

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 18th April 2017 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 Andrew Hogg Cllr Ruth Reed
Cllr Mike Oakes

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO), Ms Claire Knowles and three members of the public.

17.054 To receive apologies and approve reasons for absence.

Apologies were received from Cllr Karen Baxter, Cllr Keith Dunwell and Cllr Dave McCready.

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

Cllr Mike Oakes commented that as he is a director of a business along with one of the candidates to be considered for co-option, he was unsure as to whether he is able to take part in the vote. Since the company is in the process of being dissolved, all of the other members and the Clerk were in agreement that Cllr Oakes could take part in the vote.

17.056 Minutes of the meeting held on 21st March 2017

RESOLVED: To approve the minutes of the Parish Council meeting held on 21st March 2017 (previously circulated) and to sign them as a correct record. **ACTION:** The Chairman.

17.057 Report from West Yorkshire Police

- a. No one from WYP was available to attend the meeting so the Chairman read out the crime report:
 - Assault, The Arabian Horse – Suspect enters public house and assaults victim and friend before suspect leaves.
 - Burglary Other, Becca Lane – Property under renovation. Suspect(s) enter yard by squeezing through metal barrier, suspect(s) search garage before breaking glass on patio door, search is made. A suspect has since been arrested.
 - Criminal Damage, Allotments – Suspect approached vehicle parked on area designated for allotment users and poured unknown liquid over parts of the vehicle causing no permanent damage, suspect made off unseen.
- b. The Clerk has been in contact with English Heritage and Historic England to ask whether they own the land used for parking by the allotments but neither organisation owns any land. The Clerk then contacted Land Registry who said that piece of land is not registered with them. They said it is possible someone owns it, but if they claim to they should have some form of documentation to prove this, such as an old paper handed down to them. It is also possible for a claim to be made on the land, however this is a complicated legal matter that would require legal representation by the claimant. Cllr Reed commented the PC has registered some “common land” in the past – **ACTION:** The Clerk will look into how this was done.

17.058 Public participation

No comments made.

17.059 Councillor Vacancies

Members considered applications for the one remaining PC vacancy from Mr David Gluck and Ms Claire Knowles (previously circulated) before taking part in a signed ballot (requested by two councillors). A majority vote was received to co-opt Ms Knowles. As Mr Gluck was unable to attend the meeting the Clerk will contact him to tell him the result of the vote.

17.060 Grants & Funding

Cllr Oakes confirmed that Mr Tom Robbins, member of the NDPMG, is in the process of making an application for a grant of £6,000 from Locality, and said it is expected to have been submitted by the next NDP meeting.

17.061 Neighbourhood Development Plan (NDP)

- a. Update on the NDP: The group is now working on draft 8 of the plan, finalising minor details such as verifying names of places known as different things by different people. Mike Dando has updated the element re Parlington as previously agreed, and is doing some final assessments on sites to ensure they qualify. Mike Dando's deadline is 23.04.17 so the final plan should be ready in time to be reviewed at the AGM in May 2017.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting – **Noted**.
- c. The following actions were decided upon:
 - Members considered whether the PC should ask Mike Dando (Planning Consultant) to arrange for the plan to be formatted in preparation of submission to ensure the content is in an accepted layout for submission to LCC. A lengthy discussion took place and, after considering the quote for the three elements of the work required (total cost £1,875), all members **AGREED** to accept the quote but requested the PC be invoiced directly by the three consultants, with Mike Dando co-ordinating the work. **ACTION:** The Clerk will contact Mike Dando to inform him of the decision and request he co-ordinates the work in due course.
- d. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is 04.05.17.

17.062 Site Allocations Plan – Pre Submissions Changes Consultation 13.02.17 – 27.03.17 (5pm)

It was **noted** the Clerk submitted the PC's response to the SAP Pre Submission Changes Consultation on 26.03.17.

17.063 Environment and Maintenance

- **Beckside:** The Clerk confirmed CA Brown have been instructed to remove the old bin as agreed and are due to do so this week.
- **Fly Tipping:** The asbestos and other rubbish has not yet been removed.
- **Foul smell around the village:** The Environment Agency has responded to the complaint logged by the PC and said their investigations are ongoing. In order for them to take regulatory action they must gather sufficient evidence of the source of the nuisance odour and breach of permit. They have requested that nuisance odours in the area are reported straight away directly to them so they can react and investigate quickly. The freephone number for this is: 0800 80 70 60 and is open 24/7.

17.064 Community matters

Hanging baskets: Cllr Hogg confirmed the painting and repairs required will be carried out in May and the baskets are expected to be delivered in June. He also said he has collected most of the money and there are just four payments now outstanding. **ACTION:** The Clerk will bank the monies collected.

17.065 Highways and Public Safety

- a. Footpath to Lotherton Hall – Ward Cllr Matthew Robinson met with Mr Russell Martin (Head of Highways Maintenance) and raised this issue, and he said the meeting was useful but non-comital to timescales. He confirmed Mr Martin will be attending the next Parish & Town Council Forum where Cllr Robinson will get an update from Mr Martin (Cllr Reed will also be in attendance at the forum) .
- b. Path by the school - The Chairman and Cllr Piper are meeting with Mr Bob Buckingham from LCC on site on 24.04.17 to discuss their concerns over the path and see if anything can be done.

17.066 Leeds Festival 2017

Cllr Overend reported there have been 76 ticket applications received and 3 rejections as they were received after the deadline. As there are only 54 tickets available a draw will take place to allocate them (date TBC). Cllr Overend and the Clerk will work through the applications to verify eligibility and once a date for the draw has been set, Cllr Overend will email the applicants with the details and the information will also be advertised on the website and noticeboards.

17.067 Garforth Town Council

Members discussed the email received from Swillington PC and all were in agreement that they will wait to see what is proposed and then ask the Aberford Parishioners what they want the PC to do before acting or making any decisions. Cllr Reed will forward an email from Mr John Mulcahy at LCC to the Clerk containing information on the process for creating a new PC so the information can be given to the Clerk at Swillington PC. **RESOLVED.**

17.068 Training

Members considered whether it would be beneficial for the Clerk to attend a training course on 06.05.17 which is aimed at newer clerks or can be taken as a refresher course. All members **AGREED** the Clerk can attend the one day course which costs £115. **RESOLVED.**

17.069 Planning Matters

a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
17/01947/TR	Side Of Lilac Cottage 4 Northern Cottages Main Street	2 x Ash – Remove No objections were made, however since the trees to be removed are protected, confirmation of whether some other trees will be planted to replace them was requested. If so, which species? Members were concerned that to replace them with more large trees may cause problems in the future and a suggestion of planting some flowering cherry trees was made.
17/01577/FU/E	17 Cedar Ridge Garforth Leeds	First floor side extension No adverse comments made.
17/02063/FU/NE	Park House Farm Aberford Road Aberford	Variation of condition 2 (approved plans) of approval 14/05278/FU for MINOR MATERIAL AMENDMENT to vary approved car port elevations drawing. No comments
17/01926/FU/E	25 The Dale Aberford Leeds	Retrospective application for detached outbuilding at rear This appears to be above and beyond permitted development and looks too large for the plot. It also seems too big to be classified as an outbuilding. The PC therefore objects to this application and requests the Planning Officer looks into these concerns.

- Members **noted** the following updates:

Planning/ Appeal ref	Address	Details
17/00629/FU	4 Anning Fold Garforth Leeds LS25 2PQ	Alterations involving single storey rear extension APPROVED 04.04.17

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

17.070 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 £1,429.53.
 - This figure includes £237.50 paid mid-month to PestServe for the mole contract, as agreed at the March PC meeting.

17.071 Matters for Information

- Cllr Reed confirmed she is attending the P&TC Forum on 20.04.17.
- Cllr Reed commented that the drains by the bridge on Main Street are still blocked.
- Cllr Hancock commented that the courts at Jubilee Field have been swept.
- Cllr Hancock informed everyone that the grant application to the Windfarm Trust made by Aberford Bowls Club was successful, with funding of just under £900 being awarded.
- Cllr Hogg confirmed the first PROW cut will be done on 15.05.17.
- The Chairman confirmed the AGM on 16.05.17 will begin at 7.pm with the PC meeting taking place immediately afterwards.

17.072 Future agenda items

- Review of Working and Advisory Groups.
- Bus Stops/Shelters
- Parish & Town Council Forum
- Close of meeting - The Chairman closed the meeting at 8.55pm.

Minute 17.070b – Bank Reconciliation:

Bank Reconciliation
Aberford and District Parish Council
For the period 1 March 2017 - 31 March 2017

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

Date: 31-Mar-17
Date: 10-Apr-17

	£	£
Balance per bank statements as at 31 March 2017		
Current Account	2,110.07	
Revenue Reserve	11,808.42	
Capital Reserve	11,521.82	
Asset Renewals Fund	13,229.12	
		<hr/>
		38,669.43

Less uncleared cheques at 31 March 2017:	100756	-75.00	
	100763	-656.81	
	100765	-20.00	
	100770	-120.00	
		<hr/>	
			-871.81

Net bank balances as at 31 March 2017 **37,797.62**

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

CASH BOOK

Opening balance as at 1 March 2017	39,390.46
Add receipts 1 March 2017 to 31 March 2017:	363.63
Less payments for 1 March 2017 to 31 March 2017	<hr/>
	-1,956.47
Closing balance per cash book as at 31 March 2017	37,797.62

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:**Chq no. Details***Paid mid month as agreed at the meeting on 21.03.17:*

100771	PestServe - first instalment for y/e 03.04.18	237.50	-	237.50
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100772	St Ricarius Church - room hire 18.04.17	20.00	-	20.00
100773	N Goonesinghe - salary April 2017	310.65	-	310.65
100774	N Goonesinghe - expenses to 10.04.17	21.60	-	21.60
100775	YLCA - Membership 01.04.17 - 31.03.18	529.00	-	529.00
100776	YLCA - Clerk training course 06.05.17	115.00	-	115.00
100777	Pearce Bottomly LLP - printing re NDP consultation	163.15	32.63	195.78
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Total payments 22.03.17 - 10.04.17		1,396.90	32.63	<u>1,429.53</u>