

## **ABERFORD AND DISTRICT PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Tuesday 25 August 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 Paul Hancock

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

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO)

**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 28<sup>th</sup> July 2020**

**RESOLVED:** To approve the minutes of the Parish Council meeting held via conference call on 28<sup>th</sup> July 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 July 2020 which listed the following crime:

- Theft from Motor Vehicle, Main Street – The attacked motor vehicle is parked locked and secure outside location. Unknown suspect(s) approached from unknown direction and used unknown means to break locks on rear doors. Entry gained and property removed. Suspect(s) then made off unseen and in unknown direction.

**5. Ratification of decisions made by the PC during the 2020 Coronavirus Lockdown period**

**RESOLVED:** To formally approve decisions made when the PC was unable to meet, for matters requiring action, as communicated by the Clerk to members via email (between 23.07.20 to 19.08.20) (see Agenda Appendix 3).

**6. PC Website Accessibility Regulations 2018 & Website Statement**

- a. Cllr Oakes said he has changed the text on all pages of the PC website except headings as he doesn't have access to do them. 85%-90% of the required changes have been completed so far. **ACTION:** Cllr Oakes will email the Clerk regarding the changes that are required on the website's headings.
- b. Cllr Oakes suggested emailing the wording for the Accessibility Statement to all members before the Sept PC meeting so it can be approved then, which the other councillors were happy with (the deadline for it to be displayed on the PC website is 23.09.20). **ACTION:** Cllr Oakes will email the proposed wording to members before the Sept PC meeting.

**7. Litter Picking**

Deferred until September 2020 PC meeting.

A discussion regarding having the September 2020 meeting face to face took place as members would prefer this to a conference call. The Clerk informed members the current advice from YLCA, NALC and SLCC is to hold remote meetings only, and advised members the PC should continue having PC meetings remotely until the advice changes (the powers granted to PCs to make decisions remotely are in place until May 2021).

**8. Clerk's Home Working Allowance**

Cllr Griffiths sent some information to the other members suggesting that £18 is reasonable. All members **AGREED** no change to the Clerk's home working allowance is required. **RESOLVED.**

**9. Church Yard**

Cllr Hancock spoke about the option of having assistance from the prison service to help tidy/maintain the church yard as part of their offenders' rehabilitation programme. Cllr McCready said he thought this was a great idea, as did the other members. **ACTION:** The Clerk will contact Cllr Matthew Robinson about the scheme.

## 10. Trees at Hook Moor

Cllr Hogg said during bad weather earlier in the year, a large tree came down at the north east of Hook Moor crossroads, and though the debris was cleared, the remnants of the actual tree weren't taken down. A smaller tree has also come down now, and as it is a busy junction and is by the PROW, it needs to be dealt with by LCC to ensure it is safe. **ACTION:** The Clerk will contact LCC to request an inspection of the area.

## 11. Emptying of bins at Jubilee Field

Cllr Hogg said the Chairman has been emptying the bins on Jubilee Field into his own bin, but they are very heavy and contain dog waste so it is a health and safety hazard. The issue was raised previously, but there was an query with LCC emptying the bins due to accessing Jubilee Field. Members discussed getting a quote from an external company to empty the bins using the General Maintenance budget. **ACTION:** The Clerk will contact LCC to see whether they will empty the bins, and if not, will look at third parties who offer this service.

## 12. Repairs to PC Noticeboard at St John's Garth

Members reviewed the quote for a replacement backboard for the noticeboard – quoted £145 + VAT, to be verified as the quote is more than 30 days old. Cllr Reed said a resident has volunteered to fit the board for free. Members **AGREED** that as long as the cost is within the budget of £250, the work can be done.

**ACTION:** The Clerk will confirm the quote for the backboard with the supplier and place the order.

## 13. Christmas Lights

**RESOLVED:** Members reviewed and approved the quote received from LCC for the 2020 Christmas Lights to be provided by the PC - £1,395 + VAT.

## 14. Secretary of State Public Consultation: Planning for the Future White Paper

Deferred to September 2020 PC meeting.

## 15. Village Hall Committee

Members **NOTED** Cllr Oakes has resigned from the Village Hall Committee. Cllr Griffiths stated she has also resigned from the Village Hall Committee. Members **AGREED** not to appoint any other members to the Village Hall sub group at this time. **ACTION:** The Clerk will update the Sub Groups list accordingly and publish it on the PC website.

## 16. Website update to reduce spam emails

Members considered the quote received from LazenbyBrown to add Google Recaptcha spam prevention on the PC website's contact form to reduce the number of spam emails received (£60 + VAT based on estimated 1 hour of time), and **AGREED** to proceed with the work. **ACTION:** The Clerk will instruct LazenbyBrown to proceed with the work.

## 17. Remembrance Wreath 2020

Members **noted** the letter from The Poppy Appeal informing the PC that no door to door collections will be done in 2020 due to COVID19, and **AGREED** they would like to receive a wreath for the War Memorial and make a donation for it. The Chairman proposed £50 as set in the budget; Cllr Oakes seconded this, and all members **AGREED**. **ACTION:** The Clerk will raise a cheque for approval with the September payments.

## 18. 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 31.07.20 - **RESOLVED** (attached)
- c. To approve the Accounts for Payment - **RESOLVED** (attached)

## 19. Matters for Information

- Cllr Hogg has enquired with LCC whether there is any weed killing scheduled for pavements in the parish.
- Cllr Hogg confirmed the second PROW cut has been completed.
- Cllr Hogg confirmed he has re-fixed the dog fouling sign on the school fence.
- Cllr Dunwell said the hedge on the west side of Main Street from the former Royal Oak to the cottages below St John's Garth has been cut back.
- Cllr Dunwell said there is a discussion regarding wildflowers on the village on the Aberford forum

## 20. Planning Matters

- a. To consider and comment on new planning applications/appeals – Application 20/04208/FU/NE for 32 Highfield Road Aberford received in July 2020 has been noted as part of ratified decisions (item 5 above) as the deadline fell before the August 2020 PC meeting.

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

<b>Planning/ Appeal ref</b>	<b>Address</b>	<b>Details</b>
20/02426/FU/NE	3 Windmill Rise Aberford Leeds	Two storey side part single storey rear extension; single storey front extension  <b>APPROVED 31.07.2020</b>
20/02617/FU/NE	Royal Oak Inn Main Street Aberford	Replacement windows to front, side and both sides of dwelling  <b>REFUSED 21.07.2020 - APPEAL LODGED</b>
20/03603/FU/NE	34 Highfield Road Aberford Leeds	Raise roof height incorporating dormer window with Juliet balcony to rear  <b>WITHDRAWN</b>
20/03691/FU/NE	Hicklams Mill Bunkers Hill Aberford	Demolition of existing shed  <b>APPROVED – 14.08.2020</b>

## 21. Future Agenda Items

- Newsletter
- Close of meeting – the Chairman closed the meeting at 8.25pm.

**Minute 18:**

**Bank Reconciliation**  
**Aberford and District Parish Council**  
**For the period 1 July 2020 - 31 July 2020**

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

Date: 16-Aug-20  
 Date: 25-Aug-20

**Balance per bank statements as at 31 July 2020**

	£	£
Current Account	1,127.51	
Revenue Reserve	35,227.14	
Capital Reserve	11,500.05	
Beckside Play Area Ground Resurfacing Fund	7,500.00	
	<hr/>	55,354.70

Less uncleared cheques at 31 July 2020:

101002	-655.90	
101009	-27.00	
101016	-355.79	
101017	-18.00	
101018	-240.00	
	<hr/>	-1,296.69

**Net bank balances as at 31 July 2020**

**54,058.01**

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

**CASH BOOK**

Opening balance as at 1 July 2020	54,671.80
Add receipts 1 July 2020 to 31 July 2020:	0.00
Less payments for 1 July 2020 to 31 July 2020	<u>-613.79</u>
<b>Closing balance per cash book as at 31 July 2020</b>	<b>54,058.01</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 and minute 15.d in March 2020 minutes refer*)

<b>Accounts for payment:</b>				
<b>Chq no.</b>	<b>Details</b>			
101019	N Goonesinghe - salary August 2020	370.60	-	370.60
101020	N Goonesinghe - expenses to 20.08.20	42.99	5.00	47.99
101021	Clr Ruth Reed - expenses to 20.08.20	22.79	-	22.79
	<b>Total payments 23.07.20 - 20.08.20</b>	<b>436.38</b>	<b>5.00</b>	<b>441.38</b>