

- c. If any amendments are required, to agree them at this meeting – none.
- d. **RESOLVED:** Members agreed the Clerk, with assistance from Ms Jukes as required, shall submit the response on behalf of the PC by the deadline of 5pm on 26.02.18.
- e. To consider any other necessary action – none.

8. Leeds Core Strategy Selective Review – Consultation

- a. To note the above consultation began on 9th February and will run until 5pm on 23rd March 2018 – **noted**.
- b. Members discussed whether the PC wishes to submit a response to the focused amendments to the adopted Core Strategy. Members **AGREED** to read the information again prior to the March PC meeting and decide then whether a response should be submitted.
- c. If the PC wishes to submit a response, to nominate a member or members to prepare the response, so it can be reviewed and finalised/agreed at the March PC meeting – n/a.
- d. To consider any other necessary action – none.

9. Highways and Public Safety

- a. To note the email received from LCC Highways in response to the PC's letter regarding the path to Lotherton Hall – **noted**.
- b. Members discussed the above. **ACTION:** The Clerk will contact the Principal Transport Manager, to whom the matter has been forwarded, to request a response.
- c. Members discussed the overhanging tree on the verge on Bunkers Hill outside De Brome Cottage. The tree was assessed last year and afterwards Cllr Hogg received an email stating cutting the tree back would be detrimental to it, and it was stated the issue had been forwarded to Highways. Members do not believe cutting some of the branches back would affect the tree adversely and would like for the tree to be re-assessed before it blooms fully (so the branches are visible). **ACTION:** Cllr Hogg will forward the email to the Clerk and the Clerk will follow up with Highways.

10. Fields In Trust – Jubilee Field

- a. To note the Clerk wrote to Cllr Ryan Stephenson to confirm the PC opted for the Centenary Fields Scheme – **noted**.
- b. To note the notes prepared by the Chairman and Cllr Piper for inclusion on the FIT website and literature – **noted**.
- c. To discuss and consider any necessary action required – none.

11. Budget & Precept for 2018/19

- a. Members discussed/considered the following:
 - The quote received for prep work and painting the railings along Main Street from the junction at Cattle Lane to Moon Hill (two of three sections only as one section is fine). Members **AGREED** to include an amount of £1,750 in the 2018/19 budget for works required.
 - The Clerk informed the PC she had spoken to a member of the HAP regarding the bus shelter and it was confirmed this is something they would be interested in partially funding. Since funding has not yet been applied for and no guarantees can be given, members decided to keep the budget for this project at £4k in case no funding can be secured for the bus shelter.
- b. To note the Clerk submitted the precept return form on behalf of the Parish Council by the deadline of 09.02.18 – **noted**.

12. Data Protection – General Data Protection Regulation May 2018 - AGENDA ITEMS DEFERRED DUE TO CLLR OAKES BEING UNABLE TO ATTEND THE MEETING

- a. To **note** the above comes into effect on 25.05.18 - DEFERRED
- b. To discuss the types of information held by the PC and how they are kept secure, and consider whether any changes are required - DEFERRED
- c. To discuss who the PC wishes to appoint as its Data Protection Officer and decide on this if in agreement (must be appointed no later than the May 2018 PC meeting) – DEFERRED

13. LeedsFest 2018

A lengthy discussion regarding the 2018 LeedsFest took place and the following points were **AGREED:**

- Posters regarding the residents' tickets application process will be posted to the PC website and noticeboards w/c 05.03.18
- The closing date for applications will be 09.04.18
- Applications should be posted to Cllr McCready's address (applications by email will not be accepted)
- The ticket draw will take place at the Bowling Club on the evening of 09.05.18
- Tickets must be paid for at the draw on the evening of 09.05.18
- Tickets will be handed out at the Bowling Club. A provisional date was set for 20.08.18 (TBC nearer the time).

14. Green Spaces – Wildflower Planting

Cllr Piper has heard of schemes implemented by other councils whereby wildflowers have been planted on green spaces and she is interested in ADPC doing something similar in the parish. Members discussed potential areas for planting, with one comment being made that wildflowers take best to wasteland. **ACTION:** Cllrs Piper, Dunwell and Hancock will look into the matter further including the costs for such a project prior to the March PC meeting, so members can discuss it further then and consider whether they wish to include a budget for it in 2018/19.

15. Planning Matters

- a. To consider and comment on new planning applications/appeals:

Planning/ Appeal ref	Address	Details
18/00164/FU/NE	Gardeners Cottage Lotherton Lane Aberford	Retrospective application for single storey side extension, alterations to garage including increase in roof height, alterations to boundary treatment and access No adverse comments made.
18/00215/FU/NE	1 The Dale Aberford Leeds	Amendment to previously approved application 17/05630/FU for alterations to form single storey front extension No adverse comments made.

- b. To note the outcome of previous planning applications/appeals:

Planning/ Appeal ref	Address	Details
17/05695/FU/NE	The Old Barn Cattle Lane Aberford	Single storey rear extension APPROVED 29.01.18
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. APPROVED 05.02.18
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 APPROVED 29.01.18

- c. To consider and to note planning enforcement matters – members discussed a property in the parish that has had a large annex added to it. **ACTION:** The Clerk will contact LCC Planning regarding the PC's concerns about the annex, and to enquire as to whether planning permission was required/sought for the build.

16. Finance

- To note the balances in the Parish Council's accounts – **noted as per attached bank reconciliation.**
- To approve the bank reconciliation – **RESOLVED** (attached).
- Members **RESOLVED** to approve the accounts for payment totalling £3,169.78.

17. Matters for Information

- Cllr Dunwell said the residents on his street had received a stern letter from LCC regarding parking, stating vehicles should not be parked on grassed areas. He commented the number of cars on the

street has doubled in recent years. There are areas in the vicinity that could potentially be tarmacked but the cost is estimated to be in the region of £28k so the Council is unable to undertake the work. Residents will have to park elsewhere, such as on the main road, instead.

- Cllr Hancock has received some complaints regarding a smell on Ridge Road again. The Clerk will issue the telephone number provided by the Environment Agency to which foul smells should be reported straight away to all members. The number (0800 80 70 60) is free and open 24/7.
- Cllr Hancock commented there is a lot of litter on Main Street from the bus turning circle to the A64.
- Cllr Hogg said he has reported a couple of fly tipping incidents to Bev Kirk and they have been dealt with.
- Cllr Reed said she was asked for a list of all the ginnels in parish at the ONE forum. She could only think of two which other members confirmed they also believe is correct.
- Cllr Reed said it was announced at the ONE forum that Cllr Matthew Robinson has got engaged.
- Cllr Reed said a flood risk officer attended the ONE forum – he will inspect the beck and will liaise with the Chairman regarding his assessment.
- Cllr Reed said she attended the Clean Air meeting recently and found the speaker to be very interesting. Readings are taken on main roads and those off them to monitor how fumes carry/disperse. Readings are higher on the M1 when traffic is stood still as opposed to when it flows.
- The Clerk asked whether any members wish to attend a Candlelighters event on 14.03.18 – Cllr McCready is interested in attending and will confirm whether he is available.
- The Clerk asked whether any members wish to attend the Community Rights Workshop on 23.02.18 however no one is available.

18. Future agenda items

- a. Benches
- b. Facebook
- c. Cattle Lane Bus Shelter
- d. Data Protection
- e. Hanging baskets
- f. To consider re-employing A Fox Services for grass cutting in 2018/19
- g. Close of meeting - the Chairman closed the meeting at 9.15pm.

Minute 16.b – Bank Reconciliation

Bank Reconciliation

Aberford and District Parish Council

For the period 1 January 2018 - 31 January 2018

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 02-Feb-18

Approved by the Parish Council

Date: 20-Feb-18

Balance per bank statements as at 31 January 2018

	£	£
Current Account	785.72	
Revenue Reserve	12,114.00	
Capital Reserve	11,525.33	
Asset Renewals Fund	13,233.14	
	<hr/>	37,658.19

Less uncleared cheques at 31 January 2018:

100806	-100.00	
100840	-20.00	
	<hr/>	-120.00

Net bank balances as at 31 January 2018

37,538.19

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

CASH BOOK

Opening balance as at 1 January 2018	37,915.64
Add receipts 1 January 2018 to 31 January 2018:	0.00
Less payments for 1 January 2018 to 31 January 2018	-377.45
Closing balance per cash book as at 31 January 2018	<hr/> 37,538.19

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:

Chq

no.	Details			
100844	St Ricarius Church - room hire 20.02.18	20.00	-	20.00
100845	N Goonesinghe - salary February 2018	327.95	-	327.95
100846	N Goonesinghe - expenses to 13.02.18	18.00	-	18.00
100847	M Dando - NDP consultation to 11.02.18	2,725.83	-	2,725.83
100848	LazenbyBrown - Website maintenance re banner 29.11.17	15.00	3.00	18.00
100849	HAGS-SMP Ltd - roundabout inspection	50.00	10.00	60.00
		<hr/>		
	Total payments 17.01.18 - 20.02.18	3,156.78	13.00	3,169.78