



## 7. Conduct of Parish Council meetings

Cllr Oakes said that Leeds City Council are in the process of updating their existing Code of Conduct model, which had previously been adopted by ADPC. He therefore proposed that the new version be reviewed and adopted (with any required local amendments) at either the April meeting if issued or the May annual meeting, with the A&DPC Standing Orders being reviewed at the same time.

After discussion the proposal was **AGREED** by all members. **ACTION:** Cllr Oakes to review the documents in the first instance and circulate to members.

## 8. LeedsFest 2021

Cllr Hogg confirmed that the festival organisers are expecting the LeedsFest to go ahead and will provide 80 free tickets for residents, as had been planned for 2020. He said that the Sub Group had met to discuss the process, they consider that we should now press ahead with the application process. Accordingly, Cllr Hogg proposed that applications should be invited from the end of March, with a closing date of the end of April. With regard to the date and venue for the draw (if required), it was proposed that due to ongoing Covid restrictions this decision should be held back until the position becomes clearer.

After discussion both proposals were **AGREED** by all members. **ACTIONS:** Clerk to draft a poster and application form to be published in notice boards, on the website and on the Aberford forum. Clerk to also contact Ward Cllr Robinson regarding traffic management before, during and after the event as applicable to the Aberford Parish.

## 9. Hanging Baskets 2021

Cllrs Hogg and Oakes said that, following LCC confirmation that these will be available for 2021, plans have commenced for identification and agreement of sponsors. The Clerk said that the price per basket appears to be £25 although Cllr Oakes said a price increase had previously been anticipated. **ACTION:** Clerk to confirm the purchase price for 2021.

## 10. Town & Parish Council Forum meeting

Cllr Dunwell had previously circulated his notes from this meeting, which he had attended on 25<sup>th</sup> February. There were no specific comments or queries arising, however Cllr Dunwell asked that any members thoughts on suitable locations for planting of trees and wildflowers in the Parish be passed on to him.

## 11. Speed signs, speed checks and school crossing

Cllr Bradley outlined her thoughts on the potential to provide a safe school crossing point on the brow of the hill on Main Street, along with the provision of a school crossing officer and possible use of a vehicle speed monitoring device. The Chairman explained that these important issues have been a perennial problem, which the Highways Sub group had addressed with relevant authorities on numerous occasions with varying degrees of success.

After further discussion it was **AGREED** by all members that Cllr Bradley should undertake some further research and be co-opted onto the Highways and traffic management advisory sub group to replace former Cllr Paul Hancock. It was further agreed that Cllr Dickinson become involved so that her ideas on the possible sponsorship of additional speed signs can be pursued. **ACTION:** Cllrs Bradley and Dickinson to report back on progress for the next PC meeting.

## 12. Correspondence Received

The Clerk reported that a request had been received in November 2020 from a member of the public, asking to use the Jubilee field for open air exercise classes once Covid lockdown rules permit. This request had been discussed briefly at the November 2020 meeting but shelved at that point due to ongoing Covid restrictions, however with the advent of the Government roadmap a further approach has been received.

The Clerk confirmed that evidence of suitable liability insurance has been provided, furthermore the requestor has advised that there will be no damage to the field itself and that

none of the equipment around the field will be utilised. It was **AGREED** by all members that the request be accepted. **ACTION:** Clerk to respond to the member of the public accordingly.

### 13. 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 28.2.2021)- **RESOLVED** (attached).
- c. To **approve** the Accounts for Payment- **RESOLVED** (attached).
- d. To **approve** the previously circulated proposal to outsource the Parish Council payroll for the 2021/22 tax year. This was **AGREED** by all. **ACTION:** Clerk to advise the provider. **RESOLVED.**
- e. To **approve** the completion and submission of a replacement bank mandate, as requested by HSBC and **approve** the resolutions as listed in full in clauses 3.1 to 3.5 inclusive of the HSBC UK Mandate for Council, dated and signed by the Clerk. The authorised signatories will be Cllr Howson, Cllr Reed, Cllr Dunwell and Cllr Oakes, any two from four to sign cheques or otherwise authorise and send payments. This was **AGREED** by all. **ACTION:** Clerk to complete and circulate the new bank mandate. **RESOLVED.**

### 14. Matters for Information

- Cllr Dunwell said that Andrew Kyrover had come back to him regarding the proposal to site a LCC notice board outside the flats at the entrance to Highfield Road, LCC were happy with this location.
- Cllr Dunwell stated that he had been speaking with LCC regarding litter picking refuse. He had been advised that any bags are to be left next to the nearest LCC rubbish bin for collection. Cllr Reed agreed to provide Cllr Dunwell with a list of LCC bins in Aberford to assist in this regard.
- Cllr Hogg said that he had been in touch with A Fox regarding renewal of the various PROW grass and shrub cutting requirements for 2021.
- Cllr Hogg confirmed that a LCC tree cutting officer had now inspected the trees at Hook Moor and accepted responsibility for their pruning as required.
- Cllr Bradley asked when the Sub Group allocations will be reviewed in the light of Cllr Hancock's resignation and the addition of new Councillors. Cllr Reed said that these are normally reviewed as part of the Annual May meeting.
- Cllr Bradley asked for members thoughts on establishing a social media forum under the Parish Council heading. Cllr Oakes said that this had been considered in the past but there were various matters which would need to be considered in terms of content and control, given the Parish Council's legal status within the Local Authority framework.
- Cllr McCready said that today's meeting has been difficult to follow properly, due to background noise and feedback. He suggested that for future meetings all attendees other than the Chairman and Clerk should be muted except when they are actively participating.
- Cllr Howson said that he had been visited by the owners of Rose & Crown cottage concerning a planning application they have recently submitted. He confirmed that he had advised them that due to the late receipt of the application, this could not be considered at today's meeting but would be on the agenda for the next meeting.

## 15. Planning Matters

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

Planning/ Appeal ref	Address	Details
21/01295/FU/NE	The Old Barn, School Lane Aberford	Single storey extension to rear  The Parish Council have no objection to this application in principle. However, they are concerned that due to the depth of scaffolding required during construction work there may be an adverse impact on access for surrounding residents. They have therefore requested that suitable access be maintained to and from all surrounding properties during the period of building work.  (LCC planning advised 17.3.21)

- b. To note the outcome of previous planning applications/appeals (if any)

None recorded.

## 16. Future Agenda Items

- LCC'S proposal to install a City Council noticeboard (April)
- Proposed confirmation of A Fox grass cutting services for 2021 (April)
- Leeds Festival 2021 update (April)
- Hanging Baskets 2021 update (April)
- Review of working and advisory groups (May Annual meeting)
- Review of Financial Regulations and Financial Risk Assessment (May Annual meeting)
- Review of asset register (May annual meeting)
- Review of council membership of other bodies (May annual meeting)

There being no further business the Chairman closed the meeting at 8.50pm. The Clerk confirmed that the next meeting is scheduled for Tuesday 20<sup>th</sup> April, commencing at 7.30pm.

## **Minute 13**

### **Bank Reconciliation**

**Aberford and District Parish Council**

**For the period 1 February - 28 February 2021**

Prepared by Pete Wigglesworth, Clerk to the Parish Council

Date: 10-Mar-21

Approved by the Parish Council

Date: 16-Mar-21

#### **Balance per bank statements as at 28 February 2021**

	£	£
Current Account	738.83	
Revenue Reserve	23,529.29	
Capital Reserve	11,500.34	
Beckside Play Area Ground Resurfacing Fund	7,500.19	
		<hr/>
		43,268.65

Less uncleared cheques at 28 February 2021:

101043	-24.11	
101066	-46.93	
		-71.04

**Net bank balances as at 28 February 2021**

**43,197.61**

**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 2021	43,650.67
Add receipts 1 February 2021 to 28 February 2021:	0.00
Less payments for 1 February 2021 to 28 February 2021	<hr/> <b>-453.06</b>
<b>Closing balance per cash book as at 28 February 2021</b>	<b>43,197.61</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*)

**Accounts for payment:**

<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
EFT P Wigglesworth - salary Mar 21	347.13	-	347.13
EFT P Wigglesworth - expenses to 10.3.2021 (home allowance (£18))	18.00	-	18.00
EFT YLCA Finance training	30.00		30.00
EFT YLCA new councillor webinar (Sarah Bradley)	48.00		48.00
			-
<b>Total payments 17.02.21 - 17.03.21</b>	<b>443.13</b>	<b>-</b>	<b>443.13</b>