

- Disability access (15.207) – A notice had been placed on the church gates requesting that the area be kept clear to allow access.
- Damage to bench on Pump Hill (15.210) – Cllr Howson has been in contact with the contractors several times but no action had yet been taken. The damaged bench had been netted but it had jagged edges and needed to be removed. It may be damaged beyond repair. **ACTION:** Cllr Howson.
- The late Mr Frank Watson (15.210) – Cllr Brown had established that the bench at the former Methodist Church had been removed by the Watson family. Members were asked to consider other ways to commemorate Mr Watson. **ACTION:** all members.

15.220 **Neighbourhood Development Plan (NDP)**

Members noted:

- Minutes from the last meetings had not yet been received.
- Mike Dando, the consultant appointed by the NDPMG, had relinquished his duties due to illness. A new consultant was to be appointed and the NDPMG had received details of a number of candidates which the group had not yet had time to consider. It was noted that any appointment would have to comply with the Parish Council's standing orders and the terms and conditions of the Groundwork UK grant under which funding had been received to pay consultant's fees.
- The date for the next meeting of the NDPMG was not yet fixed.

15.221 **Village Hall**

- No further meeting of the VHC had taken place.
- Members noted a summary of refurbishment works required to the Village Hall (previously circulated) and a request from the Village Hall Committee (VHC) for the PC to make an "in-principle" decision to provide £15,000 of funding for key external remedial works identified in the summary. Formal quotes had not yet been provided. Cllr Piper reported that a local building contractor had offered to provide a tender as a "benchmark" and that further tenders would then be obtained against this. Members noted that the VHC would be investigating other sources of grant funding. Members were concerned that there may be continuing negotiations to build a new village hall and that any funds provided by the PC for refurbishment of the existing hall would be wasted. It was **AGREED** as follows:
 - The PC confirmed its desire to assist the VHC in providing a safe and viable village hall for the community;
 - Before committing any funds to the VHC for refurbishment of the existing hall, the PC would ask for assurances from the VHC that it would not be engaging further with developers with proposals to build a new village hall;
 - Accurate costings and quotes were needed before any decision could be made regarding providing funding for refurbishment works;
 - Any funds provided to the VHC for refurbishment works would be subject to safeguards and conditions as considered necessary by the PC to protect public monies.

ACTION: The Clerk to report the PC's decision to the VHC Chair, Mr Stewart Simms.
- The Annual General Meeting of the VHC was taking place on Thursday 22 October 2015 and was open to the public. Members other than Cllr Piper, the VH representative, may attend.

15.222 **Request for meeting from Dppuk Limited**

Members noted a request for a meeting from the above company, acting for a local land owner, with proposals for development in the village and in connection with the village hall. It was agreed to meet with the company, the time and venue to be confirmed. **ACTION:** the Clerk.

15.223 **Traffic Management and Highways**

Members noted the following:

- Members of the public had complained about the new double lines.
- Information received from LCC that the new double lines in the centre of the village were narrower than standard double lines because they were considered to be less obtrusive in the conservation area.
- Cllr Reed had spoken to Nick Borrás, LCC Traffic Management officer, at the recent Outer North East (ONE) Parish and Town Council Forum meeting about the failure to renew the yellow lines on Field Lane. Mr Borrás had said he would look into the issue.
- The entire annual budget for LCC highways and traffic management was £600,000 and Aberford was unlikely to be allocated any works in the near future.

15.224 **Environment and Maintenance**

Members noted the following:

- a. Dog fouling – see minute 15.218. The dog warden had indicated she would attend if there were reports of regular incidents of dog fouling and if a regular time and place could be identified. The Clerk would enquire as to whether the dog warden was happy for her direct contact number to be made available to the public. **ACTION:** the Clerk.
- b. Lotherton Lane – the grass and overhanging hedge needed cutting back. Cllr Howson had been attempting to contact Bob Bradley of LCC Parks and Countryside to carry out the cut. The issue of “verge creep” had also been raised at the ONE Parish and Town Council Forum meeting. **ACTION:** the Clerk.
- c. No recent incidents of fly-tipping.
- d. No date had yet been given for when the new closed-top bins would be installed. The ONE Parish and Town Council Forum meeting had been advised that LCC was waiting for new stock.
- e. Cock Beck – narrowing due to weeds between the wooden footbridge and the large bridge. **ACTION:** the Clerk to enquire as to clearance of weeds.

15.225 Jubilee Field and Play Area

- Cycle ramps – Scarcroft PC had replied that they were at a very early stage in planning for a children’s playground and had no ramps or tracks for members to view.
- Jubilee Field signage – the new signs had been installed.
- Outdoor gym signs – LCC had not yet installed these.

15.226 External Groups/Meetings

- Outer North East Parish and Town Council Forum: 8 October 2015 – a report was received from Cllr Reed. Members noted the following:
 - Inspector Paul Dwyer was retiring. There may have to be a reduction in policing but the new inspector was keen for Farm Watch to continue.
 - The main speakers at the Forum had been Nick Borrás and Nick Hunt from LCC Traffic Management and Highways.
 - Several other parish councils were unhappy with LCC sending planning applications electronically for consultation and would prefer a return to paper copies following the end of the trial period.
- Hook Moor Liaison Committee: 23 September 2015 – Cllrs Reed and Howson reported and members noted the following:
 - The minutes of the meeting (previously circulated).
 - The setting up of the Community Fund Committee, to consist of the Kippax and Methley ward councillor, one representative from Micklefield Parish Council and one representative from Aberford and District Parish Council. The Fund would not start until the wind farm was operational. Any applications to the Fund would have to be match-funded.
- LCC site allocations meeting: 15 October 2015 – members noted that a further site allocations consultation event had been scheduled at St Phillips Church, Scholes on 24 October 2015. One issue related to the withdrawal by Leeds University of Headley Hall from the site allocations plan and the potential impact this could have on surrounding villages. Members were encouraged to attend the event if possible.

15.227 Complaint from Garforth resident

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

15.228 Parish Council website

Members received a report from Cllr Overend.

- Parish Council Websites Limited had failed to respond within the deadline given. Cllr Overend reported on alternative website developers and costs (previously circulated) and recommended the appointment of an independent website developer based in York, Andy Jones.
- The application for the domain name www.aberford-pc.gov.uk was in progress.
- Mr Steve Piper would assist in the setting up of the new website.
- Subject to agreement by the Clerk, it was proposed that the administration and maintenance of the new website would be carried out by the Clerk and it was estimated would involve 2-3 hours work per month. Additional training may be required.

RESOLVED:

1. To approve the appointment of Andy Jones to build the new website for the parish council;
2. To approve an additional £300 funding for the development of the new website;

3. To approve giving Mr Steve Piper password access to the new website to assist in its initial set-up.

ACTION: The Clerk.

15.229 **Smaller Authorities Transparency Fund**

RESOLVED: To approve making an application to the Transparency Fund.

ACTION: Final figures to be finalised and clarified. The Clerk to submit an application.

15.230 **Insurance renewal**

Further to minute 15.206, members noted the delegated decision of Cllrs Hancock, Howson and Reed to renew the insurance for 2015-16 with Aviva through Came & Co for the final year of the three year agreement at a premium of £1,692.01. It was confirmed that the policy had been renewed and was effective from 1 October 2015 to 30 September 2016.

15.231 **Matters requested by members**

- Village shop – see minute 15.218. The Village Shop was owned by the brewery which owned the Arabian Horse and it was agreed to discover if possible which brewery and to request a meeting if possible. **ACTION:** Cllr Howson to make enquiries regarding which brewery.
- Garforth Neighbourhood Planning Forum: appointment of consultant - members were not aware of any conflict of interest in the appointment of the proposed consultant by the Forum.

15.232 **Planning Matters**

- a. Members considered the following planning applications:

New Planning Applications/Appeals

Planning ref	Address	Brief Details of Proposal
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 Decision delegated to Planning Advisory Group which would take into consideration any comments made by members.
15/05909/TR	Deerhurst Greystone Park Aberford Leeds LS25 3AS	Cherry – Remove No comments

RESOLVED:

1. To report members' comments on application reference 15/05909/TR to LCC. **ACTION:** the Clerk.
2. To delegate the decision in relation to reference 15/05596/FU to the Planning Advisory Group and the Clerk to report their agreed comments to LCC. **ACTION:** members of the Planning Advisory Group; the Clerk

- b. Members noted the following updates:

Previous Planning Applications/Appeals - Update

Planning/ Appeal ref	Address	Brief Details	Decision/Update
15/05038/TR	6 Windmill Rise Aberford Leeds LS25 3EW	T1 Sycamore - Reduce height and overhanging by 15 feet. Thin crown by 20%. T2 Walnut - Trim back branches overhanging garden by 15% ADPC: No comments	Approved 02/10/2015
15/03481/CLP	The Olde Windmill Stud Lotherton Lane Aberford Leeds LS25 3DS	Certificate of Proposed lawful use of site for the stabling, care rehabilitation and training of horses	Refused 02/10/2015

15.233 **Finance**

RESOLVED:

1. To note the Annual Return for 2014-15 certified by the external auditor.
2. To approve the bank reconciliation (copy attached) for the month ending 30 September 2015.
3. To approve and authorise the accounts already paid/for payment (copy attached) totalling £2,483.48.

ACTION: The Clerk to make the approved payments.

15.234 **Matters for Information/Referrals**

- Play Area – the cracks in the swing seats were worsening. The issue had been reported to LCC which had advised that the seats were still safe following their annual inspection. It was **AGREED** that members should inspect the seats and a quote should be obtained for replacement seats. **ACTION:** all members; the Clerk.
- Remembrance Sunday – Cllr Howson outlined the arrangements and reported on a proposal for the names of the servicemen to be read out by children from Aberford Church of England Primary School. He requested members to attend the service at the War Memorial if possible.
- Christmas tree – Cllr Howson would arrange for a tree and requested volunteers to assist with installing the tree at Pump Hill.

15.235 **Close of Meeting**

The Chairman closed the meeting at 9.48pm.

Minute 15.233

Bank Reconciliation

Aberford and District Parish Council

For the month ending: 30 September 2015

Prepared by Julie Sou, Clerk to the Parish Council

Approved by the Parish Council

Date: 12 October 2015

Date: 20 October 2015

Balance per bank statements as at 30 September 2015

	£	£
Current Account	1,462.24	
Revenue Reserve	35,463.25	
Capital Reserve	12,697.95	
Asset Renewals Fund	13,217.91	62,841.35

Less uncleared cheques at 30 September 2015:		
100638	-28.45	
100641	-309.97	
100642	-141.77	
100644	-275.00	
100645	-20.00	
100647	-15.00	-790.19

Net bank balances as at 30 September 2015 **62,051.16**

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

CASH BOOK

Opening balance at 31 August 2015		64,567.88
Add receipts for the month to 30 September 2015:		0.00
Interest - Capital Reserve	2.24	
Interest - Revenue Reserve	4.77	
Interest - Asset Renewals Fund	1.87	8.88
Less payments for the month to 30 September 2015		-2,525.60
Closing balance per cash book as at 30 September 2015		62,051.16

Notes

- Revenue Reserve includes: £11,404.66 Leeds and Mint Festivals ticket sales
£7,454 balance Groundwork NDP grant
- Capital Reserve is set aside for Jubilee Field

Accounts Paid/for Payment

Chq no.	Details	Amt exc	VAT	Total	
	<u>Already Paid</u>				
100643	Came & Co - insurance premium	1,692.01		1,692.01	
100647	J Jeffrey - reimbursement for A Fox, play area shrub trim (replacing cancelled cheque no. 100646)	15.00		15.00	1,707.01
	<u>To Pay</u>				
100648	PCC St Ricarius - PC room hire	20.00		20.00	
100649	J Sou - Clerk's expenses:				
	Contribution to home working costs	10.00			
	Mobile 'phone	6.25	1.25	17.50	
100650	J Sou - salary & holiday pay	309.97		309.97	
100651	PKF Littlejohn LLP - external audit fee	300.00	60.00	360.00	
100652	SLCC Enterprises Ltd - training course	69.00		69.00	776.47
	TOTAL PAYMENTS FOR 16/09/15 to 20/10/15				2,483.48