

- c. Dog fouling (minute 14/197d) – Due to the poor weather conditions, no paint spraying had taken place recently but this would resume when conditions improved. However, it was noted that dog fouling seemed generally improved.
- d. Trees donated by Woodland Trust (minute 14/197e) – LCC Highways Department had raised various issues with regards to the proposal to plant some of the trees on highway verges leading out of the north end of the village, and had indicated that site surveys and investigations may be required. They had advised that LCC Forestry section should also be consulted. It was **AGREED** to request a site visit with Highways. **ACTION:** the Clerk.
- e. Hanging baskets (minute 14/197f) – Mr Ray Alderson had reported that many of the hanging basket brackets were rusted as a result of which sponsorship labels could not be securely affixed. Mr Alderson had spoken with Mr Gary Broadley of the Broadley Group who had offered to refurbish the hanging baskets by sanding down, coating with rust proofer and then repainting in black. Any fees for this service would be waived in return for a hanging basket free of charge in perpetuity. It was **AGREED** to accept Mr Broadley's offer on these terms and to thank him for the offer. **ACTION:** the Clerk.
- f. WW1 Centenary (minute 14/201) – Cllr Jeffrey proposed to include WW2 in any proposals for a memorial and would prepare notices for the noticeboards inviting public comments and views. An article would also be included in the next newsletter. **ACTION:** Cllr Jeffrey, Cllr Piper (newsletter)
- g. Highways/traffic management issues (minute 14/204)
 - i. Traffic management - despite the assurances given prior to the last Parish Council meeting, none of the agreed works or consultation had taken place by LCC. **ACTION:** the Clerk to pursue.
 - ii. Moles on drovers' verges – a quote was still awaited from a private contractor. A further quote to be obtained in addition. **ACTION:** the Clerk, Cllr Howson.
- h. Boxing Day hunt (minute 14/209) – Cllr Howson reported on the day which had been very successful.
- i. The Swan Hotel – proposals for the redevelopment of the building had been received from a member of the public resident in the village who was keen to work closely with the Parish Council to preserve a listed building in the conservation area felt to have significance in the village. It was **AGREED** that members of the Planning Advisory Group would meet with the member of the public to discuss his proposals and would report back to the full Parish Council. **ACTION:** Planning Advisory Group.

15.006 Neighbourhood Development Plan

Members noted the following:

- a. The minutes of the NDPMG meeting of 11 December 2014 previously circulated.
- b. The NDG Management Group (NDPMG) meeting scheduled for 8 January 2015 had been cancelled due to sickness of many members. The next meeting was scheduled for Thursday 5 February 2015.
- c. That Cllr Dunwell had spoken to Mr David Leroy, the chair of the Garforth NDP Working Group, with regards to the Garforth NDP area on which the Parish Council had agreed to take no action. Mr Leroy would come back to the Parish Council with any proposals/comments from the Group.

15.007 Garforth and Swillington Forum

Members noted:

- a. A report from Cllr Dunwell on a presentation he had given together with the chairs of Swillington Parish Council and Great and Little Preston Parish Council.
- b. A letter sent to Mr Ian Forster from LCC regarding site allocations in Garforth.

15.008 Christmas Lights 2015-16

Members considered a proposal and it was **AGREED** to explore alternative suppliers to LCC for Christmas lights for 2015-16. Matters to be considered would include whether to hire or purchase, electrical connections, whether to have a Christmas tree, whether there should be additional lights and where and costs. The Clerk had started making enquiries of other parish councils as to their suppliers/arrangements. **ACTION:** the Clerk.

15.009 Village Hall

Members discussed various options to achieve a new Village Hall, for working with the Village Hall Committee (VHC) and the possibility of bringing proposals for development of the Village Hall into the remit of the NDP.

It was **AGREED** that the Parish Council could not properly consider any options unless it had more information with regards to the viability of the structure of the existing Village Hall. It was further **AGREED** that Cllr Piper would:

- i. Ask the VHC whether a structural survey had been carried out and to request a copy;
- ii. Ask the VHC what other grants and funding options had been considered;
- iii. Inform the VHC that the NDPMG would include in its public consultation questions regarding residents' views on proposals for the Village Hall, including whether alternative locations within the village would be acceptable.

ACTION: Cllr Piper

15.010 Budget 2015-16

Members considered the draft Budget proposals previously circulated and the amount of precept to be requested from LCC.

The draft budget figure was £18,245 and the Parish Council would receive Council Tax Support Grant of £478. Members noted the high level of reserves held and that the Parish Council would expect to receive income from hanging basket sponsorship and Leeds Festival ticket sales, although this was not guaranteed. Members further noted the additional amounts council tax payers would pay if the precept was increased.

Members voted on proposals to increase the precept request to (1) £13,000 or (2) £13,500.

RESOLVED:

1. To agree the Budget for 2015-16 at £18,245 (copy attached);
2. To request a precept of £13,500 from Leeds City Council. **ACTION:** the Clerk.

Members noted that the Capital Reserves set aside for Jubilee Field included the sum of £8,213.99 interest accrued to date. It was proposed that the accrued interest be transferred to a separate bank account together with £5,000 from Revenue Reserves and that these monies be ring-fenced for an Asset Renewals fund which could be added to in future.

RESOLVED: To open a separate bank account with £8,213.99 accrued interest transferred from the Capital Reserve account and £5,000 from the Revenue Reserve account, and that the monies in the new account be reserved for future asset renewals. **ACTION:** the Clerk.

15.011 Planning Matters

Members considered the following planning applications:

New Planning Applications

Planning ref	Address	Brief Details of Proposal
15/00008/FU	25 Brierlands Close Garforth Leeds LS25 2NT	Alterations including two storey and single storey rear extension; conversion of integral garage to habitable room
Comments: None.		

RESOLVED: To report members' comments on all applications to LCC.

ACTION: The Clerk

Members noted the following updates:

Previous Planning Applications/Appeals - Update

Planning/ Appeal ref	Address	Brief Details	Decision/Update
14/06338/FU	Church View Main Street South Aberford Leeds LS25 3DA	Dormer window to rear ADPC 18/11/2014: Unacceptable development on the following grounds: 1. Privacy issues due to overlooking of rear courtyard; 2. Detrimental to the conservation area.	Refused 23/12/2014

14/06328/FU	Park House Farm Aberford Road Garforth Leeds LS25 3DH	Change of use to non-agricultural land (equestrian) and erection of new detached stable block ADPC 18/11/2014: No objections provided the use is limited to private use and not for any business purpose.	Refused 22/12/14
14/06396/FU 14/06397/LI	1 Church Terrace Aberford Leeds LS25 3BR	Change of use and alterations of former surgery to two flats: also listed building application ADPC: No comments	Approved 12/01/2015

15.012 Finance

RESOLVED:

1. To note the bank reconciliation (copy attached) for the period ending 31 December 2014.
2. To approve the accounts for payment (copy attached) totalling £321.06.

Members noted that the following previously approved payments had now been made:

- i. Leeds City Council (Jubilee Field final payment) - £42,862.94;
- ii. Leeds City Council (Christmas lights switch-on) - £90.00.

15.013 Matters for Information/Referrals

- a. Various notices had appeared on land held by the Parlington Estate, the effect of which members were not clear. It was queried whether the notices indicated that the Estate was seeking to close footpaths at certain times. **ACTION:** Cllr Howson to make enquiries.
- b. YLCA had available copies of a booklet "Affordable Rural Housing" at £1.50 per copy and it was **AGREED** that the Parish Council should purchase a copy. **ACTION:** the Clerk.
- c. In view of the possible potential for large scale residential development in the Garforth area, it was suggested that the Parish Council should explore changing the parish boundary. **ACTION:** the Clerk to make initial enquiries with LCC.
- d. The next Outer North East Parish and Town Council Forum meeting was on 22 January 2015. Cllrs Dunwell and Reed to attend.
- e. The Leeds City Council Annual Parish and Town Council Forum meeting was taking place on 29 January 2015. Cllrs Brown and Dunwell to attend.
- f. The next Hook Moor Liaison Committee meeting was on 11 February 2015.
- g. The following had been circulated to all members:
 - i. The latest issue of White Rose Update;
 - ii. Department for Communities and Local Government Plain English Guide to the Planning System;
 - iii. An invitation from Alex Shelbrooke MP to attend a dementia summit on 30 January 2015;
 - iv. Details of events to remember Holocaust Memorial Day.

15.014 Close of Meeting

The Chairman closed the meeting at 9.27pm.

	BUDGET 2015-16 Agreed 20 January 2015	Actual Expenditure 2013- 2014	Budget Current Year	Expenditure to Date	Projected Expenditure to Year End	Projected Amount In- Hand/Shortfall to Year End	Budget 2015-16	Notes
	<u>Expenditure</u>							
1	Clerk's salary	3,279.40	3,200.00	2,613.70	3,200.00	0.00	4,000.00	
2	Administration Costs	508.17	350.00	445.53	530.00	-180.00	500.00	
3	Mileage	266.40	150.00	127.35	152.55	-2.55	150.00	
4	Parish Council Website	56.25	60.00	56.25	56.25	3.75	260.00	
5	Venue hire for PC meetings	240.00	300.00	200.00	240.00	60.00	300.00	
6	Insurance policy	1,578.11	1,650.00	1,620.54	1,750.00	-100.00	1,750.00	
7	Internal audit	116.60	120.00	76.50	76.50	43.50	100.00	
8	External audit	240.00	240.00	240.00	240.00	0.00	250.00	
9	Training - Clerk	220.80	350.00	82.80	200.00	150.00	300.00	
10	Training - Councillors	390.00	600.00	0.00	300.00	300.00	500.00	
11	YLCA membership	474.00	475.00	485.00	485.00	-10.00	500.00	
12	RAY membership	35.00	35.00	35.00	35.00	0.00	35.00	
13	SLCC membership	80.00	80.00	87.00	87.00	-7.00	80.00	
14	Newsletters x 2	470.00	500.00	250.00	500.00	0.00	500.00	
15	General maintenance	2,393.14	1,500.00	1,676.13	1,640.00	-140.00	3,000.00	
16	Maintenance contract: speed	634.18	635.00	0.00	635.00	0.00	635.00	
17	Hanging baskets	1,155.68	1,025.00	1,025.00	1,025.00	0.00	1,025.00	
18	Wreath Remembrance Day	0.00	50.00	0.00	50.00	0.00	50.00	
19	Christmas lights	900.00	900.00	1,050.00	1,050.00	-150.00	1,100.00	
20	Christmas tree	0.00	250.00	0.00	250.00	0.00	250.00	
21	Snow clearing	240.00	225.00	0.00	225.00	0.00	300.00	
22	Contribution to police vehicle	86.58	90.00	101.64	101.64	-11.64	110.00	
23	Contribution to Crime Prevention Panel	0.00	0.00	0.00	0.00	0.00	50.00	
24	VDS/NDPMG (including venue hire)	454.00	750.00	80.00	250.00	500.00	0.00	a
25	Grants	1,590.00	1,750.00	1,250.00	1,250.00	500.00	1,500.00	
26	Contingencies	481.20	1,000.00	78.60	500.00	500.00	1,000.00	
27	Recruitment advertisement	15.00	0.00	0.00	0.00	0.00	0.00	
28	Gross Expenditure	15,904.51	16,285.00	11,581.04	14,828.94	1,456.06	18,245.00	
29	Precept	11,500.00	12,500.00				13,500.00	
30	Council Tax Support Grant	673.00	568.00				478.00	
31	Income	12,173.00	13,068.00				13,978.00	
32	From Revenue Reserve		3,217.00				4,267.00	
33	Total	12,173.00	16,285.00				18,245.00	

Notes

a. A sum will be allocated from Revenue Reserves for VDS/NDP expenditure.

Minute 15.012

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

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

Date: 12 January 2015
Date: 20 January 2015

Balance per bank statements as at 31 December 2014	£	£
Current Account	620.95	
Revenue Reserve	31,993.93	
Capital Reserve	63,764.41	96,379.29
Less unrepresented cheques at 31 December 2014:		
	100585	-20.00
Net bank balances as at 31 December 2014		96,359.29

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

CASH BOOK

Opening balance at 30 November 2014		97,849.96
Add receipts for the month to 31 December 2014:		
Interest - Capital Reserve	11.13	
Interest - Revenue Reserve	5.84	16.97
Less payments for the month to 31 December 2014		-1,507.64
Closing balance per cash book as at 31 December 2014		96,359.29

Notes

1. Revenue Reserve includes £9,244.66 Leeds and Mint Festivals ticket sales money.
2. Capital Reserve is set aside for Jubilee Field

Accounts Paid/for Payment

Cheque no.	Details		
	<u>Already Paid</u>		
100589	Leeds City Council (Jubilee Field - final payment)	42,862.94	
100590	Leeds City Council (Christmas lights switch on)	90.00	42,952.94
	<u>To Pay</u>		
100591	PCC St Ricarius (PC room hire)	20.00	
100592	Clerk's expenses:		
	Contribution to home working costs	10.00	
	Mobile 'phone	7.50	
	Mileage	12.60	
	Book of 12 x 2nd class stamps	6.36	36.46
100593	Clerk's salary	264.60	321.06
	TOTAL PAYMENTS FOR THE MONTH		43,274.00