

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 15 December 2020.

Meeting held via Zoom conference video call at 7.30pm due to Coronavirus lockdown restrictions.

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

Cllr Andrew Hogg
Cllr Dave McCready
Cllr Mike Oakes
Cllr Ruth Reed (Vice Chair)

In attendance: Mr Peter Wigglesworth (Clerk/RFO)

2 members of the public were also in attendance.

AGENDA

1. To receive apologies and approve reasons for absence

None received. The Chairman welcomed back Cllr Hancock following his recent illness, all colleagues agreed that it was good to see him on the mend.

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

None received.

3. Minutes of the Parish Council Meeting held on 17th November 2020

RESOLVED: To approve the minutes of the Parish Council meeting held via conference call on 17th November 2020 and to sign them as a correct record. **ACTION: To be signed by the Chairman.**

4. Crime & Security

The Chairman said that due to a change in police policy no local crime report had been provided on this occasion. Instead, information has been made available on a database and in the new year PACT meetings will be held between the police and local communities. Cllr Dunwell commented that there had been a theft of paving flags from the garden of a house in Aberford in November. **ACTION:** The Clerk will present November crime details at the next Parish Council meeting (and December details if available).

5. Public Participation

The Chairman invited members of the public to speak with regard to any items on the agenda. There were no questions relating to the agenda but both members of the public present took the opportunity to introduce themselves to Councillors as potential candidates to fill existing councillor vacancies on a co-option basis.

6. Budget 2021/22

- a) Councillors reviewed the draft budget as prepared by the Finance Working Group. There were no comments or suggested changes. **RESOLVED.**
- b) Councillors discussed the precept demand for 2021/22. In the light of the budget figures presented and current year spend it was proposed by Cllr Oakes and **AGREED** by all that the current year precept demand of £21,000 should be maintained for 2021/22. **ACTION:** The Clerk will submit the 2021/22 precept demand to Leeds City Council within the appropriate timescale.
- c) It was **AGREED** by all that no further meetings of the budget sub-group need to be held this year. **RESOLVED.**

7. Periodic review of GDPR documentation

Councillors considered the Parish Council's GDPR policies, the current ones had been reviewed and updated in some minor respects by Cllr Oakes. All **AGREED** that no further changes or updates were required and the new documents were therefore adopted with immediate effect. **ACTION:** The Clerk will post the new documents on the Aberford Parish Council website and delete the existing ones. **RESOLVED.**

8. Members Code of Conduct

Cllr Oakes explained the need to adopt an internal resolution procedure to address any breaches of the Members Code of Conduct. He had previously circulated a Leeds City Council version and after consideration all **AGREED** that the Parish Council should adopt this document. The document contains a provision for appointment of a Monitoring Officer to deal with any complaints which arise and after discussion, it was **AGREED** by all that the Clerk will fulfil this role, working in conjunction with one of the Councillors, the identity of that person to be agreed by the Parish Council on each occasion, depending on circumstances. **RESOLVED.**

9. Correspondence Received

None received.

10. Finance

- a. To note the balances in the Parish Council's accounts- **NOTED as per attached bank reconciliation.**
- b. To approve the bank reconciliation as at 30.11.2020 (Appendix 2)- **NOTED as per attached bank reconciliation. RESOLVED** (attached).
- c. To approve the Accounts for Payment (Appendix 2)- **RESOLVED** (attached).

11. Matters for Information

- Cllr Griffiths confirmed that distribution of the latest newsletter has been completed and thanked colleagues for their assistance. Regarding content, particular thanks had been received from Amanda Gillespie, a member of the Aberford Horticultural Society.
- Cllr Oakes made reference to the consultation document which proposes a significant reduction in opening hours at Lotherton Hall. He said that attendance numbers have increased substantially in recent years and compared favourably with most other local attractions. In his view the proposal would be difficult to justify from a financial perspective. Cllr Oakes added that a telephone conference call has been arranged for 10am on Wednesday 18th November with Ward Councillors and LCC representatives to discuss this matter, which all colleagues are welcome to join.
- Cllr Hogg said that he shortly expects to be able to confirm that the remaining graffiti on the bridge at Lotherton Lane and nearby road signs has been removed.
- Cllr Hogg asked whether LCC had begun emptying the waste bins surrounding Jubilee field as agreed. The Clerk said that he had not received any notification but the Chairman confirmed that this is being done.
- Cllrs McCready and Dunwell spoke about the LCC proposal to close up to half of the council owned bowling greens in Leeds. Both felt that, although the Aberford bowling green is the only council owned bowls facility in the Ward, its future is far from certain and the local community will therefore need to respond to the consultation process in a positive manner if they want to save it. The Chairman added that a recent conference call had been held with Ward councillors and representatives from LCC to discuss the situation. The meeting had been positive, with a number of alternative scenarios put forward in relation to reduction of ongoing LCC costs. A response is currently awaited.
- Cllr Dunwell said that no further progress has yet been made in relation to the proposed Jubilee field cycle track. He said that there seems to be some uncertainty within Cycling England at this time about the target user base and therefore the style of track to be provided.
- Cllr Dunwell confirmed that the provision of litter picking equipment to Aberford volunteers has now been approved. He added that the current volunteer litter picker Peter Tiffany (known as Blue) will receive a suitably endorsed Chief Litter Picker kit, to be presented to him in an appropriate manner.

12. Planning Matters

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

Planning/ Appeal ref	Address	Details
20/07553/FU	Michaelmas Cottage Bunkers Hill, Aberford, Leeds LS25 3DP	Enlargement of existing dwelling to rear NO ADVERSE COMMENTS MADE

b. To note the outcome of previous planning applications/appeals

Planning/ Appeal ref	Address	Details
20/01941/FU	19 East Ridge View Garforth Leeds LS25 2PN	First floor extension to side; conversion of garage to habitable room; porch to front APPEAL LODGED FOLLOWING REFUSAL ON 28.8.20
20/06337/FU	15 Hayton Wood View Aberford Leeds LS25 3AN	Raising of roof height to form a first floor extension with dormer to rear and roof lights to front APPROVED 04.12.20

13. Future Agenda Items

- a. Finalise 2021/22 budget/precept (January 2021)
- b. Consider move to internet Banking (date TBA)

Minute 10:

Bank Reconciliation

Aberford and District Parish Council

For the period 1 November 2020 - 30 November 2020

Prepared by Pete Wigglesworth, Clerk to the Parish Council

Approved by the Parish Council

Date: 10-Dec-20

Date: 15-Dec-20

Balance per bank statements as at 30 November 2020

	£	£
Current Account	1,099.57	
Revenue Reserve	27,578.51	
Capital Reserve	11,500.05	
Beckside Play Area Ground Resurfacing Fund	7,500.00	
	<hr/>	47,678.13

Less uncleared cheques at 30 November 2020:

101009	-27.00
101033	-15.06
101039	-636.00
101040	-20.26
101042	-21.68
101043	-24.11

-744.11

Net bank balances as at 30 November 2020

46,934.02

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

CASH BOOK

Opening balance as at 1 November 2020	50,589.65
Add receipts 1 November 2020 to 30 November 2020:	0.00
Less payments for 1 November 2020 to 30 November 2020	-3,655.63
Closing balance per cash book as at 30 November 2020	<hr/> 46,934.02

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 and minute 15.d in March 2020 minutes refer*)

Accounts for payment:				
Chq no.	Details	Net	VAT	Total
101048	P Wigglesworth - salary Dec 20	347.13	-	347.13
101049	P Wigglesworth - expenses to 10.12.2020- (home allowance (£18), phone top up (£20), ink cartridge (£15.50), Zoom licence (143.88))	167.49	29.89	197.38
101050	Cllr Nancy Griffiths - phone bill reclaims Oct/Nov	29.30		29.30
101051	Cllr Mike Oakes - phone bill reclaims Oct	26.09		26.09
101052	Cllr Keith Dunwell - phone bill reclaims Sept/Oct	19.65		19.65
101053	YLCA- budget training for Parish Clerk- min 5c 20/10/20 refers	30.00		30.00
101054	Zebra Print Management- Print autumn/winter newsletter	190.00		190.00
101055	PKF accountants- year end audit review	200.00	40.00	240.00
101056	Royal Mail- renewal of annual PO box account	293.75	58.75	352.50
101057	Natalie Goonesinghe- expenses incurred during handover	46.99		46.99
101058	Owen James Pike- hanging basket sponsorship refund agreed Dec PC meeting	27.00		27.00
101059	YLCA- induction session for new clerks- min 5c 20/10/20 refers	48.00		48.00
	Total payments 13.11.20 - 9.12.20	1,425.40	128.64	1,555.04