

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 16 July 2013 at the Methodist Chapel, Aberford at 7.30pm

Present: Cllr David Howson (Chairman)
Cllr Ray Alderson
Cllr John Barker
Cllr Paul Hancock
Cllr Jacqueline Jeffrey (from 7.45pm)
Cllr Marolyn Piper
Cllr Ruth Reed

One police officer
Ward Cllr Matthew Robinson
9 members of the public

Apologies were received and accepted from Cllrs Broadley and Dunwell.

Clerk Ms Julie Sou

13/47 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**

Cllr Alderson declared an interest in Item 12 Village Hall Committee as a member of the Village Hall Management Committee.

13/48 **Introduction from the Chairman**

The Chairman welcomed everyone to the meeting.

13/49 **Minutes of previous meeting**

The minutes of the annual parish council meeting and the parish council meeting held on 18 June 2013 had been circulated prior to the meeting.

RESOLVED: To approve the minutes of the meetings held on 18 June 2013 and to sign them as a correct record.

13/50 **To receive a report from the representatives of West Yorkshire Police**

Five crimes were reported. One incident of assault at a local public house resulting in an arrest; two incidents of criminal damage – one involving breaking a window at a property with a brick and the other a scratch on a vehicle door; an incident of theft from a trailer; an incident of theft of diesel from a storage tank in a farm yard.

The next neighbourhood watch meetings are to be held in the village hall on Monday 29 July 2013 and Tuesday 29 October 2013, 8.30pm to 9.00pm. Details would be posted on the Parish Council website and noticeboards.

13/51 **Public participation on agenda matters**

Cllr Howson invited comments from the public on agenda matters only.

- Praise was given to the Jubilee Field project, the opening ceremony for which had taken place on Sunday 14 July 2013. Comments were made regarding the tennis court which was not full size. It was confirmed that Aberford and District Parish Council (ADPC) would be taking this up with Leeds City Council (LCC).
- The pavement on Bunkers Hill was said to be virtually impassable due to the low-hanging shrubbery. It was confirmed that the Parish Council had been attempting to deal with this through LCC.
- Ward Cllr Matthew Robinson gave an update on the Broadband position. He was pressing LCC on the issue as he felt the timetable was unsatisfactory, with February 2014 as the proposed date for work to begin, and could give details of the appropriate LCC officers to contact.
- Ward Cllr Matthew Robinson reminded that the SHLAA consultation period closed on 29

July 2013 and encouraged all to participate. He left two maps - one showing the sites for the Aberford area, and one showing the Leeds city-wide area and reminded that the Parish should be mindful of the city-wide implications.

- Cllr Matthew Robinson then left the meeting.

13/52

Matters Arising

- a **Village Design Statement (13/35a)** – The Clerk gave an update. There had been some confusion at LCC as there had been no communication between LCC and the Parish Council other than some initial exchanges with former Cllr David Gluck at the outset. There had therefore been no lead officer at LCC with responsibility for ADPC's VDS. This had now been resolved and the document submitted by ADPC was now undergoing consultation at LCC and LCC would report back. It was confirmed that the VDS still had value as a statutory planning document.
- b **Bus service (13/35c)** – This had been much improved but a new service was starting on Sunday, with a new timetable and route that would no longer go round Scholes.
- c **Village Hall (13/35d)** – The Clerk had attempted to obtain an update on the planning application from the LCC case officer but had received no response to two emails and a telephone message. Ward Cllr Matthew Robinson would be asked to assist.
- d **Tree Preservation Orders (TPOs) Parlington Estate (13/35e)** – There was a discussion as to whether TPOs were necessary for the trees on the Parlington Estate as the Estate's agent had advised that the Estate had no intention of cutting them down. Comment was made that TPOs may still be advisable to protect against future changes in ownership of the Estate or future changes in plans. Cllr Jeffrey undertook to investigate with LCC if the trees were already protected. The Clerk to research the process of obtaining a TPO.
- e **Dog fouling (13/35f)** – No complaints had been received, but members reported that dog waste had been left around the outdoor gym equipment and bags of dog waste left on Parlington Lane. Cllr Piper to obtain a further supply of notices.
- f **Training (13/35g)** – Cllrs Hancock and Howson reported on the YLCA Planning training event. Copies of the presentation had been emailed to the Clerk who would circulate to members. The Clerk reported on her training with the WWYC induction course, having so far attended seminars for two modules, Law and Procedures. Amendments to ADPC's agenda and procedures were required to comply with legal requirements and the Clerk was implementing these. In addition, the Clerk had attended the Society for Local Council Clerks' conference and had taken away some ideas which she would like the Parish Council to consider at a later date.
- g **Damaged railings, Main Street (13/35h)** – LCC had advised there was a five week lead time to obtain matching railings. Repairs were now due to start in the week commencing 12 August 2013 and should take three days.
- h **Bowling Club (13/35i)** – The consultation period was open until the end of July. Cllr Matthew Robinson would be asked if he could assist.
- i **Councillor vacancies (13/41)** – There had been two expressions of interest. Both potential candidates had attended the meeting tonight and had been requested to attend a further meeting before they decide whether they wished to apply. It was suggested they contact the Clerk to obtain the latest copy of the Good Councillors Guide.
- j **Lotherton Hall/Mint Festival (13/45a)** – This was going ahead in September. The Clerk was requested to contact Lotherton Hall to confirm the arrangements, particularly in relation to noise issues and the position of the stages. Consideration had to be given as to how the Parish Council would manage any ticket allocations for the festival.
- k **Aberford Albion Football Club car boot sale (13/45e)** – The Clerk reported that a letter had been sent as requested to the club advising of the requirement to obtain a licence from LCC.

13/53

Neighbourhood Plan

Mr Steven Piper was present and invited to speak as a representative of the Neighbourhood Development Plan Management Group (NDPMG). Mr Piper was in the process of completing the application to Locality for direct support. Financial support was not being applied for at this stage although a grant of up to £7000 could be applied for later if this was considered necessary.

Members considered whether the Big Lottery Fund award of £10,000 should be returned. An email had been circulated from the Clerk explaining the options together with Mr Piper's position paper setting out his personal view why the Big Lottery Fund award should be returned at this stage. The position and circumstances of the NDP were now quite different to when the award had first been granted and there was doubt as to whether the award could properly be applied for its stated use to comply with the terms of the award.

RESOLVED:

1. To note the minutes of the NDPMG for 4 July 2013
2. To note the report from Leeds City Council on the designation of the Aberford Neighbourhood Area.
3. That the Big Lottery Fund award of £10,000 should be returned.

13/54

Reports were received on the following:

- a **Broadband** – The Clerk gave an update. The Clerk was requested to ask Ward Cllr Robinson for other contacts at LCC dealing with broadband.
- b **Footpaths**
 - Cllr Jeffreys confirmed that the contractor did cut back the footpath behind Parlington House. As the authorised contractor, he should still receive payment for the cut even if the local farmer had also carried out a cut. The contractor had submitted an invoice for £526 for cuts in June.
 - Payment of £1,100 had been received from LCC - this was for two cuts.
 - It was said that horse riders could now use footpaths and there was an issue as to whether pedestrians or riders had rights of way. The Clerk was requested to investigate with LCC Parks and Countryside whether there was a Code of Conduct for users of footpaths and whether the PC could impose a code.
 - The footpath behind the Village Hall was reported to be impassable. Cllr Jeffrey would pursue this.
- c **Allotments** – The LCC consultation with allotment holders as to alternative management structures was ongoing.
- d **Traffic Management**
 - The Clerk was waiting for information from LCC as to when work would commence on the new road markings outside Priory Park.
 - Sustrans had adopted Parlington Lane as part of Route 66. They should be approached for advice on appropriate notices to go on the route.

13/55

Jubilee Field

It was noted that all the refreshments provided at the Opening Ceremony had been donated and thanks were given. Cllr Howson was to arrange installation of the remaining litter bins and had obtained a supply of free bin liners. Long-term arrangements for the maintenance and management of Jubilee Field, including bookings for the courts, would have to be considered.

RESOLVED:

1. To note the costs update.
2. To approve the following:
 - a. Payment of £3,200 costs for work carried out to the tarmac area and installation of seats and the waiver of financial regulations in respect of these works;
 - b. Payment of up to £200 + VAT for the commemorative plaque (final invoice not yet received at the date of the meeting);
 - c. Payment of £15 costs for plants purchased by Cllr Dunwell;
 - d. Payment of £284.37 insurance premium for the MUGA and tennis court surfaces and fencing and the outdoor gym equipment
3. To defer consideration of insurance for fencing and church and security gates to the next

meeting

4. That the Jubilee Field Working Group should meet to discuss further works required and ongoing management requirements for Jubilee Field.

13/56

Play Area

Members noted that Cllr Howson had already dealt with the spraying of the Japanese knotweed.

RESOLVED:

1. To note the annual play area inspection report from LCC Parks and Countryside
2. To approve the fee of £45 + VAT for the inspection
3. To approve Cllr Howson arranging the minor remedial works and for LCC Parks and Countryside to inspect these thereafter

13/57

Village Hall Committee

Cllr Alderson declared an interest in this item as a member of the Village Hall Committee.

Cllr Broadley was not present but Cllr Alderson advised that she had said she was happy to be the Parish Council's representative. Cllr Broadley was the present chair of the Village Hall Committee.

RESOLVED: That Cllr Broadley should be the Parish Council representative on the Village Hall Committee

13/58

Noticeboards

Cllr Piper had obtained a quote of £1,362 excluding VAT for noticeboards at Pump Hill – an 8 x A4 size reserved for Parish Council use, and a 6 x A4 size for public use, in black, long-lasting material with white lettering similar to the current noticeboard on Pump Hill. There would be additional costs for removal of the old noticeboard and re-siting it elsewhere in the village.

It was commented that further consideration should be given to the design and materials if a more uniform look was desired throughout the village.

RESOLVED: Cllr Piper to further research and report back to the Parish Council on costs and to obtain visuals if possible.

13/59

Grants

RESOLVED:

1. To approve the application for £1000 from Aberford in Bloom, with conditions to be attached requiring evidence of expenditure in the form of receipts or invoices.
2. The grant application from Neighbourhood Elders Team to be deferred to the next meeting.

13/60

Request from Scotton Parish Council for approved suppliers to MUGA

RESOLVED:

To recommend Hags SMP to Scotton Parish Council as a supplier of the MUGA

13/61

Sheffield Hallam University student's request for interviews with members of the public as part of MSc

The Clerk gave details and a contact list was circulated for any members of the public willing to be interviewed for the Clerk to forward the student's details.

13/62

Correspondence

Members noted the items of correspondence listed.

The latest issues of Country Air and Clerks and Councils Direct were circulated.

13/63

Planning Matters

Members considered and commented on the following new applications:

13/02521 – Hillcrest Cottage, Bunkers Hill – no objections

13/02675 – 1 Cedar Ridge, Garforth – no objections

13/02527 – 13 Haverthwaites Drive, Aberford – members objected on the following grounds:

1. The applicant has had more than adequate time to comply with the condition already
2. The site is overdeveloped

3. The proposed timescale of January 2015 for demolition of the gym is unacceptable
4. The applicant should explore alternative means of storage of building materials and other items

13/03020 – 10 Haverthwaites Drive, Aberford – no objections

13/03153 – 1 The Dale, Aberford – members had some concerns but not sufficient to object to the application

RESOLVED: The Clerk to report members' comments on the above applications to LCC Planning Department.

13/64 Members noted the following updates on planning and enforcement matters:

Previous planning applications

13/01722 – Bimbo Farm, York Road – approved 25/06/13

13/01876 – 6 Woodbridge Avenue, Garforth – approved 02/07/13

13/01892 – Ash Lane, Aberford Road, Garforth – approved 26/06/13

13/02416 – 2 Woodbridge Avenue, Garforth – approved 15/07/13

Planning appeals

102158 – 1 Hayton Wood View, Aberford – appeal dismissed 11/07/13

102248 – land opposite Aberford C of E Primary School, School Lane, Aberford – appeal lodged 17/06/13; appeal start date 12/07/13

Enforcement

13/00606/UBAX2 – The Swan Hotel, Main Street, Aberford – removal of a sign protected by a listed building. Owner in liaison with LCC Enforcement and Conservation Officers to reinstate the sign. Owner also to apply for listed building consent in relation to replacing original sash windows with thin double glazed units

13/00426/NCP3 – 13 Haverthwaites Drive, Aberford - In relation to application 12/01098 approved 11 May 2012. Planning condition no.4 required the demolition of the gym/building in the rear garden within 3 months of the decision date. The building was still in situ and used for storing building materials relating to the extension being built. Owner submitted retrospective planning application 13/03020/FU: gym still to be demolished but at the completion of works to the extension (see above).

13/65

Accounts

It was confirmed that the application for Internet banking was to allow the Clerk access to account balances only, and possibly to request stationery such as cheque books. There would be a nil limit on financial transactions which would mean no payments could be made from the accounts using Internet banking. A security device would be issued for use with Internet banking. This would be held by the Clerk as the primary Internet banking user.

RESOLVED:

1. To approve the application for Internet banking with a nil limit for financial transactions.
2. To note the update in the Parish Council's accounts showing the following balances as at 5 July 2013:
 - Current account £5,368.50
 - Revenue reserve £39,345.12
 - Capital reserve £74,660.28

Following deductions for un-presented cheques totalling £3,670, the net bank balances as at 5 July 2013 were £115,703.90.

Current account and revenue reserve included £10,000 Big Lottery Fund award money (to be returned), £1,460 Parish Paths Partnership money and £7,121.86 Leeds Festival ticket sale proceeds.

3. To approve the accounts for payment totalling £2,043.97.
4. To approve the following further payments:
 - St Ricarius Parish Church – room hire for NDPMG - £20.00
 - DB Tree Services – grass cutting, public footpaths - £526.00
5. To note the Budget update.

- 13/66 **Matters for Information**
- a Litter bins – the frequency of emptying may not be sufficient as rubbish had been left all over the grass at Pump Hill. Cllr Reed reported that LCC was in the process of appointing a new lengthsman and Aberford should be included in the schedule. The Clerk was requested to check the position with LCC officer, John Woolmer.
 - b Notices left on lamp-posts – a copy of one such notice was produced. The Clerk was asked to write to the organisation concerned to ask them to desist from further posting of such notices.
 - c Presentation on Internet access – this had taken place at the recent Parish and Town Council seminar. Cllr Reed had a LCC questionnaire to be completed to assess the level of public internet access provided. Aberford had no provision, save for the Mobile Library which had one computer. Many people in Aberford did not have access to the Internet or computers. Cllr Piper would explore whether the school could offer evening classes on the Internet/computers.
 - d Hanging basket sponsorship – Cllr Alderson reported that £775 sponsorship had been received this year, which covered a large part of the £1025 cost for the baskets. He was prepared to repeat the process for the next year. All labels had been correctly sited.
 - e Letter from member of the public requesting ADPC to amend letter to LCC Planning Department on planning application 13/00484 and requesting copies of draft letters – it was confirmed that any drafts had long since been deleted from the former clerk's email system and members had no wish to amend the letter. Clerk to deal with the response.
- 13/67 **Exclusion of Press & Public**
The public were excluded from the rest of the meeting as it related to confidential matters.
- 13/68 **Matters arising from the internal auditor's report relating to the Clerk's terms and conditions of employment**
RESOLVED:
 - 1. To appoint the Clerk as the responsible financial officer
 - 2. To defer a decision on an allowance for utility costs and depreciation of home equipment used for Parish Council business to a later date
- 13/69 **Payment to Clerk for additional hours worked**
RESOLVED: The Clerk to submit details of additional hours worked for consideration.
- 13/70 **Close of Meeting**
The Chairman thanked everyone for their attendance and closed the meeting at 10.30 pm.

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.