

## ABERFORD & DISTRICT PARISH COUNCIL

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

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

PCSO Geoff Nottingham  
8 members of the public

Apologies were received and accepted from Cllrs Alderson, Broadley and Reed.

Clerk Ms Julie Sou

13/94 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**  
None declared

13/95 **Introduction from the Chairman**  
The Chairman welcomed everyone to the meeting.

13/96 **Minutes of previous meeting**  
The minutes of the parish council meeting held on 20 August 2013 had been circulated prior to the meeting. An error was noted in that Cllr Dunwell was not recorded as present at the meeting on 20 August 2013.  
RESOLVED: To amend the minutes of 20 August 2013 to record that Cllr Dunwell had been present and subject thereto to approve the minutes of the meeting held on 20 August 2013 and to sign them as a correct record.

13/97 **To receive a report from the representatives of West Yorkshire Police**  
PCSO Geoff Nottingham gave a report on crime incidences in Aberford and district:

- July 2013 - one burglary and one attempted burglary at private dwellings; a break in at the bowling club; theft of items from a drawer at an office which was believed to be perpetrated by somebody with knowledge of where the items were situated.
- August 2013 - a burglary of a ladder from a detached garage through an insecure door; criminal damage to a dwelling (smashed window and mock CCTV camera); an attempted break in of a Volkswagon Eos through the roof in respect of which Volkswagon had been informed of a possible design fault with the roof.
- Poaching – 4 arrests in Harewood and 5 in Aberford for digging for badgers; 2 arrests for night-time hunting and poaching with dogs. Many stops and searches had also been carried out.

It was also confirmed that the damage to the church gate lock reported at the previous meeting had been reported to the police.

13/98 **Public participation on agenda matters**  
Cllr Howson invited comments from the public on agenda matters only.

- Buses – the service has been late and unreliable since July. A new timetable came into effect 1<sup>st</sup> September and the member of the public commenting would report back.
- Planning – a member of the public had not been kept informed by Leeds City Council (LCC) Planning Department with regards to a planning application to which he had objected. He had not been informed of amendments to the plans nor when LCC had approved the application. Members noted that it was at the discretion of LCC Planning Department whether they informed objectors of changes to applications. The Parish Council was not informed of amendments to plans or decisions in relation to planning matters on which it had commented.
- Lotherton Hall – concern was raised with regards to traffic speed within the grounds of Lotherton Hall
- Leeds Festival ticket sales – residents in the Garforth area of the parish had not received

notice of the Leeds Festival ticket sales.

- Mint Festival tickets – these were on sale in the village shop and had not been allocated in the same manner as the Leeds Festival tickets. They did not appear to have been advertised and there was no ballot. It was noted that this may have been due to the late allocation of tickets by the event organiser to the Parish Council and that in future the Parish Council should try to secure tickets sooner to enable the tickets to be advertised and a ballot held.

13/99

### **Councillor Vacancies**

One candidate was present at the meeting and confirmed his continuing interest and gave apologies for being unable to attend the last meeting. Due to pressures of work, he wished to clarify the level of commitment required and would speak to Cllr Howson and former Cllr Forster before making his decision. The Clerk would liaise with him to confirm he satisfied the eligibility criteria.

13/100

### **Matters Arising**

- Dog fouling (13/76a)** – Dog fouling stickers were still available from Cllr Howson.
- Training (13/76c)** – The clerk reported on her attendance at the LCC Town and Parish Seminar which she had found very useful in terms of the workshops and the opportunity to network with other councillors and clerks. Slides from the various workshops were now available and the Clerk would circulate details.
- Lotherton Hall/Mint Festival (13/76f)** – Cllr Howson had spoken to the sergeant and police would be in attendance at the event. It was noted that signs were in place at Junction 47 of the A1/M1 warning that queues were likely.
- Aberford Footbridge (13/76g)** – the Clerk reported that LCC had advised that the bridge was in the course of fabrication and that installation was scheduled for the second week in October. The Clerk to confirm that the bridge is to be replaced with a like bridge of the same timber materials as existing as “fabrication” indicates the replacement bridge may be of metal construction.
- Play area (13/76h)** – the Japanese knotweed still requires a further spray and there are some outstanding minor works that still require attention. Cllr Howson to deal.
- Flood alleviation works at Windmill Rise (13/81)** – Members noted that a resident had emailed to say he was unhappy that the Parish Council would not be contributing to these works.
- Noticeboards (13/83)** – further consideration was required with regards to how best to locate the two new noticeboards at Pump Hill as placed alongside each other they exceeded 10 feet in length. If they were to be separated, a further header board may be required. It was agreed to defer the decision to the next meeting.

13/101

### **Neighbourhood Plan**

The minutes of the NDPMG meeting of 8<sup>th</sup> September 2013 had been circulated to members. Cllr Dunwell reported that the Locality consultant, Mr Mike Dando, had not been able to attend the last meeting of the NDPMG but it was hoped he would attend the next meeting on 7 October 2013.

RESOLVED: To note the minutes of the NDPMG for 8<sup>th</sup> September 2013.

13/102

### **Reports were received on the following:**

- Broadband** – No updates had been received from LCC but Cllr Piper reported that Ward Cllr Matthew Robinson had recently tweeted on this issue so it would appear he was actively pursuing this.
- Footpaths**
  - A bill had been received for the last cut. Cllr Jeffrey would pass this to the Clerk to deal and it was agreed that future bills should be sent directly to the Clerk.
  - Footpath survey – Cllr Jeffrey required assistance from other members in order to complete this and offers of help were given.
  - Overgrown footpaths on privately owned land – reference was made to the footpath behind the Village Hall on Mr Cowling’s land which was completely overgrown and the footpath behind the school which appeared to have been partially cut back by the adjoining house owners but still needed attention. Furthermore, some waste from the cuts had been discarded to the side and not taken away for proper disposal. Cllr Jeffrey had visited the

landowners already. There was discussion as to the best way to approach landowners with responsibility for maintaining footpaths and a two stage process was considered appropriate.  
RESOLVED:

1. Cllr Jeffrey to visit the landowners again to ask that they clear the footpaths and to advise that if they failed to do so LCC would be approached for more formal action to be taken.
2. Cllr Jeffrey and the Clerk to draft standard letters for issue to landowners; an initial letter and then a further more formal letter if no action was taken

#### **Allotments**

- Cllr Howson reported a conversation he had with LCC officer, Charlotte Underwood. He had been advised that it was LCC policy that parish councils should take over the running of council owned allotments in their areas. Members noted that the Parish Council could not be obliged to do this.
- Members noted that the current rent for the allotments was £35 per year.  
RESOLVED: To remove Allotments from the agenda as a standing item.

**Traffic Management** – the Clerk had been in contact with LCC officer, Nicholas Borrás, with regards to the road markings at Priory Park/Bunkers Hill and to arrange a meeting to discuss the speeding issues on Cattle Lane but had not yet received a response.

13/103

#### **Village Hall Planning Application**

Members noted the letter dated 10<sup>th</sup> September 2013 (previously circulated) from Mr David Gluck of the Village Hall Committee and received an update from Mr Stewart Sims of the Village Hall Committee who was present to answer questions from members.

There was a discussion relating to the delay, the financial issues, the impact on the neighbourhood plan process which could not be finalised whilst the village hall application was outstanding, whether more modest proposals or alternative sites could be considered, and whether the Village Hall Committee was confident that the developer would be prepared to comply with onerous conditions. Mr Sims advised that other options and locations had been considered but that there were no viable alternatives and that the condition of the village hall was such that more modest proposals would probably prove inadequate once work started.

It was confirmed to Mr Sims that there had been concerns expressed about the plans for the village hall limiting use for community groups, Cllr Howson having received a letter to this effect from Aberford Horticultural Society. It was hoped that the plans would not reduce the available space in the hall.

13/104

#### **Jubilee Field – Tennis Court**

Members received an update on the latest proposals from LCC and the contractor to provide a full size playing area by extending the fencing towards the outdoor gym equipment. This would necessitate relocating some items of outdoor gym equipment and benches and would block the temporary access through the Estate land which may still be required in future. It was felt that other options should be explored with contributions from all members. Other options were discussed, including extending on both sides of the existing court and providing a full size court elsewhere on Jubilee Field. Members noted comments received via email from members of the public in favour of a full size court.

RESOLVED:

1. The Clerk to arrange a meeting on site for members to explore all options. All members should attend if possible.
2. Following the meeting, the Clerk to obtain costings for the various options from LCC/the contractors.
3. The decision in relation to the tennis court to be deferred to a later meeting when costings and further information on each of the options is available

13/105

#### **Grass Cutting/Grounds Maintenance/Highways Weed Control**

- a Overgrown brambles at junction of Hook Moor/Collier Lane B1217 – LCC had requested the Parish Council to deal with stumps and removing branches before they would flail this back. This had now been dealt with.
- b Bunkers Hill verges – the Estate had told Aberford Albion Football Club to clear the overgrown

and encroaching shrubbery and would deal with the repairs to the wall. Once these works had been carried out, LCC would cut the grass verges to the base of the wall under the Grounds Maintenance contract.

- c Lotherton Lane – LCC had now advised that the land outside 7 Lotherton Lane was not adopted highway. This area would therefore be removed from the grounds maintenance contract and would be up to the householder to cut. Cllr Howson had visited the householder to so advise. RESOLVED: That the Clerk approach LCC to request adoption of this part of the highway.
- d Weeds on Main Street pavement – the Clerk reported a letter received from a resident regarding the extent of unsightly weeds on Main Street in August. It was confirmed that the weeds were now dying back but it was not known if this was due to the time of year or if there had been a treatment by LCC.  
RESOLVED:
1. That the Clerk clarify with LCC the arrangements and schedule for the spraying of highway weeds.
  2. That Cllr Howson be authorised to purchase a supply of weedkiller to enable the Parish Council to treat weeds as necessary.

13/106

#### **Christmas Lights**

A further quote of £750 + VAT had been received from LCC to display all the Christmas lights at Pump Hill, including the ones usually displayed at the Church.

RESOLVED – To accept the quotation from LCC and to authorise the Clerk to proceed with the order for all Christmas lights to be displayed at Pump Hill.

13/107

#### **Swarco Traffic Limited – Speed Signs Maintenance Contract**

A quote had been received of £528.48 + VAT for the maintenance contract for the two speed signs in the village for the period 21 September 2013 to 20 September 2014. This was the same price as the current year.

RESOLVED: To accept the quotation and to authorise the Clerk to enter into the maintenance contract with Swarco on behalf of the Parish Council.

13/108

#### **Clerk's Appointment**

The Clerk's probationary appointment period of six months would end on 30 September 2013.

RESOLVED:

1. That Cllrs Howson, Piper and Reed meet with the Clerk to discuss confirmation of her appointment.
2. That Cllrs Howson, Piper and Reed review the Clerk's terms and conditions of employment.

13/109

#### **Training**

The Clerk wished to attend the YLCA course Budgeting for Smaller Councils on 10<sup>th</sup> and 17<sup>th</sup> October 2013 at a fee of £90. Cllr Piper also expressed a wish to attend.

RESOLVED:

To approve the Clerk and Cllr Piper's attendance on the course.

13/110

#### **Correspondence**

Members noted the items of correspondence listed at Appendix 1 to the Agenda and agreed the following:

- That the details of the LCC Flood Risk Management Strategy survey should be publicised on the village noticeboards and on the Parish Council website
- That the information relating to the YLCA conference on 16 November 2013 should be brought to the next meeting for consideration to be given to members attending.

13/111

#### **Planning Matters**

##### **New Planning Applications**

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details of Proposal</b>
13/03868	Swan Hotel, Main Street North	Seven replacement windows  Members' comments: no comments

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details of Proposal</b>
13/03396	Reading Rooms Bunkers Hill	Change of use involving alterations and extensions to former reading rooms to form 4 bedroom dwellings  Members' comments: no objections but consideration needs to be given to the following: <ul style="list-style-type: none"> <li>The property is situated at the junction of Main Street and Parlinton Lane with cars frequently parked on Main Street. White lines or other parking restrictions should be considered to ensure clear access to the property and to Parlinton Lane.</li> <li>The property is situated in the conservation area and the design of the sun room appears large and prominent, forward of the building line and detracts from the front porch, covering one of the side feature windows.</li> </ul>
13/04257	2 Greystones Close Aberford	Alterations including raising roof height; single storey side/ rear extension, dormer windows to front and rear  Members' comments: To delegate the decision in relation to this application to the Planning Working Group. The Planning Working Group to notify the Clerk of any comments.

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

Members noted the following updates on previous planning applications:

**Previous Planning Applications - Update**

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details of Proposal</b>	<b>LCC Decision</b>
13/02334	2 Field Lane Aberford	Single storey rear extension	Approved 16/09/13
13/02512	The Cedars Cattle Lane Aberford	Single storey side extension	Approved 29/08/13
13/03020	10 Haverthwaites Drive Aberford	Single storey rear extension and detached garage to rear	Approved 27/08/13
13/03153	1 The Dale Aberford	New vehicular crossing to front	Withdrawn 27/08/13

**Planning Enforcement Matters**

A possible planning contravention had been reported to LCC Planning Control relating to Lilac Cottage, Main Street. The front door of the cottage on Main Street had been blocked in at the bottom with breeze blocks and a UPVC window installed at the top. LCC had advised that planning permission was not required for the work carried out as, although in a conservation area, the property was not a listed building.

13/112

**Accounts**

RESOLVED:

- To note the bank reconciliation at Appendix 3 to the Agenda for the period ending 5 September 2013 showing:
  - Current account £5,987.84
  - Revenue reserve £29,350.89
  - Capital reserve £63,945.67

Following deductions for unrepresented cheques totalling £5,829.00, the net bank balances as at 5 September 2013 were £93,455.40.

Current account and revenue reserve included £943 Parish Paths Partnership money and £7,241.86 Leeds Festival ticket sale proceeds.

- To approve the accounts for payment at Appendix 4 to the Agenda totalling £295.44.

13/113

**Matters for Information**

- a August holiday – Cllr Howson proposed an item on the next agenda that the Parish Council in future should not hold a meeting during August. This would be a reversion to previous practice and was proposed as Parish Council business was difficult to conduct in August with many LCC officers and others on holiday.
- b Neighbourhood Elders' Team – Cllr Jeffrey reported that NET had held their first meeting at Parlington House which had been a great success.
- c Poor Lands Trust – Cllr Jeffrey was now sitting on the Trust which dealt with money held in trust to help older people in the Lotherton ward of the village. The Trust met one or two times a year and had made a profit this year for the first time which would shortly be distributed. Cllr Hancock was also on the Trust at the present time.
- d Aberford Church of England Primary School – Cllr Piper reported on her first visit to the school last week when she had helped out and which she had found very enjoyable.
- e Damage to wall of bridge at Main Street/Cattle Lane – this had been reported to LCC and confirmation had been received that repairs would be carried out.

13/114

**Close of Meeting**

The Chairman thanked everyone for their attendance and closed the meeting at 9.57 pm

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