

8. Hanging baskets – no complaints had been received from sponsors regarding the peeling labels but it was **AGREED** that the matter had to be resolved to ensure it did not recur next year. An apology had been issued on the PC website. This was the first year the problem had occurred and the cause was not known. It was noted that this was the first year the PC had used labels not supplied by LCC. It was **AGREED** to obtain costings from LCC for the supply of labels before setting the sponsorship figures for next year. **ACTION:** the Clerk/Cllr Brown.

15.198 Neighbourhood Development Plan (NDP)

Members noted:

- a. Minutes from the last meetings had not yet been received.
- b. The examiner's report on the Linton NDP (previously circulated);
- c. The LCC Site Allocations Plan exhibition programme. Members to attend if possible.
- d. Mike Dando, the NDP consultant, had been unwell and progress had therefore been slow on the NDP.
- e. The next meeting of the NDPMG was Thursday 15 October 2015.

ACTION: Cllr Reed to clarify what information/action is required from the PC by Mike Dando, the NDP consultant.

15.199 Development proposals and presentation from the Parlington Estate

All members had attended the presentation on 3 September 2015 at the NDPMG meeting, with the exception of Cllrs Barker and Dunwell. It was agreed that thanks should be given for the presentation. **ACTION:** the Clerk.

15.200 Village Hall

Members noted:

- a. An on-site meeting had taken place to examine works required to the rooms behind the stage and downstairs. These were to be considered further at the next meeting of the Village Hall Committee (VHC) on 29 September 2015.
- b. A local civil engineer was prepared to undertake a visual inspection of the Village Hall and report on the work required. Mr Stewart Sims from the VHC and Cllr Piper were to meet him for the inspection this Friday.
- c. Cllr Piper had chased up the Chairman of the VHC for costings for works to the Village Hall but these had not yet been provided.
- d. The VHC was aware of the various development proposals recently received. A further proposal and approach was to have been made to the PC on behalf of the landowner behind the Village Hall but the Clerk had not received any correspondence to date.
- e. Cllr Piper had provided details of funding and grant sources to the VHC but was not aware of any applications having been made except for small amounts.

15.201 Traffic Management and Highways

Members noted the following:

- a. The new double yellow lines in the village had now been completed.
- b. Members of the Highways and Traffic Management Advisory Group had met with Pearce Bottomley Architects on behalf of their client with regard to a proposal by their client to move the speed sign on Bunkers Hill to a position south of the entrance to Priory Park. The proposal was for a joint application with the PC to reposition the sign, with Pearce Bottomley's client prepared to pay up to 50% of the cost of repositioning the sign, estimated to be in the region of £3,500. It was noted that neither the PC nor the police had requested that the sign be repositioned and that LCC had no further budget for any traffic management works in Aberford. It was **AGREED** to reject the proposal for the PC to pay 50% of the costs of repositioning the sign. **ACTION:** the Clerk.

15.202 Environment and Maintenance

Members noted the following:

- a. Dog fouling – no issues reported.
- b. Grass cutting/weed clearance – Lotherton Lane verges were overgrown and there was a lot of litter.
- c. Litter/bins/fly-tipping – LCC had confirmed that the open-topped bins on Bunkers Hill (Priory Park), Parlington Drive and Main Street (Rein Court) would be replaced with closed top bins. There were insufficient funds at present to replace the post-mounted bins at Pump Hill and Main St (Parlington Lane). Members discussed whether it would be beneficial to replace the Pump Hill bin instead of one of the open-topped bins as the Pump Hill bin was well-used and regularly

overflowed. It was noted that the strewing of litter from the open-topped bins listed was a problem given their locations in less prominent parts of the village and that closed top bins would be a benefit at these locations. It was **AGREED** to request LCC to empty the Pump Hill and Main St (Parlington Lane) post-mounted bins more frequently. **ACTION:** the Clerk.

- d. Bulb bonanza – An offer of free bulbs had been received and Cllrs Dunwell and Piper had made an application and were awaiting a response. It was noted that free bulbs still remained to be planted from a previous offer from LCC. **ACTION:** the Clerk to circulate plans of where the bulbs were to be planted; members to volunteer to plant bulbs.
- e. Woodland Trust: Community Trees Pack – members noted an offer of free trees and **AGREED** to make no application. The PC still had trees that required planting from a previous offer.

15.203 Jubilee Field and Play Area

1. Cycle ramps – awaiting a response from Scarcroft PC regarding their installation of cycle ramps.
2. Signage – the additional signs for Jubilee Field had been delivered and the three signs would be installed at Jubilee Field. It was noted that LCC had been chased for installation of the outdoor gym signs but this had not yet been done. **ACTION:** the Clerk to pursue.
3. Access for grass cutting machine – members noted the response from LCC Parks and Countryside regarding residents blocking the ginnel giving access to Jubilee Field. It was noted that use of the pedestrian access from the car park by the grass-cutter was not satisfactory as it was too narrow for the machine to swing around and the grass-cutter also dragged debris across the court area. It was **AGREED** to seek clarification from LCC Legal Department of the access rights over the ginnel. **ACTION:** the Clerk.
4. Table Tennis England/Ping! coaching offer – members noted that the offer to support table tennis activities with coaching or an event appeared very flexible and open-ended. Members also noted the request for whether there was an appropriate indoor venue in the village and it was **AGREED** that only the Village Hall may be suitable for such an event.

15.204 External Groups

1. Outer North East Forum: 8 October 2015 – Cllr Reed to attend.
2. Hook Moor Liaison Committee: 23 September 2015 – the new Community Fund Committee was to be discussed at the next meeting. Cllrs Howson and Reed to attend in the absence of Cllrs Dunwell and Barker.
3. Rural Action Yorkshire: Annual Conference and AGM 24 October 2015 – Cllr Piper possibly to attend. To confirm nearer the date.

15.205 Parish Council website

Members received an update from Cllr Overend:

- There had been no contact from Parish Council Websites Limited since the development brief was submitted to them. The company had failed to respond to numerous emails and telephone calls by Cllr Overend. It was **AGREED** to give the company a deadline of 25 September 2015 to have made substantial progress in developing the website, failing which the PC would withdraw its instructions. **ACTION:** the Clerk to email/write to the company.
- The current ISP contract expired in October and members noted that it would be necessary to renew if a new website was not ready.
- If necessary, Mr Steve Piper had indicated he would continue to administer the website on behalf of the PC until an alternative developer was found and a new website ready.
- It was **AGREED** for Cllr Overend to investigate alternative website developers in the event of an unsatisfactory response from Parish Council Websites Limited. **ACTION:** Cllr Overend.
- Smaller Authorities Transparency Fund – members noted details of funding available for councils with a turnover of less than £25,000 per annum to assist with the costs of complying with the Transparency Code for Smaller Authorities. **ACTION:** Cllrs Overend and Piper to investigate further.

15.206 Insurance renewal

Members noted that the PC was entering the last year of the three year agreement with Came & Co for insurance with Aviva. The insurance premium for the period 1 October 2015 – 30 September 2016 was £1,692.01. If the PC wished to enter a further three year agreement which would tie-in the PC to insurance with Aviva up to 30 September 2018, a 5% discount would apply making the premium £1,607.41. **RESOLVED:**

1. To seek further quotes for comparative purposes from Came and Co. **ACTION:** the Clerk

2. To delegate the decision on whether to renew the insurance for 2015-16 for £1,692.01 or to enter into another three year agreement with Came and Co/Aviva and to receive a 5% discount on the 2015-16 insurance premium to Cllrs Howson, Reed and Hancock. **ACTION:** Cllrs Howson, Reed and Hancock.

15.207 Disability access to PC meetings

The PC noted its obligations as a public authority under the Disability Discrimination Act 2005 to ensure that members of the PC and members of the public who were disabled were able to access meetings of the PC. Disabled access to the Oriel Room was possible by means of portable ramps but it was noted that a problem may sometimes occur due to vehicles being parked too close to the church gates and potentially obstructing wheelchair access through the gates. It was not known who owned the apron of land on which the vehicles parked. It was **AGREED** that the public notice of the PC meeting should ask members of the public to contact the Clerk in advance to make arrangements for wheelchair access if necessary. **ACTION:** the Clerk.

15.208 Appointments to PC sub-groups

RESOLVED: To appoint Cllr Hogg to the following sub-groups:

- Highways and Traffic Management Advisory Group
- Environment and Maintenance Working Group
- Public Rights of Way Working Group

15.209 Training

Members noted the latest courses offered by YLCA and free planning training offered by LCC.

RESOLVED: To approve the following attendance on courses:

- a. YLCA "Understanding the Planning System": 7 November 2015, £115 per delegate – Cllrs Overend and Reed.
- b. YLCA "Developing Your Skills as a Councillor": 3 November 2015, £45 per delegate – Cllr Hogg.

15.210 Matters requested by members

1. Main St railings: maintenance – it was **AGREED** to delay re-painting the railings until they had been repaired.
2. Damage to bench on Pump Hill – a vintage cast iron bench had been broken into pieces by the LCC grass cutting contractor. LCC had advised that it would be replaced through insurance. It was **AGREED** that the damaged bench should be repaired or replaced with a similar vintage bench and not a modern replacement. **ACTION:** Cllr Howson to contact the contractors.
3. Death of former Parish Councillor Frank Watson – it was noted that the late Mr Frank Watson had served as a ward councillor and parish councillor for many years and it was **AGREED** that there should be some recognition given for his years of service. It was believed that the Methodist Church may have a memorial bench for the late Mr & Mrs Frank Watson. **ACTION:** Cllr Brown to enquire of the Methodist Church with regard to the memorial bench; members to consider other ways to commemorate Mr Watson.

15.211 Planning Matters

- a. Members considered the following planning applications:

| <u>New Planning Applications/Appeals</u> | | |
|---|---|--|
| Planning ref | Address | Brief Details of Proposal |
| 15/03920/FU | Throstle Nest Farm Parlington Lane Aberford Leeds LS25 2DT | Detached agricultural storage building Comments: None |
| 15/04643/FU 15/04644/LI | Priory Park Lodge Bunkers Hill Aberford Leeds LS25 3DE | Addition of a pyramid hip roof to single storey extension to the property Comments: No objections to the development but concerned to note that the works were carried out before approval was granted. |
| 15/04960/FU | Ridge Road Farm Ridge Road Micklefield Leeds LS25 3DL | Construction of anaerobic digestion plant - revisions to scheme approved under 14/00982/FU Comments: 1. Noted that chicken litter will now be imported to the site in addition to harvested crops. Query what impact this will have in relation to increased traffic to the site and odours. |

| | | |
|-------------|---|--|
| | | 2. Objections and recommendations made in respect of 14/00982/FU still stand. |
| 15/04883/FU | Black Horse Farm Great North Road Micklefield Leeds LS25 3AU | Conversion of existing single storey workshop to a dwelling and alterations to parking for other converted units approved under 06/07508/FU Decision delegated to members attending a site visit on Thursday 17 September 2015 at 5.30pm. |
| 15/05130/FU | 8 Rein Court Aberford Leeds LS25 3BS | Single story side/rear extension with raised platform area to rear Decision delegated to Planning Advisory Group. |
| 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% Decision delegated to Planning Advisory Group. |

RESOLVED:

1. To report members' comments on application references 15/03920/FU, 15/04643/FU, 15/04644/LI and 15/04960/FU to LCC. **ACTION:** the Clerk.
2. That members attend a site visit in relation to 15/04883/FU on Thursday 17 September 2015 at 5.30pm and that the decision in relation to this application be delegated to members attending the site visit. The Clerk to report the agreed comments to LCC. **ACTION:** all members; the Clerk.
3. To delegate the decisions in relation to references 15/05130/FU and 15/05038/TR 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 |
|-------------------------|---|--|------------------------|
| 15/04115/FU | Windsor Farm York Road Scholes Leeds LS24 9NR | Change of use agricultural land to outdoor menage and alterations including fencing ADPC: No comments | Approved 02/09/2015 |

15.212 Finance

RESOLVED:

1. To approve the bank reconciliation (copy attached) for the month ending 31 August 2015.
 2. To approve and authorise the accounts for payment (copy attached) totalling £818.59.
- ACTION:** The Clerk to make the approved payments.

15.213 Matters for Information/Referrals

1. Sign at junction of B1217 and Bunkers Hill – required cleaning. **ACTION:** the Clerk to contact the Highways department.
2. Aberford Church of England Primary School –
 - a. Cllr Piper reported on issues relating to the condition and ownership of the wall and trees at the school.
 - b. The 300 year anniversary of the school was approaching and the PC may be asked for funds to contribute to the celebrations.
3. Strawberry Hill – shrubs required cutting back.
4. Play Area – a wooden railing was broken.

15.214 Close of Meeting

The Chairman closed the meeting at 10.16pm.

| Bank Reconciliation | | | | |
|--|--|--|-------------------------|------------------|
| Aberford and District Parish Council | | | | |
| For the month ending: 31 August 2015 | | | | |
| Prepared by Julie Sou, Clerk to the Parish Council | | | Date: 7 September 2015 | |
| Approved by the Parish Council | | | Date: 15 September 2015 | |
| Balance per bank statements as at 31 August 2015 | | | £ | £ |
| Current Account | | | 276.10 | |
| Revenue Reserve | | | 38,458.48 | |
| Capital Reserve | | | 12,695.71 | |
| Asset Renewals Fund | | | 13,216.04 | 64,646.33 |
| Less uncleared cheques at 31 August 2015: | 100637 | | -50.00 | |
| | 100638 | | -28.45 | -78.45 |
| Net bank balances as at 31 August 2015 | | | | 64,567.88 |
| The net balances reconcile to the Cash Book (receipts and payments account) for the month as follows: | | | | |
| CASH BOOK | | | | |
| Opening balance at 31 July 2015 | | | | 65,073.86 |
| Add receipts for the month to 31 August 2015: | | | | 0.00 |
| Less payments for the month to 31 August 2015 | | | | -505.98 |
| Closing balance per cash book as at 31 August 2015 | | | | 64,567.88 |
| Notes | | | | |
| 1. Revenue Reserve includes: | £11,404.66 Leeds and Mint Festivals ticket sales | | | |
| | £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 | Total |
|---------|--|------------|-------|---------------|
| | <u>To Pay</u> | <u>VAT</u> | | |
| 100639 | PCC St Ricarius - PC room hire | 20.00 | | 20.00 |
| 100640 | J Sou - Clerk's expenses: | | | |
| | Contribution to home working costs | 10.00 | | |
| | Mileage | 12.60 | | |
| | Dropbox 18Gb - extra cloud storage space | 6.75 | | |
| | Mobile 'phone | 6.25 | 1.25 | 36.85 |
| 100641 | J Sou - salary & holiday pay | 309.97 | | 309.97 |
| 100642 | Stocksigns Ltd | 118.14 | 23.63 | 141.77 |
| 100644 | Royal British Legion | 20.00 | | 20.00 |
| 100645 | David Taylor - tree cutting at Pump Hill | 275.00 | | 275.00 |
| 100646 | A Fox - Play Area shrub trim | 15.00 | | 15.00 |
| | TOTAL PAYMENTS FOR THE MONTH | | | 818.59 |