



To Members of the Parish Council

You are hereby summonsed to attend a meeting of the Parish Council at **7.30pm on Tuesday 15 May 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
9 May 2018

AGENDA

1. **To receive apologies and approve reasons for absence (Chairman)**
2. **To receive any disclosures of interest from Councillors on matters to be considered at the meeting (Chairman)**
3. **Resignation of Cllr Claire Knowles (Chairman/Clerk)**
 - a. To **note** the resignation of Cllr Knowles per an email received from her on 08.05.18
 - b. To **note** there is now a second casual vacancy on the Parish Council
 - c. To **resolve to fill** the casual vacancies
4. **To confirm the minutes of the Parish Council Meeting** held on 17th April 2018 as a true and correct record (Chairman)
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 review the Neighbourhood Plan Submission Document, map, and supporting documents, and consider whether the PC approves they can be submitted to Leeds City Council, as recommended by the Neighbourhood Development Plan Management Group (previously circulated)
 - c. If agenda item 6.b. is approved, to consider:
 - i. Who shall submit the documents to LCC on behalf of the PC
 - ii. Who shall write the required press release on behalf of the PC to be published on the PC noticeboards, website, and for distribution to local press
 - iii. Whether the PC approves the brief for the Neighbourhood Plan Examiner and the names of preferred examiners
 - 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. **Data Protection – General Data Protection Regulation May 2018 (MO)**
 - a. To receive an update and any recommendations of action required by the PC following Cllr Oakes's attendance at the GDPR training course on 26.04.18
 - b. To review GDPR Information Audit list (previously circulated), and consider whether any changes or additions are required
 - c. To consider and agree who the PC wishes to appoint as its Data Protection Officer (DPO)
 - d. To consider any other action necessary
9. **Funding Applications by ADPC for a Bus Shelter on Cattle Lane (Clerk)**
 - a. To consider whether the PC wishes to proceed with installing a bus shelter at the bus stop on Cattle Lane (by Parlington Villas)
 - b. If the PC agrees to proceed, to:
 - i. Review the funding application to the Housing Advisory Panel and sign it off for submission (application for one third of the total project cost)
 - ii. Review the funding application to the LCC Wellbeing Fund Committee and sign it off for submission (application for one third of the total project cost)
 - iii. To confirm the PC will fund the remaining amount of the project to ensure its completion (minimum one third of the project; maximum the full amount dependant on the outcomes of the funding applications)
 - iv. To agree who shall submit the funding applications on behalf of the PC
 - c. To consider any other necessary action

10. Grants (awarded by ADPC) (Clerk)

- a. To consider the application for a grant received from St Ricarius Church and decide whether the PC wishes to award any monies. The total of the project is £1,737.60 and a contributing amount at the PC's discretion towards this has been applied for (application previously circulated)
- b. If a grant is awarded, to consider raising a cheque for it at this meeting

11. LeedsFest 2018 (AH/DMcC)

To receive an update on the 2018 LeedsFest and consider any necessary action

12. Hanging Baskets (AH/MO)

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

13. Benches on Main Street (Clerk)

- a. To consider the quote for £180 received from A Fox Services to remove the two old benches on Main Street (by Highfield Road) and fit two new ones
- b. To consider how to proceed with acquiring the new benches and memorial plaques (if desired) which may be gifted by members of the public. The benches and memorial plaques that are gifted can either be:
 - Purchased by members of the public and then donated to the PC who will own them and be responsible for their upkeep (quote from Glasdon £500.03 per bench and £77.37 per plaque, inc VAT), or
 - Purchased by the PC to secure a 5% discount and the monies donated to the PC by the members of the public (quote from Glasdon £475.03 per bench and £73.50 per plaque, inc VAT). If this option is taken, the donation(s) will need to be made to the PC before the order for the bench(es) is placed.
- c. If either members of the public who have enquired about gifting a bench decide not to proceed, the PC should consider whether they wish to proceed with the purchase from PC funds based on the discounted quote above.
- d. To consider any other necessary action

14. Land Registry Search – Market Cross (DH)

To consider whether the PC wishes to proceed with a search by Land Registry to find out who owns the land known as Market Cross by the entrance gates to St Ricarius Church at a cost of £4.00.

15. Employment Matters (RR/MP)

To **note** the 2% cost of living increase for local/parish meeting employees effective from 01.04.18 as agreed by the National Joint Council for Local Government, and to agree any necessary action.

16. HCLG Consultation Paper – Unauthorised Development and Encampments (Clerk)

- a. To **note** the Ministry of Housing, Communities and Local Government (HCLG) is running a consultation on the above, covering local authority and police powers, court processes, trespass, planning enforcement, the provision of authorised sites and the impacts on the travelling community.
- b. To consider whether the PC wishes to respond to the consultation by the deadline of 15.06.18
- c. If the PC wishes to respond, to appoint (a) member(s) to complete the online survey on behalf of the PC.

17. 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)

18. 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)
- d. To **note** the receipt of the 2018/19 Parish Paths Grant (£550)

19. 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.

20. Future agenda items

- a. Defibrillator Maintenance/Checks

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.