe - salary June 2018	465.78	-	465.78
100871	N Goonesinghe - expenses to 06.06.18	80.76	6.11	86.87
100872	M Dando - NDP consultancy to 09.05.18	1,695.00	-	1,695.00
100873	A Fox Services - first grass cut 2018/19	242.00	-	242.00
100874	Broadley Group - paint railings	1,645.00	329.00	1,974.00
100875	Mrs P Harrison - Internal Audit fee and mileage	70.00	-	70.00
100876	Directions Planning Consultancy Ltd - SAP response	656.25	131.25	787.50
100877	Zebra Print Management Ltd - hanging basket labels	72.00	-	72.00
100878	Information Commissioner - Data Protection fee 2018/19	40.00	-	40.00
100879	Garforth In Bloom - grant award	250.00	-	250.00
	Total payments 16.05.18 - 12.06.18	5,236.79	466.36	5,703.15