

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 21st August 2018 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

Present: Cllr David Howson (Chairman)
Cllr Paul Hancock
Cllr Andy Hogg

Cllr Mike Oakes
Cllr Marolyn Piper
Cllr Ruth Reed

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO) and one member of the public.

1. To receive apologies and approve reasons for absence

Apologies were received from Cllrs Baxter, Dunwell, Griffiths and McCready.

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

None.

3. Minutes of the Parish Council Meeting held on 24th July 2018

RESOLVED: To approve the minutes of the Parish Council meeting held on 24th July 2018 and to sign them as a correct record. **ACTION:** The Chairman.

4. Crime & Security

To Chairman read the crime reported which listed the following crimes:

- Theft from Motor Vehicle, Beckside – Person/s unknown approach complainants vehicle which is left locked and secure on the driveway and gain entry by unknown means as no visible damage. Tidy search of vehicle is carried out. Property is stolen from within before making off unseen/unheard.
- Theft from Motor Vehicle, Windmill Rise – Suspect enters insecure vehicle and removes property from within making off with same.

It was raised that a car has been parked on the double yellow lines on the bridge for several days.

5. Public participation

- A member of the public commented it is the Horticultural Show this weekend and they are hopeful of a good turnout.

6. Neighbourhood Development Plan (NDP)

- a. The NDPMG met on 09.08.18 and reviewed the representations from the consultation. Mr Mike Dando, Planning Consultant, put the representations in a grid with his suggested responses which the group reviewed and are satisfied with. Cllr Reed said no adverse comments had been received, and Cllr Oakes added all the comments were non-material (e.g. amendments to language). Cllr Oakes informed members that due to some queries regarding the EU Screening Report it had to be redone and this is something that affects all neighbourhood plans. It will add on a couple of months to the process but shouldn't affect anything.
- b. **RESOLVED:** Members reviewed the ADPC Response Grid to the Regulation 16 Representations that have been received and agreed the document is ready to submit to the Independent Examiner and LCC.
- c. **RESOLVED:** Members agreed the above document should be submitted to the Independent Examiner and LCC by the Clerk (deadline of 24.08.18).
- d. To **note** the minutes of the latest NDP Management Group (NDPMG) meeting – none.
- 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 04.10.18.

7. Leeds Site Allocations Plan

- Members **NOTED** the PC's response to the transport reports submitted by LCC was submitted by Ms Kathryn Jukes of Directions Planning Consultancy Ltd on behalf of the PC by the extended deadline of 25.07.18.
- The Chairman gave an in-depth update on the hearing sessions that he attended and the following points were noted:
 - Mr Dan Elvin from Directions Planning Consultancy Ltd (SAP Consultants) attended the relevant sessions and spoke well on behalf of the PC.
 - Ms Adrienne Sykes of Save Parlington Action Group (SPAG) also attended and spoke brilliantly as did the SPAG barrister.
 - The representative from Historic England also spoke very well about the history of Parlington.
 - Another person who spoke mentioned the mine shafts on site, saying it would be unwise to proceed.

- The case seems strong and there were lots of people in attendance.
- Seven different developers were also there and it was stated that between them have enough brownfield land to build 1,300 homes on.
- Cllr Piper also attended the morning session on the first day.
- Members **NOTED** the Programme Officer has invited the PC to submit further comments regarding Transport Modelling by 10th September 2018
- **RESOLVED:** Members reviewed the draft letter written by Ms Kathryn Jukes in response to Transport Modelling and agreed it should be submitted to the Programme Officer
- **RESOLVED:** Members agreed the Clerk should submit the letter regarding Transport Modelling to the Programme Officer on behalf of the PC (deadline of 10.09.18)
- Members **NOTED** LCC have submitted a Sustainability Appraisal and are inviting comments to be made by 5pm on 11th September 2018
- **RESOLVED:** Members agreed with the recommendation from Ms Kathryn Jukes to submit the letter noted above re Transport Modelling which also discusses the Sustainability Appraisals, and agreed no further comments need to be submitted to LCC at this time, also per the recommendation received by Ms Kathryn Jukes.
- To consider who shall submit the comments regarding the Sustainability Appraisal on behalf of the PC to LCC by the deadline of 11.09.18 – n/a.
- To consider any other necessary action – none.

8. Aberford 20mph Zones Proposal

- Members **NOTED** the letter sent by the ward councillors to Cllr Richard Lewis about some of the proposed 20mph zones in the Harewood Ward, including Aberford, which supports the PC's views and concerns (previously circulated).
- Cllr Oakes spoke about a briefing paper issued by the House Of Commons ("Speed limits in England") which states a different approach should be taken when implementing 20mph zones in rural villages, and said what has been proposed for Aberford doesn't fit in with these guidelines. Following from a question raised at the July 2018 PC meeting, Cllr Oakes advised 20mph is an enforceable speed limit per these guidelines. **ACTION:** The Clerk will forward the briefing paper to the ward councillors.

9. LeedsFest 2018

Cllr Hogg said the LeedsFest ticket collection had gone well and there is only one ticket to hand out to someone who is on holiday, but that alternative arrangements have been made. He thanked Cllr Hancock for allowing the PC to use the bowling club. The Chairman thanked Cllrs Hogg and McCready and the Clerk for their work on the 2018 LeedsFest.

10. Bus Shelter, Cattle Lane

- The Clerk advised the grant application made to the Housing Advisory Panel has been successful.
- The Clerk informed everyone that the form she'd previously been advised to complete for a structure licence to install a bus shelter is the wrong form, and that a Section 50 application must be made to LCC. This is a more detailed form that may require consulting external bodies. **ACTION:** The Clerk will proceed with completing the form and will seek advice from LCC as and when required to verify what action is required. Members **AGREED** a cheque can be raised mid-month for the £389.50 fee if required. It was **NOTED** the two cheques tabled and raised mid-month may not be required (£238.80 and £208.00) – once verified, the Clerk will cancel the cheques as appropriate which have not yet been issued.

11. 100th Anniversary of WWI

- The Clerk has received confirmation that the village hall is available to hire on 09.11.18 between 4pm and 6pm, and advised there will be a charge of £25 for hire.
- A discussion took place regarding ideas about what might take place at the event. The Chairman said Cllr Griffiths has suggested holding a tea dance in the afternoon, say from 2pm, as part of the weekly café and to run into the PC's event. Purchasing Perspex blocks with the names of the soldiers killed in action engraved on them plus two soldier figures for display was discussed, and it was proposed to ask the vicar whether these items might be kept in the church after the centenary event. Cllr Piper has some information about each of the fallen soldiers to display, and doing some readings at the event was suggested.
- Members will discuss the event again at the September PC meeting with a view to agreeing the arrangements for the event.

12. External Audit

- Members **NOTED** that PKF Littlejohn LLP have concluded their review of the PC's Annual Return for 2017/18 and have signed the External Auditor Certificate.
- The Clerk completed the Notice of Conclusion of Audit form and members **AGREED** to charge £2.50 for copies of the Annual Return should any person wish to purchase one.
- Members **NOTED** the notice should be published on the main notice board and PC website before the deadline of 30.09.18, and agreed a date of 12.09.18 which was written on the notice.

13. Bus Services in the Parish

The Chairman gave an update following a meeting he attended on 07.08.18 held by First Bus and West Yorkshire Combined Authority about the bus services in the parish, and the following points were noted:

- The Chairman said it was a good meeting and he asked whether a late bus service could be put on for concert goers who currently have to leave early to catch the last bus
- Attendees were advised the bus companies are looking at running a more frequent service from Scholes-Barwick-Aberford-Garforth
- Before attending the meeting the Chairman asked one of the regular attendees to the PC meetings whether there were any issues currently with the 64 bus service, but she said it has improved recently
- The Chairman asked why, when the bus is running late, do the drivers change the bus to "Out of service" and then go down the A64 rather than continuing the return service through the village. The bus companies were unaware of this and said they would check the log details.

The Chairman will wait for responses to the above points and see whether a follow-up meeting is arranged.

14. Hanging Baskets

A discussion regarding the 2018 hanging baskets took place and the following points were noted:

- Members commented they were disappointed with the hanging baskets this year as they seemed more sparse than in previous years.
- Members realise the hot summer and lack of rain didn't help the plants once they were up, however they feel they were poor on delivery this year.
- Some members of the public have made similar comments to some councillors too.
- All baskets are sponsored and members are concerned people may be less likely to want to pay to sponsor next year and discussed whether it would be possible to have some extra plants in each basket next year

ACTION: The Clerk will contact LCC to voice the concerns above and enquire about having an additional three plants per basket next year and what the approximate cost for this would be.

15. Christmas Lights 2018

Members reviewed the quote received from LCC for the 2018 Christmas Lights and noted it has increased significantly (£1,160 + VAT for 2017; £1,791 + VAT for 2018). The Clerk queried the amount on receipt of the quote and was advised not all lights used have been invoiced in previous years, and although only some of the additional lights have been charged for in the 2018 quote, there are still some being hired out for free. Members had a discussion regarding whether all the lights were necessary and whether any savings could be made, and **AGREED** not to have a Christmas tree this year as most of the lights go on the other trees. This will save £429 on lights plus the cost of a Christmas tree. Members also considered having the trees trimmed as they are getting quite big. This will incur a cost for the service, but will save on quantity of lights required for the next few years. They would like a meeting with LCC after this has been done to discuss the lights requirements. **ACTION:** The Clerk will contact LCC to request they revise the quote and attend a meeting on site to discuss the PC's requirements. **ACTION:** The Chairman will obtain some quotes to trim the trees.

16. Consultation: Licensing Act 2003 Statement of Licensing Policy

- Members **NOTED** the above LCC consultation is running to 30.09.18
- Members considered whether the PC should respond to the consultation and **AGREED** no response is required.
- To consider any other necessary action – none.

17. Consultation: Green Paper for Adult Social Care and Wellbeing

- Members **NOTED** the above consultation is running to 12.09.18
- Members considered whether the PC should respond to NALC on the consultation and **AGREED** no response is required.

18. Planning Matters

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

Planning/ Appeal ref	Address	Details
18/04407/FU/NE	Black Horse Court Great North Road Aberford	<p>Conversion of garage to habitable room; part single storey part first floor front, side and rear extension; detached triple garage</p> <p>The Parish Council OBJECTS to the application for the reasons set out below:</p> <ol style="list-style-type: none"> 1. It is considered that the height of the proposed building is over excessive especially as the original bungalow has an elevated position. Anything other than a bungalow on site is totally out of keeping with the location. 2. It is considered that the proposed additional garage/first floor extension is in the Green Belt and therefore inappropriate development. 3. Planning Application ref 15/05596/FU for this property was refused for the same reasons, being considered by the Local Planning Authority as being disproportionate and inappropriate within this Green Belt location. The Parish Council feels the same reasons are relevant again, especially given the footprint for the current application is even bigger than the original one that was refused.
18/04509/FU/E	Single storey side extension	<p>10 Brierlands Fold Garforth Leeds</p> <p>No adverse comments made.</p>

- To note the outcome of previous planning applications/appeals – none.
- To consider and to note planning enforcement matters – not discussed.

19. 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 £4,377.71. This amount includes the following items:
 - £238.80 and £208.00 for the bus shelter licence as previously advised but which may not be required (see item 10.b above).

20. Matters for Information

- Cllr Oakes said the GDPR Toolkit has been amended but only to reflect that PCs don't need to appoint a DPO and that YLCA aren't offering a DPO service.
- Cllr Reed commented the three gullies on the bridge all have weeds growing on the side of the road.
- Cllr Reed said on the steps and walkway on Pump Hill, some of the flags have come loose.
- Cllr Hogg said there have been a couple of incidents of fly tipping which he's reported and the items have been removed. He is going to contact LCC to see whether any "Hot Spot" signs can be placed in areas where fly tipping happens frequently.
- Cllr Hogg said the new benches have been fitted and he will check he's satisfied with the installation.
- Cllr Hogg commented there are some dangerous trees on the footpath by the school and some saplings need tending to.
- Cllr Hogg said the second PROW cut hadn't been done as it wasn't required due to the dry summer.
- Cllr Hogg commented the railings that were painted a few months ago still require touching up after scaffolding was strapped to them.
- Cllr Hancock said there are still problems with the roundabout at the play area and asked for the matter to be put on the September agenda.
- Cllr Hancock said the Save Parlington Action Group keep putting posters on the railings at the playground which is encouraging other people to do the same.
- The Clerk commented the work on the gates at the playground hasn't yet been done as the welder at the company doing the work is off sick.

21. Future agenda items

- a. Footpaths Registration on PROW Map
- b. Roundabout at the play area
- c. Close of meeting – the Chairman closed the meeting at 9.45pm.

Minute 19.b – Bank Reconciliation

Bank Reconciliation
Aberford and District Parish Council
For the period 1 July 2018 - 31 July 2018

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 12-Aug-18

Approved by the Parish Council

Date: 21-Aug-18

Balance per bank statements as at 31 July 2018

	£	£
Current Account	4,851.42	
Revenue Reserve	16,517.87	
Capital Reserve	11,529.35	
Asset Renewals Fund	13,237.76	
		<hr/>
		46,136.40

Less uncleared cheques at 31 July 2018:

100806	-100.00	
100881	-20.00	
100882	-397.27	
100883	-28.00	
100884	-1,025.00	
100885	-1,392.00	
100886	-155.95	
100887	-5.39	
100888	-4.00	
100889	-1,097.06	
		<hr/>
		-4,224.67

Net bank balances as at 31 July 2018

41,911.73

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

CASH BOOK

Opening balance as at 1 July 2018	46,011.40
Add receipts 1 July 2018 to 31 July 2018:	25.00
Less payments for 1 July 2018 to 31 July 2018	<hr/>
	-4,124.67
Closing balance per cash book as at 31 July 2018	41,911.73

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:				
Chq no.	Details			
100890	LCC - Bus shelter structure licence fee	238.80	-	238.80
100891	LCC - Bus shelter excavation fee	208.00	-	208.00
100892	St Ricarius Church - room hire 21.08.18	20.00	-	20.00
100893	N Goonesinghe - salary Aug 2018	346.73	-	346.73
100894	N Goonesinghe - expenses to 15.08.18	32.71	-	32.71
100895	M Dando - NDP consultancy to 25.07.18	3,246.47	-	3,246.47
100896	YLCA - Training course, Cllr Griffiths, 06.09.18	45.00	-	45.00
100897	PKF Littlejohn LLP - external audit fee 2017/18	200.00	40.00	240.00
	Total payments 25.07.18 - 21.08.18	4,337.71	40.00	4,377.71