

- b. To note the next NDPMG meeting date – **noted** – the next meeting is scheduled for 03.01.19.

8. Bus Shelter, Cattle Lane

- a. The Clerk confirmed the bus shelter was installed on 11.12.18.
- b. Members reviewed the funding agreement from the Wellbeing Fund (previously circulated) which has been revised following the change to the installation date of the bus shelter. Members **AGREED** the Chairman should sign the agreement on behalf of the PC which was done at the meeting.
- c. The Clerk confirmed the Monitoring Report required by the Wellbeing Fund will be completed in January 2019 and, once approved by the Wellbeing Team, the grant of £688 should be transferred to the PC.

9. Asset Renewals Fund

- a. Members reviewed the decision made in January 2015 to allocate approximately £13k to “Asset Renewals Fund”. A discussion took place regarding the PC’s financials and whether a fund of this size is needed. **RESOLVED:** Cllr McCready proposed the PC rescind the decision to hold this fund for this amount – this was seconded by Cllr Reed and **AGREED** by all members.
- b. If the PC wishes to rescind the decision, to discuss what the monies should be used for and whether any of the funds are to be allocated to any specific projects/items – deferred to January 2019 to give members time to consider whether any of the funds should be allocated to specific projects.
- c. If any monies are to be allocated to specific projects/items, to consider an appropriate name for any such funds and to itemise the funds accordingly – deferred to January 2019.

10. Jubilee Field

- i. **Fields In Trust**
 - a. Members reviewed the Fields In Trust Deed of Dedication for Jubilee Field (previously circulated) and all **AGREED** it should be signed.
 - b. **RESOLVED:** The Chairman and Vice Chairman signed the three copies of the Deed where indicated by LCC and all three copies were witnessed by an Aberford resident.
- ii. **Flower Beds**
 - c. Cllr Dunwell said he and one member of the public have been keeping the flower beds tidy for several years however it is now becoming too big a job. Members discussed whether to tarmac the area. **RESOLVED:** Members agreed to proceed with tarmacking the area and allocated a budget of up to £100 to pay for weed killer and tarmac, to be taken from the Sundries budget 2018/19.
- iii. **Cycle Track**
 - d. Cllr Dunwell said he’s contacted someone at the Banks Community Fund to ask whether a cycle track at Jubilee Field is something they would consider and was told it was, with up to £3,000 potentially available. Members discussed installing a cycle track. Concerns over it being stolen were raised and whether it is possible to have it anchored was discussed. **ACTION:** Members will look at the options for design before the January 2019 meeting so it can be discussed further then, with a view to getting some quotes for the February meeting (to be led by Cllr Dunwell).

11. Banners

To discuss the state of the banners and consider whether they can be repaired or whether they need replacing – deferred to January 2019 as Cllr Piper is not in attendance this evening.

12. Budget 2019/2020

- a. Members reviewed the budget and the Clerk summarised the updates made since the last meeting. The Clerk confirmed LCC will empty a bin if the PC buys it for use on Main Street by the end of the footpath to the school, as long as it is the required specification (supplied to the Clerk). The cost of the bin is £240 plus £41 carriage plus VAT. The Chairman said the three bins at Jubilee Field are currently emptied by him and one member of the public into their own waste bins as LCC will not empty them. These bins contain general rubbish including dog waste and it is an unpleasant job. The Chairman enquired whether LCC would empty the bins if they were replaced with the specified bins as mentioned above, as, if so, they could be paid for using the Capital Fund which is allocated to projects at Jubilee Field. It was noted the bins in situ are old and are beginning to rust. **ACTION:** The Clerk will contact LCC to find out whether they would empty the bins if they were replaced.
- b. To discuss the precept for 2019/20 – deferred to the January PC meeting.

13. LeedsFest

- a. Members discussed the response received from Festival Republic to the questions raised at the September PC meeting. Although Festival Republic said they leafleted every house, it seems Aberford was missed as no one on the PC nor anyone the members have asked received a letter. The ticket allocations were discussed and although members would like more tickets for the parish, it

was made clear in the response that any allocation is a gesture of goodwill from the festival organisers.

- b. Members **AGREED** they would like a couple of representatives from the PC to meet with Festival Republic in February 2019 to discuss the matters raised, and **AGREED** it should be Cllrs Hogg and McCready as they are on the LeedsFest subgroup. **ACTION:** The Clerk will arrange the meeting.
- c. To consider any other necessary action – none.

14. LCC Consultation re Highways and Transportation Planned Maintenance for Local Roads 2019/20

Cllr Howson confirmed the notes for the response have been forwarded to the Clerk by Cllr Piper. The Clerk confirmed she will submit them this week by the deadline of 21.12.18. **RESOLVED.**

15. Benches

Cllr McCready confirmed the family that approached him a few months ago wants to proceed with donating the money for a new bench, and they'd be happy with the location by the war memorial as discussed at the Nov PC meeting. A vote was taken and it was **AGREED** by majority to proceed with installing a new bench. A new location was put forward of Parlington Drive where an old bench is in need of replacing, and some members think this location would be more meaningful to the person to whom the bench will be dedicated – Cllr McCready will give the family the choice of the two locations.

16. Defibrillator

Cllr Dunwell has received an email from The Garforth & District Lions Club stating they would be happy to take on responsibility of the defibrillator outside The Arabian Horse Pub. As the PC only recently accepted responsibility for this defibrillator, the Clerk has spoken to the Yorkshire Ambulance Service (YAS) for guidance on whether it would be possible to transfer ownership if members wish to proceed. YAS confirmed they don't mind who has ownership as long as someone does. **ACTION:** The Clerk will contact The Garforth & District Lions Club to confirm they would be happy to assume the full responsibility, including the regular checks and paying for replacement parts when required, and also that they would sign an ownership form to be given to YAS.

17. Planning Matters

- a. To consider and comment on new planning applications/appeals – none.
- b. To note the outcome of previous planning applications/appeals – none.
- c. Planning enforcement matters – not discussed.

18. Finance

- a. To note the balances in the Parish Council's accounts - **noted as per attached bank reconciliation.** Members **noted** £688 was received from the Housing Advisory Panel in November 2018 in respect of the grant awarded for the bus shelter.
- b. To approve the bank reconciliation – **RESOLVED** (attached).
- c. Members **RESOLVED** to approve the accounts for payment totalling £3,764.73. This amount includes the reversals of two cheques raised in August 2018 for the bus shelter licence fee (cheques 100890 for £238.80 and 100891 for £208.00). These cheques were raised after the Clerk was advised to complete a two page form for the licence for the bus shelter, but was later advised this was the incorrect form and a replacement cheque was issued. The above two cheques were neither issued nor cashed. Now that the bus shelter licence has been granted and the bus shelter is in place, the Clerk has destroyed the cheques and reversed them in the cashbook as they will not be paid.
- d. Members considered buying a new mobile phone for the PC to replace the old one which has stopped working. **RESOLVED:** Members agreed the Clerk should proceed with buying a new mobile phone at a cost of up to £75.00.

19. Matters for Information

- Cllr Hancock said he is concerned about building site traffic and how the vehicles are parking on the pavement on Cattle Lane. He has been putting leaflets on the windscreens about safe/considerate parking.
- Cllr Oakes said the GDPR Security Incident Response document will be ready to be reviewed at the Jan meeting.
- Cllr Reed attended the Poorlands Trust meeting and said the Trust had done a leaflet drop to everyone in the Lotherton Ward regarding the annual award. Following the responses received, eighteen people will receive the annual award (£20).
- The Chairman thanked the councillors for their work and contributions this year and wished them a merry Christmas.

20. Future agenda items

- a. Cllr Baxter's Resignation
- b. GDPR Security Incident Response document
- c. Newsletter
- d. Close of meeting – the Chairman closed the meeting at 9.40pm.

Minute 18.b – Bank Reconciliation

Bank Reconciliation

Aberford and District Parish Council

For the period 1 November 2018 - 30 November 2018

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 02-Dec-18

Approved by the Parish Council

Date: 18-Dec-18

Balance per bank statements as at 30 November 2018

	£	£
Current Account	1,759.84	
Revenue Reserve	6,120.77	
Capital Reserve	11,531.59	
Asset Renewals Fund	13,928.33	
		<hr/>
		33,340.53

Less uncleared cheques at 30 November 2018:

100806	-100.00
100890	-238.80
100891	-208.00
100913	-20.00
100914	-346.73
100915	-30.66
100916	-300.00
100917	-600.00
100918	-240.00
	<hr/>
	-2,084.19

Net bank balances as at 30 November 2018

31,256.34

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

CASH BOOK

Opening balance as at 1 November 2018	32,435.73
Add receipts 1 November 2018 to 30 November 2018:	688.00
Less payments for 1 November 2018 to 30 November 2018	<hr/>
	-1,867.39
Closing balance per cash book as at 30 November 2018	31,256.34

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:					
Chq no.	Details				
100890	Chq canx: re bus shelter, superceeded by chq 100901	-	238.80	-	- 238.80
100891	Chq canx: re bus shelter, superceeded by chq 100901	-	208.00	-	- 208.00
100920	St Ricarius Church - room hire 18.12.18		20.00	-	20.00
100921	N Goonesinghe - salary Dec 18		346.73	-	346.73
100922	N Goonesinghe - expenses to 13.12.18		18.00	-	18.00
100923	Leeds City Council -Christmas Lights 2018		1,362.00	272.40	1,634.40
100924	Maypole Manufacturing Ltd - bus shelter		1,827.00	365.40	2,192.40
	Total payments 21.11.18 - 18.12.18		3,126.93	637.80	3,764.73