

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 16th August 2016 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30 pm

Present: Cllr David Howson (Chairman) Cllr Mike Oakes
Cllr Paul Hancock Cllr Daniel Overend
Cllr Andy Hogg Cllr Marolyn Piper
Cllr Keith Dunwell Cllr Ruth Reed

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO), PCSO G Nottingham and 3 members of the public.

16.155 To receive apologies and approve reasons for absence.

All councillors present.

16.156 To receive any disclosures of interest from Cllrs on matters to be considered at the meeting

None.

16.157 Minutes of the annual meeting held on 19th July 2016

RESOLVED: To approve the minutes of the annual meeting held on 19th July 2016 (previously circulated) and to sign them as a correct record. **ACTION:** The Chairman.

16.158 Report from West Yorkshire Police

Noted.

PCSO Nottingham reported there had been no recorded crimes.

PCSO Nottingham spoke about the CCTV Scheme that is up and running in surrounding villages and that he is in the process of introducing it to Aberford. Anyone involved in the scheme will be contacted by the police if a crime is reported in their area, asking them to check their surveillance footage for suspects and report back with any descriptions, times and other information. If any residents of Aberford would like to be part of the scheme, please email PCSO Nottingham:

geoffrey.nottingham@westyorkshire.pnn.police.uk

16.159 Public participation

Members **noted** comments and queries in relation to:

- Concerns over an unfinished house on Greystones Close was raised as it has been in this state for over two years. It was discussed the residents may be able to apply for a reduction in their council tax band.

16.160 Councillor vacancies

- a. It was **noted** that the Clerk sent a letter to Ms Jeffrey to formally thank her for her contribution to ADPC.
- b. Co-option of Mike Oakes becoming a member of ADPC was proposed by the Chairman, seconded by Cllr Reed and passed after all Cllrs agreed. The Declaration of Acceptance of Office form was signed and witnessed at the meeting. **RESOLVED.**

16.161 Neighbourhood Development Plan (NDP)

- a. To receive an update on the NDP. The last meeting of the NDP Management Group (NDPMG) was on 11 August 2016. Mike Dando has begun working on the draft plan and is looking at four key areas: Candidate Local Green Space, Built Heritage Assets, Natural Heritage Assets, and Local Green Infrastructure. The NDPMG also wants to list assets such as green spaces to ensure they are protected and included on the plan. It was **noted** that the issue regarding the boundary change (Garforth) was taken off the NDP agenda as this is a matter for the ADPC to resolve.
- b. Cllr Dunwell to confirmed no letters need issuing at this time. **RESOLVED.**
- c. To note the minutes of the latest NDP Management Group (NDPMG) meeting on 11.08.16 (if any). **Noted.**
- d. The letter received from Pearce Bottomley LLP confirming the NDPMG's recommendation of Mike Dando's appointment as consultant and the terms upon which this is based was accepted and **AGREED.**
ACTION: The Clerk to issue a letter of appointment to Mike Dando.
- e. To decide further action where necessary. **ACTION:** a sub group meeting will be held; date TBC.

- f. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is Thursday 1 September 2016.

16.162 Electoral review of Leeds – public consultation until 5 September 2016.

A meeting with Cllrs Stephenson, Howson, Dunwell, Overend and Reed was held to discuss looking at changing the ward boundary. Cllr Stephenson asked for support in ensuring Aberford stays with rural communities rather than larger wards such as Garforth as there are less common features between them, and such a change would impact on police services etc. Members of the public can also write to the council in support if this. **ACTION:** Cllr Overend to draft a response.

16.163 Insurance

The three quotes received from Came & Company LCI were discussed and an email with the policy details, comparison, recommendation, and key facts has been issued to the Cllrs. **ACTION:** All Cllrs will review the details of the email and the final decision will be made at the September meeting.

16.164 Asset Register

The land at the front of Markham Cottages was discussed as it does not appear to be listed as an asset of ADPC on the asset register. Cllr Piper raised a concern that if the land has been kept by someone else for a certain amount of time, they may be able to claim it as theirs. **ACTION:** The Chairman and the Clerk will make enquiries about how to ascertain who owns the land. Ongoing.

16.165 Conservation Zone

To receive an update following the meeting on 02.08.16 to discuss extending the conservation zone: All Cllrs are satisfied with this matter following the review three years ago. **RESOLVED.**

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

This remains an ongoing issue that will be discussed further at the September PC meeting.

16.167 Environment and Maintenance

To consider the following and to agree any necessary action:

- a. **Pump Hill fencing** – The three quotes received for a new “No Horses” sign were reviewed and it was **AGREED** the sign will be purchased from Fast Signs in Leeds. **ACTION:** The Clerk will purchase the new sign.
- b. **Dog fouling:**
 - The Chairman is awaiting delivery of the “Keep Britain Tidy” signs. Ongoing.
 - Cllr Overend has not yet received the spray paint canisters – the Clerk will chase this up.
- c. **Jubilee Field:**
 - It was **noted** that all missing panel bolts at Jubilee Field and Becksides have been replaced by LCC. This will be monitored going forwards but the issue raised in July is **RESOLVED.**
 - Cllr Hancock raised concerns about the level of security. **ACTION:** The Clerk will obtain quotes for a CCTV camera. **ACTION:** Cllr Dunwell will enquire as to whether the Bowling Club might contribute towards the cost of this, and will also look into whether a grant may be applied for.
 - The grass that needed cutting has been done – **RESOLVED.** Cllr Hogg has received the date and cost of the third cut. The footpath by the bowling club has overgrown branches and attention is required. **ACTION:** The Chairman and Cllr Reed volunteered to cut this back.
 - The lock on the bin near the bowling club has been damaged making emptying it difficult. **ACTION:** The Chairman will look at fixing it and decide whether a new bin is required.
- d. **Becksides:**

It was **noted** that a replacement liner was requested from Parks & Countryside but has not yet been delivered – ongoing.
- e. **Seats and benches:**
 - The quote from Glasdon was reviewed and it was **AGREED** that three of the second bench on the quote priced at £404.55 (inc ground fixing bolts) will be purchased in brown to match others already situated around the village.
 - It was **AGREED** the new bench at Hook Moor will have a plaque dedicated to Malcolm Thompson on it, and it was **noted** that Steph from The Arabian Horse agreed for the collection monies received for Mr Thompson may be used towards paying for the new

benches. **ACTION:** Cllr Dunwell will speak to Steph and confirm the text for the plaque.

ACTION: Once the wording has been received, the Clerk will order the three benches.

- The list of repairs has been received by the Clerk and review by the Chairman – ongoing.

16.168 Highways and Public Safety

A lengthy discussion regarding the proposed development scheme for speed limit reductions took place, and all Cllrs were keen to ensure the recommendations of ADPC are put forward. **ACTION:** The Chairman will make contact and request a meeting is held between Cllrs and the Highways subcommittee.

16.169 Community matters

- a. Community Banks Fund update:

Cllr Dunwell has emailed some forms and will print some to try and publicise the fund. Cllr Piper has sent the form the village hall, and it has been put on the ADPC website. It was raised that perhaps the prerequisites may be putting people off applying. Cllrs will continue to make people aware of the fund. **ACTION:** Cllr Dunwell and the Clerk will look into whether ADPC could apply for funding for CCTV in the village.

- b. Hanging Baskets 2016 update:

Cllr Hogg is looking into the cost to replace all brackets - ongoing.

- c. Community Games Awards:

The scheme was discussed however notification was received too late to do anything to coincide with The Olympics. No further action required. **RESOLVED.**

16.170 External Groups/Meetings/Events

- a. **Aberford Almshouses Trust:**

To note the Clerk wrote to the trust confirming Cllr Hogg is the new representative. **Noted.**

- b. **Aberford Village Hall Committee:**

To note the Clerk wrote to the committee confirming Cllr Piper is the new representative. **Noted.**

- c. **Poor Lands Trust:**

As Jacqueline Jeffrey's term of office has ceased, Cllr Reed will be the new representative.

ACTION: The Clerk will write to the trust to confirm Cllr Reed is the new representative. It was **noted** that Cllr Hogg will be an independent representative for the Lotherton area.

- d. **Plunkett Foundation:**

The Clerk contacted the foundation and received some information from them which Cllr Overend has requested. He has received some information on how to turn the Arabian Horse into an "asset of community value" and will continue to look into the options – ongoing. It was **noted** this is also on the NDP agenda.

16.171 Consultations

Leeds Local Development Framework – Housing Standards Development Plan Document (DPD) Consultation – open for formal consultation 23 June 2016 – 28 July 2016: No comments.

RESOLVED.

16.172 Employment matters

Cllr Reed has an extract of "Being A Good Employer" and it was deemed this is sufficient for the time being. **RESOLVED.**

16.173 IT Matters

The new email addresses are up and running although some have experienced difficulties with initial access. It was **AGREED** that all Cllrs and the Clerk should use the new addresses by 01.09.16.

16.174 Training

YLCA booking forms and cheques were signed for Cllrs Overend and Reed to attend the Employment Matters course on 28.09.16, and for the Clerk to attend the Accounts and Finance course on 01.10.16. **RESOLVED.**

16.175 Planning Matters

- a. Members considered the following planning applications:

| <u>New Planning Applications</u> | | |
|----------------------------------|---------------------------------------|--|
| <u>Planning/Appeal ref</u> | <u>Address</u> | <u>Brief Details</u> |
| 16/04316/FU/NE | 20 Hayton Wood View Aberford Leeds | First floor extension with enlarged dormer windows to both sides Cllr M Piper declared a personal interest as she is a resident of this street. APDC requests LCC / the planners check whether the dormer windows will be fitted with privacy glass as, if this application is passed, it could be detrimental to the privacy of the adjacent properties |
| 16/04549/FU/E | 1 Ashley Park Mews Garforth Leeds | Conversion of existing garage to habitable room No adverse comments made. |

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

| <u>Planning/Appeal ref</u> | <u>Address</u> | <u>Brief Details</u> |
|----------------------------|--|---|
| 16/03116/FU | Ridge Road Farm Ridge Road Micklefield Leeds LS25 3DL | Installation of 18m lattice structure supporting 3no. antennas, 3no. RRUs, 2no. 0.3m transmission dishes, 1no. equipment cabinet and 1no. meter cabinet within a timber fenced compound together with ancillary development ADPC comments 21.06.16: No comments APPROVED 21.07.16 |
| 16/03117/FU | West View Main Street Aberford | Two storey extension to front and side ADPC comments 21.06.16: No objections but the Planning Department should be satisfied that it is not detrimental to the bungalow on the northern boundary. APPROVED 19.07.16 |

16.176 Bank Administration

- a. It was **noted** the Clerk has submitted the primary user update form.
b. Cllr Oakes suggested members consider moving towards processing online payments.

16.177 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 £1,578.45.

- d. As we are awaiting the arrival of a new cheque book, it was **AGREED** by all Cllrs that the following cheques may be signed before the next PC meeting:
- NDP Consultant's first payment - £1,488.66
 - YLCA vacancy advertisement - £15.00
 - Parish Paths - £302.00

16.178 Matters for Information

None.

16.179 Future agenda items

- a. Registering The Arabian Horse as an Asset of Community Value (DO).
- b. Close of meeting - The Chairman closed the meeting at 9.10pm.

Minute 16.177b and 16.177c – Bank Reconciliation and Accounts for Payment

Bank Reconciliation
Aberford and District Parish Council
For the period 6 July 2016 - 31 July 2016

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

Date: 9th Aug 2016
 Date: 16th Aug 2016

| | | | |
|---|--------|-----------|------------------|
| Balance per bank statements as at 31 July 2016 | | £ | £ |
| Current Account | | 8,402.28 | |
| Revenue Reserve | | 24,300.31 | |
| Capital Reserve | | 12,704.63 | |
| Asset Renewals Fund | | 13,223.94 | 58,631.16 |
| Less uncleared cheques at 31 July 2016: | | | |
| | 100708 | -40.00 | |
| | 100710 | -547.51 | -587.51 |
| Net bank balances as at 31 July 2016 | | | 58,043.65 |

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

CASH BOOK

| | | | |
|---|--|-------|------------------|
| Opening balance as at 5 July 2016 | | | 59,224.63 |
| Add receipts 6 July 2016 to 31 July 2016: | | | |
| Cash deposits - Hanging baskets | | 75.00 | 75.00 |
| Less payments for 6 July 2016 to 31 July 2016 | | | -1,255.98 |
| Closing balance per cash book as at 31 July 2016 | | | 58,043.65 |

Notes

Capital Reserve is set aside for Jubilee Field

Accounts Paid/for Payment

| Chq no. | Details | Net | VAT | Total |
|---------|---|-----------------|---------------|-----------------|
| 100714 | YLCA - Accounts & Finance course (Clerk) | 115.00 | - | 115.00 |
| 100715 | YLCA - Employment course (RR & DO) | 90.00 | - | 90.00 |
| 100716 | LCC - Hanging pots x41 | 854.17 | 170.83 | 1,025.00 |
| 100717 | St Ricarius Church - room hire 16.08 | 20.00 | - | 20.00 |
| 100718 | N Goonesinghe - salary July 16 | 294.45 | - | 294.45 |
| 100719 | N Goonesinghe - expenses July 16 | 34.00 | - | 34.00 |
| | Total payments 20.07.16 - 16.08.16 | 1,407.62 | 170.83 | 1,578.45 |