

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17 March 2015 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

Present: Cllr David Howson (Chairman)
Cllr John Barker
Cllr Keith Dunwell
Cllr Paul Hancock

Cllr Jacqueline Jeffrey
Cllr Marolyn Piper
Cllr Ruth Reed

Apologies were received and accepted from Cllr Brown.

In attendance: Ms Julie Sou (Clerk), PCSO Geoff Nottingham, 6 members of the public.

15.031 **To receive any disclosures of interest from Cllrs on matters to be considered at the meeting**
None declared.

15.032 **Minutes of the previous meeting**

The minutes of the previous meeting held on 10 February 2015 had been circulated prior to the meeting.

RESOLVED: To approve the minutes of the meeting held on 10 February 2015 and to sign them as a correct record. **ACTION:** The Chairman.

15.033 **Crime report from West Yorkshire Police**

- Two crimes were reported in February 2015: one burglary from a non-integral garage with entry gained through a large side window; one theft of property from a garden which was later recovered and returned.
- There had been problems with burglaries in the surrounding villages, with 15 garages in Scholes having been broken into.
- Parking on the south side of the entrance to Priory Park, Bunkers Hill was still a problem.

15.034 **Public participation**

Members noted the following:

- a. Bus services – a report that on one morning three consecutive buses due at approximately 9am had not appeared;
- b. Streets were not being cleaned due to parked vehicles;
- c. Defibrillator – the supplier of the defibrillator did not provide training as, in the event of need, the operator would talk through the procedure.

15.035 **Matters arising**

- a. Main St traffic management issues (minute 15.019b) – Parking was an increasing problem on Main St with vehicles parked on both sides of the road on occasions. The proposed yellow lines had not yet been painted. See also minute 15.035f.
- b. Bulb planting (minute 15.019c) – Cllr Howson to deliver bulbs to Cllr Jeffrey for planting on Bunkers Hill near the telephone box. The remaining bulbs to be planted later this week by the other members. **ACTION:** Members
- c. Speed signs (minute 15.019d) – all repair works were now completed and the speed signs were fully operational. The Clerk was awaiting invoices for payment from the speed sign company and from Leeds City Council (LCC) for the electrical connections.
- d. Dog fouling (minute 15.019e) – LCC Environmental Health enforcement officer was investigating whether the piece of land on Greystones Close previously referred to was public or private land. Dog fouling on Field Lane was reported to be an increasing problem and Cllr Dunwell would investigate when the weather improved. **ACTION:** Cllr Dunwell.
- e. Hanging baskets (minute 15.019g) – The sponsors' labels for the hanging baskets would this year be organised and paid for privately outside of the Parish Council.
- f. Highways/traffic management issues (minute 15.019hg)
 - i. Traffic management – LCC had still failed to respond to several requests for information on the progress of the agreed measures. **ACTION:** Cllr Howson to ask Ward Cllr Matthew Robinson for assistance.
 - ii. Moles on drovers' verges – the contractor had been given the order to proceed with mole eradication on the drovers' verges but had failed to take any action despite several attempts to contact him by the Clerk and by Cllr Howson. It was **AGREED** that the Clerk would make

one further attempt to contact the contractor to progress the works and that if he failed to respond further quotes would be obtained from other contractors to carry out the necessary works **ACTION:** the Clerk, Cllrs Howson and Dunwell.

- g. The Swan Hotel (minute 15.019i) – Cllr Howson reported that LCC planning and conservation officers had visited the site. Provisional plans had been seen but firm plans were awaited. The plans showed that the exterior of the building would not be changed. The proposals included felling some trees but this would be subject to approval from LCC conservation.
- h. B1217 temporary 40mph speed limit (minute 15.029b) – the temporary 40mph speed limit did not include the problem stretch of road where the repeated accidents occurred. This had been raised by Cllr Barker at the recent Hook Moor Liaison Committee meeting. **ACTION:** the Clerk to raise the issue with LCC Traffic Management.

15.036 **Neighbourhood Development Plan**

Members noted the following:

- a. The minutes of the Neighbourhood Development Plan Management Group (NDPMG) meeting of 5 February 2015 (previously circulated).
- b. A verbal report from Cllr Dunwell on the NDPMG meeting of 12 March 2015 on planned activities including the circulation of a consultation document and an event at the Village Hall and the need to employ a consultant to assist in the preparation of the NDP. Funding would be required for the activities and to pay for the consultancy services. The NDPMG had applied for a grant of £8000 from Planning Aid and was likely to require further funding of £2000 from the Parish Council. It was **AGREED** to approve the application to Planning Aid for an £8000 grant and that any application for funding from the Parish Council would be considered at the next meeting. **ACTION:** Cllr Dunwell.

15.037 **Outer North East Parish and Town Council Forum**

Members noted the minutes of the forum meeting held on 22 January 2015 (previously circulated).

15.038 **Leeds City Council Annual Parish and Town Council Forum**

Members noted the minutes of the Annual Forum held on 29 January 2015 (previously circulated).

15.039 **Village Hall**

Members noted a verbal report from Cllr Piper:

- a. Builders were starting work on the gents and disabled toilets over Easter;
- b. A £7000 quote had been received for re-pointing works and some repairs to the roof. Cllr Piper assumed this would be discussed at the next meeting of the Village Hall Committee (VHC).
- c. Planning application/refusal – the developer would not be submitting a new application but it was not yet known whether he would pursue an appeal.
- d. The availability of grants from Banks Renewables would be reported to the VHC.
- e. The VHC had agreed that information relating to the Village Hall could be published on the Parish Council website. Mr Steve Piper had prepared a page containing the Village Hall information for publication on the website (previously circulated to members) which would be accompanied by a disclaimer that the Parish Council was not responsible for the content.
RESOLVED: To publish on the Parish Council website a page containing the Village Hall information subject to the disclaimer that the Parish Council was not responsible for the content.

15.040 **Leeds Festival 2015**

Members noted that 65 applications had been received. All eligible application forms were assigned a raffle ticket and tickets were drawn in public by members and members of the public. Evidence of address in the parish would be requested where required and successful applicants notified of the arrangements for claiming and paying for tickets. **ACTION:** Cllr Jeffrey, the Clerk.

15.041 **Elections 2015**

Parish and Town Council elections were to take place on 7 May 2015.

Members noted the deadline and arrangements for submitting nomination papers to LCC, including a new requirement that they be hand delivered to the Returning Officer.

Cllrs Piper and Reed volunteered to hand-deliver nomination papers to the Returning Officer.

15.042 **Planning Matters**

Members considered the following planning applications:

New Planning Applications

<u>Planning ref</u>	<u>Address</u>	<u>Brief Details of Proposal</u>
15/01086/FU	Leydale School Lane Aberford Leeds LS25 3BU	Detached house including demolition of existing house and new vehicular access Comments: No objections to the application but would request that the same conditions as requested by the Parish Council in respect of the previous application in relation to this property (14/05091/FU) be imposed on traffic and vehicle movements and parking during demolition and construction.

Members noted the following updates:

Previous Planning Applications/Appeals - Update

<u>Planning/ Appeal ref</u>	<u>Address</u>	<u>Brief Details</u>	<u>Decision/Update</u>
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	Approved 09/03/2015
ADPC: No comments			

15.043 **Finance**

Members noted that a new HSBC bank account for an Asset Renewals Fund had been opened with an opening balance of £13,213.99 comprising a transfer of £5000 from Revenue Reserve and £8213.99 from Capital Reserve.

RESOLVED:

1. To note the bank reconciliation (copy attached) for the period ending 28 February 2015.
2. To approve the accounts for payment (copy attached) totalling £552.10.

Members noted that payment of £7247.17 currently held in Revenue Reserves for the speed signs repairs would be due upon receipt of invoices. The VAT element would be reclaimable.

15.044 **Matters for Information/Referrals**

- a. Jubilee Field – the planting of ground cover plants was discussed and it was **AGREED** that Cllr Dunwell was authorised to spend up to £40.00 on ground cover plants. **ACTION:** Cllr Dunwell.
- b. Litter on Lotherton Lane – clearance by LCC was requested. **ACTION:** the Clerk.
- c. War memorial – no responses had been received from members of the public.
- d. Noticeboard for Garforth part of the parish – a noticeboard was needed to ensure Garforth residents of the parish were kept informed on Parish Council matters. This item to be included on the agenda for the next Parish Council meeting. **ACTION:** the Clerk.
- e. Jubilee Field – the tennis courts needed sweeping and cleaning as they were littered with debris, fallen leaves and moss. Cllr Howson would also be arranging with LCC Parks and Countryside to install the protective matting on the grass around the table tennis tables. **ACTION:** Cllr Howson, the Clerk.
- f. School wall – the wall needed repair but there was an issue as ownership and responsibility for the wall was not clear. The local education authority had taken no action and York Diocesan Board of Education was currently investigating if they owned the wall.
- g. Amendments to Standing Orders and Financial Regulations – it was confirmed these would be considered at a later meeting.

15.045 **Close of Meeting**

The Chairman closed the meeting at 8.54pm.

Minute 15.043

**Bank Reconciliation
Aberford and District Parish Council
For the month ending: 28 February 2015**

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

Date: 10 March 2015
Date: 17 March 2015

Balance per bank statements as at 28 February 2015	£	£
Current Account	398.37	
Revenue Reserve	26,493.93	
Capital Reserve	12,687.48	
Asset Renewals Fund	13,213.99	52,793.77
Less unpresented cheques at 28 February 2015:		
	100585	-20.00
	100597	-1.50
		-21.50
Net bank balances as at 28 February 2015		52,772.27

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

CASH BOOK

Opening balance at 31 January 2015	53,085.29
Add receipts for the month to 28 February 2015:	0.00
Less payments for the month to 28 February 2015	-313.02
Closing balance per cash book as at 28 February 2015	52,772.27

Notes

1. Revenue Reserve includes £9,244.66 Leeds and Mint Festivals ticket sales money and £7,247.17 for speed sign repairs.
2. Capital Reserve is set aside for Jubilee Field
3. Asset Renewals Fund account – the balance of £13,213.99 comprises transfers of £5,000 from Revenue Reserve and £8,213.99 from Capital Reserve

Accounts Paid/for Payment

Cheque no.	Details		
	<u>To Pay</u>		
100598	PCC St Ricarius (PC room hire)		20.00
100599	Clerk's expenses:		
	Contribution to home working costs	10.00	
	Mobile 'phone	7.50	17.50
100600	Clerk's salary		264.60
100601	Zebra Print Management Limited (newsletter)		250.00
	TOTAL PAYMENTS FOR THE MONTH		552.10