

- A comment was made about the amount of rubbish on Lotherton Lane and how unsightly it is on entering the village. The rubbish here is thought to come from the motorway.

6. Neighbourhood Development Plan (NDP)

- The March meeting was cancelled due to the snow. The Plan has been issued for approval by the PC.
- To note the minutes of the latest NDP Management Group (NDPMG) meeting (if any) – none.
- To review the Neighbourhood Plan submission documents and consider whether the PC is satisfied they are ready to be submitted to LCC, or agree on any amendments that need to be made before submission (previously submitted):
Cllr Reed raised concerns regarding the last paragraph in appendix 5 regarding the potential function room at the football club. A lengthy discussion took place and members **RESOLVED** to agree to remove this paragraph since it refers to something that doesn't yet exist. Members were in agreement that all other parts of the Plan are ready for submission. **ACTION:** The Clerk will contact Mr Mike Dando, Planning Consultant, to request he removes the agreed paragraph from appendix 5 (Community Facilities) before submitting the Plan to LCC.
- To decide any further action where necessary – none.
- To note the next NDPMG meeting date – **NOTED** – the next meeting of the NDPMG is on 12.04.18.

7. Leeds Site Allocations Plan – Consultation on Revised Submission Draft Plan

- To note the Clerk submitted the PC's response by the deadline of 5pm on 26.02.18 – **noted**.

8. Leeds Core Strategy Selective Review – Consultation

- Members considered submitting a response to the focused amendments to the adopted Core Strategy, as listed by LCC in the consultation documentation, and **AGREED** there is no relevant response required by the PC.
- If the PC wishes to submit a response, to agree it at this meeting ready for submission by the deadline, or nominate a member or members to write it on behalf of the PC in time for submission by the deadline of 5pm on 23rd March 2018 – n/a.
- To consider who shall submit the response (if any) on behalf of the PC by the deadline of pm on 23rd March 2018 – n/a.
- To consider any other necessary action – none.

9. National Planning Policy Framework – Consultation

- To note a consultation on the draft revised text of the National Planning Policy Framework began on 05.03.18 and will run until 11.45pm on 10th May 2018 – **noted**.
- Members considered submitting a response to the consultation and **AGREED** there is no relevant response required by the PC.
- 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 April PC meeting – n/a.
- To consider any other necessary action – none.

10. Highways and Public Safety

- Members **noted** the email received from the Project Manager (Transport Projects) regarding the path to Lotherton Hall confirming no work can be done due to lack of funds. Members are very frustrated but there is nothing more the PC can do.
- Members **noted** the Clerk is waiting to receive the report regarding the status of the overhanging tree on the verge on Bunkers Hill.
- Members discussed the issues of traffic backing up from J47 of the M1 at peak times. Cllr Piper suggested making the slip road two lanes (currently one lane) which would be minimal cost but would make a huge difference and prevent stationary traffic backing up on the motorway. **ACTION:** The Clerk will contact LCC Highways to request this.

11. Budget & Precept for 2018/19

- Members reviewed the 2018/19 budget and **AGREED** the following:
 - A Wildflowers Planting Scheme – Cllr Piper will continue gathering information on this with a view to possibly planting in early 2019 since the window has been missed for this year. No specific funding has been allocated; funds may be used from the General Maintenance budget if required.
 - Contribution towards Crime Prevention; specifically pertaining to funding for door locks and other security items for vulnerable residents – budget of £200 agreed in lieu of the £120 contribution to police vehicles budget which will be removed.
 - A temporary or permanent Christmas tree – temporary tree; leave the budget as is at £460.

- iv. Any other specific items/projects not previously agreed – General Maintenance increased by £150 to cover the pest control contract with extended coverage for 2018/19 (see item 17.e).
- b. Following the above agreed points, members **AGREED** the total budgeted spend for 2018/19 is £32,271.
- c. **ACTION:** Members **AGREED** the above changes should be made to the budget by the Clerk and that the budget should be signed off by the Chairman by 31.03.18 (see final budget below).

12. Data Protection – General Data Protection Regulation May 2018

- a. To note the above comes into effect on 25.05.18 – **noted**.
- b. Members discussed the types of information held by the PC and how they are kept secure. A toolkit has been prepared by NALC containing checklists and action plans which will be reviewed before the April PC meeting.
- c. Members will review the information further before deciding at the April PC meeting who they wish to appoint as Data Protection Officer. The Clerk mentioned some training was being offered by YLCA but it had been fully booked within a couple of days. YLCA are looking at some additional courses and members thought it would be good for a councillor to attend one of the courses if possible (£45 per delegate).

13. Defibrillator Maintenance/Checks

A lengthy discussion took place regarding regular checks for the defibrillator by the Arabian Horse Pub. Cllr Dunwell said he knows someone who may be able to help with this and will make enquiries into whether they can and how regularly.

14. LeedsFest 2018

The posters for the ticket application process are on the noticeboards and PC website. Cllr McCready stated he has received 18 applications so far.

15. Hanging Baskets

Cllrs Hogg and Oakes have had a meeting and drafted a letter to be issued to sponsors with information such as dates to pay by and the PC's bank details, to make the process as easy as possible. Cllr Hogg said there are a few small repairs required on some of the brackets. Once people have confirmed whether they wish to continue their sponsorship work can begin on the list of labels required.

16. Planning Matters

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

Planning/ Appeal ref	Address	Details
18/01163/FU/E	6 Cedar Ridge Garforth Leeds	Two storey side and single storey rear extension and new gates and wall to front No adverse comments made.
18/01204/FU/E	23 Brierlands Close Garforth Leeds	Single storey rear extension No adverse comments made.

- b. To note the outcome of previous 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 APPROVED 01.03.18
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 REFUSED 02.03.18

- c. To consider and to note planning enforcement matters – **noted**.

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. Members **RESOLVED** to approve the accounts for payment totalling £2,126.45.
- d. **RESOLVED**: Members agreed to re-employ A Fox Services for grass cutting services in the parish in 2018/19 at the same rates as the current year.
- e. **RESOLVED**: Members discussed the options regarding re-employing Pestserve for pest control services in the parish in 2018/19 and agreed to proceed with the new area which includes the area by the bus turnaround plus the current area covered, at a fixed price of £610 for unlimited call outs for 12 months. Members also **AGREED** a cheque can be raised for the first of two instalments which will fall due in the first week of April. **ACTION**: The Clerk will raise the cheque on receipt of the invoice.

18. Matters for Information

- Cllr Hancock said he'd seen Highways taking photographs near Highfield Road today.
- Cllr Hogg gave some notes to Cllr Piper containing suggestions for the newsletter.
- The Chairman said the Lollipop Lady has stepped down as the job is too dangerous now due to parked cars. He asked if anyone knows who owns the land at the front of market cross? People are moving cones so they can park there, which causes problem for hearses and wedding cars who are forced to park on the street.

19. Future agenda items

- a. Benches
- b. Facebook
- c. Cattle Lane Bus Shelter
- d. Close of meeting - the Chairman closed the meeting at 9.10pm.

Minute 17.b – Bank Reconciliation

Bank Reconciliation

Aberford and District Parish Council

For the period 1 February 2018 - 28 February 2018

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

Date: 05-Mar-18
 Date: 20-Mar-18

Balance per bank statements as at 28 February 2018

	£	£
Current Account	3,619.77	
Revenue Reserve	8,914.00	
Capital Reserve	11,525.33	
Asset Renewals Fund	13,233.14	
		37,292.24

Less uncleared cheques at 28 February 2018:	100806	-100.00	
	100844	-20.00	
	100847	-2,725.83	
	100848	-18.00	
	100849	-60.00	
			-2,923.83

Net bank balances as at 28 February 2018 **34,368.41**

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

CASH BOOK

Opening balance as at 1 February 2018	37,538.19
Add receipts 1 February 2018 to 28 February 2018:	0.00
Less payments for 1 February 2018 to 28 February 2018	-3,169.78
Closing balance per cash book as at 28 February 2018	34,368.41

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:				
Chq no.	Details			
100850	St Ricarius Church - room hire 20.03.18	20.00	-	20.00
100851	N Goonesinghe - salary March 2018	327.95	-	327.95
100852	N Goonesinghe - expenses to 14.03.18	30.84	1.66	32.50
100853	M Dando - NDP consultation to 08.03.18	600.00	-	600.00
100854	Directions Planning Consultancy - SAP response	625.00	125.00	750.00
100855	DY Watson & Sons - snow clearing services	330.00	66.00	396.00
	Total payments 21.02.18 - 20.03.18	1,933.79	192.66	2,126.45

Minute 11 – Budget 2018/19:

2018-19 Budget - as agreed at the PC meeting held on 20.03.18.				
Expenditure	2017-18 Budget	Actuals 31.03.18	Over/under spend 2017/18	2018/19 Budget WIP
Clerk's salary	4,400.00	4,144.65	255.35	4,500.00
Administration Costs	550.00	733.78	-183.78	880.00
Mileage	150.00	62.10	87.90	150.00
Parish Council Website	400.00	380.00	20.00	420.00
Venue hire for PC meetings	280.00	280.00	0.00	300.00
Insurance policy	1,250.00	1,298.38	-48.38	1,350.00
Internal audit	100.00	95.00	5.00	100.00
External audit	250.00	200.00	50.00	250.00
Training - Clerk	350.00	115.00	235.00	350.00
Training - Councillors	600.00	295.00	305.00	600.00
YLCA membership	514.00	529.00	-15.00	536.00
RAY membership	35.00	35.00	0.00	35.00
SLCC membership	120.00	0.00	120.00	120.00
Newsletters x 2	500.00	0.00	500.00	500.00
General maintenance	4,100.00	4,221.00	-121.00	7,400.00
Parish Paths	0.00	0.00	0.00	750.00
Maintenance contract: speed signs	575.00	390.26	184.74	400.00
Hanging baskets	1,150.00	1,250.96	-100.96	1,250.00
Wreath Remembrance Day	50.00	50.00	0.00	50.00
Christmas lights	1,225.00	0.00	1,225.00	2,570.00
Christmas tree	0.00	25.00	-25.00	460.00
Snow clearing & grit boxes	300.00	330.00	-30.00	350.00
Contribution to police vehicle	0.00	0.00	0.00	-
Contribution to Crime Prevention	0.00	0.00	0.00	200.00
NDP (inc venue hire)	9,195.00	12,987.63	-3,792.63	2,500.00
Parlington Consultant Fees	5,870.00	3,490.50	2,379.50	5,000.00
Election costs	0.00	0.00	0.00	-
Grants	1,000.00	850.00	150.00	1,000.00
Sundries	250.00	0.00	250.00	250.00
Gross Expenditure	33,214.00	31,763.26	1,450.74	32,271.00
Income				
Precept	15,750.00	15,750.00	-	16,537.50
Council Tax Support Grant	389.00	389.00	-	363.00
Groundwork grant	6,000.00	7,951.00	-	-
Parish Paths	550.00	550.00	-	550.00
Other Income (see below)	2,965.00	3,103.92	-	3,105.00
Gross Income	25,654.00	27,743.92	0.00	20,555.50
From Revenue Reserve	8,110.00	4,019.34	-	11,715.50
Total	33,764.00	31,763.26	0.00	32,271.00
Other Income				
Interest	30.00	18.92		20.00
Hanging basket sponsorship	775.00	925.00		925.00
Leeds Fest ticket sales	2,160.00	2,160.00		2,160.00
Miscellaneous	-	-		-
Total	2,965.00	3,103.92		3,105.00