



- Mobile CCTV/motion detectors used for dog fouling/fly-tipping/litter enforcement – the need for notices to be displayed if used
  - Aberford is on the list for new dog fouling signage
  - Some new litter bins still available – it was noted that the Parish Council had already put in requests for new bins
  - Green bin recycling – Leeds City Council (LCC) seeking to boost this; to improve what it does first before opening up to recycling of more types of items (e.g. tetrapaks)
  - Food waste collection – one year pilot scheme in Rothwell
  - Glass – Cllr Robinson is pushing for a pilot glass recycling scheme
  - “Verge creep” – Lotherton Lane has been identified to LCC officers and is planned to be dug back. The responsibility for keeping the highway clear is that of Highways but it is likely to be the Environmental team that will deal with the initial digging back of the verges. The question of ongoing maintenance has not yet been dealt with.
- b. Le Tour de Yorkshire – timings for road closures will be released shortly; LCC will be responsible for full clear up after the event
- c. Youth Activity Fund – grants still available
- d. 20mph speed limits – LCC is considering these outside schools
- e. Highfield Rd garages – it is hoped that Parks or Housing will be responsible for maintenance of the landscaped area following demolition of the garages
- f. Speed Indicator Devices – it was hoped to fund more of these
- g. Farm Watch – has been funded again
- h. Site Allocations – The following points were made:
- 10,000 comments had been made in response to the Site Allocations consultation. All comments were to be released at the same time.
  - Headley Hall will not be in the next round of consultations.
  - There are likely to be other sizeable strategic sites in the Outer North East (ONE) Housing Management Characteristic Area (HMCA). The proposal relating to Becca Hall was in the public domain, as was Thorpe Park; other sites had been put forward but could not be disclosed as they were not in the public domain.
  - Any sites in Garforth would not be in the ONE HMCA.
  - Green Belt – this is to be protected as much as possible. The amount of Green Belt land is to be preserved as much as possible but it may be that the sites may change.

#### 16.043 Matters Arising

- a. Hanging baskets (16.022a) – Cllr Brown reported that arrangements were in hand and sponsorship was on target
- b. Newsletter (16.022b) – had been printed and was ready for distribution later in the week. A copy had been posted on the website.
- c. Highfield Road garages (16.022c) – **RESOLVED:** To approve the planting of trees on the landscaped site. **ACTION:** Clerk to inform LCC.
- d. Stopped up public right of way, Leyfield Farm to Parlington lane (16.021a) – The footpath is on the Definitive Map as a public right of way. Cllr Howson had met with a LCC footpath officer who had advised that LCC would provide marker posts. A discussion took place regarding who should put up the posts and signs. It was **AGREED** that the members of the Public Rights of Way of Group would liaise with LCC regarding the supply and installation of the marker posts and signs. Cllr Howson to provide the name of the LCC officer he met to the Public Rights of Way group. **ACTION:** members of the Public Rights of Way Group; Cllr Howson.

#### 16.044 Councillor Vacancies

Noted: the two vacancies for parish councillors had been advertised on the noticeboards and the website. No applications received. It was **AGREED** to continue to advertise the vacancies with an open deadline and noted that the vacancies had been mentioned in the newsletter that was shortly to be distributed.

#### 16.045 Neighbourhood Development Plan (NDP)

Members noted the following:

- a. Minutes of the NDPMG meeting 3 March 2016 (previously circulated)
- b. Kat Salter had withdrawn as a potential consultant. Mike Dando's health was improving and he may be able to resume consultancy work. However, the NDPMG would in the meantime continue to seek other quotes for a consultant.
- c. The next meeting of the NDMPG was on Thursday 14 April 2016 at 6.30pm at the offices of Pearce Bottomley.

16.046 **Green Belt**

Amid concerns that LCC could re-zone Green Belt land, it was proposed that the Parish Council should clearly minute its stance in relation to the Green Belt.

**RESOLVED:** To re-iterate that the Parish Council believes that the Green Belt is sacrosanct, that any development in the Green Belt is harmful, and that it fully supports the policy that Green Belt land should only be developed exceptionally where there are very special circumstances that would justify the harm that would be caused.

16.047 **Leeds Festival 2016**

A delay in confirmation from the Leeds Fest organisers on ticket prices had necessitated an adjustment to the previously agreed deadline for applications and the draw for tickets. It was

**AGREED:**

1. The draw for tickets would take place in public during the week commencing 4 April 2016, the final date and venue for the draw to be advised;
2. Members to attend the draw if possible;

**ACTION:** Cllr Reed to enquire as to the venue; Cllr Jeffrey to organise the random numbers for the draw

16.048 **Le Tour de Yorkshire**

Cllrs Howson and Reed had attended the roadshow event at Barwick in Elmet on 19 February 2016 and gave a report on other villages' plans and options for how the Parish Council/other organisations/individuals in the village may wish to mark le Tour. Le Tour will be passing through the village along Cattle Lane to Lotherton Lane. Cllr Reed had details of a contact on the le Tour promotional team.

It was **AGREED** that the Parish Council would take no official action to mark le Tour but that members would by word-of-mouth encourage participation and the display of bunting or banners in the village. Cllr Reed to give Cllr Jeffrey details of the contact on the le Tour promotional team.

**ACTION:** all members; Cllr Reed.

Note: Cllr Brown excused himself and left the meeting at this point.

16.049 **HM Queen Elizabeth II 90<sup>th</sup> birthday on 21 April 2016**

It was **AGREED** to take no action to mark this event.

16.050 **Traffic Management and Highways**

- a. Members noted a recent accident on Main Street and a request from a member of the public to consider a 20mph speed limit. Discussion took place as to the effectiveness of a 20mph speed limit when limits were largely ignored, the difficulties of enforcement and whether the cause of the accident in this case had been due to speed or some other reason. It was **AGREED** to request a meeting with LCC Traffic Management/Highways officers to discuss a 20mph speed limit trial to cover the area outside the school, from the Village Hall to the Swan. **ACTION:** the Clerk.
- b. Abbots Close – it was noted residents did not always park in their own driveways and that this led to obstruction as there were insufficient parking places on the street for other residents without driveways or for visitors. The newsletter contained an appeal to people to park in their own driveways.
- c. Speed indicator device – it was **AGREED** to enquire as to the availability of the device. **ACTION:** Members of the Highways and Traffic Management Advisory Group.

16.051 **Environment and Maintenance**

Members noted the following:

- a. Dog fouling – this appeared to be on the increase. A number of areas were highlighted. Cllr Jeffrey had received a complaint from a member of the public regarding an incident and the identity of the dog owner may be known. Cllr Jeffrey to be issued with one of the paint sprays and to speak to the dog owner. **ACTION:** Cllr Jeffrey.
- b. Grass cutting – the contractors had started work and were doing a good job so far.
- c. Fly-tipping, Lotherton Lane – bags of fly-tipped waste remained and had been reported to LCC.
- d. Litter bins – new bins to be requested for Rein Court and Pump Hill. **ACTION:** the Clerk.

It was **AGREED** to request a meeting between LCC Environmental Health officers and members of the Environment and Maintenance Working Group to discuss ongoing issues in the village. **ACTION:** the Clerk.

- e. Mole damage to Bunkers Hill drovers' verges – the contractor who had quoted previously was not available and it was **AGREED** to seek a further quote from other contractors. **ACTION:** the Clerk.

**16.052 Jubilee Field and Play Area**

- a. Members noted comments from a member of the public with regard to the cleanliness of the play area equipment and the growth of moss on the surfaces below some of the equipment. Members noted the efforts of Cllr Hancock and his wife in keeping the play area and the equipment clean and safe. It was **AGREED** the equipment should be jet-washed and it was proposed that the mobile bin-cleaning operative should be asked to give a price for the job. **ACTION:** Members to make enquiries of the mobile bin-cleaner.
- b. Jubilee Field outdoor gym equipment sign – Artwork had been received from LCC to which amendments/corrections had been required. The revised draft would be circulated to members for approval. **ACTION:** the Clerk.

**16.053 External Groups/Meetings**

- a. Leeds City Council Parish and Town Council Charter and Annual Forum and Seminar 25 February 2016 – cancelled.
- b. Garforth NDP group – next meeting date yet to be advised.

**16.054 Parish Council website**

Members noted the following:

- a. The NDP page was now live.
- b. Having been heavily involved in setting up the new website, Cllr Overend was now happy for other members to take on more involvement.

**16.055 Parish Council logo**

To be adjourned to a future meeting.

**16.056 Planning Matters**

- a. Members considered the following planning applications:

**New Planning Applications/Appeals**

<b>Planning ref</b>	<b>Address</b>	<b>Brief Details of Proposal/Comments</b>
16/00372/FU	Leydale School Lane Aberford Leeds LS25 3BU	Two storey front and side extensions; raise in roof height and dormer windows forming habitable rooms in roofspace  Comments: No objections to the application but would request the following: 1. 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; 2. That the render should be a cream finish.
16/01619/TR	North Cottage Bunkers Hill Aberford Leeds LS25 3DW	T1,T4 , T6, T12, T17, T18 & T19 Fagus Sylvaticae - Remove T20 - Reduce overhanging branches from building  Comments: None

**RESOLVED:** To report members' comments to LCC. **ACTION:** the Clerk.

- b. There were no updates on planning applications.
- c. There were no enforcement matters.

**16.057 Finance**

- a. Members noted the third communication (previously circulated) from the Smaller Authorities' Audit Appointments Limited (SAAA) on the question of opting in or out of the external audit arrangements. It was **AGREED** this latest advice did not alter the previous decision made by members to opt-in to having an external auditor appointed by SAAA.

- b. Members noted the action required under the law on workplace pensions – to write to its staff about automatic enrolment and to complete a declaration of compliance.
- c. Members noted the latest increase in the s137 Local Government Act expenditure limit to £7.42 per elector.
- d. Members considered the latest bank reconciliation and accounts for payment:

**RESOLVED:**

1. To approve the bank reconciliation (copy attached) for the month ending 29 February 2016.
2. To approve and authorise the accounts already paid/for payment (copy attached) totalling £711.15.

**ACTION:** The Clerk to make the approved payments.

**16.058 Matters for Information**

- a. Membership of the Crime Prevention Panel – for future consideration if any members are interested
- b. Budgets need closer examination and the process needs to be started earlier, perhaps by the Finance and Resources Advisory Group
- c. Village Hall –
  - the contractor has left the job and the Village Hall Committee is negotiating payment for the work done to date and seeking further quotes for the outstanding work;
  - Cllr Jeffrey has requested copies of the Village Hall accounts
- d. Broken fencing at Pump Hill – to ask for quotes for repairs when the contractor has been identified. **ACTION:** the Clerk.
- e. Wooden fence at play area – broken and requires repairs. Last repaired by somebody local in the village. Members to arrange. **ACTION:** Members.
- f. Bowling green – has been damaged with divots taken out of the surface.
- g. Cllr Overend gave apologies in advance for not attending the next few months' meetings due to work pressures.
- h. Cllr Reed asked if anybody knew who had cleared all the debris wedged up against the footbridge caused by the recent floods and high water levels as thanks should be given.
- i. Commemorative plaque on Pump Hill bench for Frank Watson – to be a future agenda item.

**16.059 Close of Meeting**

The Chairman closed the meeting at 9.54 pm.

Minute 16.057

**Bank Reconciliation  
Aberford and District Parish Council  
For the month ending: 29 February 2016**

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

Date: 9 March 2016  
Date: 15 March 2016

<b>Balance per bank statements as at 29 February 2016</b>		£	£
Current Account		1,919.90	
Revenue Reserve		9,858.86	
Capital Reserve		12,700.17	
Asset Renewals Fund		13,219.76	37,698.69
Less uncleared cheques at 29 February 2016:	100676		-20.00
<b>Net bank balances as at 29 February 2016</b>			<b>37,678.69</b>

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

**CASH BOOK**

Opening balance at 31 January 2016			59,241.78
Add receipts for the month to 29 February 2016:			
YLCA - Smaller Authorities Transparency Fund grant		1,139.72	
Hanging basket sponsorship (2016-17)		150.00	1,289.72
Less payments for the month to 29 February 2016			-22,852.81
<b>Closing balance per cash book as at 29 February 2016</b>			<b>37,678.69</b>

Notes

1. Balances include £11,404.66 Leeds and Mint Festivals ticket sales
2. Capital Reserve is set aside for Jubilee Field

**Accounts Paid/for Payment**

	To Pay			
100682	PCC St Ricarius - PC room hire	20.00		20.00
100683	J Sou - expenses			
	Contribution to home working costs	10.00		
	Mobile 'phone credit	6.25	1.25	
	12 x 2nd class stamps	6.48		
	Envelopes	<u>7.99</u>	<u>1.59</u>	33.56
100684	J Sou - salary & holiday pay	337.59		337.59
100685	Andrew Jones - website development: new page & back-up	75.00		75.00
100686	Zebra Print Management Ltd - newsletter	245.00		245.00
	<b>TOTAL PAYMENTS FOR 17/02/2016 - 15/03/2016</b>			<b>711.15</b>