

## **ABERFORD AND DISTRICT PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Tuesday 15th November 2022.**

**Meeting held in the Oriel room, St Ricarius Church, Aberford commencing at 7.30 pm.**

Present: Cllr Mike Oakes (Chair) Cllr Sarah Bradley  
Cllr Nancy Griffiths Cllr Keith Dunwell  
Cllr David Howson  
Cllr Ruth Reed

In attendance: Mr Peter Wigglesworth (Clerk/RFO)  
Two members of the public

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

Cllr Wilson was absent from the meeting.

**2. To receive any disclosures of interest from Councillors on matters to be considered at the meeting**

None received.

**3. Minutes of the Parish Council Monthly Meeting held on 18th October 2022**

**RESOLVED:** To approve the minutes of the Parish Council monthly meeting held in the Oriel room, St Ricarius church on 18th October 2022 and to sign as a correct record.

**ACTION:** To be signed by the Chair of that meeting.

**4. Councillor Vacancies**

Having attended the previous two meetings and completed an application form, co-option of Mr Bob Kitchen was proposed by the Chair and seconded by Cllr Griffiths. All members were in agreement and the clerk confirmed that he will write to Mr Kitchen to complete the process. Cllr Bradley commented that she would like the new councillor to receive a proper induction to the work of the parish council. **RESOLVED.**

**5. Public Participation**

No issues were raised on this occasion.

**6. Crime & Security**

- a. The clerk gave an update of September crime activity, as reported on the Police UK database. Five crimes were recorded in the Aberford district on this occasion, of which two had taken place within Aberford village. No prosecutions had resulted.
- b. Cllr Dunwell reported back on the PACT meeting held on 20<sup>th</sup> October. He advised that there had been general references to issues pertinent to the Aberford district, such as speeding, but there were no items which specifically related to ADPC.

**7. Christmas Lights**

Cllr Bradley said that Community Illuminations Aberford had remained very difficult to contact, however it was noted that their Christmas event has been advertised for 2<sup>nd</sup> December. She added that Christmas options for 2023 will be explored, ideally in conjunction with the CIA, and financial assumptions will be fed into the budget process.

**ACTION:** Clerk to contact LCC to ensure that the arrangements for the Parish Council sponsored lights switch on are in place for 2<sup>nd</sup> December.

**8. Use of Aberford Main Street as a motorway diversionary route**

Cllr Dunwell outlined his thoughts on this issue, which essentially involved Highways England providing and maintaining suitable speed signage in the village for use when redirected traffic is sent through Aberford. After consideration, Members felt that this would be difficult to enforce and hard to differentiate the signage requirement from normal village traffic. It was **AGREED** by all that members would report to the police any instances of speeding or other poor driving practice.

## 9. Projects update

### a. **Maintenance of communal gardens and green spaces**

Cllr Griffiths reported that she had spoken with former Cllr Bodey, who had confirmed that he will cut the Wildflower Meadow at an appropriate time in the annual cycle. Mr Bodey had also said he will be happy to provide advice and support on the other projects as his time permits. Cllr Griffiths confirmed that she will remain the point of contact and co-ordination of efforts in this regard.

### b. **Beckside Playground maintenance**

Cllr Bradley confirmed that the new Whirly Bob roundabout replacement should be in situ by mid- December. Regarding the concerns over surfacing work done on the swings and replacement see saw, the Clerk said that, following his latest reminder e-mail, a representative from HAGS is due to make contact in the next day or two to discuss the position.

### c. **Website Upgrade**

The clerk confirmed that the National Cyber Security Centre have agreed to postpone any further action on security concerns, on the basis that the Parish Council will look to review and rebuild the company website in the new financial year. **ACTION:** Clerk to advise Lazenby Brown of the position and obtain options and financial quotes to inform the budget process. Clerk to also ascertain whether any site and page related footfall data is available.

### d. **Installation of upgraded speed signs**

Cllr Griffiths reported that she has now identified the appropriate Leeds City Council contact to move this issue forward and will report back to members in the near future.

### e. **Fencing improvements at Pump Hill**

Cllr Griffiths reported that Roy Greaux from the Leeds City Council Parks Department has offered to provide a quote for replacement fencing. Cllr Oakes said that we now need a review, led by the Environment and Maintenance Working Group, to consider the options for maintenance or replacement of the fencing in the Pump Hill area.

## 10. Correspondence received

The clerk confirmed that there were no outstanding matters to discuss.

## 11. Planning matters

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

Planning/ Appeal ref	Address	Details
22/06872/FU/MIN	Ridge Road Farm Ridge Road Micklefield	Installation of 7no. containers for storage/offices/associated activities, construction of building over existing separation bunker, and extension of CHP stack to 12 metres high  <b>The Parish council are of the opinion that this represents over industrialisation of this site, possibly impinging on a green belt site</b>
22/06380/FU/NE	Aberford Court Main Street Aberford	First floor extension with balustrade above and balcony; glazed enclosure to existing first floor balcony to rear  <b>Although the Parish Council recognise that this is clearly a large extension, they consider that it does not change the location footprint so have no adverse comments</b>

- b. To note the outcome of previous planning applications/appeals

Planning/ Appeal ref	Address	Details
22/04654/FU/NE	Green Meadows Greystone Park Aberford	Detached garage and boundary wall to front  <b>REFUSED 14.10.22</b>
22/05287/FU/E	4 East Ridge View Garforth Leeds	Conversion of integral garage to form habitable rooms; single storey rear extension; widening of driveway to form additional parking  <b>APPROVED 25.10.22</b>
22/05869/FU/NE	14 Hayton Wood View Aberford	Single storey porch to front  <b>APPROVED 19.10.22</b>
22/05760/FU/NE	Aspen House, Cattle Lane Aberford	Detached double garage to side  <b>APPROVED 28.10.22</b>
22/06074/FU/NE	3 Field Lane Aberford Leeds	Part two storey, part single storey side and rear extension; demolition of existing store  <b>REFUSED 31.10.22</b>

## 12. Finance update

- a. To **NOTE** the balances in the Parish Council's accounts- **NOTED** as per attached bank reconciliation.
- b. To **APPROVE** the bank reconciliation as at 31.10.2022- **RESOLVED** (attached).
- c. To **NOTE** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).
- d. Members discussed the 2023/24 budget. It was **AGREED** that the Finance Sub group (plus Cllr Bradley) will meet with the clerk before the next meeting in order to start the process.
- e. The clerk confirmed that the new scale pay rates for the finance year commencing 1.4.22 have now been agreed and published. He added that, in order to simplify the process, he had agreed with the Finance sub group that arrears of £268.72 should be paid in four equal instalments from December 2022, along with the increased monthly salary.
- f. The clerk advised members that he had met with PC Crew in Wetherby to discuss the purchase of a company lap top and printer. As a result a quote had been produced as circulated with an approximate net cost of £700 for the equipment and set up plus £60 per annum for office 365 and cloud storage. After discussion, all members **AGREED** that the clerk should proceed with the purchase and set up at the earliest opportunity.

### **13. Matters for Information**

Cllr Reed commented that the new relaxed moving signage at the North end of the village appears to have been installed outside the boundary of ADPC.

Cllr Reed asked the clerk to contact Leeds City Council to remove the graffiti which is still on the North end of the bridge on the west side of the road.

Cllr Dunwell said that the two redundant concrete-bound poles were still lying on the Jubilee Field. The clerk said he will ask the LCC Parks department if they could take these away.

Cllr Griffiths advised that production of the newsletter has been delayed and is now likely to be in January.

Cllr Oakes advised that the turn out for the Armistice Service had been excellent and thanked Cllr Howson for leading the event.

Cllr Oakes advised members that he intends to put forward at the December meeting a proposal to adopt the Leeds City Council model code of conduct for elected councillors. He further advised members that he also hopes to be able to issue some guidance on social media use, again in the form of the documentation currently in issue by Leeds City Council.

There being no further points, Cllr Oakes closed the meeting at 8.35pm.

## Minute 12

### Bank Reconciliation Aberford and District Parish Council For the period 1 October 2022 - 31 October 2022

Prepared by Pete Wigglesworth, Clerk to the Parish council  
Approved by the Parish Council

Date: 9.10.22  
Date: 15.10.22

#### Balance per bank statements as at 31 October 2022

	£	£
Current Account	54.18	
Revenue Reserve	61,099.65	
Capital Reserve	11,506.21	
CIL reserve	6,209.31	
Beckside Play Area Refurbishment Fund	7,506.15	
		<hr/>
		86,375.50

Less uncleared cheques at 31 October 2022:

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0.00

**Net bank balances as at 31 October 2022**

**86,375.50**

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

#### CASH BOOK

Opening balance as at 1 October 2022	86,848.41
Add receipts 1 October 2022 to 31 October 2022:	0.00
Less payments for 1 October 2022 to 31 October 2022	<hr/> <b>-472.91</b>
<b>Closing balance per cash book as at 31 October 2022</b>	<hr/> <b>86,375.50</b>

**Receipts received:**

<b>Date</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
	None received October 2022	-	-	-

**Accounts for payment:**

<b>Chq no.</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
EFT	P Wigglesworth - salary Nov 22	367.41		367.41
EFT	P Wigglesworth expenses to 09.11.2022- home allowance (£18), purchase of printer ink (£18)	33.00	3.00	36.00
EFT	Hire of Oriel Room, St Ricarius church@ £20 - 15/11/22	20.00		20.00
EFT	Lazenby Brown - website fees 2022/23	530.00	106.00	636.00
<b>Total payments 13.10.22 - 09.11.22</b>		<b>950.41</b>	<b>109.00</b>	<b>1,059.41</b>