

## **ABERFORD & DISTRICT PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Tuesday 19<sup>th</sup> July 2016 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30 pm**

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

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO), Cllr Matthew Robinson, Cllr Ryan Stephenson, PCSO G Duffy and 7 members of the public.

### **16.134 To receive apologies and approve reasons for absence.**

All councillors present.

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

None.

### **16.136 Minutes of the annual meeting held on 21<sup>st</sup> June 2016**

**RESOLVED:** To approve the minutes of the annual meeting held on 21<sup>st</sup> June 2016 (previously circulated) and to sign them as a correct record. **ACTION:** The Chairman.

### **16.137 Report from West Yorkshire Police**

**Noted.** Copy attached.

PCSO Duffy reported the two dwelling burglaries were both preventable and that Euro profile locks are being targeted. Both she and Cllrs encouraged members of the public to speak to neighbours to inform them and be vigilant to deter criminals.

Comments received from Cllrs and members of the public regarding notices being put on car windscreens when parked on Field Lane. PCSO Duffy took a copy and will follow up as this is a public road.

### **16.138 Public participation**

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

- A café in the village.
- The Christmas tree at Pump Hill – It was **AGREED** that Cllr Howson will remove the old tree and Aberford in Bloom will source and plant a new one in the designated spot. It was also **AGREED** that ADPC will pay for the new tree.
- Speed cameras – Cllr Dunwell will look into ways to deter speeding that are allowed in a conservation area. Suggested options received: speed cameras, “30” signs, mobile devices, and signs with actual speed driven displayed (previously a project of former Cllr Jeffrey).
- Dog fouling.

### **16.139 Ward councillors for Harewood ward**

Cllr Robinson introduced Cllr Stephenson and a lengthy discussion took place, reassuring members of the public that the councillors will continue to work together on issues affecting Aberford, and in particular the proposed development at Parlington.

**ACTION:** Cllr Stephenson to liaise with ADPC and hold a ward members meeting regarding extending the conservation zone and obtaining financial support for this.

### **16.140 Councillor vacancies**

- a. An email has been received from Cllr Jeffrey tending her resignation. Cllr Piper thanked Ms Jeffrey for her hard work and dedication to ADPC.

**ACTION:** The Clerk will send a letter to Ms Jeffrey to thank her formally.

### **16.141 Neighbourhood Development Plan (NDP)**

- a. To receive an update on the NDP. The last meeting of the NDP Management Group (NDPMG) was on 7 July 2016. 32 volunteers originally came forward but only 4 have committed. Cllr Dunwell spoke of areas we wish to protect, such as the ford and the stones in the toll house; he appealed to members of the public for support when put forward.  
**ACTION:** Cllr Dunwell to confirm whether any letters need issuing.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting (if any). Minutes of 7 July 2016 had been circulated. **Noted.**

- c. To approved the appointment of Mike Dando as consultant – **APPROVED**.  
**ACTION:** The Clerk to issue a letter of appointment if not done by the former Clerk.
- d. To decide further action where necessary. Ongoing.
- e. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is Thursday 11 August 2016.

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

To consider and to agree any necessary action - ongoing.

**ACTION:** Cllr Stephenson will arrange a meeting to discuss with ADPC Cllrs further.

#### 16.143 Garforth Forum/proposed new Garforth parish council and changes to parish boundary

- a. To note correspondence from John Mulcahy, Leeds City Council and to consider a response:  
Interest has been received. If 10% of the electorate want a referendum then it will go ahead. It is proposed that any changes won't be put in place until 2018.
- b. To receive a report on the meeting of 13 July 2016:  
Cllr Piper and Cllr Reed would support a referendum, but said it is for the people of Garforth to decide whether this goes ahead.
- b. To agree any necessary action:  
**ACTION:** Cllr Stephenson will arrange a meeting to discuss with ADPC Cllrs further.

#### 16.144 Environment and Maintenance

To consider the following and to agree any necessary action:

- a. **Pump Hill fencing** – to receive an update on repairs:
  - The repairs have been done and a cheque has been raised and signed at this meeting.
  - The damage to the fence on the field land side of Pump Hill has also been repaired.
  - The “No Horses” sign has been damaged and has a sharp edge protruding.  
**ACTION:** The Clerk to obtain quotes for a replacement sign.
- b. **Dog fouling:**
  - Update: Bev Kirk has informed the Chairman that ADPC can have some “Keep Britain Tidy” signs to display around the village.  
Paint spray: four canisters have been ordered for delivery to Cllr Overend's address. It was **noted** we are not able to ask members of the public to use these canisters due to insurance issues.
- c. **Jubilee Field:**
  - To consider the annual inspection report:  
Some bats and balls have been damaged or removed. It was **AGREED** that they should be replaced through the summer with spares held by the Chairman. All other equipment is fine.
  - Update re replacement bin or liner:  
A new metal liner is needed. **ACTION:** To be requested from Parks & Countryside.
  - Loose fencing panel bolt:  
A few bolts have been removed. **ACTION:** Cllr Hogg will find out how we can have them replaced.
  - It was raised that the grass near the bench needs cutting. **ACTION:** Cllr Hogg will request this is done.
- c. **To note purchase of litter picker at £27.38 + VAT. Noted.**
- d. **Flood Appeals Grant Scheme:**  
Cllr Stephenson commented that Leeds City Council are pushing the scheme but haven't asked for any money as yet. No action required.
- e. **Seats and benches:**  
Cllr Hogg gave an update on the benches that need replacing and it was decided three plastic benches will be purchased.  
**ACTION:** To purchase three plastic benches from Glasdon.  
**ACTION:** Cllr Dunwell to check whether the funds received from Malcolm Thompson's collection can be put towards the purchase, and to ask for donations also.  
**ACTION:** Cllr Hancock to provide the Clerk with a list of all repairs required.
- f. **Garden areas at junction of Cattle Lane/Parlington Drive:**  
The Council gladly accept the offer made by members of the public to plant flowers in these areas and maintain them on an ongoing basis. **RESOLVED.**

#### 16.145 Highways and Public Safety

- a. Balfour Beatty meeting - to receive an update:  
The Council was asked to do a leaflet drop informing residents of the roadworks; instead, posters have been displayed around the village. **RESOLVED.**

#### 16.146 Community matters

- a. Memorial plaque for Frank Watson update:  
Cllr Reed confirmed the plaque is now in place and a cheque has been signed a tonight's meeting. The Chairman will let Mr Watson's son know. **RESOLVED.**
- b. Banks Community Fund update:  
Two applications have been made and approved and both came from Micklefield. Cllr Dunwell encouraged members of the public to tell their neighbours about the scheme as there are still funds available. He will circulate application forms.
- c. Hanging Baskets 2016 update:  
Cllr Hogg advised all outstanding payments have now been received. All brackets will need replacing next year. **ACTION:** Cllr Hogg will look into the cost if this.
- d. Leeds Fest 2016 update:  
Cllr Overend informed everyone that the amount received from the lottery of the tickets provided by Festival Republic was £2,500. He proposed these monies be used to pay for the replacement brackets on the hanging baskets per point c. above. This was seconded by Cllr Piper and then **AGREED** by all other Cllrs.
- e. Christmas Lights 2016
  - i. Quote from Leeds City Council: lights £1085+VAT; attending switch-on event £75+VAT (approx.) **AGREED.**
  - ii. Switch on event 2016 – this will be on 2 December 2016 and the Council will advertise this.
- f. Website: to note new website provider Lazenby Brown and charges. **Noted.**  
Cllr Overend thanked Steve Piper for his help with and management of updating the website and asked that if anyone sees any broken links or anything that needs amending that they bring it to the Council's attention.

#### 16.147 External Groups/Meetings/Events

##### a. Outer North East Parish and Town Council Forum

- i. To note draft minutes of 9 June 2016 (previously circulated). **Noted.**  
The meeting collided with the NDP meeting; apologies were accepted.
- ii. To note next meeting 13 October 2016 at 7.30pm, venue tbc. **Noted.**

##### b. To appoint representatives to the following

- i. Village Hall Committee: Cllr Piper would like to join this committee but can't make some of the meetings. **ACTION:** The Clerk will write to the committee to confirm Cllr Piper is the new representative.
- ii. Poor Lands Trust: **ACTION:** Cllr Reed will speak to Paul at the trust to find out what is involved and establish whether we need a representative from ADPC.
- iii. Aberford Almshouses Trust: Cllr Hogg will be the new representative. **ACTION:** The Clerk will write to the committee to confirm Cllr Hogg is the new representative.

##### c. Plunkett Foundation - Community Rights Event 21-22 July

There will be no attendees due to the short notice. **ACTION:** The Clerk will write to the foundation to get information/advice on how we ensure we keep our only remaining pub and the associated costs with an event such as this.

#### 16.148 Consultations

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

#### 16.149 Employment matters

- a. To note the appointment of the new Clerk – **Noted.**
- b. To authorise purchasing copies of "Being a Good Employer" – **ACTION:** Cllr Reed has a copy of this. She will see when it was issued and if an up to date version is required one will be purchased.

#### 16.150 Bank Administration

- a. To approve the new clerk being authorised to become the main administrator for the bank accounts held at HSBC. **APPROVED.**

- b. To approve the new clerk being authorised to become the primary user of the online banking system. **APPROVED.** The Chairman and Cllr Reed signed the relevant form for HSBC. **ACTION:** The Clerk will take the form and her ID to the branch for processing.

**16.151 Training** - to consider and approve attendance at training courses for Councillors/new Clerk

- a. YLCA training courses:
- Accounts & Finance for Town & Parish Councils - it was **AGREED** the new Clerk will attend this course on 1 October 2016 at a cost of £115.00.
  - Society of Local Clerks Course - it was **AGREED** the new Clerk will attend this course. Date TBC, cost £99.00 for members.
- b. Locality Convention 2016 – 8 & 9 November 2016 – it was **AGREED** that no one will attend.

**16.152 Planning Matters**

- a. Members considered the following planning applications:

<b>New Planning Applications</b>		
<b>Planning/Appeal ref</b>	<b>Address</b>	<b>Brief Details</b>
APP/N4720/W/16/3150272 Planning ref: 15/04643/FU	Priory Park Lodge Bunkers Hill Aberford Leeds LS25 3DE	Addition of a pyramid hip roof to single storey extension to the property.  Appeal against refusal by LCC on 30/11/2015.  ADPC comments on original application (15/09/2015): No objections to the development but concerned to note that the works were carried out before approval was granted.  ADPC comments at PC meeting 19.07.16: No further comments received.
16/04069/LI	2 Church Terrace Main Street Aberford Leeds LS25 3BR	Listed Building Application for replacement windows to front and rear, internal alterations to install downstairs toilet; gas central heating and removal of flue in study and bathroom.  APDC comments at PC meeting 19.07.16: If the windows are to standard there will be no objections.
16/04207/FU	17 East Ridge View Garforth Leeds LS25 2PN	Two storey and single storey side/rear extensions; dormer window to front; garage conversion to habitable room.  APDC comments as PC meeting 19.07.16: If there are no objections from the neighbours, APDC will not object either.
16/04365/COND	Swan Hotel Main Street Aberford Leeds LS25 3AA	Consent, agreement or approval required by conditions 3-15 inclusive of planning application 16/00360/FU  ADPC comments at PC meeting 19.07.16: No adverse comments received.

- b. To note the outcome of previous planning applications/appeals (if any) (Appendix 1)  
No updates.
- c. To consider and to note planning enforcement matters (if any)  
None.

**16.153 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).  
Cllr Overend requested that, when this is issued electronically, it is issued as an Excel document rather than a PDF. **Noted** by the Clerk.
- c. Members considered the Accounts for payment.  
**RESOLVED** to approve the accounts for payment totalling £1,121.05.

**16.154 Matters for Information**

None.

**16.154 Future agenda items**

- a. The proposed changes to PC email address (DO).
- b. Parish Council Insurance (current policy expires 1 October 2016 (the Clerk).
- c. Set up a Facebook page for ADPC (the Clerk).
- d. **Close of Meeting** – The Chairman closed the meeting at 9.15pm.

- Select Protective Marking - - Select Covering Marking -



MINUTE

Date: 19 July 2016  
To: *Aberford Parish Council*  
CC:  
From: Wetherby Police  
Subject: *Crime Figures*

Ref:

Telephone: 01132855374

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Burglary Dwelling 2

Brunswick cottages

Entry is gained through insecure door, property is searched and items stolen. Some of the items were recovered in nearby cemetery.

North End Cottages

Entry is gained through open window. Property search and items taken.

Theft Non Specific 2

Highfield Road

Parcels missing in transit to customer

- Select Protective Marking - - Select Covering Marking -

Minute 16.153b and 16.153c – Bank Reconciliation and Accounts for Payment

**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the period 14 June 2016 - 5 July 2016**

Prepared by Julie Sou, former Clerk to the Parish Council

Date: 12 July 2016

Approved by the Parish Council

Date: 19 July 2016

<b>Balance per bank statements as at 13 June 2016</b>		£	£
Current Account		9,115.75	
Revenue Reserve		24,300.31	
Capital Reserve		12,704.63	
Asset Renewals Fund		13,223.94	59,344.63
Less uncleared cheques at 5 July 2016:	100705	-120.00	-120.00
<b>Net bank balances as at 5 July 2016</b>			<b>59,224.63</b>

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

**CASH BOOK**

Opening balance at 13 June 2016			53,114.36
Add receipts 14 June 2016 to 5 July 2016:			
Groundwork UK		6,325.00	
Leeds City Council – Paths Partnership Grant		550.00	6,875.00
Less payments for 14 June 2016 to 5 July 2016			-764.73
<b>Closing balance per cash book as at 13 June 2016</b>			<b>59,224.63</b>

Notes

Capital Reserve is set aside for Jubilee Field

**Accounts Paid/for Payment**

Chq no.	Details	Amt exc VAT	VAT	Total
	<u>Already Paid</u>			
100706	J Sou - expenses			
	Contribution to home working costs	10.00		
	Mobile 'phone credit	6.25	1.25	
	250GB hard drive	23.99		
	Office supplies - file boxes	19.99	3.99	65.47
100707	J Sou - salary & holiday pay	69.46		69.46
	<u>To Pay</u>			
100708	PCC St Ricarius - PC room hire (17 June & 19 July 2016)	40.00		40.00
100709	Rural Action Yorkshire - membership	35.00		35.00
100710	Swarco Traffic Limited - speed signs maintenance contract	456.26	91.25	547.51
100711	Glasdon UK Limited - litter picker	27.38	5.47	32.85
100712	Glasdon UK Limited - memorial plaque	68.08	13.61	81.69
100713	Norex Fencing - repairs to Pump Hill fencing	320.00	64.00	384.00
	<b>TOTAL PAYMENTS FOR 22/06/2016-19/07/2016</b>			<b>1,255.98</b>