

- 15.078 **Review of member responsibilities**
RESOLVED: Subject to final approval with regards to responsibilities for Hanging Baskets sponsorship, World War I and II memorials and parish monuments and Leeds Festival, to approve the appointments and responsibilities as set out in Appendix 1.
- 15.079 **Review and adoption of standing orders**
RESOLVED: To defer this item to a future meeting
- 15.080 **Review of assets**
RESOLVED: To agree the revised Register of Assets (copy attached).
- 15.081 **Review of insurance cover**
NOTED: Insurance continued with Aviva through Came and Co Parish Council Insurance and was due for renewal on 1 October 2015. The Parish Council was committed to continuing with cover through Came and Co for a further year under the terms of the three year agreement that it had entered into in 2013. The policy provided cover for loss or damage to assets with an insurance value of £126,134.18. This included the new table tennis tables and football posts at Jubilee Field which had been insured for no extra cost to the next renewal date. Cover did not extend to the war memorial which was not owned by the Parish Council.
- 15.082 **Review of operational risk assessment and financial risk assessment**
RESOLVED:
1. To adopt the revised Operational Risk Assessment;
 2. To adopt the Financial Risk Assessment.
- 15.083 **Review of membership of other bodies**
RESOLVED:
1. To continue membership of Yorkshire Local Councils Association and Rural Action Yorkshire;
 2. To approve the Clerk's continued membership of the Society of Local Council Clerks.
- 15.084 **Review of requests under the Freedom of Information Act and Data Protection Act**
 No requests had been received.
- 15.085 **Adoption of policy for dealing with the press/media**
RESOLVED: To defer this item to a future meeting.
- 15.086 **Adoption of disciplinary and grievance procedures and policy on equality and dignity at work**
RESOLVED: To defer this item to a future meeting.
- 15.087 **Dates and times of ordinary meetings for the year ahead**
RESOLVED: That the ordinary meetings of the Parish Council for the ensuing year be held on the third Tuesday of each month, commencing at 7.30pm, in the Oriel Room, St Ricarius Parish Church, unless otherwise indicated.
- 15.088 **Attendance record**
NOTED: The attendance record for 27 May 2014 to 21 April 2015 as follows:

<u>Councillor</u>	<u>Expected</u>	<u>Present</u>
Ray Alderson	6	1
John Barker	12	11
Trevor Brown	6	5
Keith Dunwell	12	11
Jacqueline Jeffrey	12	10
Paul Hancock	12	9
David Howson	12	12
Marolyn Piper	12	11
Ruth Reed	12	9

Notes

1. Cllr Alderson resigned October 2014
2. Cllr Brown co-opted 18 November 2014

- 15.089 **Close of meeting**
 Cllr Howson closed the annual meeting at 7.28pm.

APPENDIX 1

Minute 15.075, 15.077 and 15.078

Aberford and District Parish Council

Advisory and Working Groups

Parish Council business is conducted at its regular monthly meetings.

The following groups are appointed by and solely responsible to Aberford and District Parish Council. The terms of reference of each group are defined and agreed by the Parish Council and may be modified at any time by vote of the Parish Council.

Each group is advisory and has no power to make decisions on behalf of the Parish Council or incur any expenditure, unless specifically authorised in relation to a specified decision or item of expenditure which authorisation shall only be given by the Parish Council at a public meeting and recorded in the minutes.

Group	Membership	Terms of Reference
Public Rights of Way Working Group	J Jeffrey P Hancock D Overend	<ul style="list-style-type: none"> i. To take the lead on all public rights of way (PROW) matters; ii. To be the principal contact point for the public on PROW matters; iii. To walk, with assistance from other members, the PROW network once a year to assess the condition; iv. To consider and report on issues relating to the condition and maintenance of PROW and to recommend courses of action to the Parish Council; v. Where required, to recommend a contractor to maintain the PROW network; vi. To agree invoices submitted for maintenance work for approval by the Parish Council
Planning Advisory Group	P Hancock D Howson R Reed	<ul style="list-style-type: none"> i. To take the lead on planning issues; ii. To be the principal contact point for the public with planning queries; iii. To receive planning applications on behalf of the Parish Council, to consider the same including making site visits if necessary and to make recommendations to the Parish Council on comments to be submitted to Leeds City Council; iv. To notify members of receipt of planning applications in good time and to invite their comments; to arrange site visits by other members if considered appropriate; v. To take into consideration comments from members in making their recommendations to the Parish Council
Jubilee Field and Play Area Working Group	P Hancock D Howson M Piper R Reed	<ul style="list-style-type: none"> i. To oversee all aspects relating to Jubilee Field and the Play Area, including ongoing maintenance and the repair and/or replacement of equipment or surfaces; ii. To undertake visual inspections of the Play Area and Jubilee Field on a weekly basis and to complete a monthly written checklist; to report back to the Parish Council on maintenance required; iii. To consider any quotes or estimates received for maintenance, repair or replacement costs and to make recommendations to the Parish Council; iv. To meet quarterly to consider any further

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		development of Jubilee Field and to bring forward proposals to the Parish Council
Highways and Traffic Management Advisory Group	J Barker D Howson M Piper	<ul style="list-style-type: none"> i. To take the lead on dealing with highways, traffic management and parking issues; ii. To be the principal contact point for the public in relation to highways, traffic management and parking issues; iii. To liaise and meet with Leeds City Council as necessary to discuss issues relating to highways, traffic management and parking
Village Design Statement Working Group	J Jeffrey D Overend + one co-opted member	To review the VDS and finalise for approval by the Parish Council before submission to Leeds City Council
Governance Working Group	J Jeffrey M Piper R Reed	To liaise with the Clerk on the review and drafting of governance documents and to make recommendations to the Parish Council on the adoption of governance documents
Finance and Resources Advisory Group	D Overend M Piper R Reed	<ul style="list-style-type: none"> i. To conduct internal financial controls; ii. To consider and to make recommendations to the Parish Council on budgetary, finance and resource issues; iii. To deal with and make recommendations to the Parish Council on employment and pension matters; iv. To be the principal point of contact in dealing with complaints from members of the public
Environment and Maintenance Working Group	J Barker K Dunwell D Howson	<ul style="list-style-type: none"> i. To consider and deal with issues relating to dog-fouling, grass and hedge cutting, weed control, street cleansing, fly-tipping, litter-bins, street furniture and any other aspects of maintenance throughout the parish; ii. To be the principal point of contact for the public on environmental issues; iii. To liaise and meet with Leeds City Council as necessary to discuss environmental issues
Communications Advisory Group	D Overend M Piper	<ul style="list-style-type: none"> i. To take the lead and to make recommendations to the Parish Council on developing strategies and policies for improving communication with the public; ii. To review and maintain the Parish Council's website and to make recommendations to the Parish Council on the content of the website, hosting and any other issues; iii. To consider developing a logo/brand for the Parish Council and to make recommendations to the Parish Council
Policy Development Group	<u>To be confirmed</u>	<u>To be confirmed</u>

External Organisations

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Organisation	PC Representative(s)
Neighbourhood Development Plan Management Group	J Barker K Dunwell R Reed
Village Hall Committee	M Piper
Leeds City Council Outer North East Parish and Town Council Forum	K Dunwell R Reed
Hook Moor Liaison Committee	J Barker K Dunwell
Aberford Almshouses Trust	J Jeffrey
Poor Lands Trust	J Jeffrey
Aberford Church of England Primary School	M Piper
The Crime Prevention Panel, Outer North East Leeds	K Dunwell

Additional Responsibilities

Description	Members	Responsibilities
Hanging Baskets sponsorship	<u>To be confirmed</u>	To raise sponsorship, collect sponsorship money, to deal with any maintenance issues, to liaise with Leeds City Council as required on any issues arising
World War I and II memorials and parish monuments	J Jeffrey	To consider the provision of memorials to commemorate the anniversaries of World Wars I and II; to deal with public consultations; to make recommendations to the Parish Council; to take the lead in organising any memorial agreed by the Parish Council to be provided; <u>to deal with maintenance of war memorials and parish monuments</u>
Garforth/Aberford joint NDP	J Barker K Dunwell R Reed	To liaise with LCC and Garforth Forum on the possibility of a joint Aberford/Garforth neighbourhood development plan area and to report back to the Parish Council
Newsletter	M Piper	To be responsible for the writing, printing and distributing of the Parish Council newsletter at least twice per year
Christmas Lights	K Dunwell D Howson D Overend	To consider the location and number of Christmas lights and appropriate suppliers and to make recommendations to the Parish Council; to take the lead in organising the installation of lights; to consider any “switch-on” event and to bring forward proposals to the Parish Council; to liaise with the supplier as necessary in the event of any issues with the lights
<u>Leeds Festival</u>	<u>J Jeffrey</u>	<u>To deal with the allocation of Leeds Festival residents’ tickets to residents</u>

APPENDIX 2

Minute 15.080

ABERFORD AND DISTRICT PARISH COUNCIL
ASSET REGISTER – 19 MAY 2015

Description	Acquisition cost (if known)	Current Value	Insurance Value	Notes
1 Land				
Three plots of land held in trust by the Parish Council and used for the benefit of all residents. The plots remained following the Enclosure Acts and were granted to the Parish Council by the High Court many years ago. No development value attaches to any of the plots.				
a an area around the bus turning circle at the north end of the village. Nominal value.		1.00		
b Pump Hill "village green". Nominal value.		1.00		
c Land at Becksid which was the old ford, extending both sides of Cock Beck upon the east side of the bridge and incorporating the Play Area on the north bank of Cock Beck. Nominal value.		1.00		
2 Market Cross				
Listed pre-1644 stone pillar. Restored by public subscription in 1911. Sited close to the entrance of Aberford Parish Church. Nominal value.		1.00		
3 Street Furniture				
a Stone trough. Nominal value.		1.00	1,264.85	1
b 20 benches. Nominal value.		20.00	5,033.39	1
c Noticeboards:			2,000.00	
i. Noticeboard near junction of Bunkers Hill & Parlington Lane. Nominal value.		1.00		1
ii. Noticeboard by St John's Garth. Nominal value.		1.00		1
iii. Noticeboard on Pump Hill. Purchased December 2014.	1,964.74	1,591.44		1
d 3 grit boxes. Nominal value £1 each.		3.00		
e 4 village name stones. Purchased November 2002. Nominal value as no resale value.	3,896.00	4.00		
4 Play Area				
a Play area equipment. Nominal value as no resale value.		1.00	36,492.58	2
b Gates and fencing. Nominal value as no resale value.		1.00	6,667.08	3
5 Speed Warning Signs				
2 vehicle activated speed signs. Purchased September 2008. Nominal value as obsolete equipment.	7,330.08	2.00	8,746.68	3
6 Jubilee Field				
a MUGA and tennis court, with 3m high fencing, chicane entrance and access gates. Acquired June 2013.	39,214.00	31,793.34	40,782.56	2
b 6 pieces outdoor gym equipment. Acquired May 2013 with the assistance of the Well Being Fund.	7,321.95	28,614.00	8,720.40	2
c 6 benches. 5 purchased June 2013. 1 acquired November 2014.	2,018.80	1,635.29	1,747.20	1
d 3 bins. Acquired June 2013.	796.45	645.13	687.44	1
e Church gate. Acquired June 2013.	650.00	526.50	650.00	3

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f	Bowling club security gates. Acquired June 2013.	2,650.00	2,146.50	2,650.00	3
g	Fencing from car park. Acquired June 2013.	5,600.00	4,536.00	5,824.00	3
h	Commemorative plaque. Purchased July 2013.	235.20	190.51		
i	Ping! table tennis table. Acquired September 2014.	650.00	585.00	650.00	2
j	Ludis table tennis table. Acquired December 2014.	3,468.00	3,121.20	3,468.00	2
k	5 a-side football posts. Acquired November 2014.	750.00	675.00	750.00	2
l	5 a-side football nets. Acquired November 2014.	350.00	315.00		
7	<u>Books</u>				
	Arnold Baker on Local Council Administration, 9th edition. Purchased February 2014.	63.00	51.03		
	TOTAL		76,463.94	126,134.18	

Notes

- 1 Insured under Street Furniture. Total sum insured £19,479.56
- 2 Insured under Playground Equipment (inc installation). Total sum insured £90,863.54
- 3 Insured under Gates and Fences. Total sum insured £15,791.09

Reviewed and agreed by the Parish Council at its meeting held on 19 May 2015

DRAFT