#### **ABERFORD & DISTRICT PARISH COUNCIL**

Minutes of the Parish Council meeting held on Tuesday 19th February 2019 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

Present:	Cllr David Howson (Chairman)	Cllr Andy Hogg
	Cllr Keith Dunwell	Cllr Mike Oakes
	Cllr Nancy Griffiths	Cllr Marolyn Piper
	Cllr Paul Hancock	Cllr Ruth Reed

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO), Cllr Sam Firth, and three members of the public.

- 1. To receive apologies and approve reasons for absence Apologies were received from Cllr McCready.
- 2. To receive any disclosures of interest from Councillors on matters to be considered at the meeting None.
- 3. Minutes of the Parish Council Meeting held on 15<sup>th</sup> January 2019 **RESOLVED:** To approve the minutes of the Parish Council meeting held on 15<sup>th</sup> January 2019 and to sign them as a correct record. ACTION: The Chairman.

## 4. Crime & Security

The Chairman read the crime report for January 2019 which listed the following crimes:

- Burglary, Cattle Lane Victim is away from house. Unknown suspect approaches house unseen, climbs onto conservatory roof, forces sash window open, closes bedroom curtains, makes untidy search of bedroom and selects jewellery items and petty cash. Suspect then makes off as entry unseen.
- Burglary, Bunkers Hill Locus is detached property just off main road. Between times stated, suspect enters property through first floor window by climbing on low roof. Makes untidy search before making good escape through same.

## 5. Public participation

Members **noted** the following points raised:

- One person asked whether any plans have been submitted for the piece of land that was recently sold near Markham Cottages - members said none as yet as far as they know.
- Cllr Firth mentioned the bus meeting that took place recently, saving most of the issues discussed • related to Barwick and Scholes, but if there are any problems that residents need to report them straight away directly to Connexions. The general view is that the 64 service has improved greatly. A member of the public commented that the drivers are fantastic.
- Cllr Firth said fly tipping is increasing in Barwick and Scholes. He said people should be vigilant and give as much information as possible when reporting it to LCC.

#### 6. Neighbourhood Development Plan (NDP)

Update given by Cllr Oakes: The NDPMG met at the end of January. There's been a delay to the a. process due to the European Screening Report being updated, which is now complete and is under consultation until 5pm on 01.04.19. The NDPMG are hopeful the consultation will go smoothly as nothing else has changed. If all goes to plan, the group is looking at holding the referendum in November 2019, with possible implementation by the end of the year. Members AGREED they are happy for Cllr Oakes to give these dates to Cllr Ryan Stephenson.

The work that is required by the NDP Consultant is unlikely to be completed/invoiced before the end of March 2019, therefore the amount committed to previously but not spent will be rolled into the 2019/20 budget as previously discussed.

- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting noted.
- c. To decide any further action where necessary none.
  d. To note the next NDPMG meeting date noted the next meeting is scheduled for 04.04.19.

## 7. LCC Site Allocations Plan Consultation: 21.01.19 – 04.03.19 (SAP)

- a. Members **noted** the above consultation is being held by LCC
- b. Members reviewed the draft response letter written by Ms Kathryn Jukes of Directions Planning Consultancy Ltd, the PC's SAP Consultant, on behalf of the PC. Cllr Piper proposed two additional comments be added to the response - members voted on both and rejected the first but agreed to the second. **RESOLVED:** Members agreed to add the following line to paragraph three of the section titled "Modification 77":

We believe the revised sustainability appraisal does not give an accurate assessment of Parlington's sustainabilitv.

ACTION: The Clerk will ask Ms Jukes to add this line to the response.

- c. **RESOLVED:** Members agreed Ms Kathryn Jukes of Directions Planning Consultancy Ltd will submit the response to LCC on behalf of the PC by the deadline of 5pm on 04.3.19.
- d. To consider any other necessary action none.

## 8. Budget & Precept for 2019/20

- a. Members reviewed the budget (unchanged since Jan 2019) and **AGREED** no updates are required at this time.
- b. Members **noted** the Clerk submitted the precept return form on behalf of the Parish Council by the deadline of 08.02.19.

## 9. LeedsFest 2019

- a. Members **noted** the LeedsFest 2019 residents ticket application process opened on 13.02.09 and will close on 13.03.19 (one week later than previously planned due to the meeting regarding ticket allocations for parishes being delayed until 11.02.19)
- b. Members noted the ticket draw will take place on Wednesday 8th May 2019 at Aberford Bowling Club
- c. Cllr Hogg said the meeting date and time proposed by Festival Republic was unsuitable as both he and Cllr McCready will be at work. As ticket allocations have now been agreed for the 2019 festival, he suggested waiting until after the festival has taken place before meeting with Festival Republic, to see how this year's festival goes. It was raised that no one seemed to receive the leaflets that the PC was advised had been distributed to all homes in the village; members requested the leaflets are posted to all houses this year. **ACTION:** The Clerk will submit the request to Festival Republic.

#### 10. Hanging Baskets 2019

Cllrs Hogg and Oakes plan to begin leafletting soon to see who wishes to continue their sponsorship. Some new enquiries have been received.

Having more plants in the baskets was discussed, however the Clerk informed members she spoke to LCC's Parks & Countryside last week and they advised adding more plants could be detrimental to the way the flowers grow. They acknowledged the complaints made last year and said it wasn't just ADPC, and said they were looking at ways to combat the heat to get the best results.

The sponsorship price was discussed, with members noting it hasn't increased for several years although the prices charged by LCC have gone up. **RESOLVED:** The Chairman proposed increasing the sponsorship amount to £27 per basket (an increase of  $\pounds$ 2) – Cllr Piper seconded it and all members **AGREED.** Payments will be requested earlier this year as some payments were received late last year.

## 11. Benches

**RESOLVED:** Members considered the quote of £110.00 from A Fox Services to remove the old bench on Parlington Drive and install the new one, and all **AGREED** the quote was acceptable. **ACTION:** The Clerk will place the order for the new bench and will instruct Mr Fox accordingly.

#### 12. Maternity Cover for Clerk/RFO

- a. Cllrs Piper and Reed met with Ms Mary Farman and found her to be a very experienced clerk who has even trained clerks. Ms Farman informed Cllrs Piper and Reed that she would like to take on the position on a voluntary basis and receive no payment from the PC other than for mileage and any expenses. Cllr Hogg asked whether Ms Farman is available for the whole time she would be needed by the PC; she is.
- b. RESOLVED: Members accepted the recommendation from Cllrs Reed and Piper to offer the position of Clerk/RFO to Ms Farman whilst the current clerk is on maternity leave. ACTION: The Clerk will contact Ms Farman to inform her of the PC's decision, and will look into how the PC should proceed with employing Ms Farman on a voluntary basis.
- c. To discuss/consider any necessary action Cllr Oakes has volunteered to keep the PC website updated whilst the Clerk is on maternity leave, and all members were happy with this. The Chairman, Cllr Reed and the Clerk will arrange to meet Ms Farman ASAP and a handover will be arranged accordingly.

#### 13. Defibrillator

The Clerk confirmed she has sent a letter and statement to be signed to The Garforth & District Lions Club regarding the arrangements for the defibrillator (ownership of, regular checks on, and replacement parts for). This will be reviewed at their next meeting. Yorkshire Ambulance Service (YAS) are happy to collect the cabinet that the PC agreed to return at the January 2019 PC meeting. **ACTION:** The Chairman will contact YAS to arrange this.

## 14. Great British Spring Clean 2019

Members **noted** the Keep Britain Tidy 2019 spring clean is being held between 22.03.19 and 23.04.19.

Cllr Oakes informed members he has volunteered to clear rubbish in the village on a regular/ongoing basis. LCC are going to provide equipment for him to do voluntary litter picks. Once established, Cllr Oakes will use the Aberford Community Forum page to ask for volunteers to help him. He also said he would like to clear litter on the Parlington estate and asked the Chairman whether he would ask for permission for Cllr Oakes to do this, which he is happy to do. A couple of members said they would be happy to help.

## 15. Grass Cutting Services 2019/20

**RESOLVED:** Members agreed to re-employ A Fox Services for the PC's grass cutting requirements in the parish in 2019/20, and **noted** his rates will remain the same for the coming year.

## 16. Planning Matters

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

Planning/ Appeal ref	Address	Details
19/00197/FU/NE	97/FU/NE 16 Pinfold Rise Aberford Leeds Two storey part single storey side and	
		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 councillors discussed planning enforcement matters.

## 17. 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). Cllr Reed asked what cheque number 100806 is for as it has been an uncleared item for quite a while (£100.00). The Clerk said it is the grant awarded to the Aberford Primary School PTA Committee for their summer gala.
- c. Members **RESOLVED** to approve the accounts for payment totalling £490.37.

## **18. Matters for Information**

- The Chairman said he attended the meeting held in the village hall regarding abnormal loads and that only five other people went. He commented he would've liked for some of the other councillors to have gone. Two representatives from the brewery had flown in from Belgium for the meeting, along with one from Ireland.
- Cllr Dunwell informed everyone that Mr Trevor Brown who was previously a member of ADPC has passed away.
- Cllr Hogg has reported a couple of damaged PROW signs to LCC. The Chairman said he'd seen a couple of other damaged signs too.

## 19. Future Agenda Items

- a. Jubilee Field Cycle Track
- b. PTA cheque 100806
- c. Subgroups (May 2019 agenda)
- d. Close of meeting the Chairman closed the meeting at 9.05pm.

# Bank Reconciliation Aberford and District Parish Council For the period 1 January 2019 - 31 January 2019

Prepared by Natalie Goonesinghe, Clerk to the Parish Council		Date:	10-Feb-19
Approved by the Parish Council		Date:	19-Feb-19
Balance per bank statements as at 31 January 2019		f	£
Current Account		234.19	F
Revenue Reserve		10,509.20	
Capital Reserve		11,500.05	
Beckside Play Area Ground Resurfacing Fund	-	5,000.00	
			27,243.44
Less uncleared cheques at 31 January 2019: 1	L00806	-100.00	
1	L00926	-20.00	
1	L00929	-15.00	
			-135.00
Net bank balances as at 31 January 2019			27,108.44
The net balances reconcile to the Cash Book (receipts and payments a CASH BOOK	ccount)	for the period as f	ollows:
Opening balance as at 1 January 2019			27,493.17
Add receipts 1 January 2019 to 31 January 2019:			15.00
Less payments for 1 January 2019 to 31 January 2019			-399.73
Closing balance per cash book as at 31 January 2019			27,108.44
closing balance per cash book as at 51 January 2015			27,100.44

<u>Notes</u>

Capital Reserve is set aside for Jubilee Field

Beckside Play Area Refurbishment Fund is set aside for resurfacing the play area (minute 8 in Jan 2019 refers)

Accounts for payment:							
Chq no.	Details	Net	VAT	Total			
100930	St Ricarius Church - room hire 19.02.19	20.00	-	20.00			
100931	N Goonesinghe - salary February 2019	346.73	-	346.73			
100932	N Goonesinghe - expenses to 13.02.19	104.89	14.25	119.14			
100933	Cllr M Oakes - expenses to 13.02.19	4.50	-	4.50			
	Total payments 16.01.19 - 19.02.19	476.12	14.25	490.37			