

will pay the additional amount is to be discussed and decided upon during this meeting (point 13 on the agenda).

- Parlington – a lengthy discussion took place, with the following points being raised by Adrienne Sykes of the Save Parlington group:
 - The Development Plans Council meeting has been moved from Dec 2016 to Jan 2016.
 - M&G Real Estate are reportedly amending their master plan to include up to three primary access roads. Whether this would mean the site is no longer a single strategic site but is “pepper-potting” instead was discussed.
 - The Save Parlington group is looking into funding options for legal advice.
 - The Save Parlington group aims to issue a newsletter every six weeks.
- Two residents (Ms Karen Baxter and Ms Claire Knowles) have shown interest in joining the PC. The Clerk confirmed the procedure for this and also stated Mr David Gluck is also interested in joining the PC (Mr Gluck was not present at this meeting).

16.250 Neighbourhood Development Plan (NDP)

- a. Update on the NDP: The last meeting took place on 08.12.16. A lengthy discussion took place, including to inform members that Mike Dando (Planning Consultant) has had a meeting with LCC regarding three other NDPs, and he has applied some of the relevant comments made at the meeting to the ADPC NDP. The boundary was also discussed, specifically regarding the Lotherton area, and since this falls within the boundary, draft 5 of the NDP has been updated to include this area.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting – **Noted**.
- c. The following actions were decided upon:
 - i. It was **AGREED** by all members that Mike Dando can submit draft 5 of the NDP to Ian Mackay at LCC. The purpose of this is for Mr Mackay to check the plan conforms to EU legislation. All members **AGREED** that if any changes are required, Mike Dando can make them as the plan is still in draft form and will be reviewed by both the NDPMG and by the Cllrs at subsequent PC meetings before it is finalised and formally submitted in March 2017.
 - ii. The Informal Sites Consultation briefing paper (previously circulated) was **AGREED** upon by all members, and work on this will commence in January 2017.
 - iii. Cllr Oakes proposed a consultation period be held from 23.01.17 to 12.02.17, with a drop-in session **AGRED** by all members to be held on 05.02.17 between 11am and 3pm at the village hall. The public will be encouraged to attend and a large wall map will be displayed at the event. The cost to hire the village hall will be £50 and it was **AGREED** by all members that the PC will pay for this.
 - iv. It was **noted** that Cllr Oakes commented that, following discussions at the last NDP meeting, the NDPMG feels the PC should wait to engage the services of Mike Dando to begin the tendering process for additional consultants in relation to Parlington (item 7 on the agenda).
- d. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is 05.01.17.

16.251 Parlington Village

Members discussed whether the PC should instruct Mike Dando (Planning Consultant) to begin the tendering process for works related to Highways and Flood Risk with regards to the proposed development at Parlington now, or whether they should wait. As, at this stage, it is unknown whether this work is required, all members **AGREED** the PC should wait until the outcome of the SAP Consultation is reported before re-considering whether to begin such a tendering process.

16.252 Environment and Maintenance

- **Dog fouling:**

The Chairman is awaiting delivery of the “Keep Britain Tidy” signs. Ward Cllr Stephenson has also enquired about obtaining the signs and is awaiting a response. Ongoing.

- **Beckside:**
 - i. The Chairman and the Clerk attended site and took photographs of the rusted bin and damaged liner. As the bin is on a public path outside the play area boundary, it is thought to be the property of LCC. The Clerk has emailed the photos to LCC and requested they replace the bin and liner. Ongoing.
 - ii. The Chairman raised concerns over the state of the play equipment and whether it needs to be repainted. Cllr Hancock said the equipment is now 10-12 years old and all members **AGREED** that the works needs to be done. **ACTION:** The Clerk will contact Parks for a quote to repaint the play equipment.
- **Seats and benches:**
It was **noted** the new benches have now been installed and the invoice for this service has been paid as agreed at the Nov 2016 PC meeting. **RESOLVED.**
- **Fly Tipping:**
It was **noted** that all the dumped tyres have now been removed, as has the rubbish on Collier Lane, but it is unknown whether the items on Jubilee Field have been taken away. Cllr Reed reported some items on Kingfisher Lane have been dumped. Cllr Reed will email the information required by LCC to the Clerk. **ACTION:** The Clerk will report the fly tipping to LCC once the information has been received.
- **Bunkers Hill:**
Cllr Hogg reported the leaves reported last month were hand swept due to the sweeper breaking. **RESOLVED.**

16.253 Budget

- a. The second budget meeting was held on 28.11.16, with more work being done on the overall budget, as well as projecting the anticipated levels of reserves at the end of the financial year (31.03.17). The budget was circulated to all members prior to the meeting for their perusal. The budget is still to be finalised, however all members are satisfied with the current version and no amendments were suggested. A third meeting will take place in the new year so a final draft can be submitted to the PC for approval at the February or March 2017 PC meeting.
- b. A lengthy discussion regarding the precept for 2017/18 took place, with various percentage increases being considered (overall and per household). Given the overall level of outgoings, and in particular the potential costs that may be incurred with regards to the NDP and the SAP, all members **AGREED** to increase the precept for 2017/18 by 5%. This gives a total precept of £15,750 (based on the current year's precept being £15,000). **ACTION:** The Chairman and the Clerk will complete and sign the precept return form.
- c. **ACTION:** It was **AGREED** the Clerk will submit the precept return form to LCC on behalf of the PC.

16.254 Highways and Public Safety

- a. The plan of proposed speed limit changes including those in Aberford is still being reviewed by the legal team at LCC. Ongoing.
- b. Members **noted** receipt of the Highways Maintenance Programme for 2017/18.
- c. Members **noted** the Clerk sent a request for two more areas to be added to the works schedule, being:
 - i. The pavement on the north side of Cattle Lane
 - ii. The path at the side of Aberford village hall on Main Street

16.255 HS2

- a. Members **noted** we are currently in a consultation period, to run to 09.03.17, regarding proposed route changes to HS2.
- b. **ACTION:** Cllr Oakes will review the information received and will report back to the PC accordingly for members to then consider whether they wish to make any comments during the consultation period (NB: none of the proposed changes are within ADPC's boundaries).

16.256 Community matters

Hanging baskets: Cllr Hogg and Cllr Piper met with Parks in Aberford and it was established it is the name plates rather than the brackets that are the issue. Members discussed whether the name plates should be replaced individually as required, or whether to replace them all at the same time so they are uniform, and also whether to replace the brackets with the new wraparound style planters recommended by LCC (they are thought to be more stable). LCC has provided a quote for replacing the name plates and/or baskets. **ACTION:** The Clerk will ask Parks for an example of the name plate so members can see what it looks like, and will also ask LCC to confirm whether the quote for the name plate is to supply and fit or supply only. Ongoing.

16.257 External Groups/Meetings/Events

Christmas Tree: Further to discussions at the Nov 2016 PC meeting, members considered whether to contribute £200 towards the cost of the new Christmas tree as previously agreed, or whether to pay for the full amount (£262.50). Points were raised regarding the fact there were no costs incurred for the planting of the tree (this was done by Ms Karen Glynn of Aberford In Bloom) and that this tree should not need replacing in the foreseeable future. Cllr Piper proposed the PC pay the full cost of the tree (£262.50). This was seconded by Cllr Oakes and **AGREED** by all members. **ACTION:** All members **AGREED** a cheque should be raised at this meeting to reimburse Ms Glynn for the Christmas tree. **RESOLVED.**

16.258 Carers Leeds

Members **noted** the information received by Carers Leeds and discussed how more carers within the parish might be reached. Cllr Oakes confirmed the Almshouses have agreed the charity can hold coffee mornings there, and Cllr Piper will include information about the charity in the next newsletter. It was **noted** the coffee morning held on 24.11.16 was put on the ADPC website. **RESOLVED.**

16.259 Planning Matters

a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
16/07325/FU	16 Parlington Villas Aberford Leeds LS25 3EP	Alterations including single storey side/rear extension
16/07540/TR	Parlington Drive Aberford	Application to carry out silvicultural thinning. species for remove include squirrel damaged sycamore, some Corsican pine and the reshaping of natural regeneration Beech

- Members **noted** the following updates:

Planning/ Appeal ref	Address	Details
16/04069/LI	2 Church Terrace Main Street Aberford Leeds LS25 3BR	Listed Building Application for replacement windows to front and rear, internal alterations to install downstairs toilet; gas central heating and removal of flue in study and bathroom APPROVED 18.11.16
16/04907/FU/E	Greenhill Cottage Main Street Aberford	First floor rear extension APPROVED 10.11.16
16/05964/FU/NE	16 Haverthwaites Drive Aberford Leeds	Alterations including two storey side extension with Juliet balcony to rear; new pitched roof to existing front extension APPROVED 14.11.16

- To consider and to note planning enforcement matters (if any).
None.

16.260 Finance

- a. To note the balances in the Parish Council's accounts – **noted as per attached bank reconciliation.**
- b. To approve the bank reconciliation – **RESOLVED** (attached).
- c. Members considered the Accounts for payment.
 - **RESOLVED** to approve the accounts for payment totalling £3,871.70
 - This figure includes £262.50 payable to Ms Karen Glynn for the Christmas tree as agreed in item 16.257 above
 - It also includes £1,392.00 payable to LCC for the Christmas lights, the invoice for which was presented at this meeting and, as it due on receipt, all members **AGREED** to raise a cheque at this meeting
 - It was **noted** payments totalling £250.00 were raised mid-month as agreed at the PC meeting held on 15.11.16
- d. Members considered the information received from HMRC on whether ADPC should register for VAT. The information and guidance notices provided are not definitive, however based on these documents, and considering the PC's low levels of VAT supplies (well within the £1,000.00 threshold set by HMRC), all members **AGREED** the PC should not be required to register for VAT at this time. The Clerk will monitor the VAT supplies of the PC (currently consisting of hanging basket sponsorship only) and will inform members if/when she thinks members need to re-consider ADPC's VAT status. It was **AGREED** by all members that, from the current financial year onwards, no VAT will be reclaimed in relation to costs incurred for hanging baskets, as suggested in the literature received from HMRC. **RESOLVED.**

16.261 Matters for Information

- The Chairman mentioned the grit bins and whether any of them need replenishing. Cllr Piper offered to check all the grit bins in the village.
- Cllr Piper raised concerns regarding the bus stop on Cattle Lane near the entrance to Parlington Villas and the fact there is no seating in place, and suggested having a meeting with Metro to see whether something could be put in place.

- Cllr Hancock has contacted Ward Cllr Roberts to enquire about getting the path leading to Lotherton Lane widened so visitors do not have to walk on the road.

16.262 Future agenda items

- Outer North East Town and Parish Council Forum – the next meeting is on 26.01.17 at 7.30pm, venue to be in the Alwoodley Ward.
- Sub Groups – these will be updated and then reviewed at the Jan 2017 meeting to include Cllr Oakes and Cllr McCready.
- Carers Leeds – following letters received from this charity, members will discuss/decide on whether/how they may be able to help the charity within the Aberford parish.
- Close of meeting - The Chairman closed the meeting at 9.45pm.

Minute 16.260b – Bank Reconciliation:

Bank Reconciliation

Aberford and District Parish Council

For the period 1 November 2016 - 30 November 2016

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 30-Nov-16

Approved by the Parish Council

Date: 05-Dec-16

Balance per bank statements as at 30 November 2016

	£	£
Current Account	2,875.99	
Revenue Reserve	19,304.60	
Capital Reserve	11,769.44	
Asset Renewals Fund	13,226.27	
		47,176.30

Less uncleared cheques at 30 November 2016:

100741	-606.81	
100744	-250.00	
		-856.81

Net bank balances as at 30 November 2016

46,319.49

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

CASH BOOK

Opening balance as at 1 November 2016	48,041.50
Add receipts 1 November 2016 to 30 November 2016:	15.00
Less payments for 1 November 2016 to 30 November 2016	-1,737.01
Closing balance per cash book as at 30 November 2016	46,319.49

Notes

Capital Reserve is set aside for Jubilee Field

Minute 16.260c – Accounts for Payment:

Accounts for payment:

Chq no. Details

Paid mid month as agreed at the 15.11.16 meeting:

100744	CA Brown - installation of benches	250.00	-	250.00
100745	St Ricarius Church - room hire 13.12	20.00	-	20.00
100746	N Goonesinghe - salary Dec 16	310.65	-	310.65
100747	N Goonesinghe - expenses to 05.12.16	336.41	62.64	399.05
100748	M Dando - SAP consultancy to 18.11.16	1,487.50	-	1,487.50
100749	Ms Karen Glynn - Christmas tree	262.50	-	262.50
100750	LCC - Christmas lights	1,160.00	232.00	1,392.00
Total payments 16.11.16 - 13.12.16		3,827.06	294.64	<u>4,121.70</u>