

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 18 June 2013 at the Methodist Chapel, Aberford at 7.30pm

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

One police officer
7 members of the public

Apologies were received and accepted from Cllr Alderson.

Clerk Ms Julie Sou

13/30 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**

None.

13/31 **Introduction from the Chairman**

The Chairman welcomed everyone to the meeting.

13/32 **Minutes of previous meeting**

The minutes of the annual parish council meeting and the parish council meeting held on 21 May 2013 had been circulated prior to the meeting.

RESOLVED: To approve the minutes of the meetings held on 21 May 2013 and to sign them as a correct record.

13/33 **To receive a report from the representatives of West Yorkshire Police**

Members received the crime figures for May.

Three crimes were reported. An incident involving the disturbance of the badger sett on Cattle Lane – officers attended and arrests were made; the passenger window of a vehicle parked overnight on Bunkers Hill was smashed and items stolen; number plates were taken from a vehicle parked on Lotherton Lane.

13/34 **Public participation on agenda matters**

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

Praise was given to the newsletter which had been well received and was found to be very informative.

13/35 **Matters Arising**

- a. **Village Design Statement (13/20a)** – The Village Design Statement had been finalised and a copy sent to Leeds City Council (LCC) who would report back to the Parish Council on the next stage in the process. A copy was available on the Parish Council website.
- b. **Seat repairs (13/20b)** – These had all been completed.
- c. **Bus service (13/20c)** – This was still much improved since the extra bus had been put on and appeared to be running on time.
- d. **Village Hall (13/20d)** – The general feeling was that the Parish Council and members of the public were not being kept informed with regards to the village hall and the progress of the planning application. Cllr Broadley reported that the Village Hall Committee had to

provide evidence they had sufficient funding for the project and were in the process of applying for four grants and a loan from LCC. Until the finance side was resolved, the planning application could not progress. A number of internal meetings had taken place at LCC to which the Village Hall Committee had also not been invited. The Clerk was asked to write to the Planning Department and to the Village Hall Committee to request an update.

- e. **Tree Preservation Orders Parlinton Estate (13/20g)** – Cllr Jeffrey had received a map identifying the trees on the Parlinton Estate that it was proposed should be protected and gave details. It was agreed that Cllr Howson would advise the Estate's agent of the trees proposed for protection. All Councillors would also consider whether any other trees in the village should be protected.
- f. **Dog fouling (13/20h)** – This appeared improved at the present time with less waste being reported.
- g. **Training (13/25d)** – Cllr Reed had today attended a course on Chairmanship Training. Cllrs Howson and Hancock were booked to attend a course on Planning on 28 June 2013.
- h. **Damaged railings, Main Street (13/28a)** – The Clerk reported that these were scheduled for repair by LCC on 1 July 2013.
- i. **Bowling Club (13/28b)** – Cllr Hancock reported that the club had recently had a meeting with LCC. The consultation period had been extended. The main problem was the cost of the machinery needed and finding a contractor. The club had been in contact with other clubs and may have found somebody able to carry out the maintenance within the price range. It was commented that many people in the village did not know the club existed.
- j. **Newsletter (13/28d)** – Councillors were very appreciative and thanked Cllr Piper for her hard work on the newsletter.

13/36

Neighbourhood Plan

Mr Steven Piper was invited to speak on this item as a member of the Neighbourhood Plan Management Group and the Parish Council received an update. The public consultation on SHLAA sites was in process at the moment – none were identified in Aberford at present; the Management Group proposed to invite Ian Mackay of LCC to a future meeting and to email him questions in advance; a further open day in late Autumn was proposed. The Clerk reported that Ian Mackay had advised that the proposed boundary change to the Aberford Neighbourhood Plan Area was going before committee in the next couple of weeks.

RESOLVED:

1. That an application should be made for direct support and not grant aid at this time from My Community Rights/Locality/Planning Aid.
2. That the decision as to who should deal with the application for direct support be delegated to the Neighbourhood Plan Management Group.
3. That the Clerk request an extension of time for the £10,000 Big Lottery Fund Awards for All grant.
4. That the Parish Council would not appoint another councillor to the Neighbourhood Plan Management Group.

13/37

Reports were received on the following:

- a. **Broadband** – No further progress was reported. The Clerk was requested to contact Mr Tom Holvey for an update.
- b. **Footpaths**
Footpath Survey – Cllr Jeffreys reported that the survey had been delayed due to mislaying of the documents from LCC; a further set had been requested and the survey would be progressed on receipt of these.

Mowing/cuts – These had been reduced to twice a year and were carried out by a

contractor recommended by LCC at the times the contractor considered appropriate. A question was raised as to whether a different contractor could be used as it was believed that the contractor may have charged for a number of cuts that had in fact been carried out by a local farmer. No costs benefits would accrue from changing contractor as the rates were set by LCC.

RESOLVED:

1. Cllr Jeffreys to contact the contractor regarding when the mowing/cuts should take place.
 2. Cllr Jeffreys to check whether the footpaths cut by the local farmer are on the contractor's list and to report back to the next meeting.
- c. **Allotments** – It was reported that Charlotte Underwood of LCC had advised that the Parish Council would no longer be required to put up fencing if it took over the allotments. Cllr Jeffrey reported that LCC Allotments had a deficit of £132,000 and was currently consulting with allotment holders to transfer the management of allotments from LCC. One of the proposed options was self-management by the allotment holders. Councillors discussed whether the Parish Council had the resources to take over the management of the allotments and whether there would be any additional benefit for allotment holders.

RESOLVED:

1. To confirm the decision of the Parish Council not to take on management of the allotments.
 2. Cllr Jeffreys to telephone Charlotte Underwood to notify her of the decision.
 3. The Parish Council to write to LCC Allotments Department to notify of the decision.
- d **Traffic Management** – It was noted that members of the Traffic Management Advisory Group were to meet with Masternaut on Thursday 20 June to discuss, as a matter of courtesy, the proposed road markings outside Priory Park. They would request that the staff were informed and told where they should park.

13/38

Jubilee Field

Councillors received an update on the works:

- An opening ceremony had provisionally been set for 14 July 2013 and Cllr Howson had arranged for works to be carried out to make the old tarmac area safe to meet this deadline. The area had been prepared and was ready to be covered in soil and sown with grass seed.
- The installation of tennis posts and nets and the marking out and painting of the courts would take place shortly.

The Parish Council considered three quotes received for the supply of five seats and one quote for the supply of three bins The preferred supplier was Glasdon UK Limited who offered a discount and was the only supplier recommended by LCC. Councillors noted that members of the public may wish to sponsor seats.

Discussions took place with regard to the opening ceremony and councillors considered a draft of a commemorative plaque prepared by Cllr Piper, naming organisations that had helped with the project. Councillors noted that there were also many individuals who had helped with the project that the Parish Council would wish to acknowledge in some way.

Councillors considered future use of Jubilee Field by Aberford Primary School and other groups that had already expressed an interest.

RESOLVED:

1. To approve the works carried out to date by Cllr Howson to the old tarmac area and to authorise the future works of covering with soil and sowing with grass seed.
2. To approve and ratify the purchase from Glasdon UK Limited of five seats for £1832.45 excluding VAT and three bins for £663.71 excluding VAT.
3. To postpone consideration of the sponsorship fee for Jubilee Field seats to a later date
4. To approve the draft commemorative plaque. Cllr Piper to obtain a mock-up and a quote for the plaque and to enquire if permission is needed for use of the Jubilee logo.

5. That the individual members of the public who had helped with the Jubilee Field project should be acknowledged and thanked in the Parish Council newsletter.
6. That the opening ceremony be confirmed to take place on Sunday 14 July 2013.
7. That Cllr David Howson and former Cllr David Stainton perform the official opening in recognition of their efforts to bring the Jubilee Field project to fruition.
8. That a group be formed to organise the opening ceremony including invitations, food, refreshments and publicity and that the members of this group be Cllrs Broadley, Dunwell, Jeffrey, Piper and Reed. The initial meeting of the group to take place on Friday 21 June 2013 at 2pm at Jubilee Field.

13/39

Aberford Almshouses Board of Trustees

RESOLVED: That Cllr Jeffreys be appointed the Parish Council's representative on the Aberford Almshouses Board of Trustees. The Clerk to report the appointment to the Chair of the Board of Trustees.

13/40

Society of Local Council Clerks North Regional Conference

RESOLVED: To approve the Clerk attending the conference on 3 July 2013 in Harrogate at a cost of £69 + VAT..

13/41

Councillor Vacancies

The Clerk reported that the vacancy caused by former Cllr Forster's resignation had been advertised as required and no electors had responded calling for an election. The Parish Council was therefore able to co-opt a councillor.

The Clerk reported that one expression of interest had already been received in response to the item in the newsletter. Cllr Howson and another councillor were to contact the interested party to give more information about the role of councillor and what it involved.

RESOLVED: To set no deadline for applications for the post of councillor.

13/42

Correspondence

The following items of correspondence were noted:

- a. Letter from Wetherby & District Crime Prevention Panel inviting applications for membership.
- b. An email from Marie Curie Cancer Care giving details of a walk at Harewood House.
- c. Advance notice of the Annual Parish and Town Council Seminar scheduled for 6 September 2013. More details to follow.
- d. Report from the LCC Safer and Stronger Communities Scrutiny Board on strengthening LCC's relationship with parish and town councils. The Clerk to forward to members.
- e. Details of a NALC course in London on 23 July 2013 on the General Power of Competence.
- f. YLCA e bulletins.

13/43

Planning

The Parish Council considered new planning applications.

There were no objections and no comments in respect of the following:

13/02334/FU - 2 Field Lane, Aberford LS25 3AE
 13/02416/FU - 2 Woodbridge Avenue, Garforth LS25 2PJ
 13/02439/FU - Makins, Sturton Grange, Ridge Road, Micklefield LS25 4DZ
 13/02089/FU - Land off Isabella Road, Garforth LS25 2DY
 13/02564/LI - The Gardens House, Parlington Estate, Aberford LS25 3EG
 13/02440/FU - The Rowans, Greystone Park LS25 3AS

The Parish Council commented on the applications listed below as follows:

13/02056/FU - 7 St Johns Close, Aberford LS25 3BP - The proposed rear and side extension seems excessive and is in close proximity to the property next door. The height

of the proposed extension could be overpowering and cause overshadowing and block light to the rear ground floor rooms of no 6. The proposed new garage is out of the existing building line but would not appear to affect any of the neighbouring properties.

13/02512/FU - The Cedars, Cattle Lane, Aberford LS25 3BH - the impact on neighbours and on the conservation area needs to be carefully assessed. The proposed extension is mainly glass and has a flat roof that could be incongruous and inappropriate in the conservation area. It also overlooks the gardens of neighbouring properties and could be detrimental to the residential amenity of the occupiers of those properties.

13/02521/FU – Hillcrest Cottage, Bunkers Hill, Aberford LS25 3DA – parish councillors had not been able to contact the occupiers to arrange a visit to this property and LCC Planning Department should be asked for an extension of time to after the next Parish Council meeting for comments.

RESOLVED: The Clerk to report the Parish Council's comments to LCC Planning Department.

Members noted the following updates on previous applications:

Pending

- 12/00725 – Aberford Road, Garforth – outline application for employment park
- 12/05434 – Village Hall and land to rear, Main Street
- 13/01722 – Bimbo Farm, York Road
- 13/01876 – 6 Woodbridge Avenue, Garforth
- 13/01892 – Ash Lane, Aberford Road, Garforth (extension of time for planning application)

Withdrawn

- 13/01417 – The Rowans, Greystone Park
- 13/01167 – Gardens House, Parlington Lane – listed building application

Enforcement

The Swan Hotel, Main Street – Cllr Piper reported that a sign had been removed from this listed building and given to a nearby resident. It was hoped that this could be recovered and restored to the building. LCC Planning Enforcement had been contacted and was investigating.

13/44

Accounts

The Clerk reported that the internal auditor had noticed a discrepancy in the accounts for the year 2012-13. This had been resolved and an amendment made to the Bank Reconciliation for this period (shown at Appendix 1). Once approved by members, the auditor would complete her report and the annual return would then be submitted to the external auditor.

RESOLVED:

To approve the amendment to the Bank Reconciliation for 2012-13.

Balances

The Clerk reported the following balances:

	£
HSBC Current a/c	1,706.69
HSBC No 1 Int a/c	42,628.44 (Revenue Reserve)
HSBC No 2 Int a.c	78,036.51 (Capital Reserve)

Notes

1. The Revenue Reserve includes
 - £369.00 Parish Partnership money which is set aside to pay the contractor for maintenance of footpaths
 - Leeds Fest ticket sales proceeds and
 - £10,000 Big Lottery Fund award allocated for the use of consultants for the

Neighbourhood Plan.

2. Capital Reserve is allocated for refurbishment of Jubilee Field.

Payments

Members considered the Schedule of Payments at Appendix 2 to the Agenda. A further payment of £2995.39 to Glasdon UK Limited for seats and benches was tabled at the meeting.

RESOLVED:

1. To approve and authorise the Clerk to make the payments listed in Appendix 2 to the Agenda totalling £4777.80.
2. To approve and authorise the Clerk to make the payment of £2995.39 to Glasdon UK Limited.

13/45

Matters for Information

- a. Lotherton Hall/Mint Festival – No information had been received from Lotherton Hall as to whether this event was taking place this year. Cllr Jeffreys to check if this is taking place and if any tickets will be issued to the Parish Council
- b. Leeds Festival ticket sales proceeds – Councillors were requested to consider appropriate expenditure for the accumulated sale proceeds
- c. Free solar panels – Cllr Barker had details which he could make available
- d. Noticeboards – extra/larger noticeboards were discussed. It was agreed to consider exchanging the existing noticeboard at Pump Hill for a larger board and to re-locate the existing noticeboard to an alternative site on land owned by the Parlington Estate. Cllr Piper to obtain quotes for a larger board on Pump Hill and Cllr Howson to approach the Parlington Estate for consent to site a board on their land.
- e. Aberford Albion Football Club – a car boot sale had been held at the club on Sunday 9 June 2013 and litter left on the verges after the event. A licence had not been obtained from Leeds City Council as required. The Clerk was requested to write to the football club to remind them of their obligations to obtain a licence and to clear up after such events.

13/46

Close of Meeting

The Chairman thanked everyone for their attendance and closed the meeting at 10.03 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.