

## ABERFORD & DISTRICT PARISH COUNCIL

### Minutes of the Parish Council meeting held on Tuesday 19<sup>th</sup> March 2019 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

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

Cllr Andy Hogg  
Cllr Dave McCready  
Cllr Ruth Reed

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

#### 1. To receive apologies and approve reasons for absence

Apologies were received from Cllrs Oakes and Piper.

#### 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 19<sup>th</sup> February 2019

**RESOLVED:** To approve the minutes of the Parish Council meeting held on 19<sup>th</sup> February 2019 and to sign them as a correct record. **ACTION:** The Chairman.

#### 4. Crime & Security

The Clerk confirmed no crimes were reported in February 2019.

#### 5. Public participation

Members **noted** the following points raised:

- One person commented that cars parking on the footpath between Rein Court and Hayton Wood View are making it difficult and dangerous for a resident in a wheelchair, who is having to go on the road / cross the road to get past. This issue is common throughout the village, with an especially dangerous situation being caused on Highfield Road.
- One person said there's been a lot of dog fouling on Pump Hill recently.

#### 6. Neighbourhood Development Plan (NDP)

- a. Update: Still in the consultation period so no update currently.
- b. To **note** the minutes of the latest NDP Management Group (NDPMG) meeting – n/a.
- c. To decide any further action where necessary – none.
- d. To note the next NDPMG meeting date – **noted** – the next meeting date is 04.04.19.

#### 7. LCC Site Allocations Plan Consultation: 21.01.19 – 04.03.19 (SAP)

- a. Members **NOTED** the Clerk submitted the amendment to the SAP response to Ms Kathryn Jukes of Directions Planning Consultancy Ltd for inclusion
- b. Members **NOTED** Ms Jukes submitted the response to LCC on behalf of the PC by the deadline of 5pm on 04.03.19

#### 8. Jubilee Field – Cycle Track

Cllr Dunwell has sent emails to various cycle track manufacturers but has only received one response. He is now contacting another supplier who has confirmed they will send some information. **RESOLVED:** Based on the prices received from the first supplier of £500 per piece plus installation costs etc, Cllr Dunwell proposed setting a budget of £6,000 for the project. This was seconded by Cllr McCready and **AGREED** by all members (to be taken from the Capital Reserve Fund which is set aside for Jubilee Field).

#### 9. Budget for 2019/20

- a. **RESOLVED:** Members discussed and **AGREED** the following changes to the budget:
  - Clerk's salary reduced to £3,250 as the Locum Clerk will be employed as a Voluntary Worker
  - Mileage increased to £250 to cover the Locum Clerk's mileage
  - PC Website increased to £650 due to anticipated maintenance work required
  - NDP increased to £6,735 as the agreed amount of £4,235 for work following the independent examination that was expected to be incurred in 2018/19 has yet to be completed/invoiced
  - Grants increased to £1,000
  - Jubilee Field Cycle Track increased to £6,000 (see item 8 above)
  - Sundries increased to £1,250 for potential S137 Donation to be made in lieu of salary payment for the Locum Clerk

- b. **ACTION:** The Clerk will make the above changes to the budget. **DELEGATED:** The Chairman and Cllr Reed will review the changes made and the Chairman will sign off the budget by 31.03.19.

#### 10. LeedsFest 2019

Cllr McCready said seventy applications for approximately 120 applicants were received before the deadline. The Clerk has made preliminary address checks on just over half of these and will check the rest this week. The forms will then be passed to Cllrs McCready and Hogg for them to complete address checks and send emails confirming entry etc. **ACTION:** The Clerk will forward the standard emails for entry confirmation, address information required, and ticket collection procedures to Cllrs McCready and Hogg that will need sending in the coming weeks and months, along with the relevant spreadsheets that need completing for both the PC and Festival Republic.

#### 11. Maternity Cover for Clerk/RFO

- a. Members **NOTED** the Clerk contacted Ms Mary Farman to confirm her application was successful
- b. The Clerk confirmed she spoke to YLCA for guidance on employing the Locum Clerk on an unpaid basis and was informed this is possible, but that the term "Voluntary Worker" must be used and a contract of employment issued. The Clerk also spoke to the insurance company who confirmed a Voluntary Worker is covered in the same ways as an employee.
- c. The Chairman, Cllr Reed and the Clerk met with the Locum Clerk on 12.03.19, and the Clerk and Locum Clerk met again on 14.03.19 to begin the handover process. A second handover has been arranged.
- d. To discuss/consider any other necessary action – none.

#### 12. Defibrillator

The Chairman is still trying to organise returning the cabinet to YAS as the contact there has been out of the office – he is back on 04.04.19. The Clerk confirmed the Garforth Lions have signed the agreement regarding checking the defibrillator and replacing consumables when required. **RESOLVED.**

#### 13. Harewood Ward 20mph Scheme

- a. Members **NOTED** the proposals received from LCC regarding the 20mph zones in Aberford for which comments can be submitted until 08.04.19
- b. A lengthy discussion took place, with members stating they are most unhappy with the proposals, especially given the concerns they have raised at several meetings held previously with LCC members. Members feel the proposals are unnecessary for the village, will waste a lot of tax payers' money, and the multiple signs and road markings ("urban graffiti") will look out of place in a rural setting. It was also noted the two traffic signals in the village will become redundant as the speed limit they are set to is not changeable (confirmed by SWARCO). **ACTION:** Members **AGREED** to submit comments covering the concerns raised to the consultation, and this task has been **DELEGATED** to the Highways sub group (Cllrs Hancock, Hogg, Howson and Piper).
- c. Members **AGREED** the response shall be submitted to LCC by the Locum Clerk on behalf of the PC by the deadline of 08.04.19.
- d. To consider any other necessary action – the Clerk will put details of the consultation on the PC website.

#### 14. Christmas Tree

Cllr McCready informed members he has been approached by community group Christmas Illuminations Aberford who would like to plant a Christmas tree on the village green. They are looking at initial matched funding options to buy a tree and permanent lights for this and other trees on the green so they could be lit up at other celebratory times during the year. They are asking the PC for permission to plant the tree here, and to consider awarding a grant of around £300 per year for the running costs. Cllr McCready said if the project went ahead, the PC would not need to pay for Christmas lights from LCC each year, making a saving of approx. £1,000 per year. A lengthy discussion took place with members asking questions about irrigation and trimming the trees if there are permanent lights on them. Concerns were raised about the suitability of the ground there and whether a different type of tree might be better suited to a village green. Members are interested in the project and want to encourage local groups who want to invest in the community, but would like some more information. **ACTION:** Cllr McCready will speak to the group again and members will discuss it further at the April PC meeting with a view to making a decision.

#### 15. Planning Matters (Clerk)

- a. To consider and comment on new planning applications/appeals – none.
- b. Members **noted** the outcome of previous planning applications/appeals (tabled at the meeting as missed off the appendices):

Planning/ Appeal ref	Address	Details
18/07842/FU/N E	Land At The Rear Of The Former Royal Oak Public House Main Street Aberford	One detached house  <b>WITHDRAWN BY AGENT 01.03.19</b>

- c. To consider and to note planning enforcement matters – not discussed.

#### 16. Finance

- a. To note the balances in the Parish Council's accounts - **noted as per attached bank reconciliation**
- b. **RESOLVED:** Members discussed cheque 100806 that was issued in July 2017 but has not been presented. The Clerk confirmed Cllr Oakes contacted the Chairman of the school PTA who has no knowledge of the cheque. Members **AGREED** to cancel the cheque.
- c. To approve the bank reconciliation - **RESOLVED** (attached).
- d. Members **RESOLVED** to approve the accounts for payment totalling £769.43.
- e. Members **NOTED** the following receipts were received in Feb 2019:
  - i. VAT refund of £2,540.61 for the period 01.04.18 to 31.12.18 was received on 08.02.19
  - ii. Donation of £487.68 from a local family for a new bench and memorial plaque was received on 14.02.19
  - iii. The grant of £688.00 from the LCC Wellbeing Fund for the bus shelter was received on 28.02.19
- f. **RESOLVED:** Members **AGREED** to re-employ Pestserve for pest control services in the parish in 2019/20 at a cost of £650 for the year. Members **AGREED** to raise a cheque mid-month for the first instalment of £325 which will be due in the first week of April.

#### 17. Matters for Information

- Cllr Reed confirmed she is happy to take members' election papers to LCC as long as they return them to her in good time.

#### 18. Future Agenda Items

- a. Hanging baskets – AH/MO, April 2019
- b. Christmas tree – DMcC, April 2019
- c. Quote for additional grass cutting services – AH, April 2019
- d. Close of meeting – the Chairman closed the meeting at 9.00pm.

Signed: *D. Howson.*

Date: 16<sup>th</sup> April 2019

Minute 16.b – Bank Reconciliation

**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the period 1 February 2019 - 28 February 2019**

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

Date: 07-Mar-19  
Date: 19-Mar-19

**Balance per bank statements as at 28 February 2019**

	£	£
Current Account	1,423.30	
Revenue Reserve	12,996.88	
Capital Reserve	11,500.05	
Beckside Play Area Ground Resurfacing Fund	5,000.00	
		<hr/>
		30,920.23

Less uncleared cheques at 28 February 2019:	100806	-100.00	
	100930	-20.00	
	100931	-346.73	
	100932	-119.14	
		<hr/>	
			-585.87

**Net bank balances as at 28 February 2019** **30,334.36**

**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 2019	27,108.44
Add receipts 1 February 2019 to 28 February 2019:	3,716.29
Less payments for 1 February 2019 to 28 February 2019	<hr/> <b>-490.37</b>
<b>Closing balance per cash book as at 28 February 2019</b>	<b>30,334.36</b>

Notes

Capital Reserve is set aside for Jubilee Field

Beckside Play Area Refurbishment Fund is set aside for resurfacing the play area (minute 8 in Jan 2019 refers)

2019-20 Budget - Agreed on 19.03.19

Expenditure	2018/19 Budget	Anticipated spend to 31.03.19	Over/under as at 31.03.19	2019/20 Budget WIP	
Clerk's salary	4,500.00	4,344.30	155.70	3,250.00	8 months plus 10 addl hours
Administration Costs	880.00	820.76	59.24	900.00	
Mileage	150.00	29.70	120.30	250.00	Locum
Parish Council Website	420.00	558.33	- 138.33	650.00	Inc to £650 re "Not secure" message
Venue hire for PC meetings	300.00	240.00	60.00	300.00	
Insurance policy	1,350.00	1,350.32	- 0.32	1,400.00	
Internal audit	100.00	70.00	30.00	100.00	
External audit	250.00	200.00	50.00	250.00	
Training - Clerk	350.00	-	350.00	225.00	
Training - Councillors	600.00	90.00	510.00	400.00	
YLCA membership	536.00	536.00	-	555.00	3.4% increase
Community First Yorkshire membership	35.00	35.00	-	35.00	
SLCC membership	120.00	-	120.00	120.00	
Newsletters x 2	500.00	380.00	120.00	500.00	
General maintenance	7,400.00	6,688.22	711.78	3,300.00	£400 +£900 for new bins
Maintenance contract: speed signs	400.00	401.96	- 1.96	425.00	
Parish Paths	750.00	482.00	268.00	750.00	
Hanging baskets	1,250.00	1,097.00	153.00	1,300.00	
Wreath Remembrance Day	50.00	50.00	-	50.00	
Christmas lights	2,570.00	2,522.00	48.00	1,500.00	
Christmas tree	460.00	-	460.00	460.00	
Snow clearing & grit boxes	350.00	-	350.00	350.00	
Contribution to police vehicle	-	-	-	-	
Contribution to Crime Prevention	200.00	155.95	44.05	200.00	
VDS/NDP (inc venue hire)	2,500.00	4,941.47	- 2,441.47	6,735.00	£4,235 rolled from 2018/19 as unbilled
Parlington Consultant Fees	5,000.00	3,264.25	1,735.75	500.00	
Election Costs	-	-	-	3,000.00	Handover date Tues 7th May
Grants	1,000.00	250.00	750.00	1,000.00	
Jubilee Field Cycle Track (from Capital Reserves)	-	-	-	6,000.00	From Capital Reserves - Cycle Track
Sundries	250.00	108.00	142.00	1,250.00	Inc re donation in lieu of payroll
<b>Gross Expenditure</b>	<b>32,271.00</b>	<b>28,615.26</b>	<b>3,655.74</b>	<b>35,755.00</b>	

<b>Income</b>				
Precept	16,537.50	16,550.00	21,000.00	
Council Tax Support Grant	363.00	363.00	335.00	
Parish Paths	550.00	550.00	550.00	
HAP Grant	-	688.00	-	
Wellbeing Fund Grant	-	688.00	-	
Other Income (see below)	3,105.00	4,550.44	3,184.00	
<b>Gross Income</b>	<b>20,555.50</b>	<b>23,389.44</b>	<b>25,069.00</b>	
From Revenue Reserve	11,715.50	5,225.82	3,800.00	
From Capital Reserves	0.00	0.00	6,900.00	Jubilee Field
<b>Total</b>	<b>32,271.00</b>	<b>28,615.26</b>	<b>35,769.00</b>	
Surplus / (Deficit)			14.00	
<b>Other Income</b>				
Interest	20.00	44.54	25.00	
Hanging basket sponsorship	925.00	925.00	999.00	Based on £24 per basket
Leeds Fest ticket sales	2,160.00	2,160.00	2,160.00	£27
Miscellaneous	-	1,420.90	-	
<b>Total</b>	<b>3,105.00</b>	<b>4,550.44</b>	<b>3,184.00</b>	