



- ii. LCC had been asked to quote for providing an extra set of lights for the natural trees.
- iii. Christmas lights competition – members discussed holding a competition for villagers for the best lights in the village and having different competitions for adults and children.  
**RESOLVED:** To hold a best Christmas lights in the village competition and to budget £50 for prizes.  
**ACTION:** Cllr Jeffrey to organise the competition; Cllr Howson to provide details of 4 volunteers willing to help with such an event; Cllr Dunwell to drive the appointed independent judges around the village.
- d. Tree cutting at Pump Hill (15.161f) – Cllr Howson confirmed that the trees would be cut this week by the appointed contractor.
- e. Garforth/Aberford possible new NDP area (15.161g) – Members noted the report (previously circulated) by Cllr Piper on the meeting of 22 July 2015 attended by Cllrs Dunwell, Piper and Reed. Nothing further had arisen since that meeting.
- f. Bunkers Hill railings (15.161i) – Cllr Jeffrey confirmed that the railings had now been painted. Paint and materials costing £28.45 had been purchased.
- g. Noticeboard for Garforth (15.172b) – a potential site, subject to the usual consents from LCC, had been identified midway between the two entrances to the estates. Comments were made regarding whether money should be spent on a noticeboard in Garforth. It was **AGREED** to seek the views of members of the Garforth Forum at the next meeting of the Forum. **ACTION:** Cllr Dunwell (or the member attending in his place).
- h. Hanging baskets (161b) – a general apology had been posted on the PC website regarding the peeling labels. **ACTION:** Cllr Dunwell to further check the labels.
- i. Village Design Statement (15.164) – it was confirmed that no further action was required on the part of the PC and that Mike Dando as consultant to the Neighbourhood Development Plan Management Group (NDPMG) would attend to incorporating the necessary elements of the VDS into the NDP.
- j. Overgrown shrubs behind bench on Play Area path (15.172c) – **ACTION:** the PROW Working Group to instruct the footpath contractor to trim the shrubs.

#### 15.180 Neighbourhood Development Plan (NDP)

Members noted:

- a. Minutes of the meeting of the NDPMG of 7 August were not yet available.
- b. There were no updates to report.
- c. The next meetings of the NDPMG were Thursday 3 September and Thursday 15 October 2015.

#### 15.181 Presentation to the PC by Pearce Bottomley Architects

The presentation had taken place on 23 July 2015 and had related to proposals for four possible development sites in the village. The meeting was attended by most members of the PC and the VHC. Three of the proposed sites were in the Green Belt. The proposals included a new village hall with a doctors' surgery. Members noted that planning permission would be difficult to obtain for any development within the Green Belt and that the PC was committed to protection of the Green Belt. It was **AGREED** that the PC would listen equally to all developers with proposals for large-scale development in the village.

#### 15.182 Village Hall

Members noted:

- a. Cllr Piper's notes of the meeting (previously circulated) with the VHC held on 28 July 2015. Discussions had included the presentation by Pearce Bottomley Architects, whether the Parlington Estate ("the Estate") may have any interest in development opportunities involving the Village Hall and potential funding sources including grants, loans from the Public Works Loan Board and annual one-off increases to the precept for short-term individual projects.
- b. Cllr Howson's meeting with representatives of the Estate – the Estate is to produce development proposals to include a new village hall and some housing development. The proposals will be directed through the Clerk.
- c. The next meeting of the VHC is on 1 September 2015. The VHC is to decide a programme of works. Funds are available to buy a new boiler and the VHC has been passed details of a flooring contractor. Funding questions for the PC may arise following the meeting.
- d. The Chairman of the VHC had agreed to provide costings (not yet received) for works to the Village Hall for Cllr Howson to show to representatives of the Estate. **ACTION:** the Clerk to pursue.

#### 15.183 Traffic Management and Highways

Members noted the following:

- a. LCC would implement the new road markings and the relocation of the Cattle Lane speed limit sign within the next 4-6 weeks. A delay had occurred due to objections. It was not clear whether the works to be commenced included the new road markings outside Priory Park. **ACTION:** the Clerk to obtain clarification.
- b. The missing section of double yellow lines outside the Arabian Horse had now been completed.
- c. White House Farm, Bunkers Hill development –
  - i. Relocation of speed limit sign - Pearce Bottomley Architects, acting for the developer, had requested a meeting with the PC to agree a new position for the sign. It was noted that the issue of the relocation and final position of the sign was entirely a matter that had been raised by and was in the control of LCC. The PC's only involvement had been to ask to be consulted on the final position.
  - ii. Vehicle activated speed sign – Pearce Bottomley Architects had also requested that this sign be relocated to the other side of the Priory Park lodge.

It was **AGREED** that the members of the Highways and Traffic Management Advisory Group would meet with Pearce Bottomley Architects to hear their/their client's views on the position of the signs. **ACTION:** Cllrs Barker, Howson and Piper.

#### 15.184 **Environment and Maintenance**

Members noted the following:

- a. Dog fouling – some incidences of dog fouling had taken place on Jubilee Field, Main Street and Field Lane and the paint sprays had been used.
- b. Grass cutting/weed clearance – the neglected area at Pump Hill had now been cut. Members noted the improvement in weed control.
- c. Litter/bins/fly-tipping – LCC had not yet confirmed whether the larger and lidded bins previously requested would be provided. The stench from certain bins including Pump Hill, the play area and the Rein Court bus stop was particularly unpleasant. **ACTION:** the Clerk to pursue.

#### 15.185 **Jubilee Field and Play Area**

- a. Members noted vandalism had taken place at Jubilee Field, with paint damage and attempts made to set fire to the table tennis nets. Cllrs Hancock and Overend and their partners had spent 3 hours clearing up the mess. Other vandalism had occurred in the village at the same time but there had been no other incidents since. It was **AGREED** to report the vandalism in the next newsletter and to make readers aware of the costs of the clean-up if outside contractors had been required.
- b. Members discussed installing CCTV at Jubilee Field. It was **AGREED** to defer this item at present as there had been only one isolated incident of vandalism to date.
- c. Jubilee Field signage – the sign had been delivered and members noted a recommendation to purchase and install two further signs in the same format in other parts of Jubilee Field, one near the outdoor gym equipment and the other facing the football pitch. **RESOLVED:** To purchase two additional signs and to install at Jubilee Field. **ACTION:** the Clerk.
- d. Table Tennis England – members noted an offer from Table Tennis England to provide free coaches if the PC wished to host an event. The table tennis tables were well-used and popular with all age-groups. Members requested more information in relation to the offer. **ACTION:** the Clerk.
- e. Members noted that the outdoor gym signs had not yet been installed by LCC and that LCC were investigating what action was possible in relation to access being blocked for the grass cutting machine. **ACTION:** the Clerk to pursue.
- f. Cycle ramps – members noted that Scarcroft Parish Council was installing cycle ramps with gravel tracks. It was **AGREED** that members should visit the site once the cycle ramps had been installed. **ACTION:** the Clerk to ask Scarcroft PC to notify her when the installation had taken place.

#### 15.186 **Parish Council website**

Members noted a report from Cllr Overend. Cllrs Overend and Piper had met with Mr Steve Piper to discuss the website, and a brief had been submitted to Parish Council Websites Limited. Cllr Overend had been chasing the company as there had been no response for two weeks, but had now been assured the draft website should be ready in 2 or 3 weeks. Once the draft was available, members may be required to meet to view the draft.

#### 15.187 **Leeds Festival 2015**

Members noted that the residents' tickets had been collected from the Leeds Festival organisers. The organisers had requested that the PC include certain information with the tickets and the Clerk was awaiting details of such information. Once that information was available, the tickets would be delivered to residents. **ACTION:** Clerk to prepare the required information for inclusion with tickets; Cllr Jeffrey to arrange delivery of tickets.

15.188 **Matters requested by members**

- a. Volunteers required for Aberford in Bloom – a request had been posted on the PC website and noticeboards.
- b. Email etiquette – members discussed email etiquette, including the standards expected in external and internal emails, the frequency of emails and expectations of when emails should be checked and responses expected. It was **AGREED** that this be kept under advisement.

15.189 **Planning Matters**

- a. Members considered the following planning applications:

**New Planning Applications/Appeals**

Planning ref	Address	Brief Details of Proposal
15/04088/FU	Swan Hotel Main Street Aberford Leeds LS25 3AA	Detached house including conversion of outbuildings to residential accommodation Comments: None
15/04115/FU	Windsor Farm York Road Scholes Leeds LS24 9NR	Change of use agricultural land to outdoor menage and alterations including fencing Comments: None
14/04906/FU Appeal: 102784	The Olde Windmill Stud Lotherton Lane Aberford Leeds LS25 3DS	Construction of temporary house  ADPC: Inappropriate development in the Green Belt. Comments: None to add to those already made to the original application.

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

- b. Members noted the following updates:

**Previous Planning Applications/Appeals - Update**

Planning/ Appeal ref	Address	Brief Details	Decision/Update
15/03042/FU	4 Woodbridge Avenue Garforth Leeds LS25 2PJ	Single storey rear extension and conversion of garage to habitable room ADPC: No comments	Approved 23/07/2015
15/02541/FU; 15/02542/LI	1 Church Terrace Main Street Aberford Leeds LS25 3BR	Replace existing front elevation windows; Listed Building Application to replace existing front elevation windows ADPC: No comments	Refused 12/08/2015
15/03546/FU 15/03548/LI	The Priory Bunkers Hill Aberford Leeds LS25 3DP	Detached dwelling and detached garage to site of offices Listed Building application for detached dwelling to site of offices ADPC: No comments	Approved 17/08/2015

15.190 **Finance**

**RESOLVED:**

1. To approve the bank reconciliation (copy attached) for the month ending 31 July 2015.
2. To approve and authorise the accounts for payment (copy attached) totalling £505.98.

**ACTION:** The Clerk to make the approved payments.

15.191 **Matters for Information/Referrals**

- a. Church Terrace railings – one of the railings was broken, perhaps due to the nearby building works. **ACTION:** Cllr Howson to investigate.
- b. Outer North East Forum – permission had been obtained for a member of the public to attend.

- c. Aberford Church of England Primary School – continuing concern with regards to the condition of the wall which was bulging due to pressure from trees. The headmistress and representatives from Oriel College and LCC Legal Department were to consider how the position may be rectified.
- d. Training – approval was given for the Clerk to attend the Society for Local Council Clerks regional conference on 4 November 2015 at a cost of £65+VAT; Yorkshire Local Councils Association was scheduling courses for the future and members approved Cllr Hogg attending the course Developing Your Skills as a Councillor when this was next held.

15.192 **Close of Meeting**

The Chairman closed the meeting at 10.02pm.

Minute 15.190

**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the month ending: 31 July 2015**

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

Date: 11 August 2015  
Date: 18 August 2015

<b>Balance per bank statements as at 31 July 2015</b>		£	£
Current Account		780.13	
Revenue Reserve		38,458.48	
Capital Reserve		12,695.71	
Asset Renewals Fund		13,216.04	65,150.36
Less uncleared cheques at 31 July 2015:	100624	-76.50	
<b>Net bank balances as at 31 July 2015</b>			<b>65,073.86</b>

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

**CASH BOOK**

Opening balance at 30 June 2015	66,972.93
Add receipts for the month to 31 July 2015:	0.00
Less payments for the month to 31 July 2015	-1,899.07
<b>Closing balance per cash book as at 31 July 2015</b>	<b>65,073.86</b>

Notes

- Revenue Reserve includes: £11,404.66 Leeds and Mint Festivals ticket sales  
£7,454 balance Groundwork NDP grant
- Capital Reserve is set aside for Jubilee Field

**Accounts Paid/for Payment**

Chq no.	Details	Amt exc	VAT	Total
	To Pay	VAT		
100633	PCC St Ricarius - PC room hire	20.00		20.00
100634	J Sou - Clerk's expenses:			
	Contribution to home working costs	10.00		
	Stamps - 12x2nd class	6.48		
	Mobile 'phone	6.25	1.25	23.98
100635	J Sou - salary & holiday pay	309.97		309.97
100636	Stocksigns Ltd	61.32	12.26	73.58
100637	Wetherby & District Crime Prevention Panel - donation	50.00		50.00
100638	J Jeffrey - paint & materials for repainting Bunkers Hill railings	28.45		28.45
	<b>TOTAL PAYMENTS FOR THE MONTH</b>			<b>505.98</b>