

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 28 July 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 Mike Oakes
Cllr Ruth Reed (Vice Chair)

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO)

1. To receive apologies and approve reasons for absence

Apologies were received and accepted from Cllr McCready.

2. To receive any disclosures of interest from Councillors on matters to be considered at the meeting
None.

3. To confirm the minutes of the following meetings as true and correct records

- i. **RESOLVED:** To approve the minutes of the Parish Council Meeting held on 17th March 2020 and to sign them as a correct record. **ACTION:** The Chairman to sign the minutes.
- ii. **RESOLVED:** To approve the minutes of the Annual Meeting of the Council held on 26th May 2020 and to sign them as a correct record. **ACTION:** The Chairman to sign the minutes.

4. Crime & Security

The Clerk read the crime reports received for March and June 2020 which listed the following crimes:

- Theft of motor vehicle, Lotherton Lane – Unknown suspects steal motor scooter by unknown means (March 2020)
- Theft non specific, Field Lane – Work equipment has been left at location. Suspect unknown approaches and removes items unseen, making off in unknown direction (June 2020).

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 (to 22.07.20) (see Agenda Appendix 3)

6. Review and complete the required sections of the Annual Return for the year ended 31.03.20 (previously circulated):

- a. Section 1 – Annual governance statement 2019/20: Members **APPROVED** section 1 of the AGAR.
- b. Section 2 – Accounting statements 2019/20: Members **APPROVED** section 2 of the AGAR.
ACTION: The Chairman and Clerk to sign the AGAR as required.
- c. **RESOLVED:** Members agreed the dates for posting the Notice of Public Rights (17.08.20 – 28.09.20).

7. Internal and External Audits

- a. Members **noted** the internal audit was completed in May 2020.
- b. The Clerk confirmed the documents required for the external audit have been prepared and are ready for submission. **ACTION:** Once the AGAR has been signed (see items 6.a and 6.b above), the Clerk will submit it and the other required documents to PKF Littlejohn LLP for the external audit, by the deadline of 31.07.2020.

8. PC Website Accessibility Regulations 2018 & Website Statement

Cllr Oakes confirmed he has run the test software and lots of errors were found due to the colour of the text on the headers (green on green). He has sent two examples to show members the proposed changes (black text) which members **APPROVED**. **ACTION:** Cllr Oakes will begin implementing the changes.

9. Litter Picking

A lengthy discussion took place discussing the options for litter picking, with the following points being **noted**:

- Cllr Reed commented there isn't much litter in the village at the moment
- The Chairman said one resident has been doing a lot of litter picking and he has done a fantastic job, and he is enjoying doing it on a voluntary basis
- Cllr Dunwell suggested setting a date for a village wide litter pick at the next PC meeting
- The Chairman said this should be for the side streets only as the other volunteer wants to look after Main Street going forwards, however the litter hasn't been collected by LCC
- Cllr Oakes offered to contact other residents who have expressed an interest in being involved in a litter pick to suggest they do their own streets

- Cllr Oakes suggested discussing the matter further at the next PC meeting, including deciding whether any litter pickers need to be bought.
ACTION: Cllr Oakes will contact the other potential volunteers. **ACTION:** The Clerk will contact LCC to arrange for the litter to be collected from the volunteer picking on Main Street, and will request they supply some gloves, bags and masks.

10. New Sub Group – Jubilee Field Cycle Track

Members considered setting up a sub group for the cycle track to manage the project accordingly and **AGREED** to do so, with Cllrs Dunwell and Griffiths volunteering to be on it. **ACTION:** The Clerk will update the Sub Groups list accordingly and publish it on the PC website. **RESOLVED.**

11. New Fencing at Cock Beck & Pump Hill

Members considered the quote received from Wren Landscaping for new fencing at Cock Beck and Pump Hill to replace damaged fencing, and **AGREED** to proceed with the budgeted works at a cost of £1,280 + VAT. **ACTION:** The Clerk will instruct Wren Landscaping to begin the works ASAP.

12. Clerk’s Salary and Home Working Allowance

- a. **RESOLVED:** Cllr Reed proposed increasing the Clerk’s salary to SCP10 (currently SCP9), and also proposed backdating the rise to 01.07.2020 to coincide with the anniversary of the Clerk’s start date (July 2016) - all members agreed with both proposals.
- b. Members discussed the home working allowance awarded to the Clerk, payable to a maximum amount of £24 per month (currently paid £18 per month). **ACTION:** Cllr Griffiths will look into the matter further and suggest whether any change is appropriate.

13. Finance

- a. To note the balances in the Parish Council’s accounts - **noted as per attached bank reconciliation as at 30.06.20**
- b. To approve the bank reconciliation as at y/e 31.03.20 – **RESOLVED** (attached)
- c. To approve the bank reconciliation for the period 01.04.20 – 30.06.20 – **RESOLVED** (attached)
- d. To approve the Accounts for Payment – **RESOLVED** (attached)
- e. Members reviewed the 2020/21 Budget Update as at 30.06.20 – no questions or queries were raised.

14. Matters for Information

- Cllr Hogg is liaising with Ward Cllr Firth regarding the drains to get the missed ones cleansed.
- Cllr Hogg said LCC Highways have cut back the foliage overhanging the PROW up Field Lane and over the motorway after he reported it.
- Cllr Hancock said he will begin doing the playground inspections again from this weekend (01.08.20).
- Cllr Dunwell said the overgrowth at St John’s Garth is bad.
- Cllr Dunwell said the community group have asked about the position for the 2020 Christmas tree.
- Cllr Griffiths has spoken to the resident who enquired about climate change – they had a long phone call and she will email the other members about what they discussed.
- Cllr Griffiths said the corner plot on Parlington Drive/Cattle Lane will be maintained using funds raised by the Aberford Village Hall Café, and said the café volunteers have taken on the responsibility for its planting and upkeep.

15. Planning Matters

- a. To consider and comment on new planning applications/appeals – decisions made regarding planning applications received since the March 2020 PC meeting to 20.07.2020 ratified as part of item 5 above.
- b. To note the outcome of previous planning applications/appeals:

Planning/ Appeal ref	Address	Details
19/07527/FU/NE	Royal Oak Inn Main Street Aberford	Detached triple garage to rear APPROVED 01.05.2020
20/01068/FU	Royal Oak Inn Main Street Aberford Leeds LS25 3AH	New boundary wall to side APPROVED 07.05.2020
20/02161/FU/NE	3 Banks Row Main Street Aberford	Alterations to enlarge existing single storey extension to rear APPROVED 03.07.2020

16. Future Agenda Items

- a. Emptying the bins at Jubilee Field.
- b. Close of meeting – the Chairman closed the meeting at 8.40pm.

Minute 13:

Bank Reconciliation

Aberford and District Parish Council

For the period 1 March 2020 - 31 March 2020

Prepared by Natalie Goonesinghe, Clerk to the Parish Council

Date: 13-Apr-20

Approved by the Parish Council

Date: 28-Jul-20

Balance per bank statements as at 31 March 2020

	£	£
Current Account	2,036.43	
Revenue Reserve	16,318.60	
Capital Reserve	11,500.05	
Beckside Play Area Ground Resurfacing Fund	7,500.00	
		<hr/>
		37,355.08

Less uncleared cheques at 31 March 2020:

100992	-25.00	
100997	-25.00	
101000	-30.00	
101001	-1,560.00	
		<hr/>
		-1,640.00

Net bank balances as at 31 March 2020

35,715.08

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

CASH BOOK

Opening balance as at 1 March 2020	37,641.14
Add receipts 1 March 2020 to 31 March 2020:	99.96
Less payments for 1 March 2020 to 31 March 2020	<hr/> -2,026.02
Closing balance per cash book as at 31 March 2020	35,715.08

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*)

Bank Reconciliation
Aberford and District Parish Council
For the period 1 April 2020 - 30 June 2020

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

Date: 19-Jul-20
 Date: 28-Jul-20

Balance per bank statements as at 30 June 2020

	£	£
Current Account	1,552.99	
Revenue Reserve	35,227.14	
Capital Reserve	11,500.05	
Beckside Play Area Ground Resurfacing Fund	7,500.00	
	<hr/>	55,780.18

Less uncleared cheques at 30 June 2020:

100992	-25.00	
100997	-25.00	
101000	-30.00	
101002	-655.90	
101009	-27.00	
101013	-5.48	
101014	-90.00	
101015	-250.00	
	<hr/>	-1,108.38

Net bank balances as at 30 June 2020

54,671.80

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

CASH BOOK

Opening balance as at 1 April 2020	35,715.08
Add receipts 1 April 2020 to 30 June 2020:	21,962.54
Less payments for 1 April 2020 to 30 June 2020	<u>-3,005.82</u>
Closing balance per cash book as at 30 June 2020	54,671.80

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			
101016	N Goonesinghe - salary July 2020	355.79	-	355.79
101017	N Goonesinghe - expenses to 25.06.20	18.00	-	18.00
101018	A Fox Services - PROW cut	240.00	-	240.00
	Total payments 27.06.20 - 22.07.20	<hr/>	-	<hr/> 613.79