

- f. The Chairman would like to thank Mr Tom Robbins and his associates at Pearce Bottomley LLP for allowing the NDPMG to meet at their premises each month free of charge. **ACTION:** The Clerk will write to Mr Robbins.
- g. To note the next NDPMG meeting date – **NOTED** – the next meeting of the NDPMG is on 08.02.18.

7. Highways and Public Safety

- a. Members **noted** the Clerk submitted the PC's response to the proposed Planned Highways Maintenance Programme 2018-19 and list of works for 2019/20 and 2020/21 to LCC Highways Asset Management Department by the deadline of 12.01.18.
- b. Members **noted** the Clerk sent copies of the response to Ms Maria Akers - Lotherton Hall Estate Manager, Ms Beverley Kirk - LCC Cleaner Neighbourhoods Team, Mr Russell Martin - LCC Highways Department, Cllr Matthew Robinson, Alec Shelbrooke MP, and Cllr Ryan Stephenson, as well as posting the response on the PC's website.
Members also **noted** the email forwarded to the Clerk from Ward Cllr Matthew Robinson informing the PC that some other discussions have taken place since the meeting on site in August, and that Mr Nick Borrás of LCC Highways intends to visit Lotherton Lane and then prepare an estimate for any necessary works to be carried out.

8. Fields In Trust – Jubilee Field

- a. Update:
 - The application from LCC has been submitted and received by Fields In Trust
 - On receipt of certain requirements (the existing lease and confirmation of which scheme the PC wishes to apply under), the next stage is for Fields In Trust to submit a draft deed of dedication. Points b and c below refer to these requirements.
- b. **RESOLVED:** The PC considered the three schemes and agreed to opt for the Centenary Fields Scheme. **ACTION:** The Clerk will confirm this in writing to Cllr Ryan Stephenson.
- c. Members **NOTED** the Deed of Dedication will include a usage clause, which can be drafted with input from the PC to ensure it isn't unduly restrictive for the intended use of the field.

9. Backside Play Area

The Clerk confirmed the roundabout was inspected on 15.01.18 and the engineers said the wrong bearings may have been used on installation. These bearings are known to weld together and it is believed this was the cause of the roundabout sticking. The engineers clean inside the roundabout and re-greased the bearings. The roundabout is now moving freely and the engineers are satisfied no other work is required at this time.
RESOLVED.

10. Benches Quote – AGENDA ITEMS DEFERRED UNTIL MORE INFORMATION IS RECEIVED

- a. To review the quote from CA Brown to remove the two old benches on Main Street (by Highfield Road) and consider whether the PC wishes to proceed with the work - DEFERRED
- b. To consider whether the PC is happy for Cllr McCready to purchase a bench as a memorial to a loved one and donate it to the PC, who will be responsible for maintaining it, to replace one of the old benches - DEFERRED
- c. To consider whether the PC wishes to replace the benches with two new benches or just one - DEFERRED
- d. Dependant on the outcome of items a, b, and c above, to review the quote received from Glasdon for purchasing either one or two benches to replace the old ones, and consider whether the PC wishes to purchase any - DEFERRED
- e. To consider the quote received from CA Brown to install the new bench(es) and decide whether to proceed with it (if applicable) – DEFERRED

11. Website Security

Members **NOTED** an upgrade of the shared hosting platform for the PC's website will take place on 23.01.18. It will begin at 11am and last approximately 2-3 hours, during which time the PC's website and email accounts will be unavailable.

12. Budget & Precept for 2018/19

- a. Members reviewed the budget and discussed whether the railings along Main Street from the former Swan Pub to Moon Hill should be repainted. **ACTION:** The Clerk will obtain some quotes for the work so members can decide whether to budget for the work to be done in 2018/19.
- b. A lengthy discussion took place regarding at what level to set the precept for 2018/19. Members decided to apply an increase of approx 5% on the 2017/18 precept, and **RESOLVED** to agree on the amount of £16,550 (rounded up as the amount has to be in whole pounds).

- c. **RESOLVED:** Members agreed the Clerk shall submit the precept return form on behalf of the Parish Council by the deadline of 09.02.18.

13. Working Advisory Groups

- a. Members reviewed the list of working advisory groups which has been updated following members' requests to join/leave groups
- b. It was **AGREED** no further changes are required
- c. **RESOLVED:** Members approved the list and it was signed off by the Chairman.
ACTION: The Clerk will write to any external parties to confirm any changes that affect their groups.

14. Planning Matters

- a. Members considered the following planning applications:

Planning/ Appeal ref	Address	Details
17/07797/FU/NE	Aberford Court Main Street Aberford	Two storey single storey and first floor extensions to front, side and rear; alterations to roof including extensions to form second floor; first and second floor balconies/terraces to rear and side; patio to rear; portico to front. No adverse comments made.
17/08220/FU/NE	Bank House Main Street Aberford	New wall and gate to front; replacement windows and doors; single storey extension to side; single storey rear extension; pitched roof to second floor at rear; increase in height to terrace walls at rear Comments: The parish council has concerns regarding the height of the wall at the front of the property in terms of the sightline for vehicular access since it is directly onto a public path/lane and is within close proximity to the play area.

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

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. APPROVED: 20.12.17
17/06985/FU/NE	17 Pinfold Rise Aberford Leeds	Two storey side and rear extension APPROVED: 21.12.17

- c. To consider and to note planning enforcement matters – none.

15. 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 £377.45.
- d. Members reviewed the budget update to 30.12.17; no comments or queries were made/raised.

16. Matters for Information

- Cllr Ryan Stephenson spoke of the SAP consultation and said the government has changed its methodology regarding housing targets. The ward councillors are working closely with the Save Parlington Action Group to encourage people to respond to the consultation.

- Cllr Ryan Stephenson enquired as to whether Highways will maintain a bus shelter if it is installed on Cattle Lane, or whether the PC will be responsible for this? The Clerk will enquire. With regards to funding, Cllr Stephenson suggested applying to the HAP since there is some social housing in the vicinity, and then potentially the ward councillors could look to contribute to the remaining amount on a matching basis with the PC.
- Cllr Baxter said LCC have requested the Save Parlington Action Group submits one objection letter with individual signatures on rather than individual letters, however the group has decided to proceed with individual letters. The group is looking to book the village hall so that LCC officers can attend a session to explain the changes to the SAP. The group would also like to thank everyone who supported them by buying Christmas cards and other items.
- Cllr Reed asked Cllr Stephenson if there was any update regarding the application for a PC in Garforth. This went to full council earlier this month and although some councillors think it would be good for Garforth to have its own PC, there were some reservations regarding the boundaries. The application was rejected this time and another one can't be made for approx. four years.
- A property on Greystones Park was discussed with regards to the large outbuilding/shed that has been put up. This matter will be put on the February agenda for further discussion.
- Micklefield Primary School applied for £6,500 from the Banks Fund to refurbish the library. This was turned down so a reduced application of £5,000 has been submitted and is under consideration
- Cllr Reed asked the members on the LeedsFest subgroup when they will begin looking at this year's festival - they will look back to see when it was done last year.
- The Chairman said Aberford Albion are looking into putting a bar/function room on their grounds. Some councillors raised concerns that this would be detrimental to the village hall.
- The Clerk raised the date of the July 2018 PC meeting – although PC meetings are usually held on the third Tuesday of each month, the July meeting will need to be held on the fourth Tuesday (24.07.18) due to personal commitments of the Clerk. At least four members have confirmed they will be available to attend on this date so there will be a quorum. Meeting dates for May 2018-April 2019 will be formally agreed at the annual meeting in May as usual.

17. Future agenda items

- a. Facebook
- b. Cattle Lane Bus Shelter
- c. Close of meeting - the Chairman closed the meeting at 8.50pm.

Minute 15.b – Bank Reconciliation

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

Prepared by Natalie Goonesinghe, Clerk to the Parish Council Date: 06-Jan-18
 Approved by the Parish Council Date: 16-Jan-18

Balance per bank statements as at 31 December 2017		£	£
Current Account		791.17	
Revenue Reserve		12,514.00	
Capital Reserve		11,525.33	
Asset Renewals Fund		13,233.14	
			<hr/>
			38,063.64
Less uncleared cheques at 31 December 2017:			
	100806	-100.00	
	100839	-48.00	
			<hr/>
			-148.00
Net bank balances as at 31 December 2017			37,915.64

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

CASH BOOK		
Opening balance as at 1 December 2017		40,576.95
Add receipts 1 December 2017 to 31 December 2017:		4.06
Less payments for 1 December 2017 to 31 December 2017		-2,665.37
Closing balance per cash book as at 31 December 2017		<hr/> 37,915.64

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:

Chq no.	Details			
100840	St Ricarius Church - room hire 16.01.18	20.00	-	20.00
100841	N Goonesinghe - salary January 2018	327.95	-	327.95
100842	N Goonesinghe - expenses to 09.01.18	18.00	-	18.00
100843	M Oakes - expenses Nov-Dec 2017	9.58	1.92	11.50
				<hr/>
	Total payments 20.12.17 - 16.01.18	375.53	1.92	377.45

NB: Correction re chq 100843 – payee is M Oakes, not M Dando as published on the Jan 2018 appendices.