

- g. Garforth/Aberford possible new NDP area (15.149) – Representatives from the Garforth Forum had requested an informal meeting to take place on 22 July 2015 for further discussions, the exact nature of which was not known. **ACTION:** Cllrs Dunwell, Piper and Reed to attend.
- h. Presentation to the PC on proposed development sites in the village (15.150) – Pearce Bottomley Architects, acting for their client, had arranged a presentation on 23 July 2015 to which the Village Hall Committee (VHC) and ward councillors had also been invited. **ACTION:** All members to attend.
- i. Bunkers Hill railings (15.109f) – **RESOLVED:** To re-paint the railings in white as existing and to authorise the purchase of brushes and paint to a value not exceeding £40. **ACTION:** Cllr Jeffery
- j. White House Farm, Bunkers Hill (15.155d) – members noted that there were no s106 or Community Infrastructure Levy monies due in respect of this development.
- k. Training (15.138g) – Cllr Overend reported that he had found the YLCA course “Developing Your Skills as a Councillor” to be very useful.
- l. Garforth in Bloom (15.151) – members noted thanks received for the grant of £250.
- m. Poster ideas (15.152b) – posters drafted by Cllr Overend advertising the date of the next PC meeting had been posted in the noticeboards and were considered to be effective.

15.162 **Neighbourhood Development Plan (NDP)**

Members noted:

- a. The grant administration process had been completed and a grant of £7,928 had now been received. The grant was subject to various conditions which the Clerk had raised with Cllr Dunwell for the attention of the NDP Management Group (NDPMG).
- b. The NDP Consultation event had taken place on 21 June 2015 at the Village Hall and had been attended by 37 people.
- c. The Clerk had raised various administrative and procedural issues which were to be considered by the NDPMG.
- d. The next meeting of the NDPMG was on 6 August 2015.

15.163 **Village Hall**

Members noted;

- a. That the appeal against refusal of planning permission had been dismissed on 13 July 2015 by the Planning Inspector.
- b. That the VHC had agreed to a meeting with the PC on 28 July 2015. It was **AGREED** that the purpose of the meeting would be to ascertain information and listen to any proposals by the VHC. **ACTION:** All members to attend the meeting Cllr Hancock to book the bowling club house for the meeting.
- c. Information on loans and potential repayment costs from the Public Works Loan Board.

15.164 **Village Design Statement (VDS)**

Cllr Overend reported and members noted advice (previously circulated) received from Mr Mike Dando, planning consultant, on the merits of continuing with the VDS as a separate document or incorporating elements of the draft VDS into the final NDP. Members noted that much of the draft VDS related to the history and background of the village with only a limited section dedicated to design characteristics. If the VDS was to continue, then the recommendation from the VDS Working Group was that an outside consultant would need to be appointed to help complete the task.

RESOLVED:

1. To discontinue the VDS as a separate document and to incorporate it into the NDP.
2. To remove the VDS from the PC website.

15.165 **Traffic Management and Highways**

Members noted the following:

- a. That, following the recent resurfacing works, the roads and pavements had now been swept again and the pre-existing road markings repainted with the exception of a section of double yellow lines near the Arabian Horse (referred to at minute 15.159);
- b. A response was still awaited from LCC with regards to the progress of agreed new road markings in the village and the repositioning of speed signs on Cattle Lane and on the B1217;
- c. The damaged railings on Main Street had been repaired but appeared shorter in length than previously; a bollard had also been installed.

ACTION: the Clerk to pursue matters with LCC.

15.166 **Environment and Maintenance**

Members noted the following:

- a. Dog fouling – noted between Jubilee Field and the bowling club. Cllr Hancock had marked the fouling with paint spray and the fouling had been removed by the following day.
- b. Grass cutting/weed clearance – an area of grass had not been cut at Pump Hill. **ACTION:** Cllr Howson to raise the issue with Mr Bob Bradley of LCC Parks and Countryside.

15.167 Jubilee Field and Play Area

- a. Cllr Piper had obtained a costs quote and graphic for a sign at Jubilee Field from a company Stocksigns Limited. Members agreed amendments and approved the sign “Welcome to Jubilee Field” with listed rules and instructions to be placed at Jubilee Field. The cost of the sign was quoted at £61.32+VAT. **RESOLVED:** To order the sign from Stocksigns Limited as amended and to install at Jubilee Field at a location to be decided. **ACTION:** Cllr Piper/the Clerk.
- b. Cllr Howson reported on portable cycle ramps seen at the Great Yorkshire Show and members noted information and prices received from the supplier Bike Track People (part of Frontier Engineering Limited). Members noted that cycle ramps had been specifically requested by young people when the proposals for development of Jubilee Field had first been raised. Cllr Piper had details of a possible alternative supplier. It was **AGREED** to investigate further. **ACTION:** Members of the Jubilee Field and Play Area Working Group.
- c. Cllr Dunwell reported on the planting that he had undertaken at Jubilee Field and requested assistance with weeding. **ACTION:** Members to volunteer.
- d. Members also **AGREED** the following:
 - i. To seek a quote from LCC to empty the bins at Jubilee Field. **ACTION:** the Clerk.
 - ii. To ask LCC for assistance in requesting a householder not to block the entrance to Jubilee Field for the grass cutting machine. **ACTION:** the Clerk.

15.168 Parish Council website

Cllr Overend reported on the costs of website development, hosting and maintenance by various companies and the experience of a number of other parish councils. The company Parish Websites Limited was recommended for their user-friendliness, the quality of the websites they had produced for other parish councils and the range of options and the multiple email addresses and management licences they offered. Members noted the options and packages offered by Parish Websites Limited and the associated costs, and considered whether the PC should adopt an org.uk domain name or a gov.uk domain name for an additional fee of £144 biennially.

RESOLVED:

1. To appoint Parish Websites Limited to build a new website for the PC based on the “Gold Package” at an initial cost of £997.82 and £300 annually thereafter to host and maintain the website;
2. That the new PC website domain name should be www.aberford-pc.gov.uk.

ACTION: Cllr Overend, Cllr Piper and the Clerk.

15.169 Matters requested by members

- a. Strategy for dealing with proposals for larger scale developments in the village – Cllr Piper reported that the PC needed to ensure it received its full entitlement in relation to the Community Infrastructure Levy.
- b. Village benches – Cllr Overend raised the issue of whether there was a need for more benches at Pump Hill and if the PC should consider other locations. It was noted that the benches at Pump Hill were frequently occupied by patrons from the Arabian Horse. It was **AGREED** that at present there were sufficient benches at Pump Hill.

15.170 Planning Matters

- a. Members noted that LCC had introduced a three month trial on discontinuing paper copies of applications for householder and change of use applications and that for the duration of the trial all such applications would be notified only by email with a link to the LCC Planning Portal to access the relevant documentation and plans. LCC would review the system at the end of the trial.
- b. Members considered the following planning applications:

New Planning Applications

Planning ref	Address	Brief Details of Proposal
15/03253/FU	Swan Hotel Main	Change of use with internal and external alterations including single storey rear extension to form two dwellings; Listed Building Application for change of use with internal and
15/03254/LI	Street Aberford Leeds LS25 3AA	

		external alterations including single storey rear extension to form two dwellings Comments: None
15/03575/FU	Lotherton Hall Lotherton Lane Aberford Leeds LS25 3EB	Retrospective application for new roof above the courtyard, a new fire exit and access ramp, removal of door and replace with a new timber window and a new first floor fire exit to the north elevation with steps to ground level. Comments: None
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 Comments: None

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

c. Members noted the following updates:

Previous Planning Applications/Appeals - Update

Planning/ Appeal ref	Address	Brief Details	Decision/Update
15/02668/FU	8 Pinfold Rise Aberford Leeds LS25 3EN	Single storey side extension; detached garage to front/side and widening of existing access to front ADPC: Objections made	Approved 09/07/2015
15/02795/FU	London House Main Street Aberford Leeds LS25 3DA	Outbuilding to rear ADPC: Objections made	Approved 09/07/2015
12/05434/FU Appeal ref: 102697	Aberford Village Hall and land to the rear Main Street Aberford Leeds LS25 3BU	Alterations and extension to Aberford Village Hall to form mixed use development (use classes A1, A3, B1 and D2) and erect 5 detached houses with associated car parking and landscaping ADPC: Objections made LCC: Refused 01/12/2014 Appeal lodged: 31/03/2015	Appeal dismissed 13/07/2015

15.171 **Finance**

RESOLVED:

- To approve the bank reconciliation (copy attached) for the month ending 30 June 2015.
- To approve and authorise the accounts for payment (copy attached) totalling £1899.07.
- To transfer £1000 from General Reserves to a PC Website Fund.

ACTION: The Clerk to make the approved payments.

15.172 **Matters for Information/Referrals**

- Members noted the response to the Aberford Neighbourhood Plan Policy Intentions Document from Mr Matthew Smedley acting as agent for the Parlington Estate. It was **AGREED** that, if requested by the Parlington Estate, the PC would consent to meet to discuss any development proposals it may have for the village.
- Garforth noticeboard – Cllr Jeffrey proposed a possible site for a new noticeboard in the Garforth part of the parish. A number of considerations were raised and it was **AGREED** to investigate other locations further. **ACTION:** Cllr Jeffrey.
- Overgrown shrubs behind bench on Play Area path – it was **AGREED** to ask the contractor appointed to cut the footpaths to also trim back these shrubs.

15.173 **Close of Meeting**

The Chairman closed the meeting at 9.57pm.

Minute 15.171

Bank Reconciliation
Aberford and District Parish Council
For the month ending: 30 June 2015

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

Date: 13 July 2015
Date: 21 July 2015

Balance per bank statements as at 30 June 2015		£	£
Current Account		8,682.20	
Revenue Reserve		32,530.48	
Capital Reserve		12,695.71	
Asset Renewals Fund		13,216.04	67,124.43
Less uncleared cheques at 30 June 2015:			
	100620	-75.00	
	100624	-76.50	-151.50
Net bank balances as at 30 June 2015			66,972.93

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

CASH BOOK

Opening balance at 31 May 2015			60,191.06
Add receipts for the month to 30 June 2015:			
LCC - Paths Partnership Agreement		550.00	
Groundwork UK grant (NDP)		7,928.00	
Interest - Capital Reserve		2.07	
Interest - Revenue Reserve		4.40	
Interest - Asset Renewals Fund		1.73	8,486.20
Less payments for the month to 30 June 2015			-1,704.33
Closing balance per cash book as at 30 June 2015			66,972.93

Notes

1. Revenue Reserve includes £11,404.66 Leeds and Mint Festivals ticket sales money.
2. Capital Reserve is set aside for Jubilee Field

Accounts Paid/for Payment

Chq no.	Details	Amt exc	VAT	Total
	To Pay	VAT		
100627	PCC St Ricarius - PC room hire	20.00		20.00
100628	J Sou - Clerk's expenses:			
	Contribution to home working costs	10.00		
	Mileage	12.60		
	Mobile 'phone	6.25	1.25	30.10
100629	J Sou - salary & holiday pay	309.97		309.97
100630	K Dunwell - Jubilee Field plants	33.33	6.67	40.00
100631	Zebra Print Management Ltd	395.00	79.00	474.00
100632	Leeds City Council - hanging baskets	854.17	170.83	1,025.00
	TOTAL PAYMENTS FOR THE MONTH			1,899.07