

- e. Remembrance Day Service (15.234) – Cllr Howson reported on the service. There had been a good turnout and children from the local school had been involved in reading out the names of the servicemen and assisting Cllr Howson with placing the wreath. It was noted that involving the children would help engender respect and understanding of the meaning behind Remembrance Day.

15.241 **Neighbourhood Development Plan (NDP)**

Members noted:

- a. Minutes from the last meetings had not yet been received.
- b. No meeting of the NDP Management Group (NDPMG) had taken place since the resignation of Mike Dando as consultant.
- c. The NDPMG was hoping to meet a prospective new consultant on 3 December 2015. The candidate was recommended by Mike Dando.

15.242 **Clifford Neighbourhood Plan – pre-submission consultation deadline 14 December 2015**

Cllr Jeffrey would examine the document and make recommendations to other members with regards to any comments to be made by the Parish Council. The Clerk to circulate any recommendations from Cllr Jeffrey to other members. **ACTION:** Cllr Jeffrey, the Clerk.

15.243 **Village Hall**

- a. The resignation of Cllr Piper as the Parish Council's representative on the Village Hall Committee (VHC) was noted.
RESOLVED: To appoint Cllr Jeffrey as the Parish Council's representative on the VHC on a temporary basis.
- b. A report was received from Cllrs Hogg and Overend on the Annual General Meeting of the VHC held on 22 October 2015. Mr Stewart Simms, the chair of the VHC, was in attendance at the meeting as a member of the public and was able to give additional information to members. The following points were noted:
 - i. Cllrs Hogg and Overend had attended the AGM of the Village Hall Committee to observe as members of the public but in the absence of Cllr Piper as representative of the VHC had attempted to field questions to the best of their ability from the VHC regarding the Parish Council giving financial assistance to the VHC for refurbishment works.
 - ii. Whilst the Parish Council wished to assist the VHC, the assurances that the Parish Council required before providing any financial help were considered to tie the hands of the VHC.
 - iii. The refurbishment works to the Village Hall, details of which had been provided previously to the Parish Council, should be viewed as essential maintenance required to keep the Village Hall operational and functioning.
 - iv. Any financial help given by the Parish Council towards these works should be viewed as for essential maintenance purposes.
 - v. An "in principle" decision from the Parish Council to provide financial help for essential maintenance to the Village Hall would assist the VHC. At present contractors were not willing to quote for works given the financial uncertainty.

It was **AGREED** that the question of providing financial assistance to the Village Hall for essential maintenance would be considered at the next meeting of the Parish Council. **ACTION:** The Clerk to provide details of the Parish Council's financial position at the next meeting.

15.244 **Crime Prevention Panel**

Members noted the resignation of Cllr Dunwell from the Crime Prevention Panel. It was **AGREED** to defer any decision to appoint a replacement to the next meeting of the Parish Council.

15.245 **Traffic Management and Highways**

Members noted the following:

- a. Field Lane – the yellow lines had still not been renewed. **ACTION:** The Clerk to pursue.
- b. Becksides and Parlington Lane: surfaces and drainage – LCC contractors and officers had been on site to clear the drains on Main Street and Cllr Jeffrey had taken the opportunity to speak to them regarding the issues on Becksides and Parlington Lane. The following points were noted:
 - There was no money in the LCC Highways Maintenance budget to address the surfaces of Becksides or Parlington Lane.
 - Silt washed down Parlington Lane and blocked the drains on Main Street.
 - Parlington Lane was a public right of way and there may be liability issues if the surface was tarmacked and a horse slipped.

- The Well Being Fund administered by the Harewood ward councillors may be a source of funding to improve the surfaces and drainage at Beckside and Parlington Lane. Beckside in particular as it was used by children to access the Play Area. Monies from the Highways or Public Rights of Way sections may be match funded by the Well Being Fund.

ACTION: the Clerk to investigate further.

15.246 Environment and Maintenance

Members noted the following:

- a. Dog fouling – a member of the public had complained regarding the use of paint sprays as his property had been marked. Cllr Howson had advised him that that the paint spray would wash off within a couple of weeks.
- b. Grass cutting – had been carried out to a good standard this year. However, the junction at Hook Moor still appeared to be missed. **ACTION:** Cllr Howson to cut.
- c. No recent incidents of fly-tipping.
- d. The new closed-top bins had been installed on Bunkers Hill (Priory Park), Parlington Drive and Main Street/Parlington Lane. It was believed that the bin at Pump Hill was now being emptied twice weekly and there were no issues to report.

15.247 Jubilee Field and Play Area

- a. Jubilee Field outdoor gym signs - these had still not been installed despite attempts by the Clerk to pursue this. **ACTION:** the Clerk.
- b. Play Area swing seats – two seats were cracked and had been for some time. LCC had advised that the seats were still safe in the annual inspection and Cllr Howson reported that the seats were sound underneath the cracked plastic. The seats would continue to be monitored but in the meantime the Parish Council would look into the costs of replacing them. It was not known if the original supplier was still in existence. **ACTION:** the Clerk to obtain costs for replacement.

15.248 External Groups/Meetings

- a. Proposed meeting with Garforth NDP Forum to discuss the process for undertaking a NDP in the area covered by Aberford parish south of the A1(M) – Mr David Gluck, acting for the Garforth NDP Forum, had requested a meeting. **ACTION:** the Clerk to request Mr Gluck for some dates and to arrange the meeting.
- b. Outer North East Parish and Town Council Forum: next meeting on Thursday 4 February 2016 at 7.30pm, Alwoodley – noted. Cllr Reed to attend. **ACTION:** Cllr Reed.

15.249 Complaint from Garforth resident

Members noted a complaint received. **ACTION:** the Clerk to send a response.

15.250 Parish Council website

Members received a report from Cllr Overend.

- a. The application for the domain name www.aberford-pc.gov.uk had been successful.
- b. The first on-line draft of the new website was now available.
- c. Photographs of members and the Clerk were required for uploading to the new website. **ACTION:** all to supply photograph in jpg format to Cllr Overend.
- d. Additional hours would be needed by the Clerk to proof-read the new website and to check compliance with the statutory requirements.

RESOLVED: To approve a further £500 to be transferred in the Parish Council revenue budget from Contingencies to PC Website to cover additional staff costs in proof-reading and checking the new website.

ACTION: The Clerk.

15.251 Smaller Authorities Transparency Fund

Members considered a draft application to be made to the above fund totalling £1,542.36, covering initial website set up costs, annual costs for the first year, training, staff time in setting up the website and staff time in ongoing administration. Members considered the amount to be claimed for staff time to be insufficient at 8 hours total set-up time and 2 hours per month website administration.

RESOLVED:

1. To revise the figures to include more staff time for setting up the website and for monthly website administration.
2. To delegate the decision on the final amount of staff time to be applied for to the Clerk, following consultation with Cllr Overend.
3. To submit an application to the Transparency Fund with the revised figures.

ACTION: Final staff time figures to be finalised and clarified. The Clerk to submit a revised application.

15.252 Workplace Pensions

Members received an update on the Parish Council's obligations under the new workplace pensions law to ensure compliance by its staging date of 1 April 2016. The Parish Council has only one part-time employee (the Clerk) and it was noted that the Parish Council was unlikely to have any staff who would be automatically entitled to enrolment to a workplace pension scheme under the new legislation. However, the Parish Council still had certain duties to comply with such as consulting with staff, informing staff and completing a declaration of compliance to be lodged with the Pensions Regulator. The Parish Council would also be obliged to keep matters under review to ensure compliance in the event that any staff did become entitled to automatic enrolment.

ACTION: The Clerk to review the Parish Council's duties and report to the Parish Council at a future meeting.

15.253 Planning Matters

- a. "Becca Hall" - members had received information from ward councillors for Leeds City Council with regards to a proposal for a potential new site for up to 3000 houses in the first instance and ultimately up to 5000 houses, situated in the parishes of Barwick and Scholes and Aberford but with the larger part in Aberford. The proposal would further include schools, some employment and a retail centre. The site had been put forward as an alternative to Headley Hall which had now been withdrawn by Leeds University. Members were expecting a meeting to be arranged to provide more details with regards to the proposal. **ACTION:** Members to attend any meeting arranged.
- b. Members considered the following planning applications:

New Planning Applications/Appeals

Planning ref	Address	Brief Details of Proposal
15/06198/FU	20 Abbotts Close Aberford Leeds LS25 3AZ	Detached garage to rear No comments
15/06250/FU 15/06251/LI	1 Church Terrace Main Street Aberford Leeds LS25 3BR	Replace existing front elevation windows No comments
15/06264/FU	8 Pinfold Rise Aberford Leeds LS25 3EN	Detached garage to side The Parish Council remains opposed to the proposed new garage (which was withdrawn from application ref. 15/02668/FU) as it is in front of the existing building line and would have a detrimental effect on the outlook of neighbouring properties. Support comments from neighbours have been noted but consideration should be given to the effect not only on the current occupiers of neighbouring properties, but also any future occupiers.
15/06822/FU	The Olde Windmill Stud Lotherton Lane Aberford Leeds LS25 3DS	Change of use from private equestrian use to specialised commercial equestrian use Adjourned to next meeting pending receipt of papers from LCC

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
15/05130/FU	8 Rein Court Aberford Leeds LS25 3BS	Single story side/rear extension with raised platform area to rear	Approved 20/10/2015
ADPC: No comments			

14/04906/FU 102784	The Olde Windmill Stud Lotherton Lane Aberford Leeds LS25 3DS	Construction of temporary house ADPC: Unacceptable development LCC: Application refused Appeal lodged 22/07/2015	Appeal allowed 20/10/2015
15/03253/FU 15/03254/LI	Swan Hotel Main Street Aberford Leeds LS25 3AA	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 external alterations including single storey rear extension to form two dwellings ADPC: No comments	Approved 23/10/2015
15/04088/FU	Swan Hotel Main Street Aberford Leeds LS25 3AA	Detached house including conversion of outbuildings to residential accommodation ADPC: No comments	Approved 03/11/2015
15/05596/FU	Black Horse Court Great North Road Micklefield Leeds LS25 3AU	Alterations and conversion of existing garage to a habitable room including two storey extension above with balcony to first floor level and two storey extension incorporating garage with storage area above to side/ rear ADPC: Unacceptable development	Refused 16/11/2015
15/05130/FU	8 Rein Court Aberford Leeds LS25 3BS	Single story side/rear extension with raised platform area to rear ADPC: No comments	Approved 20/10/2015

15.254 Finance

Members noted the precept timetable from Leeds City Council. The deadline for submitting precept requests was 12 February 2016. The Parish Council therefore needed to set its budget and decide the precept request by preferably no later than its meeting on 19 January 2016.

RESOLVED:

1. To approve the bank reconciliation (copy attached) for the month ending 31 October 2015.
2. To approve and authorise the accounts already paid/for payment (copy attached) totalling £1,330.62.

ACTION: The Clerk to make the approved payments.

15.255 Matters for Information/Referrals

- a. Aberford Almshouses Trust – Cllr Jeffrey reported that the Trust had a new system for allocating flats which was working very well.
- b. Hanging Baskets – Cllr Brown reported on his findings with regards to the problem of peeling hanging basket labels. He had been in discussions with Richard Gill of Leeds City Council who advised that the panels were rusty and that non-hammerite paint had been used which was incorrect. A resolution had been proposed which would cost in the region of £32 + VAT per label name plate. Cllr Brown would provide a full report to the next meeting of the Parish Council.

ACTION: the Clerk to include on the agenda.

15.256 Close of Meeting

The Chairman closed the meeting at 9.39pm.

Minute 15.254

Bank Reconciliation
Aberford and District Parish Council
For the month ending: 31 October 2015

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

Date: 10 November 2015
Date: 17 November 2015

Balance per bank statements as at 31 October 2015	£	£
Current Account	563.03	
Revenue Reserve	34,963.25	
Capital Reserve	12,697.95	
Asset Renewals Fund	13,217.91	61,442.14

Less uncleared cheques at 31 October 2015:	100638	-28.45	
	100645	-20.00	
	100647	-15.00	
	100648	-20.00	
	100652	-69.00	-152.45

Net bank balances as at 31 October 2015 **61,289.69**

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

CASH BOOK

Opening balance at 30 September 2015		62,051.16
Add receipts for the month to 31 October 2015:		
Refund unpaid item charge	15.00	15.00
Less payments for the month to 31 October 2015		-776.47
Closing balance per cash book as at 31 October 2015		61,289.69

Notes

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

Accounts Paid/for Payment

Chq no.	Details	Amt exc VAT	VAT	Total	
	<u>To Pay</u>				
100653	PCC St Ricarius (PC room hire)	20.00		20.00	
100654	J Sou - expenses				
	Contribution to home working costs	10.00			
	Mileage	17.10			
	Mobile 'phone credit	6.25	1.25	34.60	
100655	J Sou - salary & holiday pay	309.97		309.97	
100656	SLCC Enterprises Limited - VAT element (see cheque no. 100652)		13.80	13.80	
100657	A Fox - footpath cut	291.00		291.00	
100658	YLCA - training course fees	275.00		275.00	
100659	Rural Creative - web hosting and domain name registration	270.00		270.00	
100660	SPOILED CHEQUE	-		-	
100661	S Piper - website expenses	46.87	9.38	56.25	
100662	S & J Darley - Christmas tree	50.00	10.00	60.00	1,330.62
	TOTAL PAYMENTS FOR 21/10/2015 to 17/11/2015				1,330.62