

## ABERFORD & DISTRICT PARISH

### Minutes of the Parish Council meeting held on Tuesday 16 September 2014 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

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

Apologies were received and accepted from Cllrs Alderson and Reed.

In Attendance: Ms Julie Sou (the Clerk), 5 members of the public

- 14/143 **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**  
Cllr Howson declared a non-pecuniary interest in the planning application 14/05278/FU to be considered by the Parish Council as he was the keyholder of the property for the owner whilst it was vacant.
- 14/144 **Minutes of previous meeting**  
The minutes of the Parish Council meeting held on 19 August 2014 had been circulated prior to the meeting. The Clerk asked members to approve an amendment to the minutes of 15 July 2014.  
**RESOLVED:**  
1. To approve the minutes of the meeting held on 19 August 2014 and to sign them as a correct record.  
2. To approve an amendment to minute 14/122 to show the quote for Christmas lights to be £960 including VAT and not £970.  
**ACTION:** The chairman
- 14/145 **To receive a report from representatives of West Yorkshire Police**  
No police report was received.
- 14/146 **Public participation on agenda matters**  
Cllr Howson invited comments from the public on agenda matters only. Members noted comments made with regard to:  
a. Bins at Rein Court and Pump Hill overflowing with foul odours emanating due to dog waste bags. **ACTION:** Clerk to request Leeds City Council (LCC) to empty and to replace with bins with lids.  
b. B1217 footway – overgrowth from grass verges has reduced the width to approximately 6 inches only. **ACTION:** Clerk to request a meeting with Ward Councillor Matthew Robinson to discuss this and other issues.  
c. Contaminated land at Garforth.  
d. A1/M1 noise survey – no progress appeared to have been made.  
e. A1/M1 slip road surface – litter problem.
- 14/147 **Matters arising**  
a. Tree cuttings left on Main Street and at the bus turnaround (minute 14/130a) – Members noted that the cuttings on the Main Street drovers' verge had now been cleared and LCC Environmental Services and Highways were monitoring to ensure proper restoration of the surface. No enforcement action was possible in respect of the cuttings at the bus turnaround as there was no evidence who had cut down the branches. The grass had not been cut for several weeks due to the obstructions. It was agreed that the Parish Council should allocate up to £200 for clearance of the area. **ACTION:** Cllr Howson to investigate clearance.  
b. Drains (minute 14/130c) – Members discussed parked vehicles obstructing drain clearance and the possible use of mesh over drains to prevent debris washing down and causing blockages. **ACTION:** Clerk to investigate with LCC and arrange a meeting with Ward Cllr Matthew Robinson.  
c. Wetherby and District Crime Prevention Panel (minute 14/131a) – Members noted an update on the Panel's activities from Cllr Dunwell, namely that the Panel had been unable to attend at the Aberford Garden Show. Members noted the newsletter that had been circulated and which would be displayed on the village noticeboard.  
d. Ping! table tennis scheme (minute 14/132d) – Members noted that the scheme was ending on 20 September 2014 and the terms and conditions if the Parish Council wished to adopt the table. Public liability for the table would be covered under the Parish Council's existing

insurance. **ACTION:** Clerk to deal with the adoption process and report on the success of the scheme to LCC. Clerk to obtain insurance quote to cover any damage caused to the table.

14/148

#### **Neighbourhood Development Plan (NDP)**

- a. No minutes had yet been received for the last meeting of the Neighbourhood Development Plan Management Group (NDPMG) held on 4 September 2014.
- b. Members noted the letter received from the Chair of the NDPMG and the draft plan.
- c. It was confirmed that the NDPMG was happy to continue with the NDP and the next steps were discussed including the need for the NDPMG to draw up a tender/specification on what consultant assistance was needed, funding, the need to apply for Planning Aid grants before the end of September, and that a link could be provided to NDP documentation from the Parish Council website. The next meeting of the NDP would be in early October.

**RESOLVED:** That it be confirmed that the NDP would continue.

**ACTION:** Cllr Dunwell to liaise with the Chair of the NDPMG to ensure that a grant application to Planning Aid was submitted before the end of September.

- d. Garforth NDP area designation – consultation. Members noted that the Garforth NDP proposed designated area excluded the land south of the A1/M1 that had also been omitted from the Aberford NDP designated area (“the land”). Members accepted that legally the land could not be included in Garforth’s NDP area as it was part of Aberford and District Parish Council. It was noted that the Parish Council would still be consulted on any planning applications relating to the land and that the land should still be protected from development whilst it was designated as Green Belt. Members agreed to make no formal response to the consultation but Cllr Dunwell would attend the next meeting of the Garforth Forum on 21 September 2014. It was agreed that there needed to be better communication between Garforth NDP Steering Group and the Parish Council.

**ACTION:**

1. Cllr Dunwell to attend the Garforth Forum on 21 October 2014.
2. The Clerk to ask if the land is still designated as Green Belt in the Leeds emerging Core Strategy

14/149

#### **Jubilee Field**

Members considered a list of goods and services valued at £6864 offered by LCC to settle any outstanding claims against LCC in respect of the incorrectly sized tennis court at Jubilee Field. LCC would install all items free of charge and would also include a further bench matching those already at Jubilee Field, making the total value of goods and services offered close to £10,000.

**RESOLVED:** To accept from LCC in full and final settlement of claims against LCC in respect of the incorrectly sized tennis court the following items including installation:

- a. One pair 5 a-side football posts 5ftx12ft; nets for posts;
- b. One Ludis concrete table tennis table plus concrete/tarmac base;
- c. Concrete/tarmac base for Ping! table tennis table;
- d. Two Marmax recycled picnic benches in black plus concrete/tarmac bases;
- e. Two outdoor gym signs with posts/stands;
- f. One recycled bench to match those already at Jubilee Field

**ACTION:** The Clerk

14/150

#### **Speed signs**

Members received an update on the current situation and costs. Highways excavation and structure licences were required for which fees were payable. The total costs for repairing the speed signs and connecting to mains electricity would be £7079.19; the insurance pay-out was £5709.49. There was therefore a shortfall of £1729.96. Part of this was VAT which would be reclaimed in due course.

**RESOLVED:** To earmark funds from Revenue Reserves to an Uninsured Losses Fund and to meet the shortfall from that fund; the amount of the fund to be decided when reviewing the whole Budget later in the meeting (see below). **ACTION:** The Clerk.

14/151

#### **Dog fouling**

- a. Members noted that the legislation relating to dog control orders was under review and agreed that any proposals for a new order in the parish should be deferred pending new legislation.
- b. Members further considered a scheme to highlight areas of dog fouling with temporary spray paint and received details of costs.

**RESOLVED:** To purchase three cans of temporary spray paint at £18.50 each plus VAT and postage and to proceed with the scheme, the costs to be met out of the amount set aside for contingencies. **ACTION:** The Clerk.

14/152

#### **General maintenance contractor**

Members considered a quote from Mr C Cliff to carry out repairs to the play area fencing for £289.93 and to refurbish and stain the two wooden noticeboards for £80.

**RESOLVED:** To accept the quote from Mr C Cliff and to authorise him to carry out the works.

**ACTION:** Cllr Howson to organise the works

14/153

#### **Public Rights of Way/Paths Partnership Project**

a. Members noted the invoice received for £526 from DB Tree Services for a cut in August commissioned by LCC. The Parish Council had £441 left of grant monies for the paths partnership project and LCC had offered to pay the shortfall.

**RESOLVED:**

1. To pay £441 towards the contractor's invoice and accept LCC's offer to pay the £85 shortfall;
2. To cancel the contract with DB Tree Services;
3. To defer consideration of how to manage maintenance of parish paths to a future meeting

**ACTION:** The Clerk

b. The footpath at Hayton Wood View was overgrown. **ACTION:** Cllr Dunwell to investigate.

14/154

#### **Annual insurance**

a. Members noted items on the Parish Council's asset register which were not insured for damage or loss. Members also noted that the war memorial, which was not owned by the Parish Council but which the Parish Council had maintained in the past, was not insured for damage or loss. Past attempts to establish ownership had not been successful but insurance cover could be obtained if the Parish Council formally accepted responsibility for its maintenance and repair. Valuations would be required for all uninsured assets for which valuation fees may be payable.

**ACTION:** The Clerk to investigate obtaining valuations of the Parish Council's uninsured assets and the war memorial and ask for quotes for insurance cover.

b. Members considered the insurance renewal quote for the period 30 September 2014 to 1 October 2015 from Aviva through Came & Co. The cover had been extended to include damage or loss to some previously uninsured items.

**RESOLVED:** To accept the quote of £1,620.54 and renew the cover for 30 September 2014 to 1 October 2015. **ACTION:** The Clerk

14/155

#### **First World War Centenary**

Members considered further proposals for commemorating the centenary of WW1 by erecting a new permanent memorial stone carved with a Yorkshire rose in front of the war memorial and by giving the children of Aberford Church of England Primary School commemorative coins. It was noted that:

- i. The WW1 centenary would span the period 2014-18 and the Parish Council should not therefore rush to a decision on a permanent memorial;
- ii. No provision had been made in the Budget for any commemoration;
- iii. Any expenditure on the WW1 centenary commemoration would have to satisfy s137 Local Government Act 1972

**RESOLVED:**

1. That the Parish Council would take a proper and considered approach as to the provision of a permanent memorial to commemorate the WW1 centenary and how this would be of benefit to the residents and/or the area of the Parish Council;
2. That a WW1 Centenary Commemoration Fund would be allocated from Revenue Reserves when reviewing the Budget;
3. That to give the local school children commemorative coins costing in the region of £230 + VAT would satisfy the requirements for expenditure under s137 Local Government Act 1972 and to therefore order and distribute 101 such coins to the local school children. **ACTION:** The Clerk to order the coins; members of the Parish Council to distribute the coins.
4. That payment for the coins would come out of the WW1 Centenary Commemoration Fund to be allocated from Revenue Reserves when reviewing the Budget.

14/156

#### **Venue for Parish Council meetings**

Members noted the options.

**RESOLVED:** That future meetings of the Parish Council be held at the Oriel Room, St Ricarius Parish Church at a fee of £20 per session.

14/157

#### **Planning Matters**

Members considered the following planning applications:

## **New Planning Applications**

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details of Proposal</b>
14/04162/FU	Hook Moor House Bunkers Hill Aberford Leeds LS25 3DN	Replacement balcony  Comments: None
14/05087/FU	28 Greystones Close LS25 3AR	Conservatory to side  Comments: None
14/05075/FU	The Reading Rooms Bunkers Hill Aberford Leeds LS25 3DR	Variation of conditions 5 (rooflights) and 4 (UPVC replica timber windows) of approval 13/03396/FU  Comments: The Parish Council has no comments in respect of variation of condition 5 (rooflights) but objects to any variation of condition 4 to allow UPVC window frames.  The property is in the conservation area and the Parish Council does not consider that UPVC windows are appropriate for historic buildings in the conservation area.  The property is identified in the Aberford Conservation Area Appraisal and Management Plan 2011 as a property which makes a positive contribution to the character and appearance of the conservation area (page 14). The Plan states that "replacement of windows ... with inappropriate materials is negative and affects individual buildings and the wider streetscape". The Plan goes on to say "where repairs or alterations are proposed on historic structures, surviving historic features should be retained and where possible sympathetically restored." There are other buildings in the conservation area where UPVC windows and other inappropriate materials have been used and this has a detrimental effect on the character and appearance of the streetscape which is an important feature of the conservation area in Aberford.  The Parish Council would therefore ask that condition 4 be unchanged so that the historic features of the Reading Rooms can be restored.
14/05091/FU	Leydale School Lane Aberford Leeds LS25 3BU	Detached house including demolition of existing house and new vehicular access  Comments: No objections to the application but would request that planning conditions be imposed:  <ol style="list-style-type: none"><li>1. To limit the movement of demolition and construction traffic (including demolition and construction personnel's own vehicles) on School Lane during Aberford Church of England Primary School's school day and in particular between 8.30am-9:15am and 3.15pm-4.30pm. The Parish Council considers that such a condition is advisable for the health and safety of staff, children, parents and visitors to the school; and</li><li>2. To prevent building contractors' vehicles parking on the apron on Main Street in front of St Ricarius Parish Church as this would leave nowhere for vehicles such as funeral and wedding cars to stop except on the road itself, thereby causing an obstruction and disrupting traffic.</li></ol>
14/05278/FU	Park House Farm House Aberford Road Aberford Leeds LS25 3DH	Conservatory to side; detached block of five stables to side and car port  Comments: Adjourned to next meeting

**RESOLVED:**

1. To adjourn 14/05278/FU Park House Farm House to the next meeting.
2. To report members' comments on all applications to LCC.

**ACTION:** the Clerk

Members noted the following updates:

**Previous Planning Applications/Appeals - Update**

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details</b>	<b>Decision/Update</b>
14/02859/FU	Church View Main Street South Aberford Leeds	Dormer window to rear ADPC: Unacceptable development 17/06/2014	Refused 16/07/2014
14/04023/FU	2 Greystones Close Aberford Leeds LS25 3AR	Raise roof height , dormer windows to front and rear; single storey side and rear extension.  ADPC: Unacceptable development 19/08/2014	Refused 19/08/2014. Members noted comments made by the applicant and that she intends to appeal.
14/04237/FU	Proctor Brothers Isabella Works Ash Lane Garforth Leeds LS25 2HQ	Extension to cast stone shed  ADPC: No comments	Approved 11/09/2014

14/158

**Finance**

Members received a report and update on the Parish Council's finances and reviewed the Budget with revised expenditure projections to the end of the financial year. It was noted that some budget heads would be overspent but that there was sufficient in the total Revenue Budget to meet projected expenditure for the financial year.

Members considered earmarking further funds from Revenue Reserves for a WW1 Centenary Commemoration Fund and an Uninsured Losses Fund.

**RESOLVED:**

1. To note the Annual Return for 2013-14 certified by the external auditor.
2. To note the bank reconciliation (copy attached) for the period ending 31 August 2014.
3. To approve the accounts for payment (copy attached) totalling £3,083.85. **ACTION:** The Clerk to make the approved payments
4. To meet Revenue Budget head overspends from the amount set aside for contingencies;
5. To make the following allocations from Revenue Reserves:
  - i. WW1 Centenary Commemorative Fund - £4000
  - ii. Uninsured Losses Fund - £2750
6. That any remaining balance in Revenue Reserves be allocated to the General Revenue Reserves.

**ACTION:** The Clerk to update the financial records.

**Matters for Information/Referrals**

- a. Bunkers Hill railings – these were deteriorating and would need eventual repair or replacement. LCC had advised there was insufficient in the capital fund for this financial year.
- b. Rural Action Yorkshire – Annual General Meeting and Networking Event on Saturday 11 October 2014. Papers circulated. **ACTION:** any members wishing to attend to advise the Clerk; the Clerk to make any necessary bookings.
- c. LCC Outer North East Forum Parish and Town Council Forum – the minutes of 3 July 2014 had been circulated to all members.

14/159

**Close of Meeting**

The Chair closed the meeting at 9.51pm.

**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](http://www.aberfordonline.com) or by contacting the Clerk.**

**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the month ending: 31 August 2014**

Prepared by Julie Sou, Clerk to the Parish Council  
 Approved by the Parish Council

Date: 9 September 2014  
 Date: 16 September 2014

<b>Balance per bank statements as at 31 August 2014</b>	£	£
Current Account	4,531.66	
Revenue Reserve	34,482.14	
Capital Reserve	63,742.56	102,756.36
Less unrepresented cheques at 31 August 2014:		
	100562	-20.00
<b>Net bank balances as at 31 August 2014</b>		<b>102,736.36</b>

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

**CASH BOOK**

Opening balance at 31 July 2014		103,836.25
Add receipts for the month to 31 August 2014:		
Leeds Fest ticket sales	80.00	80.00
Less payments for the month to 31 August 2014		-1,179.89
<b>Closing balance per cash book as at 31 August 2014</b>		<b>102,736.36</b>

Notes

- Revenue Reserve includes £441 Parish Paths Partnership money and £9,324.66 Leeds and Mint Festivals ticket sales money (of which £80 is to be refunded).
- Capital Reserve is set aside for Jubilee Field

**Accounts for Payment**

Cheque no.	Details		
100563	R Summers - Leeds Fest ticket refund		80.00
100564	PCC St Ricarius (NDPMG room hire)		20.00
100565	J Sou - expenses		
	Contribution to home working costs	10.00	
	Mobile 'phone credit	17.50	
	Amazon - printer toner	78.50	
	Mileage	28.80	
	Staples - ring binder	5.29	
	Stamps - 24 x 2nd class stamps	<u>12.72</u>	152.81
100566	J Sou - salary		258.90
100567	PCC St Ricarius (PC room hire)		20.00
100568	Zebra Print Management Ltd (newsletter)		250.00
100569	PKF Littlejohn LLP (external audit)		240.00
100570	Broker Network Ltd (Came & Co annual insurance premium)		1,620.54
100571	DB Tree Services		<u>441.00</u>
	<b>TOTAL</b>		<b><u>3,083.25</u></b>