

- c. There are no actions to be decided upon at this time.
- d. It was **noted** that the Clerk submitted the signed Ordnance Survey Licence before the deadline of 21.10.16. **RESOLVED.**
- e. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is 08.12.16.

16.231 Parlington Village

- a. It was **noted** that the Clerk submitted the response to the SAP on behalf of Aberford & District Parish Council on 06.11.16 (the deadline was 5pm on 07.11.16). This was in the form of an email to the SAP containing two response forms and one detailed report, as stated at the PC meeting held on 03.11.16.
- b. The next stages of the process were discussed, and Cllrs agreed that they should support the external groups being ran by the community however they can. It was **noted** the next stage of the formal process will be in Feb / March when the SAP responds to the comments received during the consultation period. This stage of the process is therefore **RESOLVED.**

16.232 Asset Register

It was **noted** that the Clerk purchased the reports from Land Registry for the land associated with Markham Cottages (numbers 1 & 2 only) to prove ownership. It was also **noted** that the ownership of this land has now passed to the owners of the cottages. **RESOLVED.**

16.233 Garforth Forum/proposed new Garforth Parish Council and changes to parish boundary

No updates received. This matter no longer needs to be an agenda item. **RESOLVED.**

16.234 Outer North East Parish & Town Council

As the last meeting collided with the NDP meeting, none of the ADPC Cllrs were able to attend. Ward Cllr Ryan Stephenson will request the next meeting be held in Aberford.

16.235 Budget

As the second budget meeting is yet to be held, it was agreed it will take place on 28.11.16. The main task for the meeting will be to look at the precept for 2017/18 so this may be decided on at the Dec PC meeting in time for submission to LCC early in the new year. The rest of the budget will be finalised during this time with a view to it being signed off at the Jan PC meeting. Ongoing.

16.236 Aberford C of E (VC) Primary School

It was **noted** that the Clerk ordered a camera and SD card for use at the school. **RESOLVED.**

16.237 Environment and Maintenance

To consider the following and to agree any necessary action:

- a. **Dog fouling:**
The Chairman is awaiting delivery of the "Keep Britain Tidy" signs. Ongoing.
- b. **Beckside:**
The Cllrs discussed this again and **AGREED** to find out the cost of a new bin. **ACTION:** Cllr Hancock will get the details of the current bin so a like for like replacement may be sourced.
- c. **Seats and benches:**
Cllrs considered the quote received from CA Brown to remove the old benches, make the ground fit, and fix the new benches in place. All **AGREED** the quote is value for money and the quote was accepted. **ACTION:** The Clerk will contact CA Brown to request they schedule the job in as soon as possible. It was **AGREED** that a cheque can be raised mid month to pay for the works if required.
- d. **Drains:**
The Clerk reported that a tanker will be attending the gullies by the bridge over Cock Beck on Thursday or Friday this week. **RESOLVED.**

e. **Fly Tipping:**

Three of the six tyres have been removed, and it was commented some rubbish has been dumped on Collier Lane. The Clerk also said a member of the public had been in touch to report some asbestos has been left at the end of her property on the Jubilee Field side.

ACTION: The Clerk will report the matters to LCC.

f. **Other:**

Cllr Hogg reported there are lots of leaves on Bunkers Hill which are very slippery and hazardous. **ACTION:** The Clerk will report the leaves to LCC and request a sweeper is sent to site.

16.238 Highways and Public Safety

The Clerk reported that Highways responded to her request for an update on the proposed speed limit changes in the village, which was that the plan is currently being reviewed by the legal team and once it is back from them, a copy will be issued to the PC. Ongoing.

16.239 Community matters

The Clerk received an extract from a brochure from LCC for wraparound hanging baskets which were shown to the Cllrs. Some normal hanging basket brackets that are attached to lampposts using metals clasps were also discussed, but as neither is a like for like replacement, and neither has anywhere to fix the name of the sponsor, members did not this either was an option for the replacements. Cllrs Hogg and Piper suggested meeting with Mr Andrew Culloden (Assistant Nurseries Manager at LCC) to discuss requirements and options.

ACTION: The Clerk will contact Mr Culloden to see is he is available for a site visit. Ongoing.

16.240 External Groups/Meetings/Events

a. **The Arabian Horse:**

Members considered whether to put the news regarding the Arabian Horse being added to the list of Assets of Community Value. It was **AGREED** this will be put on the website by the Clerk using the wording suggested by Cllr Overend. **RESOLVED.**

b. **Christmas:**

- i. It was **noted** the Clerk put information regarding the Christmas lights switch on on the website.
- ii. The Chairman informed everyone that a Christmas songs and carols session will be held in the Arabian Horse on 02.12.16 from 7pm – 8pm. This will be led by Ms Jaqueline Jeffrey and The Village Harmonies choir.
- iii. Members considered purchasing a Christmas Tree, the approximate cost is estimated to be £200. Aberford In Bloom have offered to plant the tree. It was **AGREED** the cost is value for money and that the tree may be purchased. It was also **AGREED** a cheque may be raised mid-month if payment on delivery is required. Aberford In Bloom will organise the purchase, delivery and planting of the tree, and will contact the Clerk regarding payment in due course. It was noted the tree will need to be planted and have the lights fixed to it before the switch on on 02.12.16. **RESOLVED.**

16.241 Planning Matters

a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
		No new/revised applications received.

- b. Members **noted** the following updates:

Planning/ Appeal ref	Address	Details
16/05171/FU/E	6 East Ridge View Garforth Leeds	Single storey side extension with alterations to front porch APPROVED 19.10.16

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

16.242 Finance

- To note the balances in the Parish Council's accounts – **noted as per attached bank reconciliation.**
- To approve the bank reconciliation – **RESOLVED** (attached).
- Members considered the Accounts for payment.
RESOLVED to approve the accounts for payment totalling £1,487.01.
- The Clerk informed Cllrs that the enquiry she sent to HMRC regarding the PC's VAT status had been acknowledged, but that no response has been received yet. Ongoing.

16.243 Matters for Information

The Clerk informed Cllrs that Mr Mike Dando (Planning Consultant) has requested some questions he has be answered as soonas possible so he can begin work on them accordingly before Christmas. Cllrs were in agreement that the Dec PC meeting may be brought forward one week to 13.12.16, and it was noted that Cllr Dunwell will not be able to attend due to prior commitments.

16.244 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 Dec meeting to include Cllr Oakes and Cllr McCreedy.
- 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 16.242b – Bank Reconciliation:

Bank Reconciliation
Aberford and District Parish Council
For the period 1 October 2016 - 31 October 2016

Prepared by Natalie Goonesinghe, Clerk to the Parish Council
Approved by the Parish Council

Date: 31-Oct-16
Date: 06-Nov-16

Balance per bank statements as at 31 October 2016		£	£
Current Account		5,073.02	
Revenue Reserve		19,304.60	
Capital Reserve		11,769.44	
Asset Renewals Fund		13,226.27	
			<hr/>
			49,373.33
Less uncleared cheques at 31 October 2016:	100734	-1,331.83	
			<hr/>
			-1,331.83
Net bank balances as at 31 October 2016			48,041.50

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

CASH BOOK

Opening balance as at 1 October 2016	52,931.93
Add receipts 1 October 2016 to 31 October 2016:	0.00
Less payments for 1 October 2016 to 31 October 2016	-4,890.43
Closing balance per cash book as at 31 October 2016	48,041.50

Notes

Capital Reserve is set aside for Jubilee Field

Minute 16.242c – Accounts for Payment:

Accounts for payment:

Chq no.	Details			
100738	St Ricarius Church - room hire 03.11 & 15.11	40.00	-	40.00
100739	N Goonesinghe - salary & extra hours Nov 16	449.08	-	449.08
100740	N Goonesinghe - expenses to 06.11.16	41.70	5.62	47.32
100741	M Dando - NDP consultancy to 05.11.16	606.81	-	606.81
100742	Zebra Print Management Ltd - questionnaire	135.00	-	135.00
100743	Lazenby Brown - website fees	174.00	34.80	208.80
Total payments 19.10.16 - 15.11.16		1,446.59	40.42	<u>1,487.01</u>