



Members noted:

- a. The resignation of John Barker.
- b. There were now two vacancies for parish councillors. The existing vacancy could be filled by co-option. The latest vacancy arising from the resignation would be advertised in accordance with statutory procedures and an election would be required if 10 electors called for it. Otherwise, the vacancy could be filled by co-option.
- c. Yorkshire Local Councils Association had advised that parish councils should adopt procedures for co-option.

It was **AGREED** that the Parish Council should adopt a procedure for co-opting members. **ACTION:** The Clerk to put forward a procedure for approval by the Parish Council.

#### 15.263 Neighbourhood Development Plan (NDP)

Mr Tom Robbins, the Chair of the NDP Management Group (NDPMG) was in attendance as a member of the public and was able to give additional information to members. Members noted:

- i. There were now four members of the NDPMG.
- ii. The NDPMG met on the first Thursday of every month – the next meeting was at 7.30pm on 7 January 2016 at the offices of Pearce Bottomley.
- iii. Cllrs Overend, Brown, Howson and Jeffrey and a member of the public offered to attend the next meeting and to join the NDPMG. Cllr Hogg would also be asked to attend the next meeting of the NDPMG.
- iv. The Groundwork UK grant had to be wound up and the balance returned to the grant provider.

**RESOLVED:**

1. To approve payment of the invoice of £250.59 to Mr Mike Dando for consultancy services.  
**ACTION:** The Clerk
2. To approve having a page on the new Parish Council website for the NDPMG. **ACTION:** Cllr Overend to liaise with Mr Robbins.

#### 15.264 Village Hall

Mr Stewart Sims, the Chair of the Village Hall Management Committee (VHC) was in attendance as a member of the public and was able to give additional information to members.

- a. Meeting with Dppuk Ltd on 14 December 2015 – a presentation had been given by the agents for their client and attended by members of the VHC and members of the Parish Council. Copies of the plans had been circulated to those in attendance. The VHC was strongly in favour of the village hall remaining on its current site and wished to keep its options as wide open as possible.
- b. Funding request - Members considered a contractor's quote for £11,940 presented by Mr David Gluck of the VHC for external and internal remedial works to the fabric of the village hall. Mr Sims advised that in addition to the works specified in the quote, the village hall boiler and heating system needed repairs/replacement. The VHC had obtained a grant for £1000 for a new boiler but there were other issues remaining with the heating system. It was estimated that a further £3000 to £4000 was needed for boiler/heating repairs and replacement.

It was proposed that the Parish Council should grant £15,000 for repairs to the village hall if it had sufficient funds. The following points were made and noted:

- i. The Parish Council had sufficient funds in Reserves to grant £15,000 but would need to re-allocate reserve funds.
- ii. The Village Hall had not received a cash injection for many years and the grant was needed to carry out essential maintenance to ensure that the village hall could continue to operate.
- iii. The Parish Council could safeguard public funds with conditions for return of the grant in the event of disposal of the village hall within an agreed number of years.

**RESOLVED:** To offer a grant of £15,000 to the Village Hall for the essential maintenance works to the fabric of the building and the boiler and central heating system, subject to conditions to include return of the grant monies on a sliding scale to the Parish Council if the Village Hall were to be disposed of within five years.

**Note:** Cllr Jeffrey left the meeting during the debate and decision.

**ACTION:** The Clerk to report to the Parish Council on the re-allocation of Reserves and to draft conditions for the grant offer. Payment of the grant to be made in January 2016.

#### 15.265 Site Allocations: Becca Hall

No further information had been received from LCC or the ward councillors. See also minute 15.260d.

#### 15.266 Traffic Management and Highways

No new issues were reported.

The Clerk was requested to investigate changing the speed signs for signs that flashed the speed at which vehicles were travelling. **ACTION:** The Clerk.

#### 15.267 **Environment and Maintenance**

Members noted the following:

- a. Dog fouling – further to minute 15.246a, the member of the public had complained that the paint spray had not washed off and outlines of the markings were still visible even after several attempts to clean it off. Members considered a request to revise the policy on use of paint sprays and it was **AGREED** to continue with the present policy.
- b. Fly-tipping on Lotherton Lane – noted on 1 December 2015 and had been reported to LCC but had not yet been cleared. **ACTION:** Cllr Hancock to check and update. The Clerk to report further to LCC if necessary.
- c. Bins – a member of the public had requested that the bin at the bus-stop on Main Street/Rein Court be relocated as it was embarrassing to use it for dog waste disposal in the presence of people waiting at the bus-stop. It was **AGREED** that the bin was for people waiting at the bus-stop so should stay in its current position.

#### 15.268 **Jubilee Field and Play Area**

- a. Play Area swing seats – members considered quotes from LCC for replacement of the cracked flat seats for £140 and also the cradle seats for £270. VAT would also be payable. The original supplier was no longer in existence.  
**RESOLVED:** To approve replacement of the cracked seats at £140 + VAT out of the General Maintenance budget and to ask LCC to proceed with replacement. **ACTION:** The Clerk.
- b. Jubilee Field outdoor gym signs - these had still not been installed despite attempts by the Clerk to pursue this. **ACTION:** The Clerk.

#### 15.269 **Parish Council website**

Members noted the following:

- a. The new website was now on-line and compliments had been received from members of the public.

Cllr Overend reported that the new website had taken many hours to set-up and would not have been possible without the help of Cllr Piper and Mr Steve Piper. Members expressed their thanks to Cllr Overend for all his hard work and time in setting up the new website. Members also thanked Cllr Piper and Mr Piper for their assistance to Cllr Overend, and wished to extend further thanks to Mr Piper for all his time and work in the past in having maintained the previous parish council website as a volunteer. **ACTION:** The Clerk to write to Mr Piper giving thanks.

- b. Smaller Authorities Transparency Fund – further to minute 15.251, the DCLG had reduced the amount that could be applied for under the Transparency Fund for website initial set-up costs to a maximum of £500. Members noted that a revised application for £1139.42 had therefore been submitted. This included revised staff time figures of 20 hours for set-up costs and 3 hours per month for website maintenance for the period December 2015-March 2016.

#### 15.270 **Parish Council newsletter**

Members discussed whether the Parish Council newsletter could include items requested by the Parish Church and other organisations such as the Poorlands Trust and the Village Hall. Members noted the following:

- a. The Church newsletter had been discontinued although there may be a new Church magazine;
- b. The Parish Council newsletter was delivered to every property in the village and was felt to help maintain a cohesive community;
- c. The newsletter was published when there were sufficient articles and was not on a regular basis;
- d. Third party contributors would need to know publication dates and deadlines for copy if they were to be offered space in the Parish Council newsletter.

No decision was reached.

#### 15.271 **Hanging Baskets**

Members received a report from Cllr Brown on the issue of peeling labels. Cllr Brown had been advised that the problem was that the wrong paint had been used. A solution had been offered involving affixing dibond panels to the existing plates at a cost of £32+VAT per panel. An alternative option may be to wire-wool the existing plates and re-paint with hammerite.

Cllr Brown also requested assistance with the process of contacting sponsors.

It was **AGREED**:

1. To request Mr Gary Broadley to re-paint the panels with hammerite paint. **ACTION:** Cllr Brown.
2. That Cllrs Jeffrey and Overend would meet Cllr Brown in January 2016 to discuss the process for sponsorship of the hanging baskets. **ACTION:** Cllrs Brown, Jeffrey and Overend.

**15.272 Request for collection of seeds from cowslips**

Members considered a request received from a group wishing to establish a wild flower meadow in an area of public open space in Scholes for a permission to collect seeds from cowslips growing in certain of the Parish Council's grass verges and also to lift a number of the plants for re-planting. It was **AGREED** to decline the request. **ACTION:** The Clerk.

**15.273 Matters requested by members**

Highfield Road garages – Cllr Hogg had received an enquiry from a member of the public regarding the deteriorating condition of the garage. It was noted that some of the garages were in public ownership and some were in private ownership. Cllr Dunwell as a member of the Housing Advisory Panel (HAP) would liaise with Cllr Hogg and ask that the matter to be put on the next agenda of the HAP. **ACTION:** Cllrs Dunwell and Hogg.

**15.274 Planning Matters**

- a. Members considered the following planning applications:

**New Planning Applications/Appeals**

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details of Proposal</b>
15/06822/FU	The Olde Windmill Stud Lotherton Lane Aberford Leeds LS25 3DS	<p>Change of use from private equestrian use to specialised commercial equestrian use</p> <p>The proposed change of use from private equestrian use to commercial equestrian use raises issues with regards to the adequacy of the access road and parking provision.</p> <ol style="list-style-type: none"><li>1. The response to Question 10 Vehicle Parking on the application form indicates that there are zero parking spaces at present and zero parking spaces are proposed. The Parish Council would ask that the planning authority seeks clarification on this point as it would seem that the proposed business with staff/apprentices and with clients attending with horses or visiting their horses and the use of associated transport is certain to increase vehicle numbers which would require parking provision.</li><li>2. Additional horses will produce additional effluent which must be removed from site. The Parish Council would ask the planning authority to seek clarification on whether this would lead to an increase in vehicle numbers for the purpose of removal of the additional effluent.</li><li>3. Consideration should be given to whether the access road is adequate for increased vehicular use, in particular horse boxes and trailers, due to the standard of the road surface and the close proximity of neighbouring properties.</li><li>4. Paragraph 5.11 of the Planning and Design and Access Statement states that "the existing access road will be suitable ... with sufficient passing place provision ... ". The Parish Council would ask the planning authority to ensure that the passing place provision will be adequate for the type of vehicles expected to use the access road, namely large horse boxes.</li></ol>

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

b. Members noted the following updates:

**Previous Planning Applications/Appeals - Update**

<b>Planning/ Appeal ref</b>	<b>Address</b>	<b>Brief Details</b>	<b>Decision/Update</b>
15/04643/FU 15/04644/LI	Priory Park Lodge Bunkers Hill Aberford Leeds LS25 3DE	Addition of a pyramid hip roof to single storey extension to the property  ADPC: No objections to the development but concerned to note that the works were carried out before approval was granted.	Refused  30/11/2015
15/06198/FU	20 Abbots Close Aberford Leeds LS25 3AZ	Detached garage to rear  ADPC: No comments	Approved 03/12/2015
15/06264/FU	8 Pinfold Rise Aberford Leeds LS25 3EN	Detached garage to side  ADPC: Unacceptable development	Approved  10/12/15
15/03920/FU	Throstle Nest Farm Parlington Lane Aberford Leeds LS25 2DT	Detached agricultural storage building  ADPC: No comments	Approved  14/12/15

**15.275 Finance**

- a. Members noted that Cllrs Howson and Reed had conducted an internal audit control on 28 November 2015 and had no issues to report.
- b. It was **AGREED** to defer setting the Budget for 2016-17 to the next meeting of the Parish Council and to hold a meeting in the meantime to consider budget proposals.

**RESOLVED:**

1. To approve the bank reconciliation (copy attached) for the month ending 30 November 2015.
2. To approve and authorise the accounts already paid/for payment (copy attached) totalling £2,160.71.

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

**15.276 Close of Meeting**

The Chairman closed the meeting at 10.22pm.

Minute 15.275

## Bank Reconciliation

### Aberford and District Parish Council

For the month ending: 30 November 2015

Prepared by Julie Sou, Clerk to the Parish Council

Date: 8 December 2015

Approved by the Parish Council

Date: 15 December 2015

<b>Balance per bank statements as at 30 November 2015</b>		£	£
Current Account		1,174.41	
Revenue Reserve		33,463.25	
Capital Reserve		12,697.95	
Asset Renewals Fund		13,217.91	60,553.52
Less uncleared cheques at 30 November 2015:			
	100657	-291.00	
	100658	-275.00	-566.00
<b>Net bank balances as at 30 November 2015</b>			<b>59,987.52</b>

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

#### CASH BOOK

Opening balance at 31 October 2015			61,289.69
Add receipts for the month to 30 November 2015:			
Cancel uncleared cheque no. 100638		28.45	28.45
Less payments for the month to 30 November 2015			-1,330.62
<b>Closing balance per cash book as at 30 November 2015</b>			<b>59,987.52</b>

#### Notes

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

#### Accounts Paid/for Payment

	To Pay			
100663	PCC St Ricarius (PC room hire)	20.00		20.00
100664	J Sou - expenses			
	Contribution to home working costs	10.00		
	Office supplies	15.23	3.04	
	12 x 2nd class stamps	6.48		
	Mileage (travel to and from training course, York)	24.75		
	Mobile 'phone credit	6.25	1.25	67.00
100665	J Sou - salary & holiday pay	309.97		309.97
100666	Andrew Jones - website design and build	1,200.00		1,200.00
100667	J Jeffrey - paint & materials for repainting Bunkers Hill railings (replacement cheque for no.100638)	28.45		28.45
100668	Yorkshire Local Councils Association - training course	40.00		40.00
100669	Zebra Print Management Ltd	245.00		245.00
100670	M R Dando - NDP consultancy services	250.29		250.29
	<b>TOTAL PAYMENTS FOR 18/11/2015 - 15/12/2015</b>			<b>2,160.71</b>