



## To Members of the Parish Council

You are hereby summonsed to attend a meeting of the Parish Council at **7.30pm on Tuesday 17 April 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  
11 April 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 Parish Council Meeting** held on 20<sup>th</sup> March 2018 as a true and correct record (DH)
- 4. Crime & Security (DH)**  
To receive the crime report from representatives of West Yorkshire Police
- 5. Public participation (15 minutes) (DH)**  
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
- 6. Neighbourhood Development Plan (NDP) (MO/RR)**
  - a. To receive an update on the NDP
  - b. To **note** the minutes of the latest NDP Management Group (NDPMG) meeting (if any)
  - c. To decide any further action where necessary
  - d. To **note** the next NDPMG meeting date
- 7. Data Protection – General Data Protection Regulation May 2018 (MO)**
  - a. To discuss the types of information held by the PC and how they are kept secure as detailed in the GDPR Information Audit list (previously circulated), and consider whether any changes or additions are required
  - b. To consider and agree who the PC wishes to appoint as its Data Protection Officer (DPO)
  - c. To consider any other action necessary
- 8. Training – GDPR (Clerk)**  
To consider whether the appointed DPO should attend the GDPR training course on 26.04.18 at Tankersley Manor, 1.30pm to 4.00pm
- 9. Defibrillator Maintenance/Checks (KD)**  
To receive an update regarding checking the defibrillator and consider any necessary action
- 10. LeedsFest 2018 (AH/DMcC)**  
To receive an update on the 2018 LeedsFest and consider any necessary action
- 11. Hanging Baskets (AH/MO)**  
To receive an update on this year's hanging baskets and consider any action required
- 12. Cattle Lane Bus Shelter – Design and Funding Options (Clerk)**
  - a. To discuss and consider the design options for the bus shelter to be installed on Cattle Lane
  - b. To discuss the funding options open to the PC and consider whether the PC wishes to apply for funding from the HAP (application form previously circulated)
  - c. To consider who shall complete and submit the application form on behalf of the PC (if applicable)
  - d. To consider any other necessary action
- 13. General Maintenance (Clerk)**  
To review the quote received from Broadley Group Ltd for paintworks required to the two outer sections of railings on Main Street, and consider whether the PC wishes to proceed with the work (£1,645 + VAT).
- 14. 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)
- 15. Finance (Clerk/AH/DH)**
  - 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 Precept (£16,550) and Council Tax Support Grant (£363)

**16. Matters for Information (DH)**

*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.*

**17. Future agenda items**

- a. Benches

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](http://www.aberford-pc.gov.uk) or by contacting the Clerk.