

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17th October 2017 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

Present: Cllr David Howson (Chairman) Cllr Claire Knowles
Cllr Karen Baxter Cllr Dave McCready
Cllr Paul Hancock Cllr Mike Oakes
Cllr Andrew Hogg Cllr Ruth Reed

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

1. To receive apologies and approve reasons for absence

Apologies were received from Cllrs Dunwell and Piper.

2. To receive any disclosures of interest from Councillors on matters to be considered at the meeting
None.

3. Resignation of Cllr Daniel Overend

- a. Members **noted** the resignation of Cllr Overend per a letter received from him on 09.10.17. **ACTION:** The Clerk will write to Mr Overend to thank him for his contribution to the PC.
- b. Members **noted** there is now a casual vacancy on the Parish Council
- c. Members **resolved to fill** the casual vacancy and **noted** the process is as follows:
A notice of vacancy shall be posted for at least fourteen days (excluding dies non) by both ADPC and LCC. If no requests for an election are received, the PC can look to co-opt someone onto the council.

4. Minutes of the meeting held on 19th September 2017

RESOLVED: To approve the minutes of the Parish Council meeting held on 19th September 2017 and to sign them as a correct record. **ACTION:** The Chairman.

5. Crime & Security

PCSO Geoff Nottingham read the crime report for September, listing the following crimes:

- Criminal Damage, Aberford Road – Suspect rides quadbike through freshly drilled oil seed rape causing damage to same.
- Other, Aberford Road – Suspects approach active badger set and, using digging equipment, dug into the set in several locations causing damage to same. Suspects make off unseen.

PCSO Nottingham also commented that the dark nights have arrived and residents should keep their doors locked at all times.

6. Public participation

- One member of the public commented a dog fouling bag had been left in the middle of Pump Hill, just meters from the bin.
- One member of the public asked whether people are allowed to sell things from bags door to door – The Chairman confirmed ex-offenders are able to do this as part of their rehabilitation, however they aren't allowed to do it where they live, and they must wear ID.
- A comment was made regarding the hedge by the bus stop on Rein Court, stating it is very thick and needs cutting back. Someone else commented this property is currently tenanted.
- The Clerk confirmed she had looked into whether the 64 bus will cease running (raised at the Sept PC meeting) – she checked a long list of changes on the Metro website and there was nothing listed about the 64, and Ward Cllr Stephenson also found nothing to suggest it would stop.

7. Neighbourhood Development Plan (NDP)

- a. Cllr Oakes said the comments from the consultation had been looked at during the last NDP meeting, and that not all were relevant to the plan. There are still some to go through and this will be done at the next NDP meeting. LCC have offered to meet the NDPMG to go through the comments and the group is hoping to arrange this after the next meeting.
The NDPMG have been in contact with Locality/Groundwork regarding the grant awarded earlier this year, and they confirmed the funds are valid until Dec 2017. The group is planning to apply for an extension of time to use the funds given the knock-on effect of the delays with the SAP, but will do this nearer the time.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting – the minutes from the last meeting are currently being written.
- c. To decide any further action where necessary – none.
- d. To note the next NDPMG meeting date - **NOTED** – the next meeting of the NDP is on 02.11.17.

8. Leeds Site Allocations Plan (SAP)

- a. Members **noted** that Kathryn Jukes (Planning Consultant) submitted a response to the Note issued by the Inspectors on the PC's behalf. The Clerk confirmed the response has been posted on the PC's website.
- b. Members **noted** the hearing session for Matter 7 in relation to Parlington has been cancelled and will be rescheduled at a later date following LCC's request for more time to establish housing target requirements and release of Greenbelt.
- c. Members **AGREED** there is no further action to be taken at this time.

9. Fields In Trust Programme - Active Spaces (1)

- a. The Clerk confirmed Ward Cllr Stephenson is liaising with LCC regarding extending the lease and gaining consent. Ongoing.
- b. Members briefly discussed the two options (the normal scheme and the World War 1 Commemoration) and will make a decision once it is confirmed whether the PC can proceed with the programme.
- c. No action is required at this time.

10. Joint Polling District & Community Governance Review: Petition to form Garforth Parish Council

- a. Members **noted** LCC has published its proposals in relation to this joint review and the proposal to establish Garforth Parish Council.
- b. Members **noted** the second consultation period has begun and will finish on 14.11.17.
- c. A long discussion took place where members spoke about the proposal. Members **RESOLVED** to agree to submit the following comments:
The Parish Council does not agree that a new Parish or Town Council should be able to annex land from other Parishes on formation of the new Council. Instead, the group should look to form the new Council and then apply for land once the Council has been established.
- d. Members **AGREED** the Clerk shall submit the comments on behalf of the PC by the deadline of 14.11.17.

11. Fearnville Consultation: Proposal for a new Secondary School

- a. Members **noted** a consultation began on 03.10.17 and runs to 31.10.17 regarding the proposal for a new secondary free school in East Leeds from September 2020.
- b. Members **AGREED** the PC does not have any comments to submit to this consultation since the proposed new school will be outside of the parish.
- c. To consider who shall submit any comments to LCC on the PC's behalf, by the deadline of 31.10.17 – not applicable.

12. Personal Information – Members and Clerk

- a. Members **noted** the addresses and phone numbers of members have been removed from the PC website.
- b. Members discussed the options and costs for a PO Box address to substitute using the Clerk's personal address. Members **RESOLVED** to agree to set up a Royal Mail PO Box with delivery service with immediate effect at a cost of £265.00 plus VAT for twelve months. **ACTION:** The Clerk will proceed with setting up the PO Box.

13. Festive Lights & Christmas Tree

- a. Members **noted** the festive lights switch-on has been arranged for Friday 1st December at 7pm.
- b. Members discussed the Christmas tree and considered whether to buy a new one. After a long discussion, members **RESOLVED** to agree to buy a new Christmas tree, and to delegate this task to the Clerk to do before the next PC meeting since the new tree will need to be planted ASAP. The Clerk will contact several suppliers and ask for their recommendation of size and type given where the tree will be planted, and will proceed with the purchase based on the best quote and timescale, in accordance with the PC's Financial Regulations. Cllr Hogg offered to contact A Fox Services for a quote also.

14. Remembrance Wreath Donation

- i. **RESOLVED:** Members agreed to make a donation of £50.00 to the Royal British Legion for the Remembrance Wreath supplied.
- ii. **RESOLVED:** The PC agreed the cheque can be raised at this meeting.

15. Speed Limits

Members had a long discussion regarding reducing the unrestricted speed limit on Main Street/Bunkers Hill (towards the A642) to 40mph with the following points being noted:

- Some members would like the stretch of road from the village hall to The Arabian Horse to be reduced to 20mph since this is near the primary school, and would like this to be feedback to LCC.
- Some members would like the stretch of road from Bunkers Hill to Hook Moor to be reduced to 40mph and would like this to be feedback to LCC. Cllr Knowles requested it be minuted that she would like this stretch of road to be reduced to 30mph, however this is not to be feedback to LCC as the majority of members are not in agreement with this.

ACTION: The Clerk will forward the informal comments to LCC. **ACTION:** The Clerk will email PSCO Geoff Nottingham to ask the opinion of the police on the matter and send their response to LCC.

16. Becksid Play Area

A discussion regarding the roundabout took place, and it was commented that it has stuck in the past due to stones getting underneath and members have been able to remove them easily. **ACTION:** The Chairman and Cllr Hogg will attend site to assess the problem, and they will let the Clerk know whether a playground equipment engineer is required to attend site.

17. Bike Lab

A discussion regarding whether the PC wishes to install a Bike Lab in the village took place. Members **AGREED** not to proceed with the scheme for the following reasons:

- It would not be in keeping with the village
- Members are concerned about maintenance of the equipment
- Members are concerned about vandalism of the bike lab

ACTION: The Clerk will contact Ward Cllr Stephenson to inform him of the PC's decision. **RESOLVED.**

18. LeedsFest 2017

- a. Members discussed the new traffic management scheme that was implemented for this year's LeedsFest and were in agreement that it was much better than the previous system. Although there were some traffic issues, this was due to accidents and broken down vehicles rather than the traffic from the festival/the new system. Members were of the opinion the new scheme should be used for future festivals.
- b. The festival was discussed in general and the only concerns raised were with regards to the level of noise and the time the festival went on to (4am/5am).

ACTION: The Clerk will email Festival Republic with the PC's comments above. **RESOLVED.**

19. Website Security

Members discussed the options for keeping the website's security up to date and considered who should be responsible for it. **ACTION:** The Clerk will contact LazenbyBrown to find out how frequently updates are required, how long they take to do, and what is involved, before the PC decides who should run them. Ongoing.

20. Budget – Update for 2017/18 and Process for 2018/19

- a. Members reviewed the budget update to 30.09.17 that had been previously circulated. No questions or queries were raised.
- b. Members **AGREED** the finance sub group and the Clerk should have a meeting to begin working on the budget for 2018/19, preferably before the November PC meeting. **ACTION:** The Clerk will contact the members on the sub group to arrange it.

21. Planning Matters

- a. To consider and comment on new planning applications/appeals (if any) – none received.
- b. To note the outcome of previous planning applications/appeals (if any) – none received.
- c. To consider and to note planning enforcement matters (if any) – none.

22. Finance

- a. To note the balances in the Parish Council's accounts - **noted as per attached bank reconciliation.**
- b. To approve the bank reconciliation – Cllr Reed asked what the unrepresented cheques were for as two were a couple of months old. The Clerk provided the following information:
 - Cheque 100806 for £100.00 is for the grant awarded to the school who have acknowledged receipt of the cheque but have yet to bank it.
 - Cheque 100812 for £6.00 is a reimbursement for Mr T Robbins (NDPMG). Cllr Oakes confirmed he handed Mr Robbins the cheque at the last NDP meeting.
 - Cheque 100814 is the room hire for the church in September. The Clerk confirmed this was hand delivered to the home of the treasurer for the church.

RESOLVED (attached).

- c. Members **RESOLVED** to approve the accounts for payment totalling £5,763.77, which includes £50.00 for the Royal British Legion as agreed at this meeting (see item 14.ii above).

23. Matters for Information

- Cllr McCready asked what the process for applying for funds from the Banks Community Fund is. Cllr Reed explained the process and Cllr Oakes said there are certain criteria that must be fulfilled. Cllr McCready said he will read up on it further.
- Cllr Hogg confirmed the third PROW cut was done on 16.10.17.
- Cllr Hogg mentioned he continues to walk the path at the side of the chapel and spray the dog fouling spray when necessary, which seems to have helped a little. He said one dog fouling sign had been ripped off so he replaced it.
- Cllr Hogg asked whether it is possible to get the minutes from the village hall's AGM, and would like an update on how the grant awarded to the village hall has been spent. He suggested inviting someone from the village hall to a PC meeting.
- Cllr Knowles said she has tidied up the shrubbery by the Cenotaph. The Chairman remarked she has done a good job.
- Cllr Reed mentioned the poor state of the two benches at the end of Highfields. Cllr Hogg suggested removing both and replacing with one new bench. Potential funding from the Banks Community Fund was mentioned; if this isn't possible it could be included in next year's budget.
- Cllr Hancock commented that some white barriers at the caravan park by Hook Moor have been there for several months. Cllr Reed said the grass cutter had damaged the manhole cover so the barriers were put in place to alert people, and the barriers are still there as the cover has not yet been fixed.
- The Clerk mentioned the Garforth Neighbourhood Planning Forum's AGM will take place at 10am on 21.10.17.
- The Clerk asked whether any members had checked whether all the benches at the play area have now been painted – several councillors confirmed they have.

24. Future agenda items

- a. Highways and Public Safety - path to Lotherton Hall
- b. Bus Stops and Shelters
- c. Facebook
- d. Working Advisory Groups
- e. Close of meeting - the Chairman closed the meeting at 9.15pm.

Minute 22.b – Bank Reconciliation:

Bank Reconciliation

Aberford and District Parish Council

For the period 1 September 2017 - 30 September 2017

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 05-Oct-17

Approved by the Parish Council

Date: 17-Oct-17

Balance per bank statements as at 30 September 2017

	£	£
Current Account	1,009.86	
Revenue Reserve	21,712.49	
Capital Reserve	11,524.14	
Asset Renewals Fund	13,231.78	
		<hr/>
		47,478.27

Less uncleared cheques at 30 September 2017:

100806	-100.00	
100812	-6.00	
100814	-20.00	
		<hr/>
		-126.00

Net bank balances as at 30 September 2017

47,352.27

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 2017	49,935.58
Add receipts 1 September 2017 to 30 September 2017:	4.87
Less payments for 1 September 2017 to 30 September 2017	<hr/>
	-2,588.18
Closing balance per cash book as at 30 September 2017	47,352.27

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:**Chq****no.****Details**

100821	St Ricarius Church - room hire 17.10	20.00	-	20.00
100822	N Goonesinghe - salary Oct 17	327.95	-	327.95
100823	N Goonesinghe - expenses to 10.10.17	18.00	-	18.00
100824	M Dando - NDP consultation to 06.10.17	2,101.72	-	2,101.72
100825	Directions Planning Consultancy - SAP Examination Consultancy to 09.10.17	2,490.50	498.10	2,988.60
100826	PestServe - 2nd installation for 2017/18	237.50	-	237.50
100827	Aberford Bowling Club - room hire for NDP 24.08.17	20.00	-	20.00
100828	Royal British Legion - wreath donation	50.00	-	50.00
Total payments 20.09.17 - 17.10.17		5,265.67	498.10	<u>5,763.77</u>