

7. Neighbourhood Development Plan (NDP)

- a. Update: the early January meeting was cancelled as there was nothing to discuss.
- b. To **note** the next NDPMG meeting date – **noted** – the next meeting is scheduled for 31.01.19.

8. Asset Renewals Fund

- a. Members considered what the monies in the previously named “Asset Renewals Fund” should be used for following the PC’s decision to release these funds at the Dec 2018 meeting. **RESOLVED:** Members agreed to allocate £5,000 to the Becksid Play Area for resurfacing the ground when required, with a view to adding to the fund in the next few years to ensure it is sufficient. Members **AGREED** the remaining funds in the “Asset Renewals Fund” should be moved to the Revenue Reserve account to be used for general costs (£8,247.03).
- b. **RESOLVED:** Members agreed the name of the fund will be “Becksid Play Area Ground Resurfacing Fund” which is being set aside specifically for resurfacing the play area when required (a note to this effect will be included on the bank reconciliation).

9. Jubilee Field – Cycle Track

- a. Cllr Dunwell emailed some information to all members about a company in Scotland. He also contacted another company but they haven’t responded. These are the only two companies that Cllr Dunwell knows of who supply and install cycle tracks. Cllr Oakes suggested asking the children at school what they would like. Cllr Dunwell confirmed the track can be fixed to the ground.
- b. **ACTION:** Cllr Dunwell will speak to the company in Scotland again. **ACTION:** Cllr Oakes will speak to the Headteacher at school to see whether the children can be involved in the design process. **ACTION:** The Clerk will ask other PC’s if they have any information on installing a cycle track.

10. Banners

Cllr Piper has emailed the British Legion to see who owns the banners, and to ask whether there are any funds available for refurbishment/replacement. She is awaiting their response.

11. Budget & Precept for 2019/20

- a. Cllr Oakes confirmed some members of the Finance sub group and the Clerk had a budget meeting last week to discuss a few items (updated spreadsheet circulated prior to the PC meeting). He said the sub group recommends reducing the budget for Parlington to £500 (previously £2,500) in light of the recent update from the Inspector, which will be set aside to use for the PC’s consultant to write the PC’s response to the upcoming LCC consultation. No other costs are foreseen in the next financial year for this matter. Some other figures have been updated, including a reduction to the originally proposed precept, however an increase is still required to cover normal running costs and extraordinary costs in 2019/20.
- b. Members discussed the precept, noting the PC’s general reserves have depleted significantly in recent years, and if an increase isn’t done this year, an even larger one will be required in subsequent years. The Finance sub group recommended setting the precept for 2019/20 at £21,000, which is a significant overall percentage increase, but equates to approx. 2p per house per day. **RESOLVED:** Members agreed to set the precept for 2019/20 at £21,000.
- c. **RESOLVED:** Members agreed the Clerk will submit the precept return form on behalf of the Parish Council by the deadline of 08.02.19. This form was completed and signed by the Chairman and the Clerk at this meeting.

12. LeedsFest

- a. The Clerk has spoken to Festival Republic to find out when ticket allocations will be agreed – a meeting is due to take place on 31.01.19. Members discussed potential dates for the application process and agreed to bring it forward this year given the Clerk will be on maternity leave when it is usually done (April). **RESOLVED:** Members agreed the application process will open on 6th February 2019 and close on 6th March 2019. The draw date is to be confirmed.
- b. A provisional date of 28.02.19 has been set for members to meet with Festival Republic to discuss the issues raised after the 2018 LeedsFest.

13. Benches

Cllr McCready has spoken to the family who want to pay for a new bench in the village, and they’ve confirmed they would like it to be installed on Parlington Drive (to replace an older bench there). Members **AGREED** on a budget of up to £100 to pay for the old bench to be removed and the new one fitted (to be taken from the General Maintenance budget). **ACTION:** The Clerk will contact the family regarding transferring the funds and will proceed with ordering and installing the new bench in due course.

14. Defibrillator

The Clerk confirmed she contacted The Garforth & District Lions Club to ask if they will sign an ownership form for the defibrillator, however this was not accepted. The club is happy to carry on performing regular checks on the defibrillator and pay for replacement items when required, but they do not want to take on ownership. The Yorkshire Ambulance Service (YAS) was copied in on the correspondence and they would be happy for this arrangement to continue with the PC retaining ownership. Members considered this and would be willing to accept this arrangement if the club will sign a letter confirming the agreement, and confirming they will contact the PC immediately if they are no longer able to perform the regular checks and/or fund replacement items. A discussion took place about the cabinet that has been supplied and members **AGREED** to send it back to YAS. **ACTION:** The Clerk will draw up the agreement and send it to The Garforth & District Lions Club, copying YAS in on the email, and will contact YAS regarding returning the cabinet.

15. Leeds Site Allocations Plan (SAP)

Cllr Ryan Stephenson gave an update on the SAP with the following key points being **noted**:

- Cllr Stephenson thanked the PC and the action groups for their efforts, and said the Inspectors had noted the residents' presence at the hearing sessions.
- The original plan was for 70,000 new homes in Leeds with 1,800 of these situated at Parlington. The Inspectors have said to remove Parlington as a site as it is greenbelt land.
- The original target of 70,000 new homes being required has been recalculated to 55,000.
- LCC is required to run a consultation - Cllr Stephenson said responses are needed to agree with the Inspectors' recommendations.
- Once passed, Parlington will be safe until 2023 when it can next be put forward for review as a potential site.
- All information is being collated so it can be located should Parlington be put forward in the future.
- Developers could say more homes are needed, but the Inspectors would need to agree.
- When the Aberford NDP is reviewed (five years after being implemented), there would be the option to incorporate small developments, making a large one less likely to be put forward/approved.

16. Maternity Cover for Clerk/RFO

The Clerk has received an email from a locum clerk who is willing to help. Cllrs Reed and Piper asked the Clerk to respond to the candidate to acknowledge her email and confirm they'll be in touch in due course. The Clerk offered to continue doing the online banking tasks when she is off (account transfers, downloading bank statements, ordering cheque books, etc) so that access doesn't need arranging for another person for a short period of time. Members agreed this was a good idea. The closing date for applicants is 25.01.19.

17. GDPR – Incident Security Policy

Members reviewed the Incident Security Policy as prepared by Cllr Oakes using the template provided by YLCA (previously circulated). **RESOLVED:** Members agreed to accept the policy. **ACTION:** The Clerk will publish the policy on the PC website in due course.

18. Consultation: Leeds East Airport – Airspace Change Proposal In Support Of Global Navigation Satellite System (GNSS) Based Approach

- a. Members **noted** the above consultation is running for fourteen weeks to 27.03.19.
- b. Cllr Oakes gave an overview of the consultation, saying it shouldn't materially affect the day to day activities at the airport. The new system could allow aircraft to land in poor weather, so keep an eye on anything else that comes up. The aircraft fly over Lotherton Hall but not directly over the main area of the village. Cllr Oakes said he could see no reason to object. **RESOLVED:** Members agreed no comments are required to be submitted to this consultation.
- c. To consider who shall submit the comments by the deadline – n/a.

19. Newsletter

Cllr Piper said she's received a few topic ideas from other members to include in the newsletter, including LeedsFest, bowling club, precept, bus shelter funding, elections. Cllr Hogg suggested including a calendar of events. Cllr Piper said Cllr Griffiths has offered to help put the newsletter together, and that she hopes to start it next week.

20. Planning Matters

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

Planning/ Appeal ref	Address	Details
18/07693/RM/E	Land At Aberford Road Garforth Leeds	Reserved matters application for the erection of industrial unit, internal access road, drainage infrastructure and associated landscaping The Parish Council feels the proposed site for the warehouse is too close to Aberford Road and does not allow for sufficient screening. Whilst it is appreciated the land falls away at this point, the Parish Council also thinks the proposal to erect such a high building is detrimental to the street scene, especially as the rear of the building abuts the road and is a vast bland unbroken surface, and gives another reason for a wider planting zone if the building gets the go ahead. A single storey structure would be more acceptable.
18/07577/FU/NE	7 Parlington Villas Aberford Leeds	Retrospective application for Conservatory to rear No adverse comments made.
18/07842/FU/NE	Land At The Rear Of The Former Royal Oak Public House Main Street Aberford	One detached house Cllr Reed has tried to contact the Planning Officer to request a meeting on site but hasn't yet received a response. DELEGATION: Members agreed to delegate the PC's comments to the Planning sub group so they can be submitted by the deadline of 30.01.19.

Members also discussed a landscape planning application which was received on 14.01.19 (after the agenda and appendices were published) which has a deadline of 21.01.19:

Planning/ Appeal ref	Address	Details
19/01444/TR	Methodist Church Main Street Aberford	T1 and T2 Copper Beech - Removal of all deadwood, crown clean and thin by 10%, crown lift to approximately 4 meters and reduce lower limbs encroaching neighbouring properties over public footpath by 2 meters No adverse comments made.

b. Members **noted** the outcome of previous planning applications/appeals:

Planning/ Appeal ref	Address	Details
18/03850/FU/NE	Aberford Court Main Street Aberford	Demolition of existing detached dwelling and construction of new dwelling APPROVED 17.12.18

c. To consider and to note planning enforcement matters – not discussed.

21. Finance

- To note the balances in the Parish Council's accounts - **noted as per attached bank reconciliation.**
- To approve the bank reconciliation – **RESOLVED** (attached).
- Members **RESOLVED** to approve the accounts for payment totalling £399.73.
This amount includes the reversal of cheque 100921 issued in Dec 2018 and the re-issue of it on cheque 100925 due to a clerical error (same value).
Members **noted** the amount of cheque 100928 (Clerk's expenses) has reduced compared to the value on the published appendices – the Clerk ordered the wrong printer ink so will be refunded by the supplier for this. The amount for the replacement ink will be claimed in February 2019.
- Members reviewed the quarterly update on the 2018/19 budget; no issues were raised.

22. Matters for Information

- Cllr Dunwell asked whether a poster for the bowling club for a new "Turn Up and Bowl" weekly session can be displayed on the website and noticeboards. Cllr Reed said it can go in the public open

section of the noticeboards and the Clerk will put it on the website once received. The sessions will begin in May 2019 on Friday afternoons to promote the sport and club. The first three sessions will be free and sessions will be £1 per person thereafter.

- Cllr Reed said a vehicle has broken some of the railings on Pump Hill and bent one of the posts. No immediate action is required, but work may be required later.
- Cllr Piper said some rubbish had been dumped in the layby off Main Street South and the B1217.
- Cllr Piper asked whether the information the PC has regarding Parlinton can be archived – the Clerk confirmed everything has been stored electronically and there isn't any physical paperwork that needs to be kept. Cllr Piper will speak to SPAG to ask how they will safeguard the information they have.

23. Future Agenda Items

- Re-employment of A Fox Services for PROW maintenance.
- Hanging baskets.
- Close of meeting – the Chairman closed the meeting at 9.20pm.

Minute 21.b – Bank Reconciliation

Bank Reconciliation

Aberford and District Parish Council

For the period 1 December 2018 - 31 December 2018

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 06-Jan-19

Approved by the Parish Council

Date: 15-Jan-19

Balance per bank statements as at 31 December 2018

	£	£
Current Account	4,357.45	
Revenue Reserve	2,624.88	
Capital Reserve	11,537.34	
Asset Renewals Fund	13,247.03	
		31,766.70

Less uncleared cheques at 31 December 2018:	100806	-100.00	
	100921	-346.73	
	100923	-1,634.40	
	100924	-2,192.40	
			-4,273.53

Net bank balances as at 31 December 2018 **27,493.17**

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

CASH BOOK

Opening balance as at 1 December 2018	31,256.34
Add receipts 1 December 2018 to 31 December 2018:	16.56
Less payments for 1 December 2018 to 31 December 2018	-3,779.73
Closing balance per cash book as at 31 December 2018	27,493.17

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:				
Chq no.	Details			
100921	Cancel chq 100921 - to be re-issued	-346.73	-	346.73
100925	N Goonesinghe - re-issue chq 100921	346.73	-	346.73
100926	St Ricarius Church - room hire 15.01.19	20.00	-	20.00
100927	N Goonesinghe - salary January 2019	346.73	-	346.73
100928	N Goonesinghe - expenses to 08.01.19	18.00	-	18.00
100929	YLCA - Fee to advertise for locum clerk	15.00	-	15.00
	Total payments 19.12.18 - 15.01.19	399.73	-	399.73