



To Members of the Parish Council

You are hereby summonsed to attend a meeting of the Parish Council at **7.30pm on Tuesday 12 June 2018** at the Oriel Room, St Ricarius Parish Church, Aberford, for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

N Goonesinghe
Clerk to the Parish Council
6 June 2018

AGENDA

1. **To receive apologies and approve reasons for absence (DH)**
2. **To receive any disclosures of interest from Councillors on matters to be considered at the meeting (DH)**
3. **To confirm the minutes of the Annual and Monthly Parish Council Meetings** held on 15th May 2018 as a true and correct record **(DH)**
4. **Councillor vacancies (Clerk)**
To consider co-option of new councillor (Ms Nancy Griffiths).
5. **Crime & Security (Chairman)**
To receive the crime report from representatives of West Yorkshire Police
6. **Public participation (15 minutes) (Chairman)**
Members of the public may, if invited by the Chairman to do so, speak with respect to any items on the agenda. Members of the public may not speak at any other time during the meeting unless expressly invited to do so by the Chairman
7. **Neighbourhood Development Plan (NDP) (MO/RR)**
 - a. To receive an update on the NDP
 - b. To **note** the Regulation 16 Consultation will run from Monday 16th June to Monday 30th July 2018
 - c. To consider whether the PC wishes to appoint Ms Ann Skippers or Ms Rosemary Kidd as the Examiner, **noting** Mr Mike Dando (Planning Consultant) recommends Ms Ann Skippers
 - d. To **note** the minutes of the latest NDP Management Group (NDPMG) meeting (if any)
 - e. To decide any further action where necessary
 - f. To **note** the next NDPMG meeting date
8. **Leeds Site Allocations Plan – Matters & Issues issued May 2018 (Clerk)**
 - a. To review the draft statements prepared by Ms Kathryn Jukes of Directions Planning Consultancy Ltd (employed by the PC for this matter in August 2017) on behalf of the PC in response to the Matters & Issues issued by the Inspector in May 2018, and consider whether the PC wants to make any amendments to it or submit it as written (previously circulated)
 - b. If any amendments are required, to agree them at this meeting
 - c. To consider who shall submit the response on behalf of the PC by the deadline of 1pm on 14.06.18
 - d. To consider any other necessary
9. **Data Protection – General Data Protection Regulation May 2018 (MO)**
 - a. To **note** the email received from YLCA advising that parish councils are exempt from the obligation to appoint a DPO
 - b. To consider whether the PC wants to proceed with appointing the YLCA as its DPO as agreed at the PC meeting held on 15.05.18, or whether the PC does not want to appoint a DPO per the exemption that is now applicable
 - c. To review the wording of the draft policy documents prepared by Cllr Oakes in accordance with the YLCA guidance notes and consider whether any additions or amendments are required to any of them (previously circulated)
 - d. To receive any updates and consider any other action necessary
10. **Internal and External Audits (Clerk)**
 - a. To receive an update on the internal audit which took place on 22.05.18.
 - b. To receive an update on the external audit.
 - c. To note:
 - i. The notice of public rights and unaudited annual return have been posted on the website and main noticeboard
 - ii. The associated documents have been posted on the website.
11. **Grants (awarded by ADPC) (Clerk)**
 - a. To consider the application for a grant of £250 received from Garforth In Bloom and decide whether the PC wishes to award any monies
 - b. If a grant is awarded, to consider raising a cheque for it at this meeting

12. Aberford 20mph Zones Proposal (DH/PH)

- a. To receive an update following the meeting between the PC Highways sub group and LCC Highways in May 2018
- b. To **note** the proposed 20mph zones issued by LCC and consider how the PC wishes to respond to the proposals and agree any feedback
- c. To consider any other action necessary

13. Hanging Baskets (AH/MO)

To receive an update on this year's hanging baskets and consider any action required.

14. Fields In Trust (Clerk)

To review and sign the Deed Of Dedication for Jubilee Field (previously circulated) if members are satisfied with it, or agree any suggested amendments to forward to LCC/Fields In Trust.

15. Play Area Gates (Clerk)

To review the quote received from HAGS-SMP for works on the playground gates which have been reported as not closing as they should, and consider whether to proceed with the work.

16. Defibrillator (Clerk/KD)

- a. To **note** the letter received from Yorkshire Air Ambulance Service regarding transfer of ownership to the PC and consider whether the PC wishes to proceed, considering the following:
 - If the PC accepts ownership, YAS will replace the cabinet and defibrillator consumables (battery, electrodes) which won't need replacing for at least another two years
 - If the PC does not accept ownership, YAS will retrieve the defibrillator (but not the cabinet)
- b. To consider who will inform YAS of the PC's decision
- c. If the PC accepts ownership, to consider who shall perform the weekly checks required as advised by YAS and agree a schedule for the checks
- d. To consider any other action necessary

17. Footpaths Requiring Registering on the PROW Map (KB)

To discuss the footpaths that are not on the PROW map and whether they should be added, and consider any necessary action required

18. Planning Matters (Clerk)

- a. To consider and comment on new planning applications/appeals (if any) (Appendix 1)
- b. To note the outcome of previous planning applications/appeals (if any) (Appendix 1)
- c. To consider and to note planning enforcement matters (if any)

19. Finance (Clerk)

- a. To note the balances in the Parish Council's accounts
- b. To approve the bank reconciliation (Appendix 2)
- c. To approve the Accounts for Payment (Appendix 2)

20. Matters for Information (Chairman)

Note: Reminder for members. This is strictly for brief information items and is not an opportunity for discussion or debate. Any such matters should have been raised with the Clerk and put on the agenda for this meeting or will go forward to a future agenda. No decisions to be made on any matters for information.

21. Future agenda items (Clerk)

- a. Budget Update

N Goonesinghe, Clerk to the Council

Appendices referred to in the Agenda are available on the Parish Council website or on application to the Clerk.

The Parish Council complies with the Mandatory Publication Scheme under the Freedom of Information Act. Information about the Council can be obtained from its website at: www.aberford-pc.gov.uk or by contacting the Clerk.