

- e. To note the next NDPMG meeting date. **NOTED** – the next meeting of the NDPMG is on 24.08.17.

7. Leeds Core Strategy Selective Review.

- a. To note the consultation period is running from 19.06.17 to 31.07.17 (5pm) – **noted**.
- b. To consider whether the PC wants to submit any comments and if so, agree the response at this meeting:
Cllr Baxter spoke of two key elements, being:
- The number of houses required and the proposed dates for them;
 - That there are sufficient brownfield sites in the area and therefore there should be no need to build on greenbelt land.

Cllr Baxter had prepared some draft comments which were reviewed by members, and the parish council **RESOLVED** to approve these comments for inclusion in the PC's response to the review. The comments read:

“ADPC thinks it is appropriate to review the housing requirement and plan period described in the Adopted Core Strategy.

We refer to the LCC press release of 13th July 2017 and welcome the indicative reduction in the housing requirement to 55,000 new homes and the extension of the period over which these new homes should be built to 2017-2033.

We would like LCC to note that:

- We think 55,000 remains an overly ambitious figure when DCLG data of June 2016 indicates a housing requirement of 41,600 homes over the same extended plan period (2017-2033)*
- We expect LCC to follow its own Core Strategy policy of sequential development which prioritises brownfield sites when allocating sites for the delivery of the housing requirement*
- We believe there is sufficient brownfield land available to meet the reduced housing requirement of 55,000 home and that therefore there should be no or very limited allocation of sites in the Green Belt for development.”*

- c. To consider who shall submit the PC's response to LCC by the deadline of 5pm on 31.07.17 of the PC wishes to make any comments.

RESOLVED: The Clerk and Cllr Baxter shall complete the response form using the comments as agreed in item 7.b. above and the Clerk will submit this before the deadline.

- d. To note there is a drop-in session to be held on 21.07.17 from 1.30pm to 6.30pm at the Civic Hall, East Room, Leeds, LS1 1UR – **noted**.

8. Grants (awarded by ADPC)

- A discussion took place to consider the application for a grant of £100 received from Aberford C of E Primary School PTA. The parish council **RESOLVED** to approve the application and awarded the full grant.
- RESOLVED:** Members agreed to raise a cheque for £100 for the grant at this meeting.

9. Environment and Maintenance

- Beckside** – It was **noted** the painting of the play equipment and fencing was done w/e 23.06.17. Cllr Hancock had reported to the Clerk shortly afterwards that the seats outside of the railing had not been painted. The Clerk contacted Streetscape who have confirmed they will return to site to paint the missed seats in September (after the school holidays). **RESOLVED**.
- Fly Tipping**
 - The Clerk informed everyone that LCC have confirmed the asbestos and other items are scheduled to be removed from Jubilee Field on 19.07.17 and that Locality will pay for this.
 - Cllr Hancock reported that the barrier left on Jubilee Field has been removed. **RESOLVED**.
- Grass Cutting** – Members considered the quote for £250 received from A Fox Services for the additional works required in the village (Strawberry Hill, the bush behind the bench at the park, and the path to the school), and **RESOLVED** to accept the quote. **ACTION:** The Clerk will contact A Fox Services to request the work is carried out. **RESOLVED**.
- Jubilee Field** – **RESOLVED:** The parish council will replace at least one of the damaged signs. **ACTION:** The Clerk will obtain quotes for one and two signs for consideration at the August PC meeting.

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

Further to the discussions at the June PC meeting, the Clerk contacted Fields In Trust and Mr Jamie Leeson from the programme would be happy to meet members on 10.08.17 to discuss the options for safeguarding Jubilee Field. It was **AGREED** the Chairman and Cllr Piper will attend. **ACTION:** The Clerk will contact Ward Cllr Ryan Stephenson to ask if he is available to attend also.

11. Proposal re Tree Planting, Highfield Road

Members discussed the proposal of planting trees on the land by Highfield Road that has been put forward by Ward Cllr Matthew Robinson, and it was agreed that in their opinion it would obscure the views. A suggestion of planting a hedgerow instead was also discussed, however concerns were raised over whether the PC would be responsible for the maintenance of it. Another suggestion of the funds being donated to Aberford In Bloom was made which members thought was a good idea. **ACTION:** Cllr Dunwell will contact Cllr Robinson to suggest the funds are given to Aberford In Bloom for the benefit of the village.

12. Highways and Public Safety

- a. Footpath to Lotherton Hall – The Clerk has received the following update from Ward Cllr Matthew Robinson: He has spoken with Mr Russell Martin (Highways, LCC) and as the work is not on the schedule for the current year and cannot be added, it won't be done this year (to 31.03.18), however Cllr Robinson is hoping to have it included in next year's programme, and once something is on the schedule it can only be removed in exceptional circumstances. Cllr Robinson suggested meeting with some of the ADPC members, along with representatives from Highways and Lotherton Hall, on site to walk to the path and then discuss what work is required. Cllr Robinson suggested having the meeting on the evening of the August PC meeting so he can attend that meeting afterwards. The Chairman, Cllr Hancock and Cllr Hogg will attend the meeting which will begin at 5.30pm on 15.08.17. **ACTION:** The Clerk will contact Cllr Robinson to confirm the arrangements, and will contact Ms Maria Akers at Lotherton Hall to request her attendance.
- b. Footpath by the school – The Chairman and Cllr Piper met with Mr Bob Buckenham from LCC to further discuss the options for the path by the school. Putting some chippings down was suggested however Mr Buckenham said the majority of the cost, anticipated to be in the region of £1,000, would have to be paid by the PC. A discussion regarding this took place and it was raised that there was no money allocated to this project in the budget. It was also discussed that as this footpath should be maintained by LCC, the PC is concerned about liability if they do anything to it. Members **RESOLVED** to leave the footpath as it is for now.

13. Community Matters

- **Mobile Fruit & Vegetable Sales** – Members discussed the possibility of having a Market Garden Leeds selling fruit and vegetables from their van in the village and all think it would be something residents would welcome. No specific suggestions for places to stop were made, however it was mentioned that the library stops in several places as does the fish and chips van. **ACTION:** The Clerk will contact Market Garden Leeds to give feedback. **RESOLVED.**

14. Leeds Festival 2017

- a. Members **noted** the Clerk submitted the ticket information to Festival Republic before the deadline of 14.07.17.
- b. Cllr Overend said he will receive the tickets mid-August and will confirm the arrangements for collection by the ticket holders nearer the time.

15. Clerk's Performance Review

- a. **RESOLVED:** Members agreed to increasing the Clerk's salary to the next pay scale (SCP 19) with effect from 01.07.17. **ACTION:** Cllr Piper will write to the Clerk to confirm the PC's decision.
- b. **RESOLVED:** Members reviewed the mileage claims section of the Clerk's contract of employment and agreed to decrease the number of expected/non-claimable visits to Aberford each month from three to two with immediate effect. **ACTION:** Cllr Piper will write to the Clerk to confirm the PC's decision.

16. IT – Website & Email Disk Quota

Members considered increasing the quota for the website and email accounts from 1GB to 5GB (the next package) to accommodate current usage requirements. A discussion took place and the parish council **RESOLVED** to agree to increase the quota to 5GB to cover current/future requirements, at a cost of £24 plus VAT for the remainder of this year (to 21.10.17). It was **noted** the annual cost for this for the next full year will be £250 plus VAT. **RESOLVED.**

17. Working Advisory Groups

Members reviewed the list of working advisory groups. Cllr Baxter opted to join the following groups:

- Public Rights of Way
- Governance & Policy Development
- Communications Advisory

Members also **AGREED** to add the Chairman to the LCC Outer North East Parish & Town Council Forum.

ACTION: The Clerk will update the list accordingly.

18. Training

Members **noted** the Clerk has booked Cllrs Baxter, Knowles, McCready and Oakes onto the “Developing Your Skills As A Councillor” course at a cost of £45 per delegate, as agreed at the June PC meeting. **RESOLVED.**

19. Community First Yorkshire (RAY) - Articles of Association Updates

RESOLVED: Members reviewed the updates to wording as requested by CFY (previously circulated) to satisfy the Charity Commission, and **AGREED** to submit their proxy voting form for the Chairman of the CFY meeting to vote on their behalf. **ACTION:** The Clerk shall submit the form to CFY by the deadline of 12 noon on 19.07.17. **RESOLVED.**

20. Facebook

A discussion took place regarding the possibility of the PC setting up a Facebook page to enable them to share news with more parishioners. Some members raised concerns over how the page would work, who would update it and how long this would take, and whether there would be any negative or detrimental impact for the PC’s “.gov.uk” website. Other members thought it would be a good idea and a way of reaching more people. **ACTION:** Members of the Communications Advisory Sub Group (Cllrs Baxter, Overend and Piper) along with Cllr Oakes who offered to help run the page should it go ahead, will meet to discuss the matter further and then report back to the PC. Cllr Overend will obtain some information provided when the “.gov.uk” website was set up to establish whether there are any constraints imposed by this. Ongoing.

21. Planning Matters

- a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
17/03948/FU/NE	22 Greystones Close Aberford Leeds	Single storey rear extension No adverse comments made.

- b. Members **noted** the following updates:

Planning/ Appeal ref	Address	Details
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 APPROVED 13.06.17

- 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 – **RESOLVED** (attached).
- c. Members considered the accounts for payment:
 - **RESOLVED** to approve the accounts for payment totalling £7,239.64. This figure includes £250 for Garforth In Bloom which was paid mid month as agreed at the June PC meeting.
 - **RESOLVED** to approve the Clerk may issue a cheque to Aberford C of E Primary School PTA for £100.00 at this meeting (see item 8.ii above).
- d. Members **noted** the grant of £7,951.00 from Groundwork UK / Locality was received on 03.07.17.
- e. Members reviewed the budget update to 30.06.17 that had been previously circulated. No questions or queries were raised.

23. Matters for Information

- Cllr Dunwell commented that the hedges on Jubilee Field by the bowling green need cutting back.
- Cllr Hancock commented the hedge near the tennis court on Jubilee Field needs cutting back.
- Cllr Hancock commented that the new speed signs have been installed but the one near Hook Moor has the national speed limit sign in what is thought to be a 40mph area, and Cllr Oakes commented no sign to advise changes have been applied has been installed as is usually done.

- Cllr Baxter commented she thinks the SAP hearing sessions might be held in Oct/Nov 2017.
- Cllr Knowles commented that tractors have been seen speeding through the village, and a discussion regarding whether any areas in the village should be reduced to 20mph took place.

24. Future agenda items

- Common Land Registration Information
- Bus Stops/Shelters
- Speed Limits
- Close of meeting - the Chairman closed the meeting at 9.50pm.

Minute 22.b – Bank Reconciliation:

Bank Reconciliation

Aberford and District Parish Council

For the period 1 June 2017 - 30 June 2017

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 11-Jul-17

Approved by the Parish Council

Date: 18-Jul-17

Balance per bank statements as at 30 June 2017

	£	£
Current Account	6,404.59	
Revenue Reserve	23,810.11	
Capital Reserve	11,522.98	
Asset Renewals Fund	13,230.45	
		54,968.13

Less uncleared cheques at 30 June 2017:

100788	-75.96
100789	-656.81
100790	-350.00
100791	-1,263.62
100792	-95.00
100794	-150.00
100795	-35.00
100796	-468.31
	-3,094.70

Net bank balances as at 30 June 2017

51,873.43

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

CASH BOOK

Opening balance as at 1 June 2017	55,068.08
Add receipts 1 June 2017 to 30 June 2017:	554.18
Less payments for 1 June 2017 to 30 June 2017	-3,748.83
Closing balance per cash book as at 30 June 2017	51,873.43

Notes

Capital Reserve is set aside for Jubilee Field

Minute 22.c – Accounts for Payment

Chq no. Details

Paid mid month - grant application approved at the PC meeting on 20.06.17:

100797	Garforth In Bloom	250.00	-	250.00
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100798	St Ricarius Church - room hire 18.07.17	20.00	-	20.00
100799	N Goonesinghe - salary July 2017	316.13	-	316.13
100800	N Goonesinghe - expenses to 11.07.17	71.90	5.49	77.39
100801	LCC - Hanging baskets summer 2017	1,025.00	-	1,025.00
100802	M Dando - Parlinton consultancy to 07.07.17	612.50	-	612.50
100803	M Dando - NDP consultancy to 07.07.17	1,638.62	-	1,638.62
100804	Streetscape - painting of play equipment & fencing	2,600.00	520.00	3,120.00
100805	YLCA - Training course for KB/CK/DMcC/MO	180.00	-	180.00
100806	Aberford C of E Primary School PTA - Grant	100.00	-	100.00
Total payments 21.06.17 - 18.07.17		6,814.15	525.49	<u>7,339.64</u>

Minute 22.e – Budget Update as at 30.06.17:

Expenditure	2017-18 Budget	Actuals 30.06.17	Budget Remaining	Anticipated actual	Anticipated over/under
Clerk's salary	4,400.00	1,095.68	3,304.32	4,400.00	0.00
Administration Costs	550.00	167.78	382.22	550.00	0.00
Mileage	150.00	38.70	111.30	150.00	0.00
Parish Council Website	400.00	0.00	400.00	400.00	0.00
Venue hire for PC meetings	280.00	80.00	200.00	280.00	0.00
Insurance policy	1,250.00	0.00	1,250.00	1,250.00	0.00
Internal audit	100.00	95.00	5.00	95.00	5.00
External audit	250.00	0.00	250.00	250.00	0.00
Training - Clerk	350.00	115.00	235.00	350.00	0.00
Training - Councillors	600.00	0.00	600.00	600.00	0.00
YLCA membership	514.00	529.00	-15.00	529.00	-15.00
RAY membership	35.00	35.00	0.00	35.00	0.00
SLCC membership	120.00	0.00	120.00	120.00	0.00
Newsletters x 2	500.00	0.00	500.00	500.00	0.00
General maintenance	4,100.00	297.50	3,802.50	4,100.00	0.00
Maintenance contract: speed signs	575.00	390.26	184.74	390.26	184.74
Hanging baskets	1,150.00	225.96	924.04	1,250.96	-100.96
Wreath Remembrance Day	50.00	0.00	50.00	50.00	0.00
Christmas lights	1,225.00	0.00	1,225.00	1,225.00	0.00
Christmas tree	0.00	0.00	0.00	0.00	0.00
Snow clearing & grit boxes	300.00	0.00	300.00	300.00	0.00
Contribution to police vehicle	0.00	0.00	0.00	0.00	0.00
Contribution to Crime Prevention Panel	0.00	0.00	0.00	0.00	0.00
VDS/NDP (inc venue hire)	9,195.00	1,613.62	7,581.38	9,195.00	0.00
Parlington Consultant Fees	5,870.00	0.00	5,870.00	5,870.00	0.00
Grants	1,000.00	500.00	500.00	1,000.00	0.00
Sundries	250.00	0.00	250.00	250.00	0.00
Gross Expenditure	33,214.00	5,183.50	28,030.50	33,140.22	73.78
Income					
Precept	15,750.00	15,750.00		15,750.00	
Council Tax Support Grant	389.00	389.00		389.00	
Groundwork grant	6,000.00	0.00		5,793.07	
Other Income (see below)	2,965.00	3,089.18		3,104.18	
Gross Income	25,104.00	19,228.18		25,036.25	
From Revenue Reserve	8,110.00	0.00		8,103.97	
Total	33,214.00	19,228.18		33,140.22	
Other Income					
Interest	30.00	4.18		19.18	
Hanging basket sponsorship	775.00	925.00		925.00	
Leeds Fest ticket sales	2,160.00	2,160.00		2,160.00	
Total	2,965.00	3,089.18	-	3,104.18	