

## **ABERFORD AND DISTRICT PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Tuesday 16th November 2021.**

**Meeting held in the Oriel room, St Ricarius Church, Aberford commencing at 7.30 pm.**

Present: Cllr David Howson (Chairman) Cllr Mike Oakes  
Cllr Keith Dunwell Cllr Sarah Bradley  
Cllr Ruth Reed (Vice Chair) Cllr Nancy Griffiths  
Cllr Doug Bodey

In attendance: Mr Peter Wigglesworth (Clerk/RFO).

1. **To receive apologies and approve reasons for absence**  
Apologies were received and accepted from Cllr Dickinson and Cllr McCready.
2. **To receive any disclosures of interest from Councillors on matters to be considered at the meeting**  
None received.
3. **Resignation of Councillor Andrew Hogg**
  - a. Members **NOTED** the resignation of Cllr Hogg in an email received from him on 14.11.21- **ACTION:** Clerk to write to Mr Hogg expressing the Council's gratitude for his distinguished service.
  - b. Members **NOTED** that there is now a Casual Vacancy on the Parish Council.
  - c. **RESOLVED:** to fill the Casual vacancy. **ACTION:** Clerk to arrange for the vacancy to be advised to Leeds City Council and the existence of a vacancy advertised in accordance with the required procedure.
4. **Minutes of the Parish Council Meeting held on 19th October 2021**  
**RESOLVED:** To approve the minutes of the Parish Council meeting held in the Oriel room, St Ricarius church on 19th October 2021 and to sign them as a correct record. **ACTION:** To be signed by the Chairman.
5. **Public Participation**  
There were no members of the public present on this occasion.
6. **Crime & Security**
  - a. The clerk gave an update of September crime activity, as reported on the Police UK database. Only one crime had been recorded, this was an incident of criminal damage/arson but no suspect had been identified. The Clerk commented that there had apparently been a spate of burglaries in Aberford village in October, adding that details of these should become available when the October crime details are uploaded.
  - b. Cllr Dunwell attended the latest PACT meeting on 28<sup>th</sup> October. He reported that there were no matters arising but advised members that a new P.C (Susan Broadwell) has now been appointed for Aberford.
7. **Grant Applications for consideration**  
The Clerk confirmed that no new applications had been received.
8. **Playground maintenance**
  - a. **Annual inspection of the Jubilee Field MUGA and Beckside**  
The clerk reported that the MUGA has been confirmed as the responsibility of Leeds City Council who have undertaken a recent review of the facility. In their view the MUGA remains in good order at the present time.

Regarding the Beckside play area, following receipt of a quote for annual inspection from HAGS it was **AGREED** by all members that the flexible timescale quote be accepted at a price of £165. However, it was further **AGREED** that this should be delayed until completion of the work at item 8c below. **ACTION:** Clerk to advise HAGS accordingly.

**b. Proposed repair of broken signage at the Jubilee Field**

The clerk reported that the signs have now been provided and are awaiting affixment. Cllr Howson advised that one of the poles has gone missing so it may be necessary to mount one of the signs elsewhere unless this can be located. **ACTION:** Cllr Howson to erect the signs as appropriate.

**c. Proposed repairs at the Beckside Play area**

Cllrs Howson and Bradley reported that some progress has been made with the necessary repairs, adding that it is hoped to complete the work by the end of 2021. **ACTION:** Cllrs Howson and Bradley to progress work as appropriate.

**9. Aberford vegetation maintenance projects**

Cllr Bodey gave an update on the various ongoing projects, the key points being as follows;

**a. Wildflower garden behind Aberford School**

After three weekends work, digging out has now been mostly completed and the land is ready for planting of seeds in the near future. **ACTION:** Cllr Bodey to lead the process.

**b. Highfield Road Garden project**

A meeting has been held with representatives of Aberford in Bloom with a further planning meeting scheduled for 23<sup>rd</sup> November, other Cllrs welcome to attend.

**c. Planting North of the village**

No further progress yet from LCC Parks department or Highways.

**10. Leeds Fest 2022**

Cllrs Reed and Dunwell confirmed that the first meeting of the Transport improvement working group had been held on 2<sup>nd</sup> November via Zoom. Around 18 representatives had attended what was essentially an initial introductory session. Cllr Reed said that there had not been any consideration of future attendance numbers.

After discussion it was **AGREED** by all members that unless any response is received within the next two weeks to the invitation for members of the public to put themselves forward, the Clerk will contact the person who expressed an interest with a view to them attending the next meeting. Cllr Bradley said that she would like to attend the next meeting if possible, having been on holiday when the last one took place. **ACTION:** Clerk to deal with the public attendance as appropriate and advise Cllrs of the next meeting date once available.

**11. Aberford Newsletter**

Cllr Griffiths confirmed that she has circulated the draft newsletter for Cllrs to review. She confirmed that once any suggested amendments have been received, this will be sent off for printing. Cllr Griffiths had also circulated the proposed distribution list and commented that she will contact Andy Hogg to see if he would still be prepared to post the newsletter to the areas he originally covered. **ACTION:** Cllr Griffiths to progress as appropriate.

**12. Correspondence received**

There were no new correspondence items. The Clerk confirmed that most of the items raised at the October meeting have now been resolved, with just the Grit bin position to be clarified. Cllr Howson said he will provide the clerk with a list of all grit bins in the village so that he could take this up with LCC to see which ones are their responsibility. **ACTION:** Cllr Howson and the Clerk to progress.

### 13. Planning matters

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

Planning/ Appeal ref	Address	Details
21/08145/FU/NE	3 Windmill Rise Aberford Leeds	Single storey front extension; single storey rear extension- revision advised 2.11.21  <b>THE FOLLOWING COMMENTS WERE ORIGINALLY MADE IN RELATION TO APPLICATION 20/02426/FU/NE AT THIS ADDRESS AND COULD POTENTIALLY STILL APPLY;</b>  “Although other properties in the cul-de-sac have been extended, it is considered the proposed extensions on this site would make the property too overbearing alongside its neighbours. There are also concerns that the frontage would not comfortably accommodate four cars as there is insufficient dropped kerb.”
21/08848/LI/NE	Manor Farm Cottage Main Street Aberford	Listed building application to carryout alterations involving first/second floor rear extension with juliet balcony  <b>NO ADVERSE COMMENTS MADE</b>

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

Planning/ Appeal ref	Address	Details
21/05804/FU/E	9 East Ridge View Garforth Leeds	Replacement single storey extension to rear  <b>APPROVED 28.10.21</b>
21/05990/FU/NE	9 St Johns Close Aberford Leeds	Single storey side and rear extension; fence to rear and two new parking bays to front  <b>APPROVED 11.10.21</b>
21/06657/FU/NE	Royal Oak Inn Main Street Aberford	Extension to existing garage to rear and new fence boundary  <b>REFUSED 3.11.21</b>
21/07290/DTM/NE	Land Adjacent To Main Street And 14A Haverthwaites Drive Aberford Leeds	Determination for installation of 18m phase 8 monopole C/W wrapround cabinet at base and associated ancillary works  <b>REFUSED 20.10.21</b>

#### 14. 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 31.10.2021- **RESOLVED** (attached).
- c. To **note** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).
- d. To **discuss** the use of Community Infrastructure Levy Fund receipts- The clerk confirmed that £3,104.65 has been received from LCC relating to the land development adjacent to the former Royal Oak pub. Cllr Oakes said that, to the best of his recollection, this is the first time that any CIL monies have been received. He suggested that members should take time to reflect on the best way to spend this money within the set down criteria, perhaps in conjunction with fulfilment of the Neighbourhood Plan.

In the meantime the Clerk agreed to transfer the monies into a capital project account and also contact LCC to find out whether any other amounts are "in the pipeline".

**ACTIONS:** Clerk to undertake follow up actions as noted and comply with reporting requirements in due course.

- e. To **agree** the 2022/23 budget process including a meeting date for the budget sub group- in the absence of Cllr McCready it was agreed to set up the budget meeting in correspondence, to take place within the next two weeks.

Cllr Oakes commented that members should circulate any ideas they may have for 2022/23 budget items in advance of the meeting. **ACTION:** Clerk to initiate and make arrangements for the meeting. Members to forward any items for consideration to the Finance working group members,

#### 15. Matters for Information

- Cllr Reed commented that, at the recent Town & Parish Council Forum meeting, the availability of funding up to £1,000 from the Arium Horticultural fund had been mentioned, to support projects that enhance the floral nature of Leeds. The Clerk added that availability will be in the form of a credit account at the Arium shop and therefore it must be spent on items available there. It must also be on future projects, not on retrospective items.

The Clerk confirmed that the next meeting is scheduled for Tuesday 21st December 2021. commencement time 7.30 pm. Despite the proximity to Christmas, members were happy to go ahead with this date. The meeting will be held in the Oriel room, St Ricarius Church. Unless otherwise agreed, the requirement for pre meeting Covid lateral flow tests will continue.

## Minute 14

### Bank Reconciliation Aberford and District Parish Council For the period 1 October 2021 - 31 October 2021

Prepared by Pete Wigglesworth, Clerk to the Parish Council  
Approved by the Parish Council

Date: 10.11.21  
Date: 16.11.21

#### Balance per bank statements as at 31 October 2021

	£	£
Current Account	118.22	
Revenue Reserve	44,132.01	
Capital Reserve	11,501.20	
Beckside Play Area Ground Resurfacing Fund	7,500.75	
		<hr/>
		63,252.18

Less uncleared cheques at 31 October 2021:

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0.00

**Net bank balances as at 31 October 2021**

**63,252.18**

**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 2021	63,946.91
Add receipts 1 October 2021 to 31 October 2021:	0.00
Less payments for 1 October 2021 to 31 October 2021	<hr/> <b>-694.73</b>
<b>Closing balance per cash book as at 31 October 2021</b>	<b>63,252.18</b>

#### Receipts received:

Date	Details	Net	VAT	Total
	None received October 2021	<hr/> -	-	- <hr/>

**Accounts for payment:****Chq**

<b>no.</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
EFT	P Wigglesworth - salary Nov 21	347.13		347.13
EFT	P Wigglesworth expenses to 10.11.2021- home allowance (£18), hire of rotavator (£82.22), purchase of printer ink (£34)	114.85	19.37	134.22
EFT	Hire of Oriel Room, St Ricarius church@ £20 - 16/11/21	20.00		20.00
EFT	Lazenby Brown - website fees 2021/22	530.00	106.00	636.00
EFT	PestServe - 2nd installation for 2021/22	300.00	60.00	360.00
EFT	CLlr Doug Bodey- wildflower garden project	93.75	18.75	112.50
EFT	Andrew Fox- grass cutting services	431.00	-	431.00
<b>Total payments 14.10.21 - 10.11.21</b>		<b>1,836.73</b>	<b>204.12</b>	<b>2,040.85</b>