

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 24th July 2018 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

Present: Cllr David Howson (Chairman)
Cllr Karen Baxter
Cllr Keith Dunwell
Cllr Nancy Griffiths
Cllr Paul Hancock

Cllr Andy Hogg
Cllr Mike Oakes
Cllr Marolyn Piper
Cllr Ruth Reed

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO), Cllr Sam Firth and three members of the public.

1. To receive apologies and approve reasons for absence

Apologies were received from Cllr McCready.

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

Cllr Piper declared a personal interest in one of the planning applications as the property is on her street.

3. Minutes of the Parish Council Meeting held on 12th June 2018

RESOLVED: To approve the minutes of the Parish Council meeting held on 12th June 2018 and to sign them as a correct record. **ACTION:** The Chairman.

4. Crime & Security

- The Clerk confirmed no crimes were reported in June 2018.
- The crime report confirmed speeding warning letters were issued to motorists caught exceeding the 30mph limit, stating if they are recorded a second time that fines will be issued and points put on the offenders' licences.

5. Public participation

- Cllr Firth confirmed Cllr Stephenson has attended nearly all the SAP hearing sessions. SPAG are posting lots of updates on Facebook and have also been at the hearing sessions.
- Cllr Oakes thanked Cllr Firth, Cllr Stephenson and Alec Shelbrooke MP for attending the Aberford Gala.
- One person said a property on Greystones Close has had their garage entrance bricked up.
- One person said the new signpost for Greystones Close has been put on private land.
- Someone asked why Main Street is being closed tomorrow? Cllr Hancock read out a notice that was handed to him as he was arriving at the PC meeting, stating an abnormal load will be coming through the village at approx. 8pm northbound.
- One person asked if members knew why a few unmarked police cars have been going through the village with their sirens on recently? None of the Cllrs had any information on this.
- One person stated it has been a year since the Lollipop Lady stepped down and said a Pelican Crossing was needed.

6. Neighbourhood Development Plan (NDP)

- a. Cllr Oakes said we're still in the consultation period which finishes on 30.07.18. After then, LCC will send any comments/representations for review by the NDPMG/PC.
- b. Members reviewed the Proposal for Consultancy Support Post-Submission from Mr Mike Dando (Planning Consultant). Cllr Oakes commented that the Plan has had to be revised several times re Parlington and other matters, which has incurred extra costs, but that most of the costs to now have been paid for using grant funding. Members acknowledged the NDP will be significantly overspent this year compared to the budget set, but they also realise this work is necessary to finish the Plan as asked for by parishioners. The PC has revenue reserves available to use. **RESOLVED:** Members agreed to accept the proposal. **ACTION:** The Clerk will inform Mr Dando.
- c. To **note** the minutes of the latest NDP Management Group (NDPMG) meeting – no meeting in June.
- d. To **decide** any further action where necessary – none.
- e. To **note** the next NDPMG meeting date - **noted** - the next meeting of the NDPMG is on 09.08.18.

7. Leeds Site Allocations Plan – Matters & Issues issued May 2018

- a. Members **noted** the PC's response to the Matters & Issues was submitted by Ms Kathryn Jukes on behalf of the PC by the deadline of 1pm on 14.06.18.
- b. Members **noted** the Clerk issued the letter written by Cllr Oakes in response to the letter sent by M&G Real Estate to the recipients as discussed at the June PC meeting.

- c. Members considered whether to submit the comments as prepared by Ms Kathryn Jukes of Directions Planning Consultancy Ltd (employed by the PC for this matter in August 2017) on behalf of the PC in response to the transport reports submitted by LCC. **RESOLVED:** Members agreed to submit the comments and agreed no changes are required.
- d. **RESOLVED:** Members agreed the comments in point 7.c. shall be submitted to the Programme Officer by Ms Kathryn Jukes by the extended deadline of 25.07.18.
- e. Members discussed whether there are any points the PC wants Directions Planning Consultancy Ltd (the PC's representative at the Hearing Sessions) to rebuke or support at the Hearing Sessions on 01.08.18. Prior to the PC meeting, Cllr Oakes went through all the relevant documents and sent them to members. With the exception of LCC and M&G Real Estate, all other comments support the PC's comments and give the same reasons. Cllr Piper said she is heartened by the support. Cllr Piper thanked Cllr Oakes for going through all the documents. **RESOLVED:** Members agreed there is no need to say any more as the submitted comments are comprehensive.
- f. To consider any other necessary action – none.

8. Data Protection – General Data Protection Regulation May 2018

- a. Members **noted** YLCA have stated they will not be offering a DPO service as there isn't adequate demand. **RESOLVED:** Members agreed the PC will not appoint a DPO as they are not required to, but will continue to abide by the new regulations. Members also **AGREED** the matter will be dealt with by the Governance Sub Group as and when required with the guidance of YLCA.
- b. **RESOLVED:** Members reviewed the draft policy documents listed below as prepared by Cllr Oakes in accordance with the YLCA guidance notes and agreed no changes are required and can be published on the PC's website:
 - ADPC Data Protection Policy
 - ADPC DPIA Assessment Checklist
 - ADPC Privacy Policy
 - ADPC Subject Access Policy and Template Response Letters
 - ADPC Records Management Policy
- c. To receive any updates and consider any other action necessary – none.

9. Aberford 20mph Zones Proposal

A long discussion took place. Cllr Firth said the Ward Councillors had a meeting with LCC Highways where they backed the PC's view that 20mph signs are not needed on such short cul-de-sacs and that logic needs to be applied. The Chairman asked whether 20mph is enforceable – Cllr Firth was unsure; Cllr Oakes said it states on the .gov.uk website that it is. The Clerk has not yet received a response from LCC to the email sent containing the PCs comments on the proposal.

10. Training

Members discussed the training schedule issued by YLCA. Cllr Griffiths expressed an interest in attending one of the two New Councillor courses being held in September. **RESOLVED:** Members agreed that Cllr Griffiths should attend one of the courses costing £45.00 per delegate. **ACTION:** The Clerk will contact YLCA to book a place on one of the courses (depending on spaces) and will forward the details to Cllr Griffiths.

11. LeedsFest 2018

- a. Members **noted** the Clerk submitted the list of resident ticket winners to Festival Republic by the deadline of 13.07.18.
- b. **RESOLVED:** Members agreed the festival tickets will be handed out at the Bowling Club on Monday 20th August from 7.00pm and will leave at 8pm prompt. **ACTION:** The Clerk will email the ticket winners to confirm the details.
- c. To consider any action other required – none.

12. Bus Shelter, Cattle Lane

- a. The Clerk confirmed the PC's grant application to the Wellbeing Fund was successful and that the full grant has been awarded. The application to the Housing Advisory Panel hasn't yet been considered.
- b. **RESOLVED:** Members agreed to proceed with the structure licence application at a cost of £238.80 as it takes up to eight weeks to be processed.
- c. To consider any other necessary action – none.

13. 100th Anniversary of WWI

A discussion took place regarding holding an event to commemorate the Centenary with various ideas being discussed. Members said it would be ideal for the event to take place in the village hall immediately after the Friendly Fridays Café on Friday 9th November. Cllr Griffiths who is one of the volunteers for Friendly Fridays was in agreement. Members agreed to have a think about the event and discuss it further at the August PC meeting. Members **AGREED** the funding will come from the LeedsFest 2018 ticket money. **ACTION:** The

Clerk will contact the village hall to request booking the hall; 10am – 4pm for the Café, and 4pm – 6pm for the centenary event on 09.11.18.

14. LCC Gambling Policy Consultation, 11.06.18 – 05.08.18

- a. Members **noted** the above consultation began on 11.06.18 and runs to 05.08.18
- b. **RESOLVED:** Members considered whether the PC wishes to submit any comments regarding this consultation and were in agreement no comments are required.
- c. If the PC wishes to submit any comments, to consider who will submit them to LCC on the PC's behalf, by the deadline of 05.08.18 – n/a.
- d. To consider any other necessary action – none.

15. HS2

The Chairman brought the plans in for people to look at. He said there wasn't a big attendance at the event on 28.06.18. The Chairman spoke to someone regarding J47 and was told no alterations will be made to it and that HS2 gets priority over planning matters.

16. IT Matters

Members considered upgrading the PC's IT Hosting Package with LazenbyBrown for the website and emails to the next level (3), giving 10GB of disk space plus monthly security updates, at a cost of £45.00 plus VAT PCM (the PC's current package is £35.00 plus VAT PCM for 5GB and monthly security updates, and approximately 90% of the space is being used). **RESOLVED:** Members agreed to upgrade to level 3. **ACTION:** The Clerk will contact LazenbyBrown in due course.

17. Planning Matters (Clerk)

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

Planning/ Appeal ref	Address	Details
18/03226/FU/NE	Rein House Lotherton Lane Aberford	Demolition of existing outbuildings and erect detached single storey pool house with covered external walkway to side/rear No adverse comments made.
18/03917/LI/NE	Old House At Lotherton Hall Estate Lotherton Lane Aberford	Listed building application for the replacement heating system, rewiring of electrical installation, fire stopping works, window replacements on the ground floor, installation of bathroom and kitchen, opening up a doorway, removal of porch, repairs, repointing and redecoration. No adverse comments made.
18/03610/FU/NE	The Birches Main Street Aberford	Alterations to form ground floor infill extension to rear No adverse comments made.
18/03850/FU/NE	Aberford Court Main Street Aberford	Demolition of existing detached dwelling and construction of new dwelling The parish council would like it noting that the notice for the planning application is dated 17/07/2018, however the original building was demolished before this date, giving no chance for anyone to respond. The parish council would also like to ensure that all works are contained within the site - a wagon attending fully blocked Main Street by the school recently meaning no vehicles could get by, and as this is on the brow of the hill it is very dangerous. There are no other adverse comments.
18/03846/FU/NE	17 Hayton Wood View Aberford Leeds	Raising roof height; dormer windows to front and rear No adverse comments made.

- b. To note the outcome of previous 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 APPROVED 14.06.18 Notes: Approved proposal says "Single storey rear extension"

- c. Members of the public were asked to step outside whilst the PC discussed planning enforcement matters.

18. 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 £6,098.67. This amount includes the following items:
 - £1,974.00 for a cheque that was re-issued mid month due to a clerical error (the original cheque will not be cashed).
 - £155.95 donation to WYP for crime prevention equipment. The PC previously agreed to donate £200.00 however the Clerk has been informed only £155.95 has been spent and no more purchases will be made.
 - £4.00 to Land Registry for the search regarding the land at Market Cross. The original cheque was refunded by Land Registry as the map sent was insufficient. A new application now needs to be made.
 - £1,097.06 for Glasdon UK for two benches and memorial plaques (the invoice was received after the agenda and appendices were posted). The PC agreed to raise payment this evening as the invoice falls due before the next PC meeting and the money for these items has been donated from two families in the village and is in the PC's bank account (the VAT will be reclaimed in due course).
- d. Members reviewed the budget update to 30.06.18 and **noted** the overspend that will be incurred for NDP consultancy costs.

19. Matters for Information

- Cllr Griffiths said the new café at the village hall, Friendly Fridays, has done well in the first two weeks, and said the times have been changed to 10am to 4pm. There's been a good mix of people and several people have already been back. There have been a few teething problems but overall they're off to a good start.
- Cllr Hogg said the new benches will be fitted this Saturday.
- Cllr Hogg said the second PROW cut may not be required but he'll keep checking and instruct the contractor accordingly.
- Cllr Reed said some of the nettles and growth has been cut back on the path from the former Royal Oak to St John's Garth.
- The Chairman mentioned the hanging baskets as he's received some complaints that they look sparse this year.
- The Chairman said some of the overgrowth by Jubilee Field has been cut back.
- The Clerk said she has received an email regarding the roundabout sticking again. Members said it does sometimes stick and they believe children are putting stones down the gap.

20. Future agenda items

- a. Footpaths Registration on PROW Map
- b. Hanging Baskets
- c. Close of meeting – the Chairman closed the meeting at 9.25pm.

Minute 18.b – Bank Reconciliation

Bank Reconciliation
Aberford and District Parish Council
For the period 1 June 2018 - 30 June 2018

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

Date: 03-Jul-18
 Date: 24-Jul-18

Balance per bank statements as at 30 June 2018	£	£
Current Account	1,587.92	
Revenue Reserve	22,517.87	
Capital Reserve	11,529.35	
Asset Renewals Fund	13,237.76	
	48,872.90	

Less uncleared cheques at 30 June 2018:	100806	-100.00	
	100874	-1,974.00	
	100876	-787.50	
		-2,861.50	

Net bank balances as at 30 June 2018 **46,011.40**

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

CASH BOOK

Opening balance as at 1 June 2018	51,225.74
Add receipts 1 June 2018 to 30 June 2018:	488.81
Less payments for 1 June 2018 to 30 June 2018	-5,703.15
Closing balance per cash book as at 30 June 2018	46,011.40

Notes

Capital Reserve is set aside for Jubilee Field

Accounts for payment:

Chq no.	Details			
100880	Broadley (Grp) Ltd - re-issue chq 100871	1,645.00	329.00	1,974.00
100881	St Ricarius Church - room hire 24.07.18	20.00	-	20.00
100882	N Goonesinghe - salary July 2018	397.27	-	397.27
100883	N Goonesinghe - expenses to 12.07.18	26.34	1.66	28.00
100884	LCC - Hanging baskets summer 2018	1,025.00	-	1,025.00
100885	LCC - Christmas Lights 2017 (not previously invoiced)	1,160.00	232.00	1,392.00
100886	WYP - Donation toward crime prevention equipment	155.95	-	155.95
100887	YLCA - The Good Councillors' Guide 2018 (Cllr Griffiths)	5.39	-	5.39
100888	Land Registry - re-issue chq 100867	4.00	-	4.00
100889	Glasdon UK Ltd - x2 benches and plaques	914.22	182.84	1,097.06
	Total payments 13.06.18 - 24.07.18	5,353.17	745.50	6,098.67