

**ABERFORD & DISTRICT PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Tuesday 20<sup>th</sup> June 2017 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30 pm**

Present: Cllr Ruth Reed (Vice Chairman) Cllr Claire Knowles  
Cllr Karen Baxter Cllr Mike Oakes  
Cllr Keith Dunwell Cllr Daniel Overend  
Cllr Paul Hancock Cllr Marolyn Piper  
Cllr Andrew Hogg

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

**1. To receive apologies and approve reasons for absence.**

Apologies were received from Cllr David Howson and Cllr Dave McCready.

**2. To receive any disclosures of interest from Councillors on matters to be considered at the meeting.**

None.

**3. Minutes of the meetings held on 16<sup>th</sup> May 2017**

- i. **RESOLVED:** To approve the minutes of the Annual Meeting of the Parish Council held on 16<sup>th</sup> May 2017 (previously circulated) and to sign them as a correct record. **ACTION:** The Vice Chairman.
- ii. **RESOLVED:** To approve the minutes of the Parish Council meeting held on 16<sup>th</sup> May 2017 (previously circulated) and to sign them as a correct record. **ACTION:** The Vice Chairman.

**4. Report from West Yorkshire Police**

The May crime report listed one crime:

- Theft from motor vehicle, Beech View – Suspect breaks off side lock on parked Transit van, suspect removes property from within and makes off when disturbed by neighbour.

PCSO Nottingham reported there have been a lot of break ins of Transit vans as thieves have found an easy way to break into them, so they are being targeted.

PCSO Nottingham also spoke of a type of padlock with an alarm that people are fitting to their sheds (cost approx. £10). If the lock is broken/tampered with, it sounds a loud alarm that can only be switched off with the key; they are proving to be very effective.

**5. Public participation.**

No comments.

**6. Neighbourhood Development Plan (NDP)**

- a. Update on the NDP: Members on the NDPMG had a workshop with LCC on 19.06.17 re the proposed development at Parlington. LCC understands the PC's views and the inclusion of the topic in the plan. If Parlington is not allocated as a site for the SAP, the group will have the opportunity to remove this section from the plan. LCC gave an update regarding the SAP, stating the inspector is asking questions and they are responding. Regarding the draft plan, no changes to the wording are required. As part of the consultation period, a drop-in event will take place on 23.07.17 at the Village Hall from 10am until 1pm. Cllr Overend thanked the members on the NDPMG for their hard work and commitment.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting – **noted**.
- c. Members considered changing the dates of the consultation period by putting it back one week to allow sufficient time for printing the documents, delivering/posting them to consultees, and posting the information on the PC website. The council **RESOLVED** to agree this, and it was **AGREED** the consultation will run from 07.07.17 to 18.08.17, with the deadline for comments to be submitted being 5pm on 18.08.17.
- d. To note the next NDPMG meeting date. **NOTED** – the next meeting of the NDP is on 29.06.17.

**7. Grants (applied for by ADPC)**

Cllr Dunwell confirmed Mr Tom Robbins, Chairman of the NDPMG, submitted the grant application to Locality/Groundwork, and this was approved on 15.06.17, meaning any works/costs included on the application can be covered by the grant funds from this date and must be spent within 6 months. The amount awarded was £7,951 which is the maximum allowed, as this takes the NDPMG to its maximum claim of £15,000 for the 2015-2018 programme. **RESOLVED**.

**8. Grants (awarded by ADPC)**

- i. Members considered the grant application submitted by Garforth In Bloom. Members **RESOLVED** to approve the application, and **AGREED** the full grant of £250 will be awarded

on the condition the group puts a sign up by the relevant flower bed reading "Funded by Aberford & District Parish Council". **ACTION:** The Clerk will contact the Group to request this.

- ii. Members **AGREED** a cheque may be raised and issued before the next PC meeting if the group agrees to installing the sign per point 8.i. above.

#### 9. Environment and Maintenance

- **Beckside** – The Clerk has contacted Streetscape to request the painting of the play equipment is done ASAP and before the start of the school holidays; it was confirmed the work is scheduled to be done w/e 23.06.17. Streetscape will put signs up to advise the public of wet paint.
- **Fly Tipping**
  - i. The asbestos and other rubbish has not yet been removed from Jubilee Field.
  - ii. Cllr Hancock advised a barrier has been left on Jubilee Field. **ACTION:** Cllr Piper will contact the school to see if it is theirs.

#### 10. Community matters

- **Hanging Baskets:** Cllr Hogg confirmed the repairs to the brackets is now complete, all labels have been put in place, and the hanging baskets were delivered two weeks earlier than expected. Cllr Hogg thanked Cllr Overend for his help with this. **ACTION:** The Clerk will contact Mr Gary Broadley to thank him for his help. Cllr Reed thanked both Cllrs Hogg and Overend for their work on the hanging baskets and brackets.

#### 11. Fields In Trust Programme - Active Spaces (1)

Members discussed various options for protecting Jubilee Field (which is on a lease), including the "Deed of Dedication" offered by this programme, and/or possibly applying to make it an asset of community value.

**ACTION:** The Clerk will contact Fields In Trust for advice.

#### 12. Polling District Review & Community Governance Review

- a. To note a joint review of the above is being conducted in 2017, with the deadline for the first period of consultation being 22.06.17 – **NOTED.**
- b. Members **RESOLVED** to agree no comment from the PC is required.
- c. As no comments are to be made, point 12.c is not relevant (it read: "If any comments are to be made, to consider who shall submit them to LCC on behalf of the PC").

#### 13. Highways and Public Safety

- a. The Clerk has asked for an update regarding the footpath to Lotherton Hall. Ward Councillor Matthew Robinson called the Clerk on 17.06.17 but she was unavailable at the time and will call him back.
- b. Cllrs Howson, Hancock and Piper are due to meet with Mr Bob Buckenham on 03.07.17 for another meeting regarding the path by the school.

#### 14. Leeds Festival 2017

Cllr Overend confirmed all funds have now been received and banked for Leeds Fest tickets. He will collate the information required by Festival Republic, and he thanked Cllr Hogg and the Clerk for their help with the draw. **ACTION:** The Clerk will submit the information to Festival Republic by the deadline of 14.07.17.

**ACTION:** The Clerk will put an update on the website to advise the people whose names were drawn that they will be given a time to collect their tickets from the Bowling Club (date TBC but will be around 21.08.17).

#### 15. Internal and External Audits

- a. The Clerk confirmed the internal audit took place on 30.05.17 and a report was issued by the auditor (Mrs P Harrison) stating there were no matters to raise.
- b. The Clerk confirmed the documents required by the external auditors (PKF Littlejohn) on or before 12.06.17 were posted on 30.05.17.
- c. To note:
  - i. The notice of public rights and unaudited annual return have been posted on the website and main noticeboard – **NOTED.**
  - ii. The associated documents have been posted on the website – **NOTED.**

#### 16. Clerk's Performance Review

Cllrs Piper and Reed met with the Clerk on 13.06.17. The Clerk confirmed she records her hours each month and these are available for members to review at any time.

The Clerk was entitled to a statutory raise effective from 01.04.17 which was stated in her contract of employment, and this has been awarded in her June salary (including back pay to 01.04.17).

Cllrs Reed and Piper would like to recommend the Clerk's salary be increased to the next pay scale – this will be put on the July agenda for consideration by members, along with some potential adjustments to her contract of employment.

#### 17. Training

Members reviewed the training schedule and **RESOLVED** to agree Cllrs Baxter, Knowles and Oakes shall attend the "Developing Your Skills As A Councillor" course at a cost of £45 per delegate. It was also **AGREED** that the Clerk shall ask Cllr McCready if he would like to attend this course as well and, if so, she will book him a place. **ACTION:** The Clerk will contact Cllr McCready and will then book the places accordingly.

**18. Planning Matters**

a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
17/03149/FU/E	Sturton Grange House Sturton Grange Ridge Road	Replacement dwelling house  No adverse comments made.
17/02973/FU/NE	Lilac Cottage Bunkers Hill Aberford	Two storey and single storey rear extension and re-rendering of the south and east elevations  No adverse comments made.
17/03385/FU/NE	1 Parlington Villas Aberford Leeds	Two storey extension side extension  The PC is concerned there will be destruction of symmetry at the entrance to Parlington Villas if this application is approved for two reasons: one with the front appearance of the house itself, and the other because it is a twin/mirror image of the house opposite and these two houses present a unified look to the entrance to the Parlington Villas development. The PC would like to request the Planning Officer refers to planning application 13/04685/FU which was refused for this reason (destruction of symmetry). There is also concern regarding fracture of the building line and the PC requests the Planning Officer considers whether this is an issue. It was also raised that the windows proposed have dark grey aluminium frames, whilst the existing windows are all wooden/uPVC white. As this is in a conservation area where overall look and reference to other nearby properties is important, the PC believes they should all be the same.

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

Planning/ Appeal ref	Address	Details
17/00821/FU/MIN	Ridge Road Farm Ridge Road Micklefield	Regularisation of screening bunds to perimeter of anaerobic digestion facility including details of boundary treatment  <b>APPROVED 22.05.17</b>
17/01926/FU/E	25 The Dale Aberford Leeds	Retrospective application for detached outbuilding at rear  <b>REFUSED 17.05.17</b>

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

**19. Finance (Clerk)**

- 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 £4,405.64. This figure includes £500 for Aberford In Bloom which was paid mid month as agreed as the May PC meeting.
  - **RESOLVED** to approve the Clerk may issue a cheque to Garforth In Bloom for £250.00 mid month if they agree to the terms of the grant being issued (see item 8 above).

- d. To note the Parish Paths Grant of £550.00 has been received – **noted**.

**20. Matters for Information**

- Cllr Dunwell spoke of a scheme being run by Locality/Groundwork whereby they reward organisations for good work.
- Cllr Hancock said an application has been made/spoken of for a landfill site and crematorium to be built on land at/by Garforth Golf Club.
- Cllr Overend commented the Christmas tree needs lots of watering during the summer period and asked for any members who can to help with this.
- Cllr Piper commented the vegetation by Strawberry Hill needs cutting, as do the nettles in the bottom of the hedge at the Royal Oak.
- The Clerk referred to an email issued earlier in the month by LCC regarding the Leeds Core Strategy Review which has a deadline for comments in July.
- The Clerk spoke of the new Temple Gate Park & Ride facility that opened recently and confirmed the information is on the PC website.

**21. Future agenda items**

- a. Common Land Registration Information
- b. Bus Stops/Shelters
- c. Facebook
- d. Leeds Core Strategy Review
- e. Close of meeting – the Vice Chairman closed the meeting at 9.15pm.

Minute 19.b – Bank reconciliation:

**Bank Reconciliation**

**Aberford and District Parish Council**

**For the period 1 May 2017 - 31 May 2017**

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 08-Jun-17

Approved by the Parish Council

Date: 20-Jun-17

**Balance per bank statements as at 31 May 2017**

	£	£
Current Account	7,372.28	
Revenue Reserve	23,808.42	
Capital Reserve	11,521.82	
Asset Renewals Fund	13,229.12	
		<hr/>
		55,931.64

Less uncleared cheques at 31 May 2017:	100756	-75.00	
	100763	-656.81	
	100778	-20.00	
	100781	-35.00	
	100782	-60.00	
	100783	-16.75	
		<hr/>	
			-863.56

**Net bank balances as at 31 May 2017**

**55,068.08**

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

**CASH BOOK**

Opening balance as at 1 May 2017	53,332.09
Add receipts 1 May 2017 to 31 May 2017:	2,260.00
Less payments for 1 May 2017 to 31 May 2017	<hr/> -524.01
<b>Closing balance per cash book as at 31 May 2017</b>	<b>55,068.08</b>

Notes

Capital Reserve is set aside for Jubilee Field

**Accounts for payment:****Chq no. Details***Paid mid month - grant application approved at the PC meeting on 16.05.17:*

100784	Aberford In Bloom	500.00	-	500.00
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100785	St Ricarius Church - room hire 13.06.17 & 20.06.17	40.00	-	40.00
100786	N Goonesinghe - salary June 2017	477.38	-	477.38
100787	N Goonesinghe - expenses to 13.06.17	50.09	1.47	51.56
100788	Cllr Hogg - expenses re hanging basket repairs	63.30	12.66	75.96
100789	M Dando - re-issue cheque 100763 (lost in the post)	656.81	-	656.81
100790	M Dando - unbilled time re invoice error - NDP Aug 2016	350.00	-	350.00
100791	M Dando - NDP consultancy to 09.05.17	1,263.62	-	1,263.62
100792	Mrs P Harrison - Internal Audit fee and mileage	95.00	-	95.00
100793	A Fox Services - first grass cut 2017/18	242.00	-	242.00
100794	Zebra Print Management - Hanging basket labels	150.00	-	150.00
100795	Information Commissioner - Data Protection renewal	35.00	-	35.00
100796	Swarco Traffic Ltd - Annual maintenance & data retrieval	390.26	78.05	468.31
<b>Total payments 17.05.17 - 20.06.17</b>		<b>4,313.46</b>	<b>92.18</b>	<b>4,405.64</b>