

## ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 16<sup>th</sup> May 2017 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30 pm

Present: Cllr David Howson (Chairman) Cllr Claire Knowles  
Cllr Keith Dunwell Cllr Dave McCready  
Cllr Paul Hancock Cllr Marolyn Piper  
Cllr Andrew Hogg Cllr Ruth Reed

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO), PCSO Gaynor Duffy, PC Andrew Katkowski and two members of the public.

### 1. To receive apologies and approve reasons for absence.

Apologies were received from Cllr Karen Baxter, Cllr Daniel Overend and Cllr Mike Oakes.

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

None.

### 3. Minutes of the meeting held on 18<sup>th</sup> April 2017

**RESOLVED:** To approve the minutes of the Parish Council meeting held on 18<sup>th</sup> April 2017 (previously circulated) and to sign them as a correct record. **ACTION:** The Chairman.

### 4. Report from West Yorkshire Police

The April crime report listed two crimes:

- Assault, Greystones Close – Victim is High Court Officer. Whilst on duty victim enters into suspect's house legally whilst carrying out his duties. Between times stated suspect approached victim and grabs victim by his shoulder and neck causing slight scratch to the victim's shoulder.
- Criminal Damage, Main Street North – Between times on date stated suspect/s approach the perimeter fence around complainant's land, cut the chains and the lock from the fence, move the fence then make off.

PC Andrew Katkowski presented a year on year summary of crimes committed in Aberford:

<u>Aberford Crime Figures.</u>	<u>Y/E 31.03.16</u>	<u>Y/E 31.03.17</u>
Burglary dwellings	1	4
Burglary others	6	6
Robbery	0	0
Theft from motor vehicles	3	0
Theft of motor vehicles	1	1
Other theft	12	7
Criminal damage	6	4
<b>Total crimes</b>	<b>29</b>	<b>22</b>

### 5. Public participation

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

- One resident observed the wreaths have been removed earlier than usual this year.
- One resident commented that not much information has been given out regarding the potential charges to be applied for bulky waste removal and rubble, and said they only knew about it due to the information posted on the PC noticeboards.

### 6. Neighbourhood Development Plan (NDP)

- a. Update on the NDP: It was **noted** that Mr Tom Robbins (NDPMG Chairman) with assistance from the Clerk has submitted the required information to Groundwork for the grant received for 2016/17.  
Cllr Dunwell and Mr Robbins have begun the process of applying for a grant from Locality for 2017/18 and are due to meet again on 18.05.17 to progress further. A proposed date of 19.06.17 has been received for a workshop for the NDPMG and LCC, which is later than hoped for. The group is unsure what the workshop will cover, however the Plan is largely ready with only minor things being worked on now.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting – **Noted**.
- c. The PC discussed whether it should extend Mike Dando's responsibilities to include formatting the plan in preparation for submission to ensure the content is in an accepted layout for submission to LCC (quote for design, printing and mapping previously circulated – total £1,825), and the following actions were agreed:
  - i. Members **RESOLVED** to rescind the decision made at the April 2017 meeting to employ the three agreed external consultants for the design, printing and mapping of the plan (total cost £1,875), to avoid delays in submitting the plan to LCC, since two of them are not currently available.
  - ii. Members **RESOLVED** to agree to employ Mike Dando to perform/manage the work required on design, printing and mapping of the plan, per the quote received (total cost £1,825). **ACTION:** The Clerk will contact Mike Dando to inform him of the decision and request he begins the work in due course.
- d. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is 01.06.17.

## 7. Grants (awarded by ADPC)

Members considered the application received from Aberford In Bloom for a grant of £1,000. After a lengthy discussion, members **RESOLVED** to agree to award a grant of £500.

**ACTION:** The Clerk will inform the group of the PC's decision and will pass on the following comments to them:

- To request the group informs the PC of how the money is spent since requests made in the past for such information have not been fulfilled.
- To note the PC reimbursed one of the group's volunteers £262.50 for the Christmas tree planted last year.
- To thank the group for its hard work in keeping the village looking vibrant all year round.

## 8. Environment and Maintenance

- **Beckside**
  - i. Members **RESOLVED** to agree to employ Streetscape to repaint the play equipment, fence and gates, per the quote provided in March 2017. **ACTION:** The Clerk will contact Streetscape to instruct them to begin the works ASAP.
  - ii. The Clerk confirmed the bin at the play area and the bin by the football fields have both been replaced by LCC. **RESOLVED**.
- **Fly tipping** - The asbestos and other rubbish has not yet been removed from Jubilee Field.

## 9. Community Matters

- **Hanging Baskets**
  - i. Cllr Hogg has spoken to Mr Broadley and confirmed the painting and repairs will be done by the end of May. All sponsorship money has now been collected, and the baskets are expected to be delivered no later than the second week in June.
  - ii. Members **noted** the Clerk has banked all monies received.

## 10. Highways and Public Safety

- a. The Clerk has asked for an update regarding the footpath to Lotherton Hall and is awaiting a response from Ward Councillor Matthew Robinson.
- b. The Chairman and Cllr Piper met with LCC regarding the path by the school, and discussed ownership of the short-cut being used. Cllr Piper suggested meeting with LCC again to discuss whether LCC will maintain the original line of the path and try to encourage people to use this rather than cutting the corner. **ACTION:** The Clerk will contact LCC to request another meeting.

### 11. Leeds Festival 2017

Cllr Hogg informed members the draw for the tickets took place on 10.05.17 at the bowling club, with many of the applicants attending as requested. A system to draw the winners, note their details, take payments and issue receipts was used and completed in just over 30 minutes, with £1,560 of the funds being collected on the night. Cllr Overend has since contacted the winners who were not in attendance, to request their payments be made no later than 19.05.17, and advised them the tickets will be reallocated if payments are not received by then. Members **noted** the Clerk has banked all monies collected to date.

### 12. Outer North East Parish & Town Council Forum

Cllr Reed attended the meeting and said Mr Russell Martin, Highway Maintenance Manager, was in attendance, with many points for him being raised by various parish and town councils. He responded accordingly but said the department has budget constraints. It was raised that LCC has allocated £18m to the city's cycle superhighway in line with the requirement of 10% of the department's budget being spent on cycle tracks.

### 13. Planning Matters

- a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
17/02185/FU/NE	16 Pinfold Rise Aberford Leeds	Conversion of existing double garage including first floor extension to form games room and playroom  A site visit has been made; the garage is too big (very high). This comment should be made if this is still open for comments (see 17/02189/CLP).
17/02189/CLP	16 Pinfold Rise Aberford Leeds	Certificate of proposed lawful development for attached garage to side and rear; single storey rear extension; covered walkway; conversion of existing garage to games room and porous paved parking to front  <b>REFUSED 05.05.17</b>  A site visit has been made; overdevelopment of the plot. Comments to be made if this or 17/02185/FU/NE are still open for comment.
17/02522/FU/E	Cast Stone Production Site Ash Lane Garforth	Single storey modular office building to site; relocation of existing modular building; extension to car park and ancillary works  No adverse comments made.
17/02871/TR	Aberford House Main Street Aberford	Large Yew tree at front of house - Reduce crown by approximately 30 - 40%. See attached letterhead for reasons for works.

		No adverse comments made.
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- Members **noted** the following updates:

Planning/ Appeal ref	Address	Details
17/01947/TR	Side Of Lilac Cottage 4 Northern Cottages Main Street	2 x Ash – Remove  <b>DECIDED 20.04.17</b>
17/01577/FU/E	17 Cedar Ridge Garforth Leeds	First floor side extension  <b>APPROVED 05.05.17</b>

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

#### 14. 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 £524.01.

#### 15. Matters for Information

- The Chairman commented on the low hanging branches near the war memorial. He has spoken to the owner and Cllr Hogg has reported them through the public portal. They have since been inspected and it was stated that as they have been left for so long and are so big, it would be detrimental to the tree to cut them. No enforcement can be made at this time as they are not encroaching on the road.
- Cllr Hogg also reported a tree with a split trunk. This was tended to within one hour (on a Sunday).
- Cllr Hancock commented on cars that are being parked on pavements blocking the walkway, especially by the village hall, and said he has raised this with the police.
- Cllr Reed mentioned the height of the grass on Lotherton Lane as comments have been received from residents. Cllr Hogg said this has been raised in the past and has been cut but only when requested and doesn't seem to be on the LCC cut list.

#### 16. Future agenda items

- Common Land Registration Information
- Grants & Funding (applied for by ADPC)
- Bus Stops/Shelters
- Close of meeting - The Chairman closed the meeting at 9.15pm.

Minute 14.b – Bank Reconciliation:

**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the period 1 April 2017 - 30 April 2017**

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 30-Apr-17

Approved by the Parish Council

Date: 05-May-17

<b>Balance per bank statements as at 30 April 2017</b>		£	£
Current Account		5,624.54	
Revenue Reserve		23,808.42	
Capital Reserve		11,521.82	
Asset Renewals Fund		13,229.12	
			<hr/>
			54,183.90
Less uncleared cheques at 30 April 2017:			
	100756	-75.00	
	100763	-656.81	
	100770	-120.00	
			<hr/>
			-851.81
<b>Net bank balances as at 30 April 2017</b>			<b>53,332.09</b>

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

**CASH BOOK**

Opening balance as at 1 April 2017	37,797.62
Add receipts 1 April 2017 to 30 April 2017:	16,964.00
Less payments for 1 April 2017 to 30 April 2017	<hr/> -1,429.53
<b>Closing balance per cash book as at 30 April 2017</b>	<b>53,332.09</b>

Notes

Capital Reserve is set aside for Jubilee Field

**Accounts for payment:**

<b>Chq no.</b>	<b>Details</b>			
100778	St Ricarius Church - room hire 19.05.17	20.00	-	20.00
100779	N Goonesinghe - salary May 2017	310.65	-	310.65
100780	N Goonesinghe - expenses to 09.05.17	80.04	1.57	81.61
100781	RAY annual membership	35.00	-	35.00
100782	CA Brown - removal/disposal of bin, tarmac repair	60.00	-	60.00
100783	YLCA - x4 copies of Good Councillor Guide 2017	16.75	-	16.75
<b>Total payments 11.04.17 - 16.05.17</b>		<b>522.44</b>	<b>1.57</b>	<b>524.01</b>