

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17 November 2020.

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

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

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

In attendance: Mr Peter Wigglesworth (Clerk/RFO)

AGENDA

1. To receive apologies and approve reasons for absence

Apologies were received and accepted from Cllr Hancock.

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 20th October 2020

RESOLVED: To approve the minutes of the Parish Council meeting held via conference call on 20th October 2020 and to sign them as a correct record. **ACTION:** To be signed by the Chairman.

4. Crime & Security

The clerk read the crime report received for October 2020. On this occasion no crimes were recorded.

5. Clerk/RFO Vacancy

It was confirmed that Mr Wigglesworth had accepted the position of Clerk/RFO and is booked onto an online training course for New Clerks in December 2020 at a cost of £48 (as **AGREED** at the Oct PC meeting). It was noted that the former clerk is providing ongoing training and support to Mr Wigglesworth and Cllr Howson proposed that the Council reimburse her for any expenses reasonably incurred during this process. This was seconded by Cllr Reed and all other members **AGREED**. **ACTION:** The clerk will arrange appropriate reimbursement. **RESOLVED**.

6. Beckside Play Area – Equipment Repairs

Cllr Howson confirmed that the necessary repairs had been completed in a satisfactory manner. He proposed that payment be raised at this meeting, this was seconded by Cllr Reed and **AGREED** by all other members. **ACTION:** The clerk will raise the payment. **RESOLVED**.

7. Zoom Licence

Members discussed the possibility of holding future Parish Council meetings via Zoom. It was **AGREED** that a suitable annual licence be purchased at an expected cost of £119.90, with a view to commencing Zoom meetings from December. **ACTION:** The Clerk will arrange purchase of the licence.

8. Budget 2021/22

- a) The Clerk took Members through the draft Budget for 2021/22. It was acknowledged that this was only a first draft and members **AGREED** that more work needs to be done before formally presenting to the Parish Council.
- b) Further discussions will be held by the Finance Sub Group, to include the Clerk. **ACTION:** The clerk will contact the Finance sub group members to arrange a suitable meeting date.

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9. NALC Consultation: Standards of Conduct

Members considered whether the Parish Council wishes to respond to the above consultation (questionnaire). After reviewing the content it was agreed by all members that on this occasion no further action should be undertaken. **RESOLVED**.

10. Correspondence Received

Members **NOTED** and discussed the correspondence item listed below and **AGREED** the responses/actions as below:

- Email from a resident enquiring about running one-to-one training sessions on Jubilee Field. Members had no objection in principle provided the Parish Council are indemnified against any possible Public Liability issues arising but as this land belongs to LCC it was agreed that the clerk will contact LCC Parks & Countryside for their comments.
- Any other correspondence received before the meeting but after publishing the agenda- none

11. 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 31.10.2020 (Appendix 2) - **NOTED as per attached bank reconciliation. RESOLVED** (attached).
- c. To approve the Accounts for Payment (Appendix 2) - **RESOLVED** (attached).

12. Matters for Information

- Cllr Dunwell advised members that funding remained available from the Banks Renewable (wind farm) fund for any suitable projects in Aberford.
- Cllr Dunwell advised members that 30 sets of litter picking equipment have been earmarked for the Aberford Community litter picking initiative.
- Cllr Dunwell explained the current LCC grass verge cutting policy, this involves cutting verges 1.4m from the kerb in order to facilitate wild flower population.
- Cllr Griffiths confirmed that the latest newsletter has been printed and arrangements are in hand to distribute.
- Cllr Hogg confirmed that the police had undertaken recent speed checks in the village. There had been feedback from local residents which indicated that the results did not reflect the true position and suggestions that perhaps checks could be undertaken at different times.
- Cllr Hogg stated that graffiti had been removed from the bridge on Lotherton Lane, however a small piece had been missed. Additionally, the Stocking Lane sign and road speed sign were not cleaned perhaps because they are being replaced? Cllr Hogg confirmed that he will be following up these matters.

13. Planning Matters

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

Planning/ Appeal ref	Address	Details
20/06337/FU/NE	30 Hayton Wood View Aberford Leeds	Alterations including increase roof height to form habitable rooms in loft space; dormer window to rear NO ADVERSE COMMENTS MADE

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

Planning/ Appeal ref	Address	Details
20/04208/FU/NE	32 Highfield Road Aberford Leeds	Alterations including single garage side extension; conversion of existing garage into habitable room space and patio area to front APPROVED 29.10.2020
20/05205/FU/NE	2A Field Lane Aberford Leeds	Conversion of Garage to garden room with porch to front APPROVED 02.11.2020
20/04786/FU/E	Land Adjacent To New Hold And Aberford Road Garforth LS25	Change of use and alterations of vacant land to car wash REFUSED: 30.10.2020

14. Future Agenda Items

- a. GDPR Policy Review – Dec 2020.
- b. Internet Banking (Date TBA)
- c. Close of meeting- the Chairman closed the meeting at 8.30pm.

Minute 11:

Bank Reconciliation

Aberford and District Parish Council

For the period 1 October 2020 - 31 October 2020

Prepared by Pete Wigglesworth, Clerk to the Parish Council

Date: 07-Nov-20

Approved by the Parish Council

Date: 17-Nov-20

Balance per bank statements as at 31 October 2020

	£	£
Current Account	745.53	
Revenue Reserve	31,178.51	
Capital Reserve	11,500.05	
Beckside Play Area Ground Resurfacing Fund	7,500.00	
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		50,924.09

Less uncleared cheques at 31 October 2020:

101009	-27.00
101032	-31.38
101033	-15.06
101034	-72.00
101035	-15.00
101036	-174.00
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	-334.44

Net bank balances as at 31 October 2020

50,589.65

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

CASH BOOK

Opening balance as at 1 October 2020	51,306.04
Add receipts 1 October 2020 to 31 October 2020:	0.00
Less payments for 1 October 2020 to 31 October 2020	<hr/> -716.39
Closing balance per cash book as at 31 October 2020	50,589.65

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			
101037	P Wigglesworth - salary Nov 20	347.13	-	347.13
101038	P Wigglesworth - expenses to 12.11.2020	48.70	6.14	54.84
101039	Lazenby Brown - website fees 2020/21	530.00	106.00	636.00
101040	Cllr Paul Hancock - phone bill reclaims	20.26	-	20.26
101041	Cllr Nancy Griffiths - phone bill reclaims	12.54	-	12.54
101042	Cllr David Howson - phone bill reclaims	21.68	-	21.68
101043	Cllr Andrew Hogg - phone bill reclaims	24.11	-	24.11
101044	Cllr Ruth Reed - phone bill reclaims	43.07	-	43.07
101045	Wren Landscaping - fencing at Beckside/Pump Hill	1,280.00	256.00	1,536.00
101046	PestServe - 2nd installation for 2020/21	300.00	60.00	360.00
101047	Streetscape - Play area repairs/replacements	500.00	100.00	600.00
	Total payments 16.10.20 - 12.11.20	3,127.49	528.14	3,655.63
	<i>Prepared on 12.11.20</i>			-