

- No response had been received to the letters delivered to all addresses in the Sturton Grange ward inviting residents to apply to join the PC.

15.140 **Introductions by parish councillors**

Members spoke on their backgrounds and why they wished to serve on the PC.

15.141 **Neighbourhood Development Plan (NDP)**

Members noted:

- a. The minutes of the Neighbourhood Development Plan Management Group (NDPMG) of 7 May and 1 June 2015 (previously circulated).
- b. The NDP questionnaire and draft plan had been distributed throughout the NDP area and the consultation event was taking place in the Village Hall on Sunday 21 June 2015. Alex Shelbrooke MP and Ward Cllr Matthew Robinson would be attending.
- c. A grant offer had been made and the PC now had to complete the grant administration process before the deadline to confirm the offer.

ACTION: Cllrs Dunwell, Howson and the Clerk to complete the grant administration process.

15.142 **Village Hall**

Members noted advice received from its insurance brokers regarding the extent of cover under the PC's insurance policy to protect its representative sitting as a trustee on the Village Hall Committee (VHC) and discussed taking action to be prepared to move forward quickly with the VHC in the event that the appeal was refused.

RESOLVED:

1. To ask the VHC to provide a copy of its insurance policy to the Clerk.
2. If the appeal is refused, that the Clerk invite the VHC as soon as possible to a meeting with the PC to discuss alternatives for funding a new/refurbished Village Hall.
3. To investigate repayments and costs for a loan from the Public Works Loan Board.
4. To consider other financial help that the PC may be able to provide to the VHC.

ACTION: the Clerk.

15.143 **Public Rights of Way**

Members noted:

- a. A grant of £550 had been received from LCC for one cut under the Paths Partnership Agreement.
- b. The recommendation of the Public Rights of Way Working Group (PROWWG) to cut the same paths as previous years, namely Aberford Footpath nos 1,2,6 and 8, Lotherton Footpath nos 1 and 5, and Parlington Footpath no 3.

RESOLVED:

1. To seek three quotes (if possible) to undertake the cuts;
2. To ask LCC to fund any additional cuts required rather than pay for cuts out of PC funds.

ACTION: the Clerk.

15.144 **Village Design Statement (VDS)**

Members received an update on how the members of the VDS Working Group were to progress the VDS. Each member of the Group was to work on a separate section of the VDS in accordance with comments made by LCC officers. A revised draft would be brought back before the PC for approval and/or authorisation to seek professional advice if needed.

ACTION: Cllrs Jeffrey, Overend and Mr D Cliffe; the Clerk to send Cllr Overend a copy of the VDS.

15.145 **Traffic Management and Highways**

Members noted the following:

- a. Information received from LCC Traffic Management Officer that he would seek to relocate the 40mph speed signs on the B1217 as previously agreed with the PC and to implement this as a separate scheme if necessary, and confirmation that the 30mph speed sign on Cattle Lane would also be relocated as previously agreed with the PC.
- b. That the agreed road markings throughout the village were still delayed following the recent resurfacing works.
- c. The damaged railings at Main Street had still not been repaired, LCC having recently advised there had been a four week backlog but that the repairs should now be done within the next couple of weeks.
- d. That following the recent resurfacing works, the roads and pavements had not been sufficiently swept and there was still an unacceptable level of loose chippings. It was **AGREED** to complain to LCC about the length of time taken to adequately sweep. **ACTION:** the Clerk.

15.146 Environment and Maintenance

Members noted the following:

- a. Dog fouling – generally improved with no issues to report.
- b. Grass cutting/weed clearance – grass cutting was now carried out in-house by LCC and not through contractors. LCC had advised that the verges at Lotherton Lane would be cut within the next day or so and had been asked to ensure the verges were cut back to the base of the hedge. LCC today had cut the grass at the B1217 junction at Hook Moor but Cllr Howson would also trim back the vegetation which was not LCC's responsibility.
- c. Litter bins/fly-tipping – Kingfisher Lane was now clear; the Clerk had asked LCC for an update on the replacement bins previously requested.

15.147 Outer North East Parish and Town Council Forum

Members noted the following:

- a. The minutes of 22 January 2015 (previously circulated);
- b. A report from Cllr Reed on matters discussed at the forum meeting of 4 June 2015:
 - A new team leader had been appointed to the LCC Outer North East team;
 - A report on the community infrastructure levy;
 - A developer had appealed against a refusal of planning permission at Scholes
 - That the villages of Barwick-in-Elmet and Scholes seemed to provide a buffer zone against crime for Aberford

15.148 Hook Moor Liaison Committee

Members noted the following:

- a. The minutes of 3 June 2015 (previously circulated);
- b. A report from Cllrs Barker and Dunwell on the meeting of 3 June 2015:
 - The works to the roundabout at J47 had been completed;
 - The new building to house all the equipment would be built in materials to complement the surroundings;
 - The turbines were proposed to be installed in September and the propellers in October;
 - £10,000 in grants per annum would be available for the life of the turbines. A grant committee was to be established and the PC would be entitled to appoint a representative to the committee.

15.149 Garforth/Aberford possible new NDP area

Cllr Reed and the Clerk had attended a meeting with Ian MacKay from LCC, Ward Cllr Mark Dobson (Garforth and Swillington) and representatives from the Garforth Neighbourhood Forum. Members noted a report from Cllr Reed that the meeting had not been productive as issues remained to be resolved by the Garforth Neighbourhood Forum. It was not known whether another meeting would be arranged.

15.150 Presentation to the PC on proposed development sites in the village

Members noted a request from an architect on behalf of a local landowner to meet/make a presentation to the PC. The Clerk advised that any such meeting/presentation should be open to the public and would be advertised on the PC's noticeboards and website. **ACTION:** the Clerk to notify members of any proposed meeting/presentation.

15.151 Grant applications

Members considered an application for £250 from Garforth in Bloom to provide plants and floral displays at the entrance to Cedar Ridge, Garforth for 2015-16. **RESOLVED:** To approve the application. **ACTION:** the Clerk.

15.152 Matters requested by members

a. **Jubilee Field and Play Area**

- i. Cllr Hancock reported that a hole had been dug into the play area surface measuring approximately 30cm in diameter and 15cm deep. The damage had been reported to LCC for repairs and Cllr Hancock had sprayed yellow paint around the area as a warning. Cllr Hancock also reported that the vegetation behind the bench at the play area required to be cut back. **ACTION:** Cllr Howson to deal.

- ii. Cllr Hancock reported on the RoSPA course on playground inspections he had recently attended at which the importance of warning signage had been emphasised. It was noted that instructional signage for the outdoor gym equipment at Jubilee Field was to be installed by LCC. It was **AGREED** that the PC needed to review its signage at Jubilee Field and the Play Area. **ACTION:** members of Jubilee Field and Play Area Working Group to meet to discuss signage and other maintenance/development issues.
- iii. Members noted that Cllr Dunwell had planted ground cover plants at Jubilee Field.
- b. **Poster ideas** - Members considered draft posters submitted by Cllr Overend to advertise the PC monthly meetings and to invite contributions from members of the public. **RESOLVED:** To approve the posters and their posting on the PC noticeboards.
- c. **Document storage** - Cllr Overend highlighted the need for the PC to have a clear system of logging current documents and archives. It was **AGREED** that a small group consisting of Cllrs Overend, Piper and the Clerk be established to review the PC's document recording and storage systems and to report back with recommendations. **ACTION:** Cllrs Overend, Piper and the Clerk.
- d. **Arabian Horse car parking** – Cllr Piper reported on the recent decking installed in the car park at the Arabian Horse reducing the available parking and possibly exacerbating the parking problems on the road. **ACTION:** the Clerk to ask LCC for advice on whether planning permission was required for decking.

15.153 Planning Matters

Members considered the following planning applications:

<u>New Planning Applications</u>		
Planning ref	Address	Brief Details of Proposal
15/02795/FU	London House Main Street Aberford Leeds LS25 3DA	Outbuilding to rear Comments: The size of the proposed outbuilding is excessive and disproportionate within the site.
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 Comments: None
15/03042/FU	4 Woodbridge Avenue Garforth Leeds LS25 2PJ	Single storey rear extension and conversion of garage to habitable room Comments: None

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

Members noted the following updates:

<u>Previous Planning Applications/Appeals - Update</u>			
Planning/ Appeal ref	Address	Brief Details	Decision/Update
14/04906/FU	The Olde Windmill Stud Lotherton Lane Aberford Leeds LS25 3DS	Construction of temporary house ADPC: Objections made	Refused 19/05/2015
15/02177/FU	Grey Gables Main Street Aberford Leeds LS25 3AW	Single storey side and rear extensions ADPC: No comments	Approved 09/06/2015
15/02263/FU	19 Pinfold Rise Aberford Leeds LS25 3EN	Single storey rear extension ADPC: No comments	Approved 22/05/2015

15.154 Finance

Members noted the following:

- a. The internal auditor's report for the year ended 31 March 2015 (previously circulated);
- b. A budget update for the period to 16 June 2015.

RESOLVED:

- 1. To approve the bank reconciliation (copy attached) for the month ending 31 May 2015.

2. To approve and authorise the accounts for payment (copy attached) totalling £1704.33.
ACTION: The Clerk to make the approved payments.

15.155 **Matters for Information/Referrals**

- a. Christmas lights 2015 – a quote had been received from LCC. **ACTION:** Cllrs Dunwell, Howson and Overend to meet to discuss arrangements and to bring forward recommendations.
- b. Neighbourhood Development Plan Management Group – Cllr Reed gave formal thanks on behalf of the group to all volunteers who had helped to distribute the consultation documents throughout the village.
- c. Selective part-night street-lighting – four lights in the village were switched off as part of this exercise by LCC – Greystones Close, the Dale, Haverthwaites Drive and Abbots Close.
- d. Development on land next to White House Farm, Bunkers Hill – Cllr Piper requested that LCC be asked about s106 or Community Infrastructure Levy receipts due in respect of this development. **ACTION:** the Clerk.
- e. Aberford in Bloom – Cllr Hancock reported that the group had done some planting but was in need of more volunteers. It was **AGREED** to publish this on the PC website and in the next newsletter. **ACTION:** Cllr Piper.
- f. PC website – Cllr Overend would be meeting to discuss this with Cllr Piper and with Mr Steve Piper who currently maintained the website on behalf of the PC.

15.156 **Close of Meeting**

The Chairman closed the meeting at 9.59pm.

Minute 15.154

Bank Reconciliation

Aberford and District Parish Council

For the month ending: 31 May 2015

Prepared by Julie Sou, Clerk to the Parish Council

Date: 10 June 2015

Approved by the Parish Council

Date: 16 June 2015

Balance per bank statements as at 31 May 2015		£	£
Current Account		892.03	
Revenue Reserve		33,476.08	
Capital Reserve		12,693.64	
Asset Renewals Fund		13,214.31	60,276.06
Less uncleared cheques at 31 May 2015:			
	100615	-35.00	
	100616	-50.00	-85.00
Net bank balances as at 31 May 2015			60,191.06

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

CASH BOOK

Opening balance at 30 April 2015			60,529.02
Add receipts for the month to 31 May 2015:			
Leeds Fest ticket sales	1,480.00		
Hanging baskets sponsorship	875.00		2,355.00
Less payments for the month to 31 May 2015			-2,692.96
Closing balance per cash book as at 31 May 2015			60,191.06

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

<u>To Pay</u>			
100617	PCC St Ricarius - PC room hire		20.00
100618	J Sou - Clerk's expenses:		
	Contribution to home working costs	10.00	
	Mileage	25.20	
	Mobile 'phone	7.50	
	Office supplies	240.64	
	Stamps & postage	8.53	291.87
100619	J Sou - salary & holiday pay		309.97
100620	Aberford Village Hall - hire by NDPMG on 21 June 2015		75.00
100621	Swarco Traffic Limited - speed signs maintenance contract		442.99
100622	YLCA - training for newer clerks		115.00
100623	M Oakes - NDP expenses (online survey costs)		78.00
100624	Mrs P Harrison - internal audit fee		76.50
100625	Garforth in Bloom - grant		250.00
100626	YLCA - training for new councillors		45.00
	TOTAL PAYMENTS FOR THE MONTH		1,704.33