



c. **Installation of upgraded speed signs**

The clerk said that, following the latest correspondence with Leeds City Council, it was apparent that any order placed with them would be based on the previously advised costs and completion timescales. Members then discussed the relative merits of this compared to purchasing the speed signs directly from an external supplier and installing them using Parish Council resources.

In this regard, the clerk was asked to clarify the position regarding permission to attach signs to lamp posts which is apparently the recommended best practice with such installations. Cllr Kitchen also asked if the replacement cost of batteries could be established. **ACTION:** Clerk to follow up these two points.

d. **Fencing improvements at Pump Hill**

In Cllr Bradley's absence, the clerk summarised the position. Members were in agreement that the quote she had obtained appeared to fit the bill, provided that the material specification would be of a quality suitable for a long-term installation. **ACTION:** Clerk to take this up with Cllr Bradley.

On a general point, the Chair reminded all members that any quotes, invoices or other engagement correspondence should always be sent to the Clerk in the first instance. The Clerk will circulate as appropriate and can then take up any matters arising with the potential supplier. All Members noted this.

7. **Leeds Fest 2023**

Cllr Dunwell said that invitations to a Teams meeting of the 2023 Leeds Festival Traffic Working Group have been sent out but the meeting time and date was not apparent on the invite. The clerk said that, based on the automatic diary posting which acceptance generates, he believed this to be scheduled for 14<sup>th</sup> March at 5pm, which was later confirmed. Cllr Wilson said that he intends to raise the issue of improved public health and safety at the Festival in that forum.

The clerk said that he had received confirmation from Festival Republic that there will not be any changes in ticket allocation, prices or other key arrangements for 2023 and he will therefore endeavour to get the application process working and open by the end of February. **ACTION:** Clerk to arrange and also liaise with Cllr Bradley to get this advised on the Aberford Community Forum once available.

8. **Review of Standing Orders**

Cllr Oakes said that Standing Orders are adopted each year as part of the Annual Meeting process, adding that there is a need for ADPC to review the existing version against the 2022 updated NALC model. After discussion it was **AGREED** by all that Cllr Wilson will work with Cllr Oakes to review these and recommend and proposed changes for discussion at the April Parish Council meeting.

9. **Grass Cutting arrangements 2023**

Councillors discussed the arrangements for 2023, after which it was **AGREED** by all that Cllr Howson will speak with the current contractor Andy Fox with a view to him continuing to do this work, provided that his quote for 2023 is not significantly above that agreed for 2022.

It was further **AGREED** by all that Cllr Howson will take the lead in determining the work required and liaise with the clerk in terms of processing the quote and subsequent invoices for payment.

10. **Jubilee Field Hedge Cutting**

The Clerk advised that two quotes had been received to undertake the required work to cut back and tidy up the hedges and trees around the Jubilee Field. Both were from known and reputable contractors and therefore it was **AGREED** by all to accept the lower quote, which was from Bowman Aboriculture Ltd. **ACTION:** Clerk to arrange acceptance and payment in due course. Cllr Howson to liaise with the contractor to agree the timescale for completion.

#### **11. Land for sale between School Lane and Jubilee Field**

Cllr Oakes referred to the piece of land which adjoins the Jubilee Field and the unmade road which runs parallel to School Lane and advised members that this will be made available for sale at auction on 8<sup>th</sup> March 2023. He said that this is private land, with no right of way as a crossing between the field and School Lane.

Councillors then discussed whether they felt that purchasing this land at a suitable price would be an appropriate use of Parish Council funds. Cllr Oakes said that were such an avenue to be pursued it will be necessary, as the custodians of public funds, to obtain a valuation of the land and also demonstrate that the purchase would be a good use of the funds, such as for the creation of a community garden or similar. He also pointed out that, in addition to the purchase and valuation costs there would be additional fees for the auctioneer and solicitors fees for conveyancing.

Various differing views were expressed during the discussion. Several councillors were in favour of the proposal, provided that the land affordable within budget constraints and would be used in a way that benefitted Parish residents. However, contrary opinions were expressed, taking the view that the land would use up financial resources which could be better utilised elsewhere within the parish.

After a long discussion it was **AGREED**, by a majority vote of 5-2, that an offer of £5,000 should be made to the vendors, to be submitted concurrent with a formal agents valuation of the land. Cllr Oakes then proposed that, should this offer not be accepted, an extraordinary meeting of the Parish Council should be arranged for week commencing 27<sup>th</sup> February to discuss whether to take matters any further.

#### **12. Appointment of Internal Auditor**

The clerk confirmed that Mr Brian Hopper is happy to undertake the Internal Audit for the period ending 31.3.2023, as in 2020/21 and 2021/22. He added that the price quoted is £100, £10 up on last year but still significantly less than the YLCA standard charge for the service.

After discussion all members **AGREED** to appoint Mr Hopper to undertake the Internal audit for the year ending March 2023. **ACTION:** Clerk to advise Mr Hopper accordingly and liaise with him on the work required in due course.

#### **13. Correspondence received**

The clerk advised that a local resident has contacted him regarding the poor standard of grass cutting on Lotherton Lane in recent years. Members were aware of problems in recent years in terms of both frequency and standard of cut, Cllr Howson commenting that this was a particular problem in the area from the intersection with Main Street leading up to the motorway bridge.

After discussion, it was **AGREED** by all that the clerk should again approach Leeds City Council to try to get this improved for 2023. **ACTION:** Clerk to contact LCC and also advise the complainant of the proposed action.

## 14. Planning matters

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

Planning/ Appeal ref	Address	Details
23/00203/FU/E	Land Off Isabella Road, Immediately East Of Ash Lane Garforth	Retrospective application for installation of new access gates; associated hard and soft landscaping and relocation of boundary fence to accommodate visibility splays along Ash Lane.  <b>NO ADVERSE COMMENTS</b>
23/00339/FU/NE	1 Haverthwaites Drive, Aberford	Alterations including two storey side extension with new dormer windows to front; new roof lights to front; carport to side with first floor balcony and balustrade.  <b>NO ADVERSE COMMENTS</b>
23/00770/FU/NE	1 Church House Cattle Lane Aberford	Demolition and construction of conservatory to the rear  <b>The Parish Council note that no Listed version of this application has yet been circulated and also that this proposal differs in some respects to the proposals submitted by the owners of the adjacent properties at Numbers 2 and 3 Church House. However, the Parish Council have reviewed the proposal in detail and the reasons why it incorporates masonry provisions and they are satisfied that the additional requirements are required and do not constitute any detriment to other properties. The Parish Council therefore have no objections to the proposal.</b>
23/00790/FU/NE	2 Church House Cattle Lane Aberford	Replacement of conservatory to rear with timber conservatory incorporating heritage double glazing; refurbishment of the sliding sash windows using the existing frames.  <b>NO ADVERSE COMMENTS</b>
23/00791/LI/NE	2 Church House Cattle Lane Aberford	Listed building application for replacement of conservatory to rear with timber conservatory incorporating heritage double glazing; refurbishment of the sliding sash windows using the existing frames Also refurbish the sliding sash windows with new sashes that have gaskets and heritage double glazing fitted within the sashes. Use the existing frames in situ.  <b>NO ADVERSE COMMENTS</b>

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

Planning/ Appeal ref	Address	Details
22/05812/FU/NE	Strawberry Hill House Main Street Aberford	Replacement of all sash windows with large single pane windows  <b>APPROVED 19.1.23</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>APPROVED 18.1.23</b>
22/07846/FU/E	11 East Ridge View Garforth Leeds	Demolition and replacement of conservatory with single storey rear extension  <b>APPROVED 13.1.23</b>

## 15. 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 31.1.2023- **RESOLVED** (attached).
- c. To **NOTE** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).
- d. **To review the budget review document, covering the period to 31.1.23.**  
The clerk said that spend in the year to date is £22.4k, adding that the latest projection for the full year is £46.7k, which includes provision for completion of the Pump Hill fence replacement and speed sign purchases. The clerk concluded by saying that should all 2023/24 budgeted items be completed the current £70k bank balance will be circa £15k.
- e. **To approve an increase in the clerk's current home working allowance.**  
Members considered a proposal by the Finance Working Group to increase the clerk's home working allowance from £18 to £22, to reflect the inflationary cost of living changes since the clerk took on the post in November 2020. After discussion it was **AGREED** by all that this be implemented effective from March 2023.

## 16. Matters for Information

Cllr Oakes said that following expiry of the 5 year period, the Arabian Horse is no longer registered as an asset of community value. He said that this issue will be on the agenda for discussion at the next meeting.

Cllr Oakes advised members that Cllr Bradley has been in touch with LCC/Ward Councillors regarding the build out recently installed on Main Street and will report back in due course. Several members commented that the proposed works are likely to be ineffective and possibly dangerous as presently configured.

Cllr Griffiths advised that the 22<sup>nd</sup> February is the cut off date for additions or amendments to the draft newsletter. Cllr Howson asked if an entry on dog fouling could be included and said he would provide details of a recent example he had encountered.

Cllr Griffiths said that a new defibrillator has been agreed for installation at the Village Hall. This facility is additional to the existing one outside the Arabian Horse on Field Lane which remains fully operational.

The clerk said that the Team Leader for the Outer North East Cleaner Neighbourhoods team had made contact with him regarding an introductory meeting. Members asked the clerk to invite her to the next meeting.

There being no further points, Cllr Oakes closed the meeting at 9.10pm.

**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the period 1 January - 31 January 2023**

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

Date: 15.2.23  
Date: 21.2.23

	£	£
<b>Balance per bank statements as at 31 January 2023</b>		
Current Account	82.30	
Revenue Reserve	44,844.11	
Capital Reserve	11,518.71	
CIL Reserve	6,109.31	
Beckside Play Area Refurbishment Fund	7,621.05	
		<hr/>
		70,175.48
Less uncleared cheques at 31 January 2023:		
		0.00
<b>Net bank balances as at 31 January 2023</b>		<b>70,175.48</b>

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

**CASH BOOK**

Opening balance as at 1 January 2023	81,143.18
Add receipts 1 January 2023 to 31 January 2023:	4.60
Less payments for 1 January 2023 to 31 January 2023	<hr/> <b>-10,972.30</b>
<b>Closing balance per cash book as at 31 January 2023</b>	<b>70,175.48</b>

Notes

Capital Reserve is set aside for Beckside Play area

**Receipts received:**

<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Cheques for wayleave agreements Field Lane	4.60		4.60
<b>Total receipts January 2023</b>	<b>4.60</b>	<b>-</b>	<b>4.60</b>

<b>Accounts for payment:</b>				
<b>Chq no.</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
EFT	P Wigglesworth - salary Feb 23	447.98		447.98
EFT	P Wigglesworth expenses to 15.2.2023- home allowance (£18), mileage to PC crew (£8.10), purchase of mouse for laptop (£12.98)	36.91	2.17	39.08
EFT	Hire of Oriel Room, St Ricarius church@ £20 - 21/2/23	20.00		20.00
EFT	PC Crew Wetherby- purchase of MS office 365 licence	50.00	10.00	60.00
EFT	YLCA- training Cllr Wilson	25.00		25.00
EFT	Hire and installation of Xmas lights by Leeds City Council	1,118.00	223.60	1,341.60
EFT	Hire of Village Hall for December meeting	20.00	-	20.00
	<b>Total payments 12.1.23 - 15.2.23</b>	<b>1,717.89</b>	<b>235.77</b>	<b>1,953.66</b>