



#### 17.041 Neighbourhood Development Plan (NDP)

- a. Update on the NDP: Work continues on the plan with everything running on schedule in preparation for submission to LCC, although Parlinton is still a work in progress.
- b. To note the minutes of the latest NDP Management Group (NDPMG) meeting – **Noted**.
- c. The following actions were decided upon:
  - Members considered the cost of works provided by Mike Dando (Planning Consultant) for tasks that require completion by the end of March 2017, estimated at £1,420. All members **AGREED** that the work is required and all members **AGREED** to accept the proposal.
  - Members considered two proposals submitted by Mike Dando for work from April 2017 onwards; the first (£5,995) is to give advice and support to the assessment of the basic conditions statement (currently scheduled for July 2017). The second (£6,695) is to offer advice and support up to submission (currently scheduled for Sept 2017) – the NDPMG recommends this proposal as it will offer support to them that they do not feel they have from anyone within the group and without it are concerned the plan is in danger of being delayed further. A discussion took place and all members **AGREED** to accept the second proposal at £6,695.
  - It was **noted** the NDPMG will apply for a grant from Locality for £6,000 in April 2017 to go towards the work to be completed by Mike Dando..
- d. To note the next NDPMG meeting date. **NOTED** - the next meeting of the NDPMG is 06.04.17.

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

- a. Mike Dando gave an overview of the draft response (previously circulated) and explained the changes and what can and can't be commented on at this stage. There is one change to be made to the response – the short paragraph regarding the review of Green Belt deletion on page 2 (which has "NB Check for accuracy" on the draft) will be verified and reworded accordingly by Mike Dando.
- b. Members **AGREED** that, once the above change has been made, the Clerk, in consultation with the Chairman, can review the final response in time for it to be submitted to LCC. **ACTION:** The Clerk and Chairman will review the final response. **ACTION:** The Clerk will then submit the response to the LCC SAP Team by the deadline of 5pm on 27.03.17.
- c. Point c. is not relevant since there is a change to be made to the draft response (the agenda read "To agree that the draft response is ready for submission to LCC Site Allocations Plan, if Cllrs are satisfied no changes to it are required").

#### 17.043 Budget 2017/18

The Clerk ran through the changes made to the budget since the last meeting and a discussion took place regarding several specific items that required finalising (the budget and notes re these items were circulated prior to the meeting). The following changes were **AGREED** by all councillors:

- i. To increase the amount for NDP from £2,500 to £9,195 to include the proposal for works by Mike Dando as agreed in point 17.041.c above.
- ii. To include a revenue stream of £6,000 for the anticipated grant from Locality for the NDP.

No other changes will be made. **ACTION:** The Clerk will update the budget as above. All members **AGREED** the Chairman will review the final version of the budget and sign-off on it by 31.03.17 since it becomes effective on 01.04.17. A copy of the budget is included below.

#### 17.044 Environment and Maintenance

- **Beckside:** The Clerk informed everyone that LCC will replace the bin free of charge, but have asked the PC to arrange for the old one to be removed and the ground to be made right for the new one to be fitted. CA Brown have estimated a cost of approx. £60 for this. All members **AGREED** the Clerk can instruct CA Brown to remove the bin based on this quote so that LCC can install a new one free of charge.

- **Fly Tipping:**
  - i. The asbestos and other rubbish has not yet been removed.
  - ii. Cllr Overend reported an incident whereby 30 tyres had been dumped on Cattle Lane between Aberford and Barwick in Elmet. This was reported to LCC who acted very quickly and the tyres were removed the same day.
- **Foul smell around the village:** It was **noted** the Clerk has written to the Environment Agency to ask if they can investigate the smell and ensure all requirements are being complied with by Gascorp Ltd. An auto response was received stating a reply will be sent within twenty working days.

#### 17.045 Community matters

- **Hanging baskets:**  
Cllr Overend confirmed he and Cllr Hogg will repair the rotten brackets before instructing Mr Broadley to paint them, to ensure everything is done in time for the hanging baskets arriving. Cllr Hogg has begun contacting sponsors to request their sponsorship money and some has already been collected. **ACTION:** The Clerk will bank the monies that have been collected.
- **Bus stops:**  
Councillors discussed the wooden shelter that was suggested by Metro but none of the members think it is in keeping with anything else in the village. Cllr Piper suggested having another meeting and inviting Ward Cllr Ryan Stephenson to attend. **ACTION:** The Clerk will organise a meeting.
- **“Battle’s Over - 100 Years of Remembrance” Tribute:**  
Cllr Overend has registered the PC’s interest in this and he will be contacted nearer the time (in 2018) to make the necessary arrangements. **RESOLVED.**

#### 17.046 Highways and Public Safety

- a. The Chairman, Cllr Reed and Cllr Dunwell attended an event at Lotherton Hall in March and whilst they were there, they spoke to the Estates Manager about the path who said that although the path is not the responsibility of the estate, they would be happy to attend a meeting about it. The Clerk has been in contact with Ward Cllr Robinson regarding setting up a meeting and will get in touch with him again when he returns from annual leave. Ongoing.
- b. The Clerk has contacted LCC regarding the path by the school and they have suggested meeting with members to look at options for improvement to ensure it is safe for use on foot. **ACTION:** The Clerk will organise a meeting.

#### 17.047 Leeds Festival 2017

Cllr Overend reported that Festival Republic have donated 54 weekend tickets to be sold at £40 each to ADPC (normal price is £213). Notices have been put up on the noticeboards and website informing residents the application is open until 07.04.17 and if more applications than available tickets are received, a draw will take place to issue them fairly.

#### 17.048 Pest Control

- a. Members considered the options for pest control from PestServe, being a new contract with a larger area at £475, the same area as the current contract at £350 (both with unlimited callouts), or callouts only (minimum charge £85 and based on size). All members **AGREED** to employ PestServe under the new contract covering the larger area at £475. In the event of a callout being required, members will contact the Clerk who will contact PestServe.
- b. Members considered whether a cheque could be raised at this meeting as the first instalment of £237.50 is due before the next PC meeting. All members **AGREED** a cheque can be raised in early April to ensure the payment is made on time. **ACTION:** The Clerk will raise and issue the cheque accordingly.

#### 17.049 Police Vehicle

A discussion took place regarding police vehicles used in the parish, with particular emphasis on the Landrovers used in rural areas. Cllr Hancock asked whether anyone has seen the Landrovers in use and both the Chairman and Cllr Baxter said they have seen them. The

Chairman proposed the PC make a donation of £120 to go towards the costs of the Landrovers. This was seconded by Cllr Baxter, with all other members **AGREEING**. All members also **AGREED** the cheque could be raised at this meeting to it can come out of the allocated budget in 2016/17. **RESOLVED**.

#### 17.050 Planning Matters

a. Members considered the following planning applications:

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  No adverse comments made.

- Members **noted** the following updates:  
No updates received since the last PC meeting.
- To consider and to note planning enforcement matters (if any).  
None.

#### 17.051 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 £1,956.47.
    - This figure includes £120.00 for the donation to police vehicles as agreed in point 17.049 above.

#### 17.052 Matters for Information

- It was **noted** that the cheque refund for the CCTV cameras and SD cards has been received and banked by the Clerk.
- Cllr Baxter reported that the Aberford Albion U12s won the league championship title.
- The Chairman reported that Aberford Albion's lease for the field is up for renewal and that there has been talk of changing some things, including the team's name, and also turning the changing rooms into a bar area.

#### 17.053 Future agenda items

- a. Grants & Funding – regarding applying for funding from Locality for the NDP for the next financial year.
- b. Review of Working and Advisory Groups.
- c. Close of meeting - The Chairman closed the meeting at 9.10pm.

Minute 17.051b – Bank Reconciliation:

**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the period 1 February 2017 - 28 February 2017**

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

Date: 28-Feb-17  
Date: 10-Mar-17

**Balance per bank statements as at 28 February 2017**

	£	£
Current Account	1,815.02	
Revenue Reserve	14,307.03	
Capital Reserve	11,520.78	
Asset Renewals Fund	13,227.82	
		<hr/>
		40,870.65

Less uncleared cheques at 28 February 2017:

100756	-75.00
100758	-20.00
100759	-310.65
100760	-116.73
100762	-216.00
100763	-656.81
100764	-85.00
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	-1,480.19

**Net bank balances as at 28 February 2017**

**39,390.46**

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

**CASH BOOK**

Opening balance as at 1 February 2017	40,812.05
Add receipts 1 February 2017 to 28 February 2017:	0.00
Less payments for 1 February 2017 to 28 February 2017	-1,421.59
<b>Closing balance per cash book as at 28 February 2017</b>	<b>39,390.46</b>

Notes

Capital Reserve is set aside for Jubilee Field

**Accounts for payment:**

**Chq no. Details**

100765	St Ricarius Church - room hire 21.03.17	20.00	-	20.00
100766	N Goonesinghe - salary March 2017	310.65	-	310.65
100767	N Goonesinghe - expenses to 14.03.17	17.20	-	17.20
100768	M Dando - NDP consultation to 10.03.17	988.62	-	988.62
100769	M Dando - SAP pre-submission work to 10.03.17	500.00	-	500.00
100770	P&CC West Yorks – donation re police vehicles	120.00	-	120.00

**Total payments 22.02.17 - 21.03.17**

**1,956.47 - 1,956.47**

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Minute 17.043 – Budget 2017/18:

	BUDGET WORKSHEET 2017/18	Budget 2016/17	Actuals 31.03.17	Under/(over)	Budget 2017/18
	<u>Expenditure</u>				
1	Clerk's salary	4,600.00	4,087.36	512.64	4,400.00
2	Administration Costs	550.00	536.94	13.06	550.00
3	Mileage	150.00	106.20	43.80	150.00
4	Parish Council Website	400.00	195.00	205.00	400.00
5	Venue hire for PC meetings	280.00	280.00	0.00	280.00
6	Insurance policy	1,775.00	1,250.19	524.81	1,250.00
7	Internal audit	100.00	79.10	20.90	100.00
8	External audit	400.00	200.00	200.00	250.00
9	Training - Clerk	400.00	115.00	285.00	350.00
10	Training - Councillors	600.00	90.00	510.00	600.00
11	YLCA membership	510.00	514.00	-4.00	514.00
12	RAY membership	35.00	35.00	0.00	35.00
13	SLCC membership	95.00	103.00	-8.00	120.00
14	Newsletters x 2	500.00	180.00	320.00	500.00
15	General maintenance	3,000.00	2,383.18	616.82	4,100.00
16	Maintenance contract: speed signs	510.00	547.51	-37.51	575.00
17	Hanging baskets	1,025.00	1,140.00	-115.00	1,150.00
18	Wreath Remembrance Day	50.00	50.00	0.00	50.00
19	Christmas lights	1,460.00	1,160.00	300.00	1,225.00
20	Christmas tree	100.00	262.50	-162.50	0.00
21	Snow clearing & grit boxes	300.00	-	300.00	300.00
22	Donation: police vehicle	120.00	120.00	0.00	0.00
23	Donation: Crime Prevention Panel	0.00	-	0.00	0.00
24	VDS/NDP (inc venue hire)	0.00	7,042.33	-7,042.33	9,195.00
25	Parlington Consultant Fees	0.00	2,237.50	-2,237.50	5,870.00
26	Grants	1,500.00	250.00	1,250.00	1,000.00
27	Sundries	0.00	386.44	-386.44	250.00
28	Contingencies	1,000.00	-	1,000.00	0.00
	<b>Gross Expenditure</b>	<b>19,460.00</b>	<b>23,351.25</b>	<b>-3,891.25</b>	<b>33,214.00</b>
	Precept		15,000.00		15,750.00
	Council Tax Support Grant		435.00		389.00
	Groundwork/Locality grant		6,350.00		6,000.00
	Other Income (see below)				2,965.00
	<b>Gross Income</b>		<b>21,785.00</b>		<b>25,104.00</b>
	From Revenue Reserve		1,566.26		8,110.00
	<b>Total</b>		<b>23,351.26</b>		<b>33,214.00</b>
	<u>Other Income</u>				
	Interest				30.00
	Hanging basket sponsorship				775.00
	Leeds Fest ticket sales				2,160.00
	<b>Total</b>				<b>2,965.00</b>

<b>Reserves to Bank Reconciliation.</b>		
Bank balance as at 28.02.17		39,390.46
Less chqs to raise 21.03.17	-	1,836.47
Plus interest received March 2017		3.73
Plus cheque refund due (CCTV cameras)		359.90
<b>Projected bank balance as at 31.03.17</b>		<b>37,917.62</b>
<b>Reserves for 2017/18:</b>		
NDP/VDS		2,500.00
NDP - Groundwork UK grant		-
Jubilee Field		11,500.05
Parish Paths		450.00
Asset Renewals and maintenance		13,213.99
Parlington		5,870.00
Uninsured losses		2,000.00
PC Website		600.00
General Reserves		1,783.58
<b>Sub total</b>		<b>37,917.62</b>
Check		-