



DRAFT Minutes of the Parish Council Meeting held on Tuesday 16th April 2019 in the Oriol Room, St Ricarius Parish Church, Aberford at 7.30pm

Present: Cllr David Howson (Chairman); Cllr Nancy Griffiths; Cllr Paul Hancock; Cllr Andy Hogg; Cllr Marolyn Piper; Cllr Ruth Reed, Cllr Mike Oakes

In attendance: Mrs Mary Farman (Locum Clerk/RFO); Police representative (7.50pm); four members of the public.

1. Apologies and approval of reasons for absence

- Apologies and reasons for absence were received from Cllrs K Dunwell and D McCreedy. Council considered and **resolved** to accept the reasons given.

2. Disclosures of interest from Councillors on matters to be considered at the meeting

- No disclosures necessary.

3. Confirmation of the minutes of the Parish Council Meeting of 19th March

- Members **resolved** to accept the minutes of 19th March 2019 as a true and accurate record of the meeting

4. Crime & Security

- The representatives of West Yorkshire Police reported that there had been one recent burglary in Aberford.
- She re-iterated the necessity to report any suspicious incidents; any forthcoming events; passed on her details to Cllr NG and was invited to attend the next Community Cafe on 19th April.
- The police representative left the meeting at this point

5. Public participation

Members noted the following points raised:

- Bus problems reported; a very helpful driver has been thanked by e-mail
- Parking problems at Junction on Highfield Road – police representative to check
Query re possibility of non-PC matters being put on PC website. Chairman explained the council's position.

6. Neighbourhood Development Plan

- a, Update on the NDP – the consultation period has now closed.
- b. Minutes of the latest NDP Management Group – no meeting has yet been held (see 6d)
- c. To decide any further action where necessary – none necessary at this point in time.
- d. Date of the next NDPMG meeting – Thursday 6th May when the next steps will be discussed

7. Harewood Road 20 mph Proposals

- The Clerk submitted the collated response of the parish council to the Legal Services Development Team. This was acknowledge and has been passed on to the engineers department.

8. Christmas Tree

Council discussed suggestion for a Christmas Tree on the green and **resolved** to leave any decision until the next meeting.

9. Hanging Baskets

- Letters asking for sponsorship at £27 per basket have been sent out. The closing date for replies is 28th April.

10. LeedsFest 2019

The deadline for ticket applications is Friday 19th April.

11. Grass Cutting

- Council discussed the quote for additional services and **resolved** to accept it.

12. IT

Council considered need for website maintenance to fix the 'not secure' message received and **resolved** that the clerk action it.

13. YLCA Membership

- Council **resolved** to re-join the YLCA; clerk to action.

14. Dog Fouling, Drain Pollution and Grit Bin

Council discussed e-mails received from residents re:

- dog fouling – council to deal with this.
- drain pollution – resident concerned should report this to Environmental Health Services
- request for a grit bin – not budgeted for this year; to consider for the future

15. Planning Matters

- a. New planning applications/appeals – none received
- b. Outcome of previous planning applications/appeals (if any) – nothing received
- c. Planning enforcement matters – nothing received

16. Finance (Clerk)

- a. Balances in the Parish Council’s accounts – as per attached sheet
- b. Bank reconciliation – **resolved** to approve – attached
- c. Accounts for Payment £1,437.55– **resolved** to accept as per attached sheet
- d. The following receipts were received in March & April 2019:
 - i. Internet transfer, as agreed, of £1,100.00 made on 19-03-2019
 - ii. Precept payment £21,335.00 from Leeds City Council received on 02-04-2019
- e. Annual Governance Statement for external audit **completed** and **signed**
- f. **Resolved** that the clerk contact the internal auditor for the year ending 31-03-2019

17. Matters for Information (Chairman)

- Jubilee Field – registration necessary – May meeting
- Parlington bench – Chairman to action
- Fly a flag for Navy day – no flagpole
- There is a continued good turn-out at the Community cafe
- People have been seen stealing bulbs from the flower tubs

18. Future Agenda Items (Clerk)

- Election of Chairman & completion of acceptance of office & declarations of interest (all Councillors)
- Review & acceptance of Standing Orders & Financial Regulations for 2019-2020.
- External Audit - completion of section 2, bank reconciliation & explanation of variances.
- Internal auditor's report
- Christmas Tree
- 20mph limit
- Jubilee field registration

19. Date, time and place of next meeting

- The Annual Parish Meeting will be held on Tuesday 21st May at 7.00pm in the Oriel Room, St Ricarius Parish Church
- The Annual Meeting of the Council will be held on Tuesday 21st May at 7.30pm in the Oriel Room, St Ricarius Parish Church

19, Closure of meeting

- The meeting closed at 8.35pm.

Signed: **Chairman.** **Date:**

Action points from the meeting

- Chairman – action Parlington bench
- Clerk – accept quote for extra grass cutting
- Clerk – contact website re updating
- Clerk – action re-joining of YLCA
- Clerk – contact internal auditor
- Clerk – deal with external audit forms and email to Cllrs