

- Ward Cllr Ryan Stephenson also spoke about several other issues, being:
 - i. Whether the PC has received the “Keep Britain Tidy” signs yet; as they have not he will chase them up.
 - ii. He said no requests for grants have been placed by the PC. Cllr Dunwell asked what kind of projects might be considered – Cllr Stephenson mentioned replacing the fence over the bridge by the motorway. He will contact Highways regarding the matter.
 - iii. He will request for the next Town & Parish Council meeting to be held in Aberford.
 - iv. He advised that £175m is to be invested in transport services in Leeds, in projects relating to train stations and parking etc across the city.

16.206 Neighbourhood Development Plan (NDP)

- a. Update on the NDP: The last meeting took place on 13.10.16. Mike Dando was unable to attend in person but joined in via Skype. There is a long list of tasks and the group is looking to extend the plan by three months to have time to incorporate Parlington, should it go ahead.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting will be forwarded once ready – **Noted**.
- c. Cllr Ryan Stephenson spoke of forming a forum re Parlington if the site is approved, and said the NDP would be key in this.
- d. The previously circulated Ordnance Survey Licence was discussed and it was **AGREED** it should be signed as the relevant document will need to be accessed by the group. The Chairman signed the form. **ACTION:** The Clerk will submit the form before the deadline of 21.10.16.
- e. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is 03.11.16.

16.207 Parlington Village

- a. Further lengthy discussions took place on the matter, including the impact the site would have on Garforth. The forum held by M&G Real Estate on 07.10.16 was discussed, with the general feeling of attendees being that they are very concerned about the proposal and do not want the development to go ahead, with there being an expectation that the PC will oppose the proposal.
- b. The PC considered the proposal from Mike Dando, Planning Consultant, and the benefits of engaging the help of a specialist to help with the PC's response to the SAP. Given the significance of the proposal on the parish and the many concerns raised by residents both this evening and at the M&G Real Estate forum on 07.10.16, Cllr Oakes proposed the PC should employ Mike Dando on this basis. This was seconded by Cllr Piper, and all other Cllrs **AGREED**. **ACTION:** The Clerk will write to Mike Dando to confirm his appointment as such. In addition to issuing the leaflet and holding an informal meeting as stated in point 16.205 above, it was also **AGREED** that a meeting will be held before the submission deadline for the PC to meet with Mike Dando to review the draft response and agree any changes that may be required. Cllr Oakes suggested meeting at 7pm on 03.11.16 before the NDP meeting and this was **AGREED** by all Cllrs.

16.208 Asset Register

The Clerk has been advised by Land Registry that reports costing £3.00 each have to be purchased to prove ownership of the at the front of Markham Cottages. **ACTION:** It was **AGREED** that the five reports should be purchased by the Clerk before the next meeting.

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

- a. No updates have been received since the last PC meeting. Ongoing.
- b. It was **noted** that the AGM is due to be held on 22.10.16 from 10am – 2pm at Green Lane Primary School.

16.210 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.

16.211 Budget

An initial budget meeting took place on 03.10.16, with the half year end figures and projected full year figures being reviewed, as well as beginning the budgeting process for 2017/18. It was **AGREED** a second meeting will take place in November (date TBC) to discuss the full budget further, with a view to looking at the precept for next year so it can be considered at the December PC meeting. Ongoing.

16.212 Aberford C of E (VC) Primary School

- Cllr Piper spoke of an issue regarding bags of dog mess being left on the school railings and whether the PC might buy a CCTV camera for the school to deter the offenders. There is currently a camera at the school but it only overlooks the playground. Cllrs **AGREED** a camera may be purchased if the ownership can be kept by the PC so that it may be moved in the future if required. **ACTION:** The Clerk will order a fifth camera from the same offer as those purchased for the CCTV scheme.
- The 300 year anniversary of the school is to be celebrated at the end of the summer 2017 term and the Lord Mayor has been invited to attend. Cllr Piper will keep the PC informed of the plans as and when they are made.

16.213 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. Cllr Stephenson will chase this up. Ongoing.

b. Jubilee Field:

- It was **NOTED** that the Clerk wrote to Parks to thank them for their help with cutting back the overgrown branches. **RESOLVED.**

c. Becksides:

The Clerk was advised by Parks that new liners often cost nearly as much as new bins so usually new bins are purchased rather than replacement liners. The Cllrs discussed this and **AGREED** to find out the cost of a new liner. **ACTION:** The Clerk will respond to Parks to ask for a price of a new liner.

d. Seats and benches:

The benches and memorial plaque have now been delivered. Cllr Hogg has contacted a firm to obtain a quote for fixing them in place, and the Clerk has requested the same from LCC. Ongoing.

e. Drains:

Cllr Hogg reported the gulleys by the village hall have been cleared, however the gulleys by the bridge over Cock Beck have not yet been cleared. **ACTION:** The Clerk will contact LCC to request these gulleys are cleared ASAP.

f. Other:

- Cllr Hancock reported an instance of fly tipping – six tyres have been dumped on Lotherton Lane by the entrance to the farm. **ACTION:** The Clerk will report it to LCC and request the tyres are removed.
- Cllr Hogg confirmed the third grass cut for the year has been done.

16.214 Highways and Public Safety

The Clerk has emailed Highways for an update on the proposal speed limit changes in the village but a response has not yet been received. Ongoing.

16.215 Community matters

Hanging Baskets 2016 update: Both Cllr Hogg and the Clerk have been trying to obtain information as to where replacement brackets can be purchased. The Clerk contacted the Clerk at Swillington PC however she did not know where theirs came from as they were purchased before she became Clerk. The Clerk then contacted the nursery at Red Hall who may be able to help – they have asked who said the brackets needed replacing as this will determine what they do next. The Chairman confirmed it was Parks so the Clerk will liaise with the nursery again. Ongoing.

16.216 External Groups/Meetings/Events

a. **Village Hall:**

Cllr Piper gave an update, confirming the committee has sufficient funds available to refurbish the two green rooms at the back of the stage, with the work likely to be carried out in the new year.

b. **The Arabian Horse:**

The Clerk confirmed the application to put the Arabian Horse on the list of Assets of Community Value has been approved. Cllr Overend explained this means that if the brewery or publicans wish to sell the pub, the Parish Council will be notified and given a period of time to take action if they wish. **RESOLVED.**

c. **Christmas:**

The Christmas lights switch on was discussed and Cllr Oakes requested this be put on the website. **ACTION:** The Clerk will put the information on the website. The Chairman asked whether there will be a carol service; Cllr Piper will enquire and let the PC know.

16.217 Planning Matters

a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
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 No adverse comments made.
16/05961/FU/NE	Methodist Church Main Street Aberford	Change of use of former Methodist Church to a four bedroom dwelling. Site at: Methodist Church Main Street Aberford No adverse comments made.
16/05960/FU/NE	Garden Adj To Methodist Church Main Street Aberford	New dwelling with detached garage, landscaping and associated works No adverse comments made.

b. Members **noted** the following appeals:

Appeal ref	Address	Details	Planning Ref	Appeal outcome
APP/N4720/W/16/3150272	Priory Park Lodge Bunkers Hill Aberford Leeds LS25 3DE	Addition of a pyramid hip roof to single storey extension to the property	15/04643/FU 15/04644/LI	Appeal allowed 04/10/16

c. Members **noted** the following updates:

Planning/ Appeal ref	Address	Details
16/04316/FU/NE	20 Hayton Wood View Aberford Leeds	First floor extension with enlarged dormer windows to both sides APPROVED 23.09.16

d. The planning update sessions were discussed; all Cllrs were in agreement that these sessions are not relevant to ADPC so no members are required to attend. **RESOLVED.**

16.218 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 £3,640.24, and was **noted** payments totalling £1,250.19 were raised mid-month as agreed at the September PC meeting.
- d. It was highlighted at the Finance course attended by the Clerk that sponsorship of hanging baskets is deemed a vatable supply. The Clerk informed Cllrs that she therefore made an enquiry with HMRC to confirm whether the PC needs to register for VAT but has not received a response yet. Ongoing.

16.219 Matters for Information

None.

16.220 Future agenda items

- a. Mr David McCready has attended the last three PC meetings and has shown interest in becoming a member of ADPC. The PC will consider Co-Opting Mr McCready at the November PC meeting.
- b. Close of meeting - The Chairman closed the meeting at 9.45pm.

Minute 16.218b – Bank Reconciliation:

Bank Reconciliation
Aberford and District Parish Council
For the period 1 September 2016 - 30 September 2016

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

Date: 30-Sep-16
Date: 10-Oct-16

Balance per bank statements as at 30 September 2016

	£	£
Current Account	2,820.87	
Revenue Reserve	24,304.60	
Capital Reserve	12,706.87	
Asset Renewals Fund	13,226.27	
		<hr/>
		53,058.61

Less uncleared cheques at 30 September 2016:

100727	-39.83	
100728	-36.85	
100729	-50.00	
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		-126.68

Net bank balances as at 30 September 2016

52,931.93

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

CASH BOOK

Opening balance as at 1 September 2016		56,465.20
Add receipts 1 September 2016 to 30 September 2016:		
Bank interest received - Revenue Reserve acc	4.29	
Bank interest received - Capital Reserve acc	2.24	
Bank interest received - Asset Renewal acc	2.33	
Collection for Malcolm Thompson	280.00	
		<hr/>
		288.86
Less payments for 1 September 2016 to 30 September 2016		-3,822.13
Closing balance per cash book as at 30 September 2016		52,931.93

Notes

Capital Reserve is set aside for Jubilee Field

Minute 16.218c – Accounts for Payment:

Accounts for payment:

Chq

no. Details

Paid mid month as agreed at the 20.09.16 meeting:

100730	Came & Company - Insurance (year 1)	1,250.19	-	1,250.19
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100731	St Ricarius Church - room hire 18.10	20.00	-	20.00
100732	N Goonesinghe - salary Oct 16	310.65	-	310.65
100733	N Goonesinghe - expenses to 12.10.16	37.36	2.49	39.85
100734	M Dando - NDP consultancy	1,331.83	-	1,331.83
100735	Pestserve - 2nd instalment for y/e 31.03.17	175.00	-	175.00
100736	Glasdon - 3x benches and 1x plaque	1,217.43	243.48	1,460.91
100737	A Fox Services - PROW grass cutting	302.00	-	302.00
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Total payments 21.09.16 - 18.10.16		4,644.46	245.97	<u>4,890.43</u>