

10. Christmas Tree

The Chairman advised everyone of the quotes received by the Clerk for a permanent Christmas tree (one at £460 and one at £690), and a temporary one (£25+ VAT). The Clerk decided on behalf of the PC to opt for the temporary tree as delegated to at the Oct PC meeting. The tree was planted last week, and LCC have been informed and will attend site to put the lights on it in time for the switch on (01.12.17). The Clerk is in receipt of the invoice for the Christmas tree however this was issued after the agenda and appendices were prepared. Cllr McCready proposed a cheque be issued at this meeting to pay the invoice. This was seconded by Cllr Reed, and members **RESOLVED** to agree to raise the payment at this meeting.

11. Highways and Public Safety - Path to Lotherton Hall

The Chairman and Cllr Reed attended a meeting at the Civic Hall to discuss the LCC Highways works schedule for the next three years where it was stated there were no works at all due to be undertaken in the Aberford parish in that time. The Chairman spoke of the dangers of the path to Lotherton at the meeting, stating it is only eight inches wide in parts, and said even clearing it with a small JCB to make those sections wider would be beneficial if the whole path can't be re-done. Cllr Reed said it was being debated as to who would pay for any works on this stretch; LCC or Lotherton Hall. The Chairman also informed members that a parishioner was nearly knocked down by a vehicle whilst in her wheelchair on this road recently. The PC will contact LCC Highways regarding this issue in due course.

12. Becksid Play Area

The Chairman has been to the roundabout and cleared some stones and although this has eased the problem to some extent, the roundabout is still prone to sticking. **ACTION:** The Clerk will contact the manufacturer to request a quote for a maintenance visit, and if it is deemed reasonable, will instruct them to carry out the works as **AGREED** by the Parish Council.

13. Website Security

- a. Members discussed the emails received from LazenbyBrown advising how to perform the required updates on the PC's website to ensure it is secure, and the potential issues the updates may cause. Neither any members nor the Clerk feel they have the relevant experience to perform this necessary routine maintenance.
- b. **RESOLVED:** Members **AGREED** to engage LazenbyBrown to do the updates as required at a flat fee of £15.00 plus VAT per month. **ACTION:** The Clerk will contact LazenbyBrown and instruct them to do the updates on the PC's website from 01.12.17.

14. Budget – Update for 2017/18 and Process for 2018/19

- a. The Finance sub group met on 15.11.17 to work on the first draft of the 2018/19 budget (previously circulated). Members were asked if they had any questions or remarks regarding the first draft but none were raised.
- b. Members were asked if there are any particular items/projects they would like to be considered for inclusion in the 2018/19 budget but nothing was put forward at this time. Members will have the opportunity to discuss this again at the December PC meeting.

15. Working Advisory Groups

Members reviewed the list of working advisory groups and committees and the following changes were agreed:

- Cllr Piper will no longer be on the Communications Advisory Group
- Cllr Oakes will join the Communications Advisory Group
- Cllr Oakes will join the Village Hall Committee
- Cllr Oakes will become an Aberford C of E Primary School liaison officer
- Cllr Oakes will join the Hanging Baskets Sponsorship sub group
- Cllr McCready will join the Hook Moor Liaison Committee
- Cllr McCready will join the Leeds Festival sub group

It was noted that former councillor Daniel Overend has been removed from the following groups:

- Public Rights of Way Working Group
- Finance and Resources Advisory Group
- Communications Advisory Group
- Hanging Baskets Sponsorship sub group
- Christmas Lights sub group
- Leeds Festival sub group

ACTION: The Clerk will update the list and forward it to Cllrs Hogg and Knowles who are not present to ask if they would like any changes to be made. The Clerk will update the list accordingly prior to the December PC meeting so it can be reviewed and signed off then.

16. Planning Matters

- a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
17/06623/FU/NE	Methodist Church Main Street Aberford	Change of use including part two storey and part single storey extension of former Methodist Church to a five bedroom dwelling with a raised patio. The Chairman has spoken to the Planning Officer and has been granted more time to submit comments. ACTION: Members RESOLVED to agree to delegate the responsibility of submitting the PC's comments to the Planning Sub Group and the Clerk before the extended deadline.
17/06985/FU/NE	17 Pinfold Rise Aberford Leeds	Two storey side and rear extension No adverse comments made.

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

Planning/ Appeal ref	Address	Details
17/05630/FU/NE	1 The Dale Aberford Leeds	Part two storey, part single storey side/front extension; single storey rear extension APPROVED: 16.10.17
17/05645/FU/NE	22 Highfield Road Aberford Leeds	Single storey rear extension APPROVED: 12.10.17
17/05936/FU/NE	20 Parlington Villas Aberford Leeds	Single storey rear extension APPROVED: 06.11.17

- c. To note the outcome of previous planning applications/appeals – none.
d. To consider and to note planning enforcement matters – none.

17. 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. To approve the Accounts for Payment:
 - Members **RESOLVED** to approve the accounts for payment totalling £1,011.55. This amount includes the cheque for the Christmas tree for £30.00 as agreed in item 10 above.

18. Matters for Information

- Cllr Piper commented the seminar she attended about village greens and common land was very good and interesting and some papers were issued that she thought the PC would find helpful, particularly in relation to classifying land should the PC wish to look at this in the future (the papers have been given to the Clerk).
- Cllr Dunwell said the money for tree planting that the PC had suggested be awarded to Aberford In Bloom can't be given to them as they are not a constituted group. The PC has therefore been asked again if they wish to use it for tree planting. Members discussed several potential locations which Cllr Dunwell will speak to Ward Cllr Robinson/the Housing Advisory Panel about and will report back to the PC.
- Cllr Hancock commented there had been an increase in traffic last week which was due to a road closure from Lotherton Hall to the Crooked Billet for filming of Emmerdale.

- Cllr McCready asked whether an individual can purchase a bench for use by parishioners on a PC piece of land as a memorial. The members did not see any issues with this and would be happy for this to be done; the Clerk will seek advice to ensure this would be allowed.
- Cllr Baxter gave an update regarding Parlinton and said there have been lots of plans panel meetings and discussions regarding housing numbers and site numbers but said nothing definite has been agreed as yet.
- The Clerk passed on thanks from Ward Cllr Stephenson for the PC's consideration of the bike lab.

19. Future agenda items

- a. Bus Stops and Shelters
- b. Fields In Trust
- c. Facebook
- d. Personal Information/Set up of PO Box
- e. Close of meeting - the Chairman closed the meeting at 8.50pm.

Minute 17.b – Bank Reconciliation

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

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

Date: 12-Nov-17
Date: 21-Nov-17

Balance per bank statements as at 31 October 2017	£	£
Current Account	6,483.86	
Revenue Reserve	16,212.49	
Capital Reserve	11,524.14	
Asset Renewals Fund	13,231.78	
		<hr/>
		47,452.27

Less uncleared cheques at 31 October 2017:	100806	-100.00	
	100821	-20.00	
	100822	-327.95	
	100823	-18.00	
	100824	-2,101.72	
	100825	-2,988.60	
	100826	-237.50	
	100827	-20.00	
	100828	-50.00	
			<hr/>
			-5,863.77

Net bank balances as at 31 October 2017 **41,588.50**

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

CASH BOOK

Opening balance as at 1 October 2017	47,352.27
Add receipts 1 October 2017 to 31 October 2017:	0.00
Less payments for 1 October 2017 to 31 October 2017	<hr/>
	-5,763.77
Closing balance per cash book as at 31 October 2017	41,588.50

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:

Chq

no.

Details

100829	St Ricarius Church - room hire 21.11.17	20.00	-	20.00
100830	N Goonesinghe - salary Nov 17	327.95	-	327.95
100831	N Goonesinghe - expenses to 15.11.17	29.94	1.66	31.60
100832	A Fox Services - 3rd PROW cut	242.00	-	242.00
100833	Lazenby Brown - website fees 2017/18	300.00	60.00	360.00
100834	S & J Darley - Christmas tree	25.00	5.00	30.00
Total payments 18.10.17 - 21.11.17		944.89	66.66	<u>1,011.55</u>