

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 15th May 2018 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

Present: Cllr David Howson (Chairman) Cllr Dave McCready
Cllr Karen Baxter Cllr Mike Oakes
Cllr Keith Dunwell Cllr Marolyn Piper
Cllr Paul Hancock Cllr Ruth Reed
Cllr Andy Hogg

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO), Cllr Ryan Stephenson, PCSO Louise Crossland, PC Darren Nelson, and four members of the public.

1. To receive apologies and approve reasons for absence

No apologies received.

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

None.

3. Resignation of Cllr Claire Knowles

- Members **noted** the resignation of Cllr Knowles per an email received from her on 08.05.18
- Members **noted** there is now a second casual vacancy on the Parish Council
- Members **resolved to fill** the casual vacancies.

4. Minutes of the Parish Council Meeting held on 17th April 2018

RESOLVED: To approve the minutes of the Parish Council meeting held on 17th April 2018 and to sign them as a correct record. **ACTION:** The Chairman.

5. Crime & Security

PCSO Crossland gave the parish's annual crime statistics compared to the previous year:

<u>Aberford Crime Figures.</u>	Y/E 31.03.18	Y/E 31.03.17
Burglary business	1	0
Burglary residential	5	9
Criminal damage	7	6
Theft from motor vehicle	4	3
Interference motor vehicle	0	1
Theft of motor vehicle	0	1
Theft non specific	11	6
Theft from dwelling	1	1
Theft of pedal cycle	1	0
Arson	0	0
Total crimes	30	27

PCSO Crossland read the crime report for April which listed the following crimes:

- Theft Non Specific, Greystones Close – Between times and dates stated unknown suspect(s) remove BBQ from garden of the address.
- Theft Non Specific, Greystones Close – Between times and dates stated unknown suspect(s) remove push bike from garden (same day and same address as above).

6. Public participation

Members **noted** the following matters raised:

- One person said the hedge by the bus stop on Rein Court is so overgrown the path is now too narrow and you have to walk on the road to get by.
- One person said they have approached the village hall about opening a café one day a week all year round (Friday). The village hall committee has indicated they would be happy to allow this. Any profits

made would be put back into the village hall. Volunteers will be needed, and the PC may be approached for funding assistance.

7. Neighbourhood Development Plan (NDP)

- a. Cllr Oakes confirmed the members of the NDPMG are satisfied the Plan is now ready and they recommend the PC approves it for submission to LCC.
- b. Members reviewed the Neighbourhood Plan Submission Document, map, and supporting documents (previously circulated). **RESOLVED:** Members agreed the Plan and associated documents can be submitted to Leeds City Council.
- c. As item 6.b.above has been agreed, members considered/agreed the following:
 - i. Members **AGREED** the Clerk with assistance from Mr Mike Dando (Planning Consultant) shall submit the documents to LCC on behalf of the PC
 - ii. Members **AGREED** Cllrs Dunwell and Oakes will write the required press release on behalf of the PC to be published on the PC noticeboards, website, and for distribution to local press
 - iii. Members **AGREED** to approve the brief for the Neighbourhood Plan Examiner and **AGREED** the names of the two preferred examiners as recommended by the NDPMG who have been selected based on their experience in rural villages similar to the Aberford & District parish (Ms Rosemary Kidd and Ms Ann Skippers)
- d. To note the minutes of the latest NDP Management Group (NDPMG) meeting – **noted**.
- e. To decide any further action where necessary – none.
- f. To **note** the next NDPMG meeting date– **NOTED** - the next meeting of the NDPMG is on 07.06.18.

8. Data Protection – General Data Protection Regulation May 2018

- a. Cllr Oakes gave an overview of the information he'd received at the GDPR training course on 26.04.18. He said it was an informative course and that the PC needs to demonstrate they are taking steps to be compliant with the new regulations. Cllr Oakes said it may be decided that PCs do not need to appoint a DPO and that a decision on this is expected at the end of May 2018.
 - b. Members reviewed the GDPR Information Audit list and **AGREED** the following:
 - LeedsFest – all email addresses, application forms, and documents regarding ID and proof of address should be destroyed once the festival has taken place each year.
 - Hanging Baskets – once hanging baskets have been finalised for the year, the Clerk will keep the spreadsheet for use the following year so the sub group members can contact sponsors. At this stage, the previous year's information will be deleted/destroyed so only one year's worth of information is kept.
 - Old planning papers – any documents with names and addresses on will be destroyed. An assessment of old documents without names and addresses on will be individually assessed to see whether they need to be kept.
 - Planning enforcement information – only the most recent list will be kept as each one issued supersedes the previous one.
- ACTION:** The Clerk will destroy any old documents/emails in accordance with the above points.
- c. **RESOLVED:** Members **AGREED** to temporarily appoint the YLCA as its Data Protection Officer (DPO) pending the outcome of the decision regarding whether PCs must appoint a DPO, and the fees to be charged by YLCA (yet to be agreed).
 - d. No other specific action required at this time, however members and the clerk are aware of the requirement to be compliant with the guidelines issued under the new regulations on an ongoing basis.

9. Funding Applications by ADPC for a Bus Shelter on Cattle Lane

- a. **RESOLVED:** Members agreed to proceed with installing a bus shelter at the bus stop on Cattle Lane (by Parlington Villas).
- b. As item 9.a. was agreed, the following matters were reviewed/considered:
 - i. Members reviewed the funding application to the Housing Advisory Panel for one third of the total project cost and approved it for submission. The Panel is due to meet again in mid June 2018.
 - ii. Members reviewed the funding application to the LCC Wellbeing Fund Committee for one third of the total project cost and approved it for submission. Cllr Stephenson said the next Committee meeting will take place in 6-8 weeks.
 - iii. Members **AGREED** the PC will fund the remaining amount of the project to ensure its completion (minimum one third of the project; maximum the full amount dependant on the outcomes of the funding applications) and it was **noted** there is a contingency budget of up to £4,500 for this.
- c. **ACTION:** Members **AGREED** the Clerk and Chairman will sign off and submit the application forms on behalf of the PC.

- d. To consider any other necessary action – **ACTION:** The Clerk will apply for the licence to place a structure on the public highway at a cost of £238 (to be included in the funding applications).

10. Grants (awarded by ADPC)

- a. Members considered the application for a grant received from St Ricarius Church (total of the project is £1,737.60 and a contributing amount at the PC's discretion towards the this has been applied for). A discussion took place with members asking whether this would be something the Banks Community Fund might consider funding. Members decided to defer the decision to a future PC meeting until more information can be gathered. Cllr Oakes commented the quote for works seems to be out of date and suggested this be checked. **ACTION:** Cllr Dunwell will make enquires with the Bank Community Fund and liaise with the Clerk. **ACTION:** The Clerk will contact Ms Slater (Church Treasurer) to ask whether the quote is still valid and advise of the discussion this evening.
- b. If a grant is awarded, to consider raising a cheque for it at this meeting – n/a.

11. LeedsFest 2018

Cllr McCready confirmed of the 90 applicants, 83 were verified as being eligible to be entered into the draw which took place on 09.05.18. All 54 tickets were randomly allocated and all monies were received and banked by 10.05.18. It was **noted** the Clerk had received an email of thanks for the way the PC had run the application process and draw. The Clerk has emailed all applicants to formally confirm whether or not they were successful at the draw. **ACTION:** The Clerk will submit the final list of ticket recipients to Festival Republic no later than 13.07.18.

12. Hanging Baskets

Cllr Hogg has been requesting payments from sponsors and although most monies have now been collected there are still a few baskets to be paid for. Cllr Hogg is compiling a list of labels that will need to be ordered for new sponsors or to replace damaged labels but confirmed a full set won't be required. **ACTION:** The Clerk will send the list of lamppost numbers to LCC, and will place the order for labels once she has received the information from Cllrs Hogg and Oakes.

13. Benches on Main Street

- a. Members considered the quote for £180 received from A Fox Services to remove the two old benches on Main Street (by Highfield Road) and fit two new ones, however it was **AGREED** to replace the two old benches with one new one, at a cost of £140 per the original quote received from A Fox Services.
- b. Members considered how to proceed with acquiring the new benches and memorial plaques (if desired) which may be gifted by members of the public, and **AGREED** the following:
 - The items will be purchased by the PC to secure a 5% discount and the monies donated to the PC by the members of the public (quote from Glasdon £475.03 per bench and £73.50 per plaque, inc VAT). Members **noted** the donations will need to be made to the PC before the order for the benches is placed. It was also **noted** the Clerk has been advised by YLCA that the PC can reclaim the VAT, so the donations received will be for the net amounts of £395.86 per bench and £61.25 per plaque.
- c. If either members of the public who have enquired about gifting a bench decide not to proceed, the PC should consider whether they wish to proceed with the purchase from PC funds based on the discounted quote above – both members of the public have expressed they would like to donate the funds so this is not applicable.
- d. To consider any other necessary action:

Cllr Reed said the family she has spoken to who are interested in donating a bench would rather place it on Young's Court which is also in need of the old bench being replaced. Members **AGREED** to put one new bench on Main Street by Highfield Road, and one on Young's Court. **ACTION:** The Clerk will contact A Fox Services for a quote to remove the old bench on Young's Court and fit a new one. Members **AGREED** the Clerk can proceed with the works if the quote is inline with the one for Main Street. **ACTION:** On receipt of funds the Clerk will order the benches and have them delivered to the Chairman's house for safekeeping before fitting.

14. Land Registry Search – Market Cross

RESOLVED: Members agreed to proceed with a search by Land Registry to find out who owns the land known as Market Cross by the entrance gates to St Ricarius Church at a cost of £4.00. **ACTION:** The Clerk will submit the forms and payment.

15. Employment Matters

Members **noted** the 2% cost of living increase for local/parish meeting employees effective from 01.04.18 as agreed by the National Joint Council for Local Government, and to agreed to back date the rise applicable to

the Clerk as required. Members also **RESOLVED** to agree to increase the Clerk's salary to the next pay scale (SCP20) with effect from 01.07.18 when the Clerk will have been in her position for two years.

16. HCLG Consultation Paper – Unauthorised Development and Encampments

- a. Members **noted** the above consultation being run by the Ministry of Housing, Communities and Local Government (HCLG).
- b. Members **AGREED** not to submit a response on behalf of the PC.
- c. If the PC wishes to respond, to appoint members to complete the survey on behalf of the PC – n/a.

17. Planning Matters

- a. To consider and comment on new planning applications/appeals – none.
- b. To note the outcome of previous planning applications/appeals:

Planning/ Appeal ref	Address	Details
18/01204/FU/E	23 Brierlands Close Garforth Leeds	Single storey rear extension APPROVED 30.04.18

- c. Members of the public were asked to step outside whilst the PC discussed planning enforcement matters.

18. 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 **RESOLVED** to approve the accounts for payment totalling £617.01.
- d. To note the receipt of the 2018/19 Parish Paths Grant (£550) – **noted**.

19. Matters for Information

- Cllr Stephenson asked for the PC's thoughts on the proposed 20mph zones in Aberford and a short discussion took place.
- The Chairman said the church is considering opening a post office and a cafe a couple of days a week.
- The Chairman said two large trees are due to be felled in Parlinton due to vandalism (they were set on fire and are now rotting due to water getting in).
- The Chairman commented the painting of the railings has begun and is looking good so far.
- Cllr Dunwell said some brown bins had not been collected on two consecutive collection dates.
- Cllr Dunwell commented the grass on the cross roads at Hook Moor is very overgrown and obscuring visibility for drivers.
- Cllr Dunwell said the defibrillator was installed free of charge by the Yorkshire Ambulance Service who have said it should be checked weekly. As it is now four years old they are looking to replace the unit as the battery is guaranteed for four years.
- Cllr Hancock asked whether LCC are responsible for cutting the grass near the playground.
- Cllr Hancock said the gates to the playground are supposed to shut automatically but he has found them open several times.
- Cllr Piper has spoken to Cllr Stephenson regarding the wildflowers scheme and he advised that Linton PC have recently undertaken a similar project so they may be able to provide some information.
- Cllr Hogg confirmed the first PROW cut will take place this week. He commented Lotherton Lane hasn't yet been cut by LCC.
- Cllr McCready commented the path between the Royal Oak and St John's Garth is being encroached by nettles that are growing from underneath the hedge.
- Cllr Reed advised the fingerpost at the top of the slope near Hayton Wood is down.
- The Clerk commented SAP Inspector has issued some Matters & Issues with the deadline for comments being 1pm on 14.06.18 (the PC meeting for June will be held on 12.06.18 to accommodate this as agreed at the annual meeting earlier this evening).

20. Future agenda items

- a. Defibrillator Maintenance/Checks
- b. Co-Option
- c. Close of meeting - the Chairman closed the meeting at 9.30pm.

Minute 18.b – Bank Reconciliation

Bank Reconciliation

Aberford and District Parish Council

For the period 1 April 2018 - 30 April 2018

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 01-May-18

Approved by the Parish Council

Date: 15-May-18

Balance per bank statements as at 30 April 2018

	£	£
Current Account	967.36	
Revenue Reserve	22,615.54	
Capital Reserve	11,527.32	
Asset Renewals Fund	13,235.42	
		48,345.64

Less uncleared cheques at 30 April 2018:

100806	-100.00	
100857	-20.00	
		-120.00

Net bank balances as at 30 April 2018

48,225.64

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

CASH BOOK

Opening balance as at 1 April 2018	32,247.77
Add receipts 1 April 2018 to 30 April 2018:	17,338.00
Less payments for 1 April 2018 to 30 April 2018	-1,360.13
Closing balance per cash book as at 30 April 2018	48,225.64

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:				
Chq no.	Details			
100863	St Ricarius Church - room hire 15.05.18	20.00	-	20.00
100864	N Goonesinghe - salary May 2018	327.95	-	327.95
100865	N Goonesinghe - expenses to 09.05.18	32.31	0.75	33.06
100866	Community First Yorkshire annual membership	35.00	7.00	42.00
100867	Land Registry - search re Market Cross	4.00	-	4.00
100868	Zebra Print Management Ltd - newsletters	190.00	-	190.00
	Total payments 18.04.18 - 16.05.18	609.26	7.75	617.01