

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17th March 2020 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.30pm

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

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

1. **To receive apologies and approve reasons for absence**
None.
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 18th February 2020**
RESOLVED: To approve the minutes of the Parish Council meeting held on 18th February 2020 and to sign them as a correct record. **ACTION:** The Chairman.
4. **Crime & Security**
 - The Clerk read the crime report for February 2020 which listed the following crime:
 - Criminal Damage, St John's Garth – Suspect(s) damage bumper of vehicle by means unknown, make off after damage caused unseen.
 - The Clerk said WYP have issued some information regarding Bogus Officials and the fake ID they use when they knock on peoples' doors. The information was displayed at the meeting and will be published on the PC website.
 - PCSO Susan Broadwell sent her apologies – she was unable to attend the meeting as intended due to restrictions imposed regarding the COVID-19 outbreak.
5. **Public participation**
No comments made.
6. **Jubilee Field – Cycle Track**
The Clerk has not yet received any updates from LCC regarding permission to install the cycle track, and she advised members it would be best practice to not pay out a deposit or instruct any work to commence on such a project until after the COVID-19 situation has settled down, which members agreed with.
7. **Litter Picking**
Cllr Oakes suggested the litter picks should be put on hold for the time being due to the COVID-19 outbreak, which members **AGREED** with. He also stated the Great British Spring Clean event has been postponed until September 2020. Cllr Dunwell asked the Clerk to contact LCC for details of their supplier of equipment for when the PC is in a position to purchase their own. **ACTION:** The Clerk will contact LCC regarding this in due course.
8. **LeedsFest 2020**
Cllr McCready confirmed 28 forms for 48 applicants have been received so far. **RESOLVED:** Cllr McCready said the ticket draw scheduled for May might need postponing, and he suggested he and Cllr Hogg be delegated to make any urgent decisions regarding the LeedsFest 2020 if the PC council is unable to meet for regular PC meetings during the COVID-19 outbreak. The Chairman seconded this, and all members **AGREED**.
9. **Hanging Baskets 2020**
Cllr Hogg has purchased the materials required to perform the necessary repairs to the brackets requiring attention, and will do the repairs when he can. Cllr Oakes confirmed the letters to sponsors have been prepared and are ready to be issued.
10. **CCTV Options via Leeds City Council and Leeds Watch**
 - a. Members **noted** the email received from Cllr Matthew Robinson regarding the above options for temporary cameras and fixed cameras
 - b. Cllr Dunwell expressed an interest in the scheme, but acknowledged the PC was unable to proceed at this time due to the cost, which all members agreed with. **RESOLVED.**

11. Budget 2020/21

Members reviewed the budget for 2020/21 and **AGREED** the following final amendments:

- General Maintenance budget to remain at £4,000
- Noticeboard budget reduced to £250 for renovations rather than replacement
- NDP/Planning Consultant budget to remain at £1,000
- Jubilee Field Cycle Track budget set at £10,000
- Renovations to Fencing budget set at £1,300 per quote received from Wren Fencing & Landscaping Ltd

DELEGATION: Cllr McCready proposed the Clerk makes the changes for them to be signed off by the Chairman and Cllr Reed before the end of March 2020; The Chairman seconded this, and all members **AGREED. RESOLVED.**

12. Tree Inspections – Jubilee Field, Young’s Court and the area behind the bus terminus

A quote for all works has been received from Bowman Arboriculturist for £1,300 + VAT, which can be completed and invoiced before the end of March 2020, so the money can be taken from the remaining 2019/20 General Maintenance budget. The Chairman went through the quote and said the work is urgent due to the risk of heavy dead branches falling from the trees. **RESOLVED:** The Chairman proposed the work be completed in March 2020 and payment be issued on receipt of the invoice; Cllr McCready seconded this, and all members **AGREED. ACTION:** The Clerk instruct Bowman Arboriculturist to complete the works ASAP and raise a cheque accordingly.

13. LCC Consultation: The Future of Parks and Green Spaces in Leeds

Members considered whether the PC wished to submit a response to the above consultation and **AGREED** no response was required. **RESOLVED.**

14. Correspondence Received

Members **noted** the correspondence item listed below (tabled at the meeting) and made comments/agreed actions as follows:

- Email from a resident received 16.03.20 asking whether the PC has considered the elderly and vulnerable in the village in terms of COVID-19, and offered their assistance – Members said some independent groups have formed and are reaching out to residents, and that the LCC Ward Councillors are looking to co-ordinate responses. All information received from LCC about their scheme, both for people requiring assistance and for those wanting to volunteer, will be posted on the PC website as and when received.

ACTION: The Clerk will email the PC’s response to the resident.

15. 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. To approve the Accounts for Payment - **RESOLVED** (attached).
- d. **RESOLVED:** Members agreed to allocate a further £2,500 to the Beckside Play Area Ground Resurfacing Fund to increase the fund to £7,500, to build up it up for when the work is required (two quotes received circa £15,000 + VAT)
- e. **RESOLVED:** Members **AGREED** to re-employ Pestserve for pest control services in the parish in 2020/21 at a cost of £650 for the year, and **AGREED** a cheque for the first instalment can be raised on receipt of the invoice in early April 2020.

16. Matters for Information

- Cllr McCready said his school is getting lots of COVID-19 updates, and he was shocked by one informing people not to use ibuprofen on anyone with the virus as it makes the symptoms worse.
- Cllr Hogg said all but one of the PROW signs have been repaired/renewed. He will contact Cllr Robinson about the last one requiring attention.
- The Chairman said the PC only has until Aug/Sept 2020 to have any ancient footpaths registered, and there is one the PC would like to have registered.
- The Clerk said she has received an email from Community Illuminations Aberford saying they’ve been advised to plant the Christmas tree in November, so plan to do so then.
- The Clerk informed people that Lotherton Hall is now closed until the end of April 2020 due to the Coronavirus.

17. Planning Matters

- a. Members considered employing Mr Mike Dando (Planning Consultant) to assist with/write the PC’s response to the planning application for White House Farm (ref 19/06740/FU/NE) – **RESOLVED:** Cllr

Oakes proposed employing Mr Dando to write the response on behalf of the PC at his usual rate of £50 per hour, for the Clerk to then submit to the LCC Planning Dept; Cllr Hogg seconded this, and all members **AGREED. ACTION:** The Clerk will instruct Mr Dando to write the response and will submit it to LCC by the extended deadline of 24.04.20.

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

Planning/ Appeal ref	Address	Details
19/06740/FU/NE	White House Farm Bunkers Hill Aberford	Hybrid application for conversion of White House Farm to form office/workspace units (class use B1); Outline permission for residential development of circa 21No. self-build residential units and circa 10No. affordable houses; drainage works and flood alleviation works DELEGATED - SEE MINUTE 17.a ABOVE
20/01068/FU	Royal Oak Inn Main Street Aberford Leeds LS25 3AH	New boundary wall to side NO ADVERSE COMMENTS MADE.

- c. To note the outcome of previous planning applications/appeals:

Planning/ Appeal ref	Address	Details
19/03768/FU	Land adjacent to former Royal Oak Public House Main Street North Aberford LS25 3AH	Pair of semi-detached dwellings with garages APPROVED 06.03.20
19/07812/FU/E	3 Woodbridge Avenue Garforth Leeds	First floor extension to side and rear REFUSED 03.03.20

- d. To consider and to note planning enforcement matters – not discussed.
e. To receive an update regarding the Planning/NDP PC workshop to be run by Mr Mike Dando (Planning Consultant) – arrangements to be agreed at a later date.

18. Future Agenda Items (Clerk)

- WYP PACT Meetings
- Registering Ancient Footpaths
- Close of meeting – the Chairman closed the meeting at 8.40pm.

Minute 15:

**Bank Reconciliation
Aberford and District Parish Council
For the period 1 February 2020 - 29 February 2020**

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

Date: 01-Mar-20
Date: 17-Mar-20

Balance per bank statements as at 29 February 2020

	£	£
Current Account	1,519.33	
Revenue Reserve	20,809.64	
Capital Reserve	11,500.05	
Beckside Play Area Ground Resurfacing Fund	5,000.00	
		<hr/>
		38,829.02

Less uncleared cheques at 29 February 2020:

100992	-25.00	
100993	-346.73	
100994	-32.64	
100995	-639.51	
100996	-144.00	
		<hr/>
		-1,187.88

Net bank balances as at 29 February 2020

37,641.14

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 2020	38,829.02
Add receipts 1 February 2020 to 29 February 2020:	0.00
Less payments for 1 February 2020 to 29 February 2020	<hr/>
	-1,187.88
Closing balance per cash book as at 29 February 2020	37,641.14

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)

Accounts for payment:				
Chq no.	Details			
100997	St Ricarius Church - room hire 17.03.20	25.00	-	25.00
100998	N Goonesinghe - salary March 2020	373.91	-	373.91
100999	N Goonesinghe - expenses to 12.03.20	33.93	3.18	37.11
101000	A Hogg - expenses to 12.03.20	30.00	-	30.00
101001	Bowmans - tree work	1,300.00	260.00	1,560.00
	Total payments 19.02.20 - 17.03.20	1,762.84	263.18	2,026.02