

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17 December 2013 at the Methodist Chapel, Aberford at 7.30pm

Present: Cllr David Howson (Chairman) Cllr Paul Hancock
Cllr John Barker Cllr Jacqueline Jeffrey
Cllr Tony Bebbington Cllr Marolyn Piper
Cllr Keith Dunwell Cllr Ruth Reed

PC Gaynor Duffy
3 members of the public

Apologies were received and accepted from Councillor Alderson.

Clerk Ms Julie Sou

13/156 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**
None disclosed.

13/157 **Minutes of previous meeting**
The minutes of the parish council meeting held on 19 November 2013 had been circulated prior to the meeting.
RESOLVED: To approve the minutes of the meeting held on 19 November 2013 and to sign them as a correct record.

13/158 **To receive a report from the representatives of West Yorkshire Police**

- Three incidents of burglary or attempted burglary to sheds at Field Lane allotments. One knife had been taken.
- Both wheels stolen from a bicycle chained to railings at Highfield Court. A suspect had been arrested.
- Members were made aware that cards purporting to be from parcel delivery companies were being left at addresses, stating that a delivery had been attempted. The cards contained premium rate numbers to call.

13/159 **Public participation on agenda matters**
Cllr Howson invited comments from the public on agenda matters only.

- An update on the Village Design Statement was requested. The Clerk reported that Leeds City Council (LCC) had advised by telephone they would be emailing with further information but had yet to hear from them. It was requested that the Village Design Statement be included in the agenda in future.

13/160 **Matters Arising**

- a. Christmas tree – the Fawcett estate had donated a tree which Cllr Howson, Mr Phil Watson and the Fawcett Estate keeper had cut down and installed in position on Pump Hill. Cllr Howson and Mr Watson had also dealt with righting the tree when it had been blown over following the recent strong winds.
- b. Boxing Day Hunt – the policing and stewarding arrangements had been confirmed. The huntsman had advised that the BBC may be attending and the Clerk was requested to notify the police of their possible presence. Cllr Howson would deal with setting out the cones for Boxing Day.
- c. Grit bins – the number and locations of grit bins in the parish had been confirmed. LCC had confirmed via email that the Parish Council had three pre-paid refills remaining. Once the three refills remaining had been used, any future refills from LCC could only be ordered on an as needed basis and LCC would only attend and refill bins once payment had cleared and their schedules allowed. It was noted this could cause problems at times of heavy snowfall when there would be high demand for grit.

Updates and Information

- a. Footpaths – Rosie Watts, LCC Public Rights of Way Officer, had twice failed to keep appointments to collect the results of the Footpath Survey. Cllr Dunwell would deal.
- b. Traffic Management, Bunkers Hill/Priory Park Scheme – Works had not commenced although the Clerk had been advised work would begin in the week commencing 15 December 2013. The Clerk reported that Masternaut had hired the football club car park for a short period in November but it had not been used by employees. Up to 50 cars had been seen parking on the road. The Clerk to pursue the works and also to forward details of the LCC contact at Traffic Management to members so they could directly pursue him if the works did not commence shortly.
- c. Aberford Footbridge – LCC would be installing an additional horizontal handrail and had confirmed the width of the bridge was 40mm narrower than previously but still provided 1 metre clear width. The contractors would also be removing the ramp left in the roadway gutter.
- d. Play Area – this had been inspected by LCC and confirmed that the remedial works carried out to the tarmac were satisfactory. Estimated costs for replacing the entire surface were £15,000 to £18,000; estimated costs for resurfacing were £8,000 to £10,000. LCC advice was that the life of a play area was approximately 10 years and there was no need to resurface at the present time. The play area was approximately seven years old. LCC advised that the dead knotweed tops should be cut and burned and the root system left to see whether it started growing again next season in which case it should be dealt with then.
- e. Highways maintenance issues –
 - i. School Lane/Main Street – a member of the public had complained about the condition of the road surface and this had been referred to LCC. Concerns were also expressed at children riding scooters and going straight into the road. Fencing was not possible at the location. Cllr Piper to refer the problem to the headmistress of the school.
 - ii. B1217 footway – LCC were sending out an enforcement officer to examine and the Clerk would be submitting photographs.
 - iii. Broken paving slabs before the Swan Hotel, Main Street – these had been reported to LCC. Cllr Howson had placed cones around the broken slabs as a temporary measure.
 - iv. Retaining wall on Main Street between the Methodist Chapel and School Lane – LCC had confirmed it would repair the collapsed section outside Moon Hill Cottage and would also examine the entire length of wall. However, there was no money in this year's budget to effect any works that may be necessary.
- f. Noticeboard – Delivery was expected this week and Cllr Howson would arrange installation of the new noticeboard on Pump Hill and relocation of the old noticeboard.
- g. Leeds Festival tickets – Cllrs Jeffrey and Bebbington volunteered to deal with the ticket allocations this year and were willing to work with Mrs Gill Broadley if she still wished to be involved in the process. The Clerk to inform Mrs Broadley.
- h. Speed signs – the solar panels from the two speed signs in the village had been stolen by being sawn off the tops of the posts. The maintenance contract did not cover vandalism and there was a call out charge of £401 plus VAT payable for the engineer who had attended. The theft and damage was covered by the Parish Council's insurance policy; the policy would cover the call out charge but there would be an excess to pay of £250 per speed sign. The Clerk was awaiting quotes for repairs from the maintenance company and also investigating whether the signs could be affixed to and powered via lamp posts to avoid a recurrence in the future. The Clerk was requested to contact other parish councils for details on how they funded speed signs. The Clerk was also asked to clarify with the speed sign company how to access data collected from the speed signs.
- i. Jubilee Field – the Clerk had been assured by the LCC officer that she would respond by the end of the week with regards to how the court size could be addressed. The Clerk to circulate the response to members. Cllr Howson reported that LCC had not been cutting the grass at Jubilee Field as they were supposed to.

Neighbourhood Plan

LCC had sent a formal letter confirming the designation of the Aberford neighbourhood area. It was confirmed that whilst the Neighbourhood Development Plan Management Group was in abeyance, the contact point should be the secretary, Sharon Ockleton. The Clerk was asked to contact the secretary to ask her to clarify the finance and grants situation with the Planning Aid consultant, Mike Dando.

The web hosting fee for the dedicated neighbourhood plan website was due for payment in January or February next year. The website had been administered by Steve Piper who had recently resigned from the NDPMG. It was agreed the best solution was to ask Steve Piper to save the information on the website and to allow the website to lapse. If the Neighbourhood Plan did continue, the information could then be uploaded to a new website.

13/163 **Village Hall (alternative site)**

Members received an update on the meeting which had taken place with representatives of the Village Hall Management Committee. The alternative site off Parlington Drive and other possible alternative sites had been discussed at that meeting. The management committee had expressed interest in a possible alternative site at the old Coal Staithes site but wished to allow the current application to run its course. The management committee wanted a decision on the current application by April 2014.

Members had been disappointed that the Village Hall holding trustees had not attended the meeting despite the Clerk having been told that they would be in attendance. It was agreed that their presence was essential at future meetings with the Village Hall Committee to discuss the village hall.

13/164 **Village Hall Management Committee**

Following the resignation of Gill Broadley from the Parish Council, the Parish Council could appoint a member to the Village Hall Management Committee. Cllr Alderson served on the management committee in a personal capacity but had indicated he was also willing to serve as the Parish Council representative. Cllrs Jeffrey and Piper indicated they may be willing to act as the Parish Council's appointed representative. The Clerk to send copies of the Village Hall constitution to Cllrs Jeffrey and Piper to allow them to consider if they wished to stand.

13/165 **Proposed Lotherton Quarry, Micklefield**

It was noted that there should be no issues for Aberford provided the lorries stayed out of the village. The bridge in the village had no weight limit to prevent lorries using it. The planning application for the quarry was to be submitted within the next few weeks and the Parish Council may wish to request conditions be attached to any planning permission.

13/166 **Parish Boundary**

Ward councillors for Garforth had requested a meeting to discuss the parish boundary. The Clerk was requested to arrange the meeting at a venue in Garforth and it was agreed that Cllrs Bebbington, Howson, Piper and Reed would attend the meeting.

13/167 **Training/Conferences**

The Good Councillors Guide had been revised and was available online. The Clerk was asked to look at the revisions and advise members of any changes. Members considered the Clerk's request to purchase the reference book "Arnold Baker on Local Government Administration".

RESOLVED: the Clerk be authorised to purchase "Arnold Baker on Local Government Administration".

13/166 **Planning Matters**

New Planning Applications

Planning ref Address

Brief Details of Proposal

13/05215/FU Proctor Bros.,
Isabella Works,
Ash Lane,
Garforth LS25
2HQ

Extension to concrete production building

Members' comments: No comments

13/05299/FU 7 Raper View
Aberford Leeds
LS25 3AF

Single storey side and rear extensions; new dormer windows to front/rear and porch to front

Members' comments: The proposed development involves the demolition of a garage and loss of part of the driveway. The Parish

Council is concerned at the loss of off-street parking as the property is situated in the corner at the head of a tight cul-de-sac with restricted space for on-street parking.

13/05568/FU	10 Woodbridge Avenue Garforth Leeds LS25 2PJ	Single storey side and rear extension Members' comments: No comments
13/03648/FU	7 Ashley Park Mews Garforth Leeds LS25 2PL	Retrospective application for single storey extension including new roof to existing conservatory and timber gazebo to rear; conversion of existing garage to a habitable room Members' comments: The Parish Council notes that the application is retrospective and relates to development that has already been completed. The Parish Council has no objection to the application but would recommend that a Planning Officer visit the site to ensure that the application covers all development that has been carried out on the site for which planning approval is required.
13/05629/FU	North Cottage Bunkers Hill Hook Moor Aberford Leeds LS25 3DN	Retrospective application for a temporary detached single storey toilet/shower unit Members' comments: No comments
13/05637/FU	Grey Gables Main Street North Aberford Leeds LS25 3AW	Single storey rear extension and attached garage to side Members' comments: No comments

RESOLVED: The Clerk to report members' comments to LCC.

Members noted the following updates on previous planning applications:

Previous Planning Applications/Appeals - Update

Planning ref	Address	Brief Details of Proposal	LCC Decision
13/04498/FU	1 Hayton Wood View Aberford Leeds LS25 3AN	Single storey side extension and conversion of existing integral garage to a habitable room ADPC: No objections but comments made 19/11/2013	Approved 26/11/2013
13/04685/FU	Rowan Lodge Waterside Meadows Cattle Lane Aberford Leeds LS25 3BH	First floor side extension ADPC: No comments 22/10/2013	Refused 25/11/2013
13/04392/FU	Lotherton Hall Lotherton Lane Aberford Leeds LS25 3EB	Single storey extension to house biomass boiler and associated wood pellet silo and flue ADPC: No comments 22/10/2013	Approved 13/12/2013
Appeal ref. 102248	Land Opposite Aberford C Of E Primary School School Lane Aberford Leeds LS25 3DA	Detached house and associated works (planning ref. 13/00484/FU) ADPC: No objections but comments made 19/03/13 LCC: Refused 08/04/13 Appeal lodged 17/06/2013	Appeal dismissed 12/12/2013

13/167 **Accounts**

Members considered the draft Budget proposals and report previously circulated. Members noted the high levels of unallocated reserves and the need to allocate some of those reserves to specific

spending plans. It was agreed that the Budget and precept request would be set at the next meeting and members would advise the Clerk beforehand of any items to be included for discussion in the Budget proposals. One item suggested was landscaping of the bus turnaround area at the north end of the village.

RESOLVED:

1. To note the bank reconciliation (copy attached) for the period ending 5 December 2013.
2. To approve the accounts for payment (copy attached) totalling £4017.74.

13/168 **Matters for Information/Referrals**

- a. Cllr Piper referred to the latest NALC newsletter which said that parish councils should publish members' declarations of interest on their own websites. The Clerk advised this was in contradiction to advice she had received from LCC and she was requested to investigate further.
- b. Cllr Jeffrey asked for consideration to be given for railings to be extended further up Main Street/Bunkers Hill.
- c. Yellow developers' signs – these had appeared on a number of heritage lamp posts in the village. It was confirmed these had already been referred to LCC and should have been removed earlier in the day.

13/169 **Next Meeting**

The next meeting would take place on Tuesday 21 January 2014 and it was proposed that it should begin at the earlier time of 7pm to allow time for discussions on the Budget and precept request.

13/170 **Close of Meeting**

The Chairman thanked everyone for their attendance and closed the meeting at 9.50pm

The Parish Council complies with the Mandatory Publication Scheme under the Freedom of Information Act. Information about the Council can be obtained from the Council's website at www.aberfordonline.com or by contacting the Clerk.

Bank Reconciliation		
Aberford and District Parish Council		
For the period ending: 5 December 2013		
Prepared by Julie Sou, Clerk to the Parish Council		
Date: 10 December 2013		
Balance per bank statements as at 5 December 2013	£	£
Current Account	1,833.50	
Revenue Reserve	26,350.89	
Capital Reserve	63,945.67	
		92,130.06
Less unpresented cheques at 5 December 2013:		
100507	-20.00	
100511	-20.40	
		-40.40
Net bank balances as at 5 December 2013		92,089.66
The net balances reconcile to the Cash Book as follows:		
Opening balance at 5 November 2013		92,478.85
Add receipts to 5 December 2013:		-
Less payments to 5 December 2013		389.19
Closing balance per cash book as at 5 December 2013		92,089.66
Notes		
1. Revenue Reserve includes £417 Parish Paths Partnership money, set aside to pay the contractor for maintenance of footpaths		
2. Current Account and Revenue Reserve include Leeds Festival ticket sales money £7,241.86		
3. Capital Reserve is set aside for Jubilee Field		

Accounts for Payment

Cheque no.	Details			
100512	Aberford Methodist Church (room hire)		20.00	
100513	Clerk's expenses:			
	Contribution to home working costs	10.00		
	Mileage	44.10		
	Mobile 'phone	7.50		
			61.60	
100514	Clerk's salary (including November back pay)		345.20	
100515	Greenbarnes Limited (noticeboard)		1,964.74	
100516	Swarco Traffic Limited		481.20	
100517	Leeds City Council (Christmas lights)		900.00	
100518	Zebra Print Management Limited (newsletter)		245.00	
	Total cheques			4,017.74