

## ABERFORD & DISTRICT PARISH COUNCIL

### Minutes of the Parish Council meeting held on Tuesday 19 January 2016 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

Present: Cllr David Howson (Chairman)  
Cllr Trevor Brown  
Cllr Paul Hancock  
Cllr A Hogg

Cllr Jacqueline Jeffrey  
Cllr Daniel Overend  
Cllr Ruth Reed

Apologies were received and accepted from Cllrs Dunwell and Piper.

In attendance: PCSO C Barrett, Ms Julie Sou (Clerk), 9 members of the public.

16.001 **To receive any disclosures of interest from Cllrs on matters to be considered at the meeting**  
Cllr Jeffrey declared an interest in Item 9 on the agenda as a member of the Village Hall Committee (VHC).

16.002 **Minutes of the previous meeting**

**RESOLVED:** To approve the minutes of the meeting held on 15 December 2015 (previously circulated) and to sign them as a correct record. **ACTION:** The Chairman.

16.003 **Crime report from West Yorkshire Police**

Two crimes were reported for December 2015:

- Theft – milk stolen from Priory Park reception;
- Theft from motor vehicle on Becksid – items taken from a locked vehicle parked on the roadside. Entry gained by smashing window.

The following were noted:

- Regular speed checks were being carried out in the village by marked and unmarked police vehicles. One particular vehicle was noted to be speeding regularly before 6.30am each morning. Speeding vehicles were not stopped by unmarked police vehicles but their details recorded and a ticket later issued by Leeds City Council (LCC).
- PCSO Geoff Nottingham is to be asked to look into obstruction of the drop down kerbs at Becca Lane by parked cars, causing difficulties for those with pushchairs and prams and wheelchair users; also a vehicle parking regularly on the footway at the bottom of Highfield Road.
- Le Tour de Yorkshire – LCC is to deal with all traffic management issues and will liaise with West Yorkshire Police on policing issues. The issue of parking for spectators was raised.
- From 15 February 2016 policing in the village will be reduced.

16.004 **Public participation**

Members noted comments in relation to:

- a. Dog fouling – no improvement despite the use of the yellow paint sprays.
- b. Lotherton Lane – litter problems on the verges on the other side of the A1(M) bridge.

16.005 **Village Hall**

The Chairman brought forward this item at the request of Mr David Gluck, the representative of the Village Hall Management Committee (VHC).

Draft terms and conditions for the grant offer of £15,000 to Aberford Village Hall had been circulated to all members and had still to be approved by the VHC which was due to meet shortly.

**RESOLVED:**

1. To approve the terms and conditions for the grant offer of £15,000 to Aberford Village Hall;
2. To authorise payment of the grant of £15,000 to Aberford Village Hall on acceptance by Aberford Village Hall of the terms and conditions.

**ACTION:** The Clerk to liaise with the VHC and to make the payment of £15,000 on receipt of the signed acceptance from Aberford Village Hall.

16.006 **Matters arising**

- a. Garforth NDP meeting 10 February at 7.30pm (15.248) – To be attended by representatives from the Parish Council, Aberford Village Hall, Garforth Forum, Barwick in Elmet and Scholes Parish Council and ward councillors Mark Dobson and Matthew Robinson. Ian MacKay from LCC would also be attending. Issues to include: was a neighbourhood development plan possible and creating a new parish for Garforth.
- b. Hanging baskets (15.271) – Members noted an update from Cllr Brown:

- He had been advised that the correct hammerite paint had been used in the recent refurbishment of the brackets;
  - Some brackets still had rust and holes;
  - The problem of peeling labels may be due to the labels that were used;
  - The installation of dibond panels to the brackets to which labels could be attached in future may resolve the problem but there was no provision in this year's budget for the £1382.40 cost. There was £3000 proposed in the general maintenance budget for 2016-17 but there may be other maintenance requirements that would take precedence.
  - Two sponsors had dropped out but Cllr Brown had found other sponsors to fill their spaces. It was **AGREED** that Cllr Brown would obtain more quotes for labels. **ACTION:** Cllr Brown; the Clerk to provide details of label suppliers and hanging baskets costs to Cllr Brown. **RESOLVED:** That sponsorship for the hanging baskets should remain at £25.
- c. Speed signs data collection (15.197(7)) – Members noted that data had been received from the speed sign company, Swarco, for the period August 2015 to date. The data came in the form of a .csv file in a spreadsheet and assistance or appropriate software may be needed to extract targeted data. The 1GB SD cards in each speed sign had ample storage space for the data. Swarco had advised that the maintenance contract may need amendment to include the collection of data on behalf of the Parish Council as this was not covered in the current contract. The Clerk was waiting for details of any additional costs involved. **ACTION:** the Clerk to deal with the maintenance contract and to ask if software is available; Cllr Overend to investigate data analysis.
- d. Newsletter (15.270) – The Clerk reported that Cllr Piper was willing to compile the next newsletter but may require help from other members with articles. Any contributions from third parties would have to be subject to a deadline and disclaimer and the Parish Council may wish to consider asking such third parties to share any additional costs arising (e.g. paper and printing).
- e. Highfield Road garages (15.273) - all Leeds City Council owned garages city-wide were currently under review due to their size being incompatible with modern vehicles, their poor state of repair and, in some cases, the presence of asbestos.

#### 16.007 Councillor Vacancies

Members noted the following:

- a. Notice of the right to call for a by-election to fill the casual vacancy for the Aberford ward arising from the resignation of John Barker had been advertised;
- b. Leeds City Council Electoral Services had confirmed that a by-election had not been called;
- c. There was an existing ordinary vacancy for Sturton Grange ward;
- d. Both vacancies could be filled by co-option;
- e. A draft policy and person specification for co-option of parish councillors had been circulated to members.

It was **AGREED** to review the draft policy and person specification and for a final draft to be brought before the next Parish Council meeting for approval before advertising the two vacancies. **ACTION:** Cllrs Jeffrey, Overend, Reed and the Clerk to undertake the review and to make recommendations to the next Parish Council meeting.

#### 16.008 Neighbourhood Development Plan (NDP)

Members noted the following:

- a. There were now nine members of the Neighbourhood Development Plan Management Group (NDPMG);
- b. The next meeting of the NDPMG was on 4 February 2016 when one of the issues to be discussed was the appointment of a new consultant and the procedure;
- c. The grant period for the Big Lottery grant had now expired and an end of grant report was to be completed and then submitted to the grant administrators. The balance of the grant remaining would then be returned to the funding body.

#### 16.009 Traffic Management and Highways

- a. Parking and pedestrian safety issues on Main Street near Highfield Road – members noted correspondence received from Ward Cllr Matthew Robinson arising from a request by a member of the public to consider parking restrictions and to provide a crossing to assist passengers alighting from the bus and to assist pedestrians wishing to cross Main Street near the bus-stop. Members agreed with the response made by Cllr Robinson to the member of the public and it was **AGREED** that traffic management measures at the location did not appear appropriate at the present time. **ACTION:** The Clerk to respond to Cllr Robinson.

- b. Highways and Traffic Management Advisory Group – **RESOLVED:** To appoint Cllr Hancock to the group.

#### 16.010 **Environment and Maintenance**

Members noted the following:

- a. Dog fouling – this was agreed to be a problem. Action was limited due to there being no witnesses to actual offences.
- b. Lotherton Lane – litter needed clearing. The verges on Lotherton Lane and Parlington Lane were churned-up by what appeared to be tractor marks. Pedestrians were walking on the road as the footway had been left impassable. It was not known who was responsible. **ACTION:** To include an item in the newsletter (Cllr Piper) and on the website (the Clerk).
- c. Kingfisher Lane – fly-tipping was reported. **ACTION:** The Clerk to report to LCC.
- d. Litter bin outside Aberford Albion Football Club – the bottom half of the bin had fallen off. Cllr Hogg had reported the matter to LCC.

#### 16.011 **Jubilee Field and Play Area**

- a. Play Area swing seats – the cracked flat seats had now been replaced by LCC.
- b. Jubilee Field outdoor gym signs – this was now being progressed by LCC. The Parish Council had been asked to confirm the contact details for the signs. It was **AGREED** that the contact details should be the Clerk's telephone number and the Parish Council website address as these were constants. **ACTION:** The Clerk to advise LCC.
- c. Jubilee Field – sweeping and clearing of the area between the fence and the tennis courts was needed, and also the car park. **ACTION:** Cllr Howson to contact Mr Bob Bradley of LCC to arrange.

#### 16.012 **Leeds City Council Parish and Town Council Charter and Annual Forum and Seminar**

Details had been circulated to members of this event, taking place on Thursday 25 February 2016, together with the Parish and Town Council Charters and Supplements which were to be reviewed. **ACTION:** Members to advise the Clerk if they wish to attend and with any comments on the charter documents.

#### 16.013 **Parish Council website**

Members noted the following:

- a. News items automatically dropped down the list and off the first page of the News page as additional items were added. A "Featured News" section could be created and pinned to the top of the News page as a means to keep important items featured. There would be a cost of £75.
- b. The costs for developing a page for the NDP would be £75;
- c. An explanation from Cllr Overend on the Cookies Policy and confirmation that the Parish Council did not pass on any information gathered from cookies.

**RESOLVED:**

1. To approve having a "Featured News" section and the £75 cost;
2. To approve the £75 costs for the NDP page.

**ACTION:** Cllr Overend; the Clerk.

#### 16.014 **Le Tour de Yorkshire**

Members noted correspondence received from a parish councillor for Barwick in Elmet and Scholes Parish Council suggesting the two parish councils link together to promote le Tour and that a roadshow was to be held at Barwick Village Hall on Thursday 18 February 2016 at 6pm. Cllrs Jeffrey, Hogg, Howson, Overend and Reed agreed to attend the roadshow. **ACTION:** The Clerk to advise Barwick in Elmet and Scholes Parish Council and to make the necessary bookings.

#### 16.015 **Data Protection Act 1998**

Members noted:

- a. The Parish Council processed personal information and was therefore required to register as a data controller with the Information Commissioner's Office for a fee of £35.
- b. A review of the Parish Council's manual and electronic data storage systems would be required.

**ACTION:** The Clerk.

#### 16.016 **Planning Matters**

- a. Members considered the following planning applications:

### New Planning Applications/Appeals

<u>Planning ref</u>	<u>Address</u>	<u>Brief Details of Proposal/Comments</u>
15/07483/FU & 15/07484/LI	The Priory Bunkers Hill Aberford Leeds LS25 3DP	Alterations involving dormer style windows and addition of basement, amendment to planning permission 15/03546/FU (Detached dwelling and detached garage to site of offices)  Comments: No objections provided the concerns as expressed by the Leeds City Council conservation officer are addressed.
16/00271/TR	Darien House Field Lane Aberford Leeds LS25 3AE	T1 Sycamore - Remove large limb over boundary wall.  Comments: None

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

- b. Members noted the following updates:

### Previous Planning Applications/Appeals - Update

<u>Planning/ Appeal ref</u>	<u>Address</u>	<u>Brief Details</u>	<u>Decision/Update</u>
15/06250/FU 15/06251/LI	1 Church Terrace Main Street Aberford Leeds LS25 3BR	Replace existing front elevation windows  ADPC: No comments	22/12/15 Approved

#### 16.017 Finance

##### a. **Budget 2016-17**

Members noted the draft budget proposals previously circulated and the amount of precept to be requested from LCC. A pre-budget meeting had taken place between members and the following was proposed:

- i. To set a budget of £19,460;
- ii. To request a precept of £15,000 from LCC.

The shortfall between the budget and the precept to be met by anticipated income from hanging baskets, Leeds Festival ticket receipts and grant monies.

##### **RESOLVED:**

1. To agree the budget at £19,460 (as per copy attached);
2. To request a precept of £15,000 from LCC. **ACTION:** The Clerk.

##### b. **Reserves**

Members considered a report and proposals for the re-allocation of Revenue Reserves.

**RESOLVED:** To re-allocate Revenue Reserves in accordance with the attached schedule (copy attached).

- c. Appointment of external auditor - Members noted a report and advice received from YLCA on changes to the external audit regime and the appointment of an external auditor for 2017 onwards. From 2017 onwards, the Parish Council may no longer be required to submit its Annual Return for audit if its annual turnover was less than £25,000 but it was still required to have an external auditor in case of any enquiries from members of the public. Members considered whether to opt-in or opt-out of having an external auditor appointed by the new sector led body Smaller Authorities' Audit Appointments Ltd.

**RESOLVED:** To opt-in to having an external auditor appointed by the sector led body. **ACTION:** no action required as the Parish Council will automatically be opted-in if it does not otherwise notify the sector led body by 31 March 2016.

- d. Members considered the bank reconciliation for the month ending 31 December 2015 and the list of accounts for payment.

##### **RESOLVED:**

1. To approve the bank reconciliation (copy attached) for the month ending 31 December 2015.
2. To approve and authorise the accounts already paid/for payment (copy attached) totalling £1,484.71.

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

#### 16.018 Close of Meeting

The Chairman closed the meeting at 9.23 pm.

## Minute 16.017a

	BUDGET 2016-17 Agreed 19 January 2016	Actual Expenditure 2014-15	Budget 2015- 16	Expenditure to 12 January 2016	Projected Expenditure to Year End	Projected Amount In- Hand/Shortfa ll to Year End	Budget 2016- 17
	<u>Expenditure</u>						
1	Clerk's salary	3,142.90	4,000.00	3,216.90	4,150.00	-150.00	4,600.00
2	Administration Costs	513.81	500.00	447.15	510.00	-10.00	550.00
3	Mileage	127.35	150.00	117.45	142.65	7.35	150.00
4	Parish Council Website	56.25	1,060.00	526.25	1,050.00	10.00	400.00
5	Venue hire for PC meetings	240.00	300.00	180.00	260.00	40.00	280.00
6	Insurance policy	1,620.54	1,750.00	1,692.01	1,692.01	57.99	1,775.00
7	Internal audit	76.50	100.00	76.50	76.50	23.50	100.00
8	External audit	240.00	250.00	360.00	360.00	-110.00	400.00
9	Training - Clerk	82.80	300.00	237.80	280.00	20.00	400.00
10	Training - Councillors	1.50	500.00	370.00	500.00	0.00	600.00
11	YLCA membership	485.00	500.00	491.00	491.00	9.00	510.00
12	RAY membership	35.00	35.00	35.00	35.00	0.00	35.00
13	SLCC membership	87.00	80.00	88.00	88.00	-8.00	95.00
14	Newsletters x 2	500.00	500.00	245.00	500.00	0.00	500.00
15	General maintenance	1,676.13	3,000.00	573.80	1,368.00	1,632.00	3,000.00
16	Maintenance contract: speed signs	0.00	635.00	484.75	484.75	150.25	510.00
17	Hanging baskets	1,025.00	1,025.00	1,025.00	1,025.00	0.00	1,025.00
18	Wreath Remembrance Day	0.00	50.00	20.00	20.00	30.00	50.00
19	Christmas lights	1,050.00	1,100.00	0.00	1,062.00	38.00	1,460.00
20	Christmas tree	0.00	250.00	60.00	60.00	190.00	100.00
21	Snow clearing	0.00	300.00	0.00	300.00	0.00	300.00
22	Contribution to police vehicle	101.64	110.00	0.00	110.00	0.00	120.00
23	Contribution to Crime Prevention Panel	0.00	50.00	50.00	50.00	0.00	0.00
24	VDS/NDP (inc venue hire)	80.00	0.00	250.00	0.00	0.00	0.00
25	Grants	1,250.00	1,500.00	0.00	250.00	1,250.00	1,500.00
26	Contingencies	78.60	200.00	0.00	200.00	0.00	1,000.00
27	<b>Gross Expenditure</b>	<b>12,470.02</b>	<b>18,245.00</b>	<b>10,546.61</b>	<b>15,064.91</b>	<b>3,180.09</b>	<b>19,460.00</b>
28	Precept	12,500.00	13,500.00				15,000.00
29	Council Tax Support Grant	568.00	478.00				435.00
30	<b>Gross Income</b>	<b>13,068.00</b>	<b>13,978.00</b>				<b>15,435.00</b>
31	From Revenue Reserve	3,217.00	4,267.00				0.00
32	<b>Total</b>	<b>16,285.00</b>	<b>18,245.00</b>				<b>15,435.00</b>
	<u>Notes</u>						
	The shortfall between the budget and precept is to be met by anticipated income from hanging baskets, Leeds Festival ticket sales and grant monies.						



**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the month ending: 31 December 2015**

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

Date: 12 January 2016  
 Date: 19 January 2016

<b>Balance per bank statements as at 31 December 2015</b>		£	£
Current Account		726.44	
Revenue Reserve		34,358.86	
Capital Reserve		12,700.17	
Asset Renewals Fund		13,219.76	61,005.23
Less uncleared cheques at 31 December 2015:			
	100667	-28.45	
	100670	-250.29	-278.74
<b>Net bank balances as at 31 December 2015</b>			<b>60,726.49</b>

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

**CASH BOOK**

Opening balance at 30 November 2015			59,987.52
Add receipts for the month to 31 December 2015:			
Interest - Capital Reserve		2.22	
Interest - Revenue Reserve		5.01	
Interest - Asset Renewals Fund		1.85	
VAT refund		2,890.60	2,899.68
Less payments for the month to 31 December 2015			-2,160.71
<b>Closing balance per cash book as at 31 December 2015</b>			<b>60,726.49</b>

Notes

- Revenue Reserve includes: £11,404.66 Leeds and Mint Festivals ticket sales (already allocated)  
£7,454 balance Groundwork NDP grant
- Capital Reserve is set aside for Jubilee Field

**Accounts Paid/for Payment**

Chq no.	Details	Amt exc VAT	VAT	Total
	<u>To Pay</u>			
100671	PCC St Ricarius (PC room hire x2)	40.00		40.00
100672	J Sou - expenses			
	Contribution to home working costs	10.00		
	Mobile 'phone credit	6.25	1.25	17.50
100673	J Sou - salary & holiday pay	365.21		365.21
100674	Leeds City Council - Christmas lights & switch on	885.00	177.00	1,062.00
	<b>TOTAL PAYMENTS FOR 16/12/2015 - 19/01/2016</b>			<b>1,484.71</b>