

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17 June 2014 at the Methodist Chapel, Aberford at 7.30pm

Present: Cllr David Howson (Chairman) Cllr Marolyn Piper
Cllr John Barker Cllr Ruth Reed
Cllr Keith Dunwell

PCSO Geoff Nottingham
4 members of the public

Apologies were received and accepted from Councillors Alderson and Hancock.

Clerk Ms Julie Sou

14/094 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**

None declared.

14/095 **Minutes of previous meeting**

The minutes of the Annual Parish Council meeting and the Parish Council meeting held on 27 May 2014 had been circulated prior to the meeting.

RESOLVED: To approve the minutes of the meetings held on 27 May 2014 and to sign them as a correct record.

ACTION: The chairman

14/096 **To receive a report from representatives of West Yorkshire Police**

Three crimes had been reported:

- Entry gained to the Village Hall through an insecure gents toilet window. Two store room doors forced open but nothing stolen.
- Entry gained to a garage at the rear of a property in an isolated area by forcing a padlock. No property inside the garage.
- Property stolen from a workman's vehicle with the doors left open.

The issue of speeding in the village was discussed. Special operations were being carried out and would eventually come to Aberford.

14/097 **Public participation on agenda matters**

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

- Gullies at Bunkers Hill, Markham Cottages and Pinfold Rise required cleaning. **ACTION:** the Clerk.
- First World War centenary. It was suggested that there should be an inscription on one side of the war memorial. A further inscription on the other side could then be added in future in remembrance of the Second World War.

14/098 **Matters Arising**

- Cock Beck (minute 14/081) – a Leeds City Council (LCC) officer had visited but had not been to Cock Beck itself, having declined Cllr Howson's offer to take him there. The officer had agreed that the main beck was blocked and stagnant and had promised to make a further inspection of Cock Beck itself.
- Wetherby & District Crime Prevention Panel (minute 14/087) – Cllr Dunwell was now a member of the panel and would be attending an event at Harewood House. The panel would be interested in any events in Aberford that they could attend.
- Harewood Ward Environmental Project (minute 14/088) – the application for trees and bulbs had been submitted.
- Hook Moor Wind Farm/Liaison Committee (minute 14/086) – site investigation works had been delayed but were now scheduled to begin Monday 23 June 2014.
- Cars parked in front of church (minute 14/092) – the land was not owned by LCC and was not highways land.

14/099 **Updates and Information**

- a. Leeds Festival tickets – all tickets had been paid for and the total sum of £2160.00 received.
- b. Speed signs – quotes had been received from the contractor for repairing the signs with new solar panels or connection to mains electricity. LCC had also provided a quote for connection to

the mains and an estimated annual electricity cost. The insurers had been notified and their decision was awaited. **RESOLVED:** That the preferred option was to convert the speed signs from solar powered to mains powered.

- c. Village Design Statement (VDS) – **ACTION:** Cllr Piper and the Clerk to finalise the changes to the VDS, with the assistance of Cllr Reed. Membership of the VDS Working Group to be revised.
- d. Grass cutting/weed control –
 - there had been some improvement but areas had still been missed. **ACTION:** the Clerk to continue to pursue with LCC.
 - Signs for Barwick Open Gardens had been placed in the verges which resulted in these areas being cut round by the grass cutters. **ACTION:** the Clerk.
- e. Dog fouling – Hayton Wood View was much improved with no recent sign of dog fouling. There was still interest in the use of temporary paint sprays to highlight dog fouling. Discussion as to whether this could amount to graffiti. **ACTION:** the Clerk to enquire with LCC as to what permissions were needed and whether there were any issues to be aware of.
- f. Traffic Management – various issues needed addressing:
 - Hook Moor – four cars had gone off the road in recent weeks and into the wall. The road had been resurfaced but to no effect.
 - Obstruction of drop kerbs – this was a problem in the village with Becca Lane cited as an example with vehicles parked so that people with pushchairs or on wheelchairs could not pass.
 - Field Lane road markings – required renewing.**ACTION:** the Clerk to request a meeting with LCC Traffic Management.

14/100

Village Hall Planning Application

The Clerk advised the process by which applications were considered by the Plans Panel and the limited opportunities for representations to be made. The Parish Council would be treated as any other objector. All objectors would have a total of three minutes to make representations, regardless of the number of objectors. The agent on behalf of the applicant would also have three minutes to respond. All objectors who registered a wish to make representations before the Panel were encouraged to liaise and to co-ordinate beforehand. The Panel may ask questions. Approximately a week's notice would be given that the application was listed before the Panel with a copy of the planning officer's report. The next Panels were on 19 June and 24 July 2014.

ACTION:

1. The Clerk to enquire whether the Panel would consider written submissions in response to the officer's report.
2. Cllr Piper to attend the next meeting of the Village Hall Committee in the absence of Cllr Alderson.
3. To defer the appointment of the Parish Council's representative on the Village Hall Committee to the next meeting.

14/101

Neighbourhood Development Plan (NDP)

- Members noted the minutes of the Neighbourhood Development Plan Management Group (NDPMG) meeting of 1 May 2014, previously circulated.
- The meeting held on 5 June 2014 had been a training session on policy writing so there was no update as such. The next meeting of the NDPMG was on 10 July 2014.
- It was felt that the NDP was at a stage when expertise was required to assist.
- Strategic objectives were discussed such as off-street parking and the village school and it was felt that the Parish Council required the advice of the NDPMG.

14/102

Jubilee Field

- An offer of settlement of goods and services to the value of £7000 from LCC was considered. Members discussed options for goods and services, including 5 a-side football posts and nets and picnic benches. The advice from LCC was that any football posts should be permanently concreted into place.
- The Clerk advised that the final amount due from the Parish Council to LCC in respect of Jubilee Field had to be agreed. A very minor discrepancy was involved.
- Details were given of the Ping! table tennis scheme which would provide a free table tennis table and bats and balls for public use at Jubilee Field in return for some monitoring of usage by the Parish Council. Once the scheme was over, the Parish Council could keep the table and may be asked to take part in the scheme again in the following year. The Clerk had registered the Parish Council's interest in taking part in the scheme, subject to approval by the Parish Council, and should discover shortly if the application had been successful.

- Cllr Dunwell reported he would soon be replacing last year's bedding plants with new planting.

RESOLVED:

1. To accept the offer of £7000 goods and services in settlement from LCC. As part of the settlement, the Parish Council to request the supply and installation of one set of 5 a-side football posts and nets and two picnic benches. **ACTION:** the Clerk to notify LCC.
2. The Jubilee Field Working Group to meet to decide other items as part of the settlement and to report back to the Parish Council. **ACTION:** Jubilee Field Working Group.
3. To pay the outstanding sums due to LCC for Jubilee Field, subject to the amount being agreed by the Clerk. **ACTION:** the Clerk.
4. To take part in the Ping! table tennis scheme. **ACTION:** the Clerk to notify LCC.

14/103 **Appointment of groundwork and general maintenance contractor**

Cllr Howson was awaiting quotes and it was agreed to defer the matter to the next meeting.

14/104 **Grant application from Garforth in Bloom**

An application for a grant of £250 for planting at the entrance to the Cedar Ridge Estate had been received from Garforth in Bloom.

RESOLVED: That the application for £250 be granted and that the group be thanked for its hard work.

14/105 **Community Right to Bid**

RESOLVED: That, subject to satisfying the eligible criteria, the following land and buildings should be nominated for registration as assets of community value:

1. Field next to the play area
2. Field on Main Street next to the Royal Oak public house
3. Field on west side of bridge on Main Street
4. Village Hall
5. Youngs Court allotments
6. Field Land allotments
7. Aberford Primary School

ACTION: the Clerk to verify the eligibility criteria and to begin the process of registration.

14/106 **First World War Centenary**

RESOLVED:

1. The trees around the war memorial to be cut back and the war memorial to be cleaned including power washing if appropriate. **ACTION:** Cllr Howson
2. The war memorial to be inscribed to commemorate the centenary of the First World War. **ACTION:** the Clerk to enquire as to costs.
3. The newsletter to remind residents of the centenary and to state that good attendance was hoped for at the Remembrance Day Service. **ACTION:** Cllr Piper.
4. A pamphlet to be produced with information as to people from the village who had served during the First World War. **ACTION:** Cllr Piper.
5. To consider whether children from the school may also wish to lay a wreath. **ACTION:** Cllr Piper to ask the school.

14/107 **Planning Matters**

Members considered the following planning application:

New Planning Applications

Planning ref	Address	Brief Details of Proposal
14/02859/FU	Church View Main Street South Aberford Leeds	Dormer window to rear Comments: <ol style="list-style-type: none"> 1. Roof windows in other properties in the area are skylights. A dormer window would overlook the whole of the courtyard; 2. Concerns with regards to the proposed cladding which is not in keeping with other properties; 3. The property is within the Conservation Area and needs to be in keeping with the other properties with regards to the roofline and the materials used.

14/03151/FU 3 Anning Fold First floor conservatory and extended raised balcony to rear
 Garforth Leeds
 LS25 2PQ Comments: None

RESOLVED: To report members' comments to LCC. **ACTION:** The Clerk

Members noted the following updates:

Previous Planning Applications/Appeals - Update

Planning/ Appeal ref	Address	Brief Details of Proposal	Decision/Update
13/02169/FU	1 Brierlands Fold Garforth Leeds LS25 2NU	Single storey rear extension ADPC : No comments	Approved 09/06/2014

Planning Enforcement Matters - Update

Planning ref	Address	Brief Details	Decision/Update
14/00589/N CP	13 Haverthwaites Drive Aberford Leeds LS25 3AT	Non-compliance with condition relating to demolition of gym. LCC site visit on 06/06/2014. Gym had been demolished as per plan CK2/2 application 12/01098 and the extended time limit of 13/02527.	No further action to be taken by LCC.
14/00614/U CU3	Makins Sturton Grange Ridge Road Micklefield Leeds LS25 4DZ	Unauthorised change of use. LCC requested additional information as to which building on site it was alleged was being used for unauthorised storage purposes. Members were unable to assist in identifying the exact building.	

14/108 **Finance**

- Members noted the internal auditor's report for the year ended 31 March 2014.
- Members noted the budget update for the first quarter April – June 2014.

RESOLVED:

1. To approve the bank reconciliation (copy attached) for the period ending 31 May 2014.
2. To approve and authorise the accounts for payment and already paid (copy attached) totalling £2,909.24.
3. To combine the budget heads for maintenance of the play area and Jubilee Field (£1,000) and maintenance of seats and noticeboards (£500) into one general maintenance head and to include groundwork and general maintenance works under this heading.
4. To defer a decision on setting further categories of reserves to a later meeting.

ACTION:

The Clerk to make the approved payments.

14/109 **Matters for Information/Referrals**

- a. A waste bin at the play area needed replacement. **ACTION:** Cllr Reed to liaise with LCC officer, John Woolmer.
- b. Flowers planted by Aberford in Bloom at the Almshouses had been stolen. The police were aware.
- c. Hanging baskets. In the absence of Cllr Alderson, Cllr Reed had checked and noted two anomalies with the labels and had advised Cllr Alderson who would deal if necessary.

14/110 **Close of Meeting**

The Chair thanked everyone for their attendance and closed the meeting at 9.44pm.

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 month ending: 31 May 2014**

Prepared by Julie Sou, Clerk to the Parish Council

Date: 9 June 2014

Approved by the Parish Council

Date: 17 June 2014

Balance per bank statements as at 31 May 2014	£	£
Current Account	2,083.18	
Revenue Reserve	36,476.70	
Capital Reserve	63,966.47	102,526.35
Less unrepresented cheques at 31 May 2014:		
	100540	-20.00
	100541	-36.72
	100542	-258.90
	100543	-40.00
	100544	-35.00
		-390.62
Net bank balances as at 31 May 2014		102,135.73

The net balances reconcile to the Cash Book (receipts and payments account) for the month as follows:

CASH BOOK

Opening balance at 30 April 2014		100,396.35
Add receipts for the month to 31 May 2014:		
Leeds City Council - Parish Paths Partnership Agreement	550.00	
Leeds Fest ticket sales	680.00	
Hanging basket sponsorship	900.00	2,130.00
Less payments for the month to 31 May 2014		-390.62
Closing balance per cash book as at 31 May 2014		102,135.73

Notes

1. Revenue Reserve includes £967 Parish Paths Partnership money and £9,164.66 Leeds and Mint Festivals ticket sales money.
2. Capital Reserve is set aside for Jubilee Field

Accounts for Payment

Cheque no.	Details		
	<u>Already Paid</u>		
100545	Aberford in Bloom (minute 14/085)		<u>1,000.00</u>
	TOTAL ALREADY PAID		1,000.00
	<u>To Pay</u>		
100546	Aberford Methodist Church (room hire)		20.00
100547	Clerk's expenses:		
	Contribution to home working costs	10.00	
	Mobile 'phone	7.50	
	Mileage	12.60	
	Stamps	2.03	
	Toner cartridge	<u>100.71</u>	132.84
100548	Clerk's salary		258.90
100549	PCC St Ricarius (NDP room hire)		20.00
100550	D Howson (reimbursement - weed killer)		43.20
100551	SLCC Enterprises Ltd (regional conference)		82.80
100552	Leeds City Council (hanging baskets)		1,025.00
100553	Mrs P Harrison (internal audit fees)		76.50
100554	Garforth in Bloom (grant)		<u>250.00</u>
	TOTAL TO PAY		<u>1,909.24</u>
	TOTAL PAYMENTS MADE/DUE SINCE LAST MEETING		2,909.24