

quote of £1,250 for up to twenty maps. Both of these matters will be put forward to the PC for consideration at a future PC meeting.

- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting – **noted**.
- 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 11.01.18.

7. Highways and Public Safety

Members discussed the schedule of works received from the LCC Highways Department for the Harewood Ward for the next three years (to March 2021) and were disappointed to note that no works at all have been listed to be undertaken in the parish, and notably that the path to Lotherton Hall is not on the schedule. Members **AGREED** to submit comments to LCC Highways Department noting the following points and concerns:

- Several members met with Ward Cllr Matthew Robinson, Mr Russell Martin of the Highways Department, Ms Beverly Kirk an LCC Environmental Officer, and Ms Maria Akers from Lotherton Hall on site in August to discuss the path. Everyone in attendance walked along the path to better understand the reason for concern held by the PC. Various options for potential ways to improve the path were discussed and the ADPC members present left the meeting feeling positive that some work would be undertaken by the Council to improve it given how dangerous the path is in its current state.
- Having opened the new features at Lotherton Hall, it is anticipated an extra 70,000 people will visit the hall each year.
- The Council is keen to encourage green living and lower emissions, however the PC is not happy to promote or encourage people to walk to Lotherton Hall due to the dangerous route they have to take. Given that the path is only eight inches wide in some places, it is not usable by people in wheelchairs or people with prams. Instead they must walk on the road which is winding and is a national speed limit route in parts (60mph).

ACTION: The Clerk will draft a response to the Highways Department noting the points above, and will forward it to the PC Highways and Traffic Management Advisory Group members for review, before submitting it to LCC by the deadline of 12.01.18.

8. Fields In Trust – Jubilee Field

Members **noted** the update received from Ward Cllr Ryan Stephenson and **noted** a meeting is scheduled to take place on 20.12.17 to discuss the application, for which the Clerk has provided some information to the LCC Parks and Countryside Monitoring Officer. Members raised no questions or concerns and will await further information following the meeting.

9. Beckside Play Area

The Clerk informed everyone that she had been unable to contact PPL the manufacturer of the roundabout as they seem to have gone out of business. She instead contacted a firm (HAGS-SMP) who maintain playground equipment and they have quoted £50.00 + VAT to inspect the equipment, and £100.00 to clean and re-grease it if it is deemed this would fix the problem (an engineer from the firm has already attended site and believes this is the issue). **RESOLVED:** The parish council agreed to proceed with the works, however if on inspection a different/bigger issue is found, a new quote will be required before any work is undertaken. **ACTION:** The Clerk will instruct HAGS-SMP to carry out the inspection and clean/re-grease if required.

10. Poor Lands Trust

Cllr Reed attended a meeting for the Poor Lands Trust recently and reported that although it has been mis-managed previously, there is now money to issue, so the trust is canvassing for appropriate recipients (currently 34).

11. Website Security

- a. Members **noted** the Clerk instructed LazenbyBrown to perform the website updates, and **noted** the monthly charge will be £10 + VAT not £15 + VAT as previously quoted by LazenbyBrown.
- b. Members **noted** the problem with the banner on the website has been fixed by LazenbyBrown at a one-off fee of £15.00 plus VAT.

12. Cattle Lane Bus Stop

The Clerk has been looking at prices for the bus shelter on Cattle Lane and it is estimated it will cost £3k-£4k plus VAT depending on the options for seating, lighting, etc. The licence must be applied for at least eight weeks prior to work commencing and this costs £208. Members discussed potential funding opportunities. **ACTION:** Cllr Dunwell will contact the Banks Community Fund to see whether this is something they would look to fund. **ACTION:** The Clerk will contact Ward Cllr Ryan Stephenson to ask whether the Ward Councillors can help with funding. No other action will be taken for now since there is no money in the current year's budget allocated to a new bus shelter.

13. Budget 2018/19

The Clerk said some minor changes have been made to the budget since the initial meeting (information circulated to members prior to this meeting) but nothing material. Members were asked whether they want to include an amount for the bus shelter but said to wait for news of the potential funding per item 12 above.

14. Working Advisory Groups

Members reviewed the changes to the list of working advisory groups and committees following the discussions at the November PC meeting and were satisfied with the updated list. Cllrs Hogg and Knowles who were not present at the November meeting confirmed the following amendments for themselves:

- Cllr Hogg: no changes required.
- Cllr Knowles will join the Public Rights of Way Working Group
- Cllr Knowles will join the Planning Advisory Group
- Cllr Knowles will join the Environment and Maintenance Working Group

ACTION: The Clerk will update the list accordingly for sign off at the January 2018 PC meeting.

15. Planning Matters

a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
17/05695/FU/NE	The Old Barn Cattle Lane Aberford	Single storey rear extension No adverse comments made.

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

Planning/ Appeal ref	Address	Details
17/05228/FU/NE	Limonaire Main Street Aberford	Two storey link extension, first floor extensions with dormer windows to front and rear and conversion of existing garage to a habitable room; single storey extension with attached garage to side APPROVED 15.11.17
17/05976/FU/NE	Orchard House Greystone Park Aberford	Chimney to side and single storey extension to rear APPROVED 25.10.17

c. To consider and to note planning enforcement matters – none.

d. Members **noted** the following comments relating to the Methodist Church planning application (17/06623/FU/NE) were agreed by the PAG and submitted to LCC by the Clerk on behalf of the PC, as agreed at the Nov PC meeting:

The members object to the application on the grounds it is out of keeping with surrounding properties and the surrounding area, due to its prominent position both on Main Street as well as in the general area, which is a conservation area.

Members would also like the following comments noting:

The frontage materials listed for use are unlike others in the area and are deemed to be too modern for the site which is in a conservation area.

The proposed expanse of flat roof for the garage is out of place and does not fit in with the landscape of the surrounding area. Members would like to suggest putting a shallow apex across the garage frontage to break the flat line of the roof. Members would also like to suggest installing two garage doors with a pillar between them instead of one large garage door, as this would result in more pleasing aesthetics.

16. 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 **RESOLVED** to approve the accounts for payment totalling £2,665.37.

- d. Half Yearly Finance Review
 - i. Members **noted** Cllrs Piper and Reed carried out a half yearly review with the Clerk to perform internal finance control checks.
 - ii. No questions or queries were raised by any members following the review.

17. Matters for Information

- Cllr Knowles mentioned the gate to Bimbo Farm on the A64 was broken by the subcontractors for the LeedsFest and asked whether this should be paid for by LeedsFest. Members commented this matter should be taken up with LeedsFest / Festival Republic by the farm owners.
- The Clerk confirmed a PO Box has now been set up for the PC.

18. Future agenda items

- a. Budget 2017/18 Quarterly Update
- b. Facebook
- c. Close of meeting - the Chairman closed the meeting at 9.05pm.

Minute 16.b – Bank Reconciliation

Bank Reconciliation

Aberford and District Parish Council

For the period 1 November 2017 - 30 November 2017

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

Date: 07-Dec-17
 Date: 19-Dec-17

Balance per bank statements as at 30 November 2017	£	£
Current Account	1,330.54	
Revenue Reserve	15,212.49	
Capital Reserve	11,524.14	
Asset Renewals Fund	13,231.78	
		41,298.95

Less uncleared cheques at 30 November 2017:	100806	-100.00	
	100829	-20.00	
	100832	-242.00	
	100833	-360.00	
		-722.00	

Net bank balances as at 30 November 2017 **40,576.95**

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

CASH BOOK

Opening balance as at 1 November 2017	41,588.50
Add receipts 1 November 2017 to 30 November 2017:	0.00
Less payments for 1 November 2017 to 30 November 2017	-1,011.55
Closing balance per cash book as at 30 November 2017	40,576.95

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:

Chq no.	Details			
100835	St Ricarius Church - room hire 19.12.17	20.00	-	20.00
100836	N Goonesinghe - salary Dec 17	327.95	-	327.95
100837	N Goonesinghe - expenses to 14.12.17	308.67	58.14	366.81
100838	M Dando - NDP consultancy to 07.12.17	1,902.61	-	1,902.61
100839	LazenbyBrown - Website updates 01.12.17 to 31.03.18	40.00	8.00	48.00
Total payments 22.11.17 - 19.12.17		2,599.23	66.14	<u>2,665.37</u>