

- Litter is being dropped on the road from the motorway to Hook Moor. It has been cleared once already since the Jan PC meeting but is littered again. **ACTION:** The Clerk will contact LCC to request it is cleared again.
- One resident commented he does not think Aberford requires any CCTV cameras due to its low rate of crime and asked whether the PC has adhered to the twelve point guide required for installing the cameras. The Clerk clarified the PC has not installed any cameras as yet, but if they do proceed with joining the CCTV scheme that all legalities will be met.
- Dog fouling is an ongoing issue. Cllrs Hancock and Hogg have attended various areas of the village with the spray paint and will continue to do so.
- One resident raised a complaint regarding buses not turning up, and that on one evening two consecutive buses did not show even though they are only one per hour at that time of the day.
- One resident raised a complaint regarding parents parking across her driveway blocking her in during the school run. She has emailed both the school and WYP but asked if there is anything the PC can do or suggest. **ACTION:** The Clerk will email Highways to see what can be done.

17.023 Councillor Vacancies

- Co-option of Karen Baxter becoming a member of ADPC was proposed by the Chairman, seconded by Cllr McCready and passed after all Cllrs agreed. The Declaration of Acceptance of Office form was signed and witnessed at the meeting. **RESOLVED.**
- Ms Claire Knowles was present at the meeting and expressed an interest in joining the PC. She was informed of the requirement to attend two consecutive meetings as the first part of consideration for being co-opted.
- Mr David Gluck was present and is still interested in joining the PC. Cllr Dunwell asked whether there would be any conflict considering the other groups Mr Gluck is part of; Mr Gluck said there would not be and that he will be happy to complete the co-option paperwork for the members to review. **ACTION:** The Clerk will forward the relevant documents.

17.024 Neighbourhood Development Plan (NDP)

- Update on the NDP: The last meeting took place on 02.02.17. A lengthy discussion took place with the following points being discussed:
 - Much of the meeting involved finalising the drop-in event on 05.02.17.
 - The project plan is not likely to be met given the work involved regarding Parlington, and the plans have been revised accordingly by three months.
 - Draft 5 of the plan is back from LCC. The comments have been reviewed and Mike Dando (Planning Consultant) will re-draft to enable the PC to review and agree it.
- To note the minutes of the latest NDP Management Group (NDPMG) meeting – **Noted.**
- Update on the drop-in session held on 05.02.17: 30 people plus 2 ward councillors and some members of the Save Parlington group attended. Some people thought the session was about Parlington, however some questions were asked, many of which regarded protecting green spaces which is a big concern of many residents.
- The following actions were decided upon:
 - The level of detail to go into the NDP relating to the potential development at Parlington, should it be passed. A lengthy discussion took place with all three options being discussed. A vote was taken and all councillors **AGREED** on option two, being to add key points/principals only (e.g. What benefits the village would like to gain from any development if possible via planning gains) to enable some benefits from the plan. It was **noted** one member of the public wanted to go on record that she is against any mention of potential development being made in the plan.
 - Members **AGREED** the responses received from the informal consultation will be kept by the Chairman of the NDP subgroup, being Mr Tom Robbins. **ACTION:**

Cllr Oakes will give the paper responses to Mr Robbins, and the Clerk will forward the emailed responses to him, with Mike Dando being copied in on all responses.

- e. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is 02.03.17.

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

- a. Members considered whether the PC would like Mike Dando (Planning Consultant) to write a response on its behalf regarding the pre submission changes during the consultation period, and all had reviewed the proposal of works and costs involved with this submitted by Mike Dando (previously circulated; total projected cost: £1,270). Cllr Dunwell asked if there might be any funding for this available but the other councillors do not think there is. All councillors **AGREED** that Mike Dando should be employed as external consultant to do this. Cllr Piper asked if the councillors can email any suggestions for inclusion to Mike Dando; Cllr Oakes said this would be ok but should be done this week. Ms Adreinne Sykes of the Save Parlington group asked whether the group would be allowed access to the response to aid them in writing their response. All councillors **AGREED** this was acceptable as long as Mike Dando is in agreement. **ACTION:** The Clerk will instruct Mike Dando to draft the response on behalf of the PC.
- b. Members discussed whether a separate meeting should be held to review the response written by Mike Dando, or whether it can be done as part of the March PC meeting. All members **AGREED** it can be done at the March PC meeting.
- c. Members considered who shall submit the response on behalf of the PC, and all **AGREED** the Clerk will do this with assistance from Mike Dando, after it has been reviewed at the March PC meeting (deadline for submission is 5pm on 27.03.17).

17.026 Environment and Maintenance

- **Dog fouling:**

The Clerk has ordered and received the “Keep Britain Tidy” stickers. They were passed to the councillors for them to put up around the village. **RESOLVED.**
- **Beckside:**
 - i. LCC are looking into whose responsibility the bin is – this has been chased by both Cllr Piper and the Clerk. Ongoing.
 - ii. The Chairman and Cllr Hancock met with RSS recently who have quoted for repainting the play equipment. Both their quote and the one received from Streetscape were reviewed, with the latter being approx. 50% less. Members **AGREED** to use the quote from Streetscape to be used for budgeting purposes, but have not committed to any work being carried out.
 - iii. Cllr Hogg confirmed the barrier has now been fixed at a cost of £85.00. **RESOLVED.**
- **Fly Tipping:**

It was **noted** that the remaining items on Kingfisher Lane have been removed. The asbestos and other items have not yet been removed from Jubilee Field. Ongoing
- **Foul smell around the village:**

A discussion took place regarding the smell of methane around the village with Cllr Piper commenting that it may be coming from the bio mass plant. **ACTION:** The Clerk will write to the Environment Agency to ask if they can investigate the smell and ensure all requirements are being complied with.

17.027 Community matters

- **Hanging baskets:**

Cllr Hogg and the Clerk informed everyone the PC is not able to buy the name plaques as agreed at the Jan PC meeting; LCC said this was only an option if replacing the planters as well, since additional name plaques might appear as advertising rather than sponsorship. Cllr Hogg has been in contact with Mr Gary Broadley who has offered to paint the brackets free of charge if he can have free sponsorship. All councillors **AGREED** this was acceptable. **ACTION:** Cllr Hogg will liaise with Mr Bradley to ensure the works are completed in time for delivery of the hanging baskets.

- **Bus stops:**
The Chairman and Cllr Piper met with Metro and discussed the requirement of a seat and shelter at the bus stop on Cattle Lane. Metro advised this can only be done by Metro if more than 30 people use the bus stop per day. Various options were discussed and Metro will forward a proposal/quotation for the PC to consider how they wish to proceed. Ongoing.
- **“Battle’s Over - 100 Years of Remembrance” Tribute:**
This item was deferred to the March 2017 PC meeting as Cllr Overend was not in attendance this evening.

17.028 Highways and Public Safety

- a. Cllr Hancock and Ward Cllr Robinson are still waiting for an update as to whether the path at Lotherton Hall might be widened. **ACTION:** The Clerk will contact Ward Cllr Robinson to ask whether he would be available to attend a meeting with Highways and a representative from Lotherton Hall to discuss the matter.
- b. Members discussed the state of the footpath by the school which they feel needs resurfacing. Cllr Hogg has obtained two quotes for this, ranging from £1,500-£1,900, however the PC believes it is the responsibility of LCC to carry out such works. **ACTION:** The Clerk will contact Highways to report the problem and ask them to confirm who is responsible for maintenance of the footpath.

17.029 Budget & Precept

The Clerk confirmed a meeting was held by the sub group on 09.02.17 and said the budget is now in its final stages of preparation. Cllrs discussed whether to budget for repainting of the play equipment should it be required during the next financial year, and all **AGREED** it should be included. It was also **AGREED** that the fence works should be budgeted for. **ACTION:** The Clerk will include the amounts as quoted by Streetscape (the lower of the two quotes) and circulate the budget to members in advance of the March PC meeting, when the budget will be finalised and approved.

17.030 Review of Working Advisory Groups

The list of working and advisory groups was updated and circulated to members before this meeting based on the changes approved at the January 2017 meeting. All members were satisfied the changes had been made correctly and the list was **APPROVED** and signed off by Cllr Ruth Reed. The list will be reviewed at a later date to reflect the groups that Cllr Baxter wishes to be part of. The list can be found on the ADPC website and is available on request from the Clerk.

17.031 Outer North East Town and Parish Council Forum

Cllr Reed attended the meeting and reported an excellent presentation was given promoting Leeds to apply to become a Capital of Culture in 2023. This would be funded by mainly by sponsorship and business donations should it be pursued. Cllr Reed also said that Bev Kirk from LCC (Environmental Action Officer) provided a list of reactive/service request work the team has carried out in the outer north east area between April 2016 and January 2017 (NB the list does not include scheduled work such as sweeping and emptying litter bins). The list showed there were 513 separate jobs in the Harewood area plus 592 arranged collections of bulky household waste.

17.032 Planning Matters

a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
17/00629/FU	4 Anning Fold Garforth Leeds LS25 2PQ	Alterations involving single storey rear extension No adverse comments made.
17/00744/LI/NE	Park House Farm House Aberford Road Aberford	Variation of condition 2 (approved plans) of Listed Building Application 14/05279/LI MINOR MATERIAL AMENDMENT to vary approved carport elevations drawing (Previously approved). No adverse comments made.

- Members **noted** the following updates:

Planning/ Appeal ref	Address	Details
16/05961/FU/NE	Methodist Church Main Street Aberford	Change of use of former Methodist Church to a four bedroom dwelling. Site At: Methodist Church Main Street Aberford APPROVED 25.01.17
16/05960/FU/NE	Garden Adj To Methodist Church Main Street Aberford	New dwelling with detached garage, landscaping and associated works APPROVED 06.02.17
16/07325/FU	16 Parlington Villas Aberford Leeds LS25 3EP	Alterations including single storey side/rear extension APPROVED 13.01.17
17/00138/DHH	Gardeners Cottage Lotherton Lane Aberford	8m single storey rear extension. 4m to ridge height and 2.4m to eaves DECISION: NOT REQUIRED 10.02.17

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

17.033 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 £1,421.59.
 - This figure includes £85.00 to pay CA Brown for fixing the barrier at Becksid (see point 17.026/Becksid.iii above). The invoice was received after preparation of the agenda and appendices but is due on receipt. All members **AGREED** a cheque may be raised at this meeting to pay for the work carried out.
 - It also includes £656.81 to pay Mike Dando (Planning Consultant) for his work on the NDP to 19.01.17 which was also received after the agenda and appendices were prepared (this will be paid for using the Groundwork grant received).

17.034 Matters for Information

- Cllr Hancock commented the tennis court and surrounding area at Jubilee Field needs sweeping.
- Cllr Piper reported a mole problem near the football field and asked for the pest contract to be put on the March agenda for review.
- The Clerk informed members of the Clean Leeds event being held at Pudsey Civic Hall 10am-2pm on 23.02.17.

17.035 Future agenda items

- a. Grants & Funding – regarding applying for funding from Locality for the NDP for the next financial year.
- b. Pest control contract – review and approve for the twelve months commencing April 2017.
- c. Close of meeting - The Chairman closed the meeting at 9.10pm.

Minute 17.033b – Bank Reconciliation:

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

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

Date: 31-Jan-17
Date: 08-Feb-17

Balance per bank statements as at 31 January 2017		£	£
Current Account		2,071.42	
Revenue Reserve		14,307.03	
Capital Reserve		11,520.78	
Asset Renewals Fund		13,227.82	
			<hr/>
			41,127.05
Less uncleared cheques at 31 January 2017:			
	100756	-75.00	
	100757	-240.00	
			<hr/>
			-315.00
Net bank balances as at 31 January 2017			40,812.05

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

CASH BOOK

Opening balance as at 1 January 2017	42,453.11
Add receipts 1 January 2017 to 31 January 2017:	0.00
Less payments for 1 January 2017 to 31 January 2017	-1,641.06
Closing balance per cash book as at 31 January 2017	40,812.05

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:**Chq**

no.	Details			
100758	St Ricarius Church - room hire 21.02.17	20.00	-	20.00
100759	N Goonesinghe - salary February 2017	310.65	-	310.65
100760	N Goonesinghe - expenses to 14.02.17	106.25	10.48	116.73
100761	Cllr Reed - NDP postage reimbursed	16.40	-	16.40
100762	Zebra Print Management - newsletter	180.00	36.00	216.00
100763	M Dando - NDP consultation to 19.01.17	656.81	-	656.81
100764	CA Brown - fix barrier	85.00	-	85.00
Total payments 18.01.17 - 21.02.17		1,375.11	46.48	<u>1,421.59</u>