

- d. After reviewing the Note received from the Inspectors, members discussed/agreed the following:
 - i. Whether the PC wishes to submit a response. **RESOLVED:** Members **AGREED** to take guidance from Ms Jukes on this.
 - ii. **RESOLVED:** To employ Ms Jukes to write any response from the PC to the Note that she deems appropriate/necessary at a rate of £95 per hour plus VAT.
 - iii. **RESOLVED:** Members **AGREED** that any response written shall be submitted to the Programme Officer by Ms Jukes by the deadline of 29.09.17 (the Clerk is on holiday w/c 25.09.17 and therefore unable to do this).

ACTION: The Clerk will contact Ms Jukes to request she assess whether a response should be submitted by the PC; writes the response as required; and submits the response (if required) to the Programme Officer on the PC's behalf.

8. HS2 Phase 2b - Consultations

- a. A long discussion regarding the current consultations and ongoing works took place. Members **RESOLVED** to agree no comments are required at this time since the consultations refer to J45 rather than J47 and are therefore outside of the PC's boundary.
- b. If the PC does wish to submit any comments, to discuss the main points that need to be addressed and agree the comments to be made in relation to them – no comments to be submitted.
- c. To consider who shall write and submit the comments on behalf of the PC before the deadlines of 29.09.17 and 12.10.17– no comments to be submitted.

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

- a. Cllr Stephenson confirmed there are two actions required to progress with the programme; one is to extend the lease at Jubilee Field, and the other is to gain consent from LCC to proceed. Cllr Stephenson has been liaising with the Legal department at LCC with regards to the lease and will continue to do so. As this programme has been adopted at other sites in the city, Cllr Stephenson is hopeful there won't be any issues in attaining the necessary permissions for Jubilee Field.
- b. Cllr Stephenson said both the normal scheme and the World War 1 Commemoration project are options for Jubilee Field, so if there isn't enough time to do the special project in time for the centenary, the PC can still opt for the normal scheme. Cllr Stephenson confirmed the Ward Councillors will be happy to pay the required amount for whichever scheme is undertaken (approx. £80.00).
- c. No actions from the PC are required at this time.

10. Bus Stops and Shelters

- a. The Clerk received an email from LCC Traffic Management who have advised it isn't possible to install a bus shelter at the bus stop on Cattle Lane due to the pavement being too narrow. They advised people on foot, those with prams, and people in wheelchairs must be able to pass the shelter safely without having to go on the road. The Clerk asked whether a shelter with only a back and canopy would be ok but this was also rejected. The members queried this since people should still be able to pass if the shelter has no sides. Cllr Stephenson offered to look into this. **ACTION:** The Clerk will forward the correspondence from Traffic Management to Cllr Stephenson.
- b. To discuss the potential costs involved and consider whether the PC wishes to proceed with buying and installing a bus shelter and/or seat – not applicable at this time.
- c. To discuss any other options and consider any necessary action – none at this time.

11. Personal Information – Members and Clerk

- a. A discussion took place regarding personal information on the PC website and what is required. **RESOLVED:** Members were in agreement that the personal addresses and phone numbers of members should be removed from the PC website. **ACTION:** The Clerk will remove the information.
- b. Members discussed whether a PO Box should be used as the contact address for the PC instead of using the Clerk's address (LCC have confirmed this is acceptable). The Clerk was concerned about the costs involved with this (in the region of £25 per month for a Royal Mail PO Box), however members were of the opinion that personal security is the priority. **ACTION:** The Clerk will look into options for a PO Box for members to discuss further.

12. Festive Lights & Christmas Tree

- a. Members discussed the Christmas tree on Pump Hill that was planted last year as it appears to have died. If a new tree is planted, it was suggested the area will need excavating to allow the roots to grow and that a metal support will be required to support the tree. Members discussed whether it may be possible to ask the Ward Councillors for help with funding the tree following previous discussions about encouraging tree planting in the village. **ACTION:** The Chairman will look into sourcing a new tree and the costs involved.

- b. **RESOLVED:** Members considered the quote received from LCC for the installation, switch-on and removal of festive lights and agreed to accept the quote of £1,235.00 plus VAT.
- c. Members discussed the date for the switch-on with the preference being Friday 1st December, and the second choice being Friday 8th December, at 7pm. **ACTION:** The Clerk will contact LCC to accept the quote for the switch-on and to request the date as above.

13. Grants (awarded by ADPC)

- i. A lengthy discussion took place regarding the grant application received from Aberford Albion Juniors Football Club of £531.80 for a defibrillator and box to house it at the club (50% of the total cost). Members considered the requirement and whether it was of benefit to the whole village, as well as where it would be placed and the accessibility of it. It was also **noted** there is only £150 left in the PC's budget for grants for 2017/18. Other potential funding options were discussed and it was suggested the club may be able to get a grant from the Banks Community Fund who have funds allocated for use in the village. The PC would be happy to discuss the application further if no other finding is available. **ACTION:** The Chairman will contact the Banks Community Fund for information, and the Clerk will contact Aberford Albion to inform them of the discussions.
- ii. If a grant is awarded, to consider raising a cheque for it at this meeting – not applicable.

14. Environment and Maintenance: Jubilee Field

- Following the cutting of the long grass by the play equipment, Cllr Oakes found one of the original signs that had been removed. Cllr Reed arranged for the sign to be re-installed, and as one sign is adequate, members **AGREED** no new signs need to be purchased. **RESOLVED.**
- Members **noted** the grass cut as requested by Cllr Robinson.

15. Training

- a. Members considered whether one councillor should attend the Village Greens & Common Land training course to be held on 26.10.17, and all **AGREED** it would be beneficial to the PC. As Cllr Piper showed an interest in this at the August PC meeting, it was suggested she should attend the course, however since she is not at this meeting, Cllr Knowles confirmed she is able to attend if Cllr Piper cannot.
- b. **RESOLVED:** Members agreed a cheque can be raised for £115.00 at this meeting to secure a place on the course.

16. External Audit

- a. Members **noted** that PKF Littlejohn have concluded their review and have signed the External Auditor Certificate for the year ended 31.03.17.
- b. The Notice of Conclusion was completed by the Clerk, and members **AGREED** a nominal charge of £2.50 for any copies of the Annual Return that may be requested.
- c. It was **noted** the notice along with sections 1, 2 and 3 of the Annual Return will be published on the PC's website and main noticeboard on 21.09.17. **RESOLVED.**

17. Planning Matters

- a. Members considered the following planning applications:

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 No adverse comments made.
17/05477/TR	St Ricarius Church Main Street Aberford	6 x Cupressus – Remove No comments made - a request for an extension was made however no response was received and the decision was made before the PC meeting.
17/05630/FU/NE	1 The Dale Aberford Leeds	Part two storey, part single storey side/front extension; single storey rear extension. No adverse comments made.

17/05645/FU/NE	22 Highfield Road Aberford Leeds	Single storey rear extension. No adverse comments made.
17/05936/FU/NE	20 Parlington Villas Aberford Leeds	Single storey rear extension. No adverse comments made.
17/05976/FU/NE	Orchard House Greystone Park Aberford	Chimney to side and single storey extension to rear. No adverse comments made.

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

Planning/ Appeal ref	Address	Details
17/04420/FU/NE	16 Pinfold Rise Aberford Leeds	Single storey side/rear extension; conversion and alterations of detached double garage to form games room; two new second floor windows to north and south elevations and new roof light to west elevation forming rooms in roof space; new hard standing to front APPROVED 11.09.17
17/05619/TR	Beckside Farm Main Street Aberford	Beech A - has ganoderma (85% of crown is dead - fell; Beech B - has wide crack down the trunk and disease is visible (30% of crown is dead) - fell. DECIDED – NO OBJECTIONS 23.08.17 <i>NB: The PC did not have an opportunity to submit any comments as this was considered an emergency case</i>

c. To consider and to note planning enforcement matters.
None.

18. Finance

- To note the balances in the Parish Council's accounts - **noted as per attached bank reconciliation.**
- To approve the bank reconciliation – **RESOLVED** (attached).
- To approve the Accounts for Payment:
 - Members **RESOLVED** to approve the accounts for payment totalling £2,588.18. This amount includes the cheque for the YLCA training course for £115.00 as agreed in item 15.b above.

19. Matters for Information

- Ward Cllr Stephenson informed members of a Bike Lab scheme where PC's are encouraged to consider having a station installed in the parish for cyclists to perform repairs on their bikes. Choosing the location carefully is potentially beneficial since it may encourage cyclists to use the village's amenities, whilst ensuring it isn't put somewhere inappropriate. The scheme is to be funded by the Ward Councillors. Cllr Stephenson will forward some information to the Clerk for her to forward to members.
- Cllr Reed enquired as to whether the PC will receive a Remembrance wreath this year.
- Cllr Reed commented that if anyone has two brown bins, one may be taken away by LCC if they are both put out for collection at the same time.
- Cllr Knowles commented the roses by the Cenotaph need cutting back.
- Cllr Hogg confirmed the next PROW cut is scheduled for 16.10.17.
- Cllr Hogg has contacted LCC to report the gullies and request the road sweeper is used following the recent heavy rain.
- Cllr Hancock commented the roundabout at the play area is sticking.

- Cllr Hancock raised concerns about weeds growing in the beck on both sides by the play area and said they are the type that grow quickly.
- Several Cllrs discussed the paintwork at the play area and the seats that were originally missed. One cllr thought the painting had now been completed but another was unsure - Cllr Hancock will check.
- It was raised that there are moles on both sides of Main Street South near the Cenotaph and by the football fields. The Clerk will contact PestServe under the no-limit callout agreement currently in place.

20. Future agenda items

- Highways and Public Safety – path to Lotherton Hall
- LeedsFest Traffic Issues
- Web Hosting Updates
- Facebook

Minute 18.b – Bank reconciliation.

Bank Reconciliation

Aberford and District Parish Council

For the period 1 August 2017 - 31 August 2017

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 12-Sep-17

Approved by the Parish Council

Date: 19-Sep-17

Balance per bank statements as at 31 August 2017

	£	£
Current Account	1,108.04	
Revenue Reserve	24,210.11	
Capital Reserve	11,522.98	
Asset Renewals Fund	13,230.45	
		50,071.58

Less uncleared cheques at 31 August 2017:	100806	-100.00	
	100812	-6.00	
	100813	-30.00	
			-136.00

Net bank balances as at 31 August 2017 **49,935.58**

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

CASH BOOK

Opening balance as at 1 August 2017	52,484.79
Add receipts 1 August 2017 to 31 August 2017:	0.00
Less payments for 1 August 2017 to 31 August 2017	-2,549.21
Closing balance per cash book as at 31 August 2017	49,935.58

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:

Chq no.	Details	Net	VAT	Total
100814	St Ricarius Church - room hire 19.09.17	20.00	-	20.00
100815	N Goonesinghe - salary Sept 2017	327.95	-	327.95
100816	N Goonesinghe - expenses to 12.09.17	34.60	0.25	34.85
100817	A Fox Services - 2nd cut & addl works	552.00	-	552.00
100818	PKF Littlejohn LLP - audit 2016/17	200.00	40.00	240.00
100819	Came & Company - Insurance 2017/18	1,298.38	-	1,298.38
100820	YLCA – Common Land training course	115.00	-	115.00
	Total payments 16.08.16 - 19.09.16	2,547.93	40.25	2,588.18

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