

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 27 April 2021.

Meeting held via Zoom video conference call, commencing at 7.30pm, due to Coronavirus lockdown restrictions.

Present: Cllr David Howson (Chairman)
Cllr Keith Dunwell
Cllr Nancy Griffiths
Cllr Lucy Dickinson
Cllr Ruth Reed (Vice Chair)

Cllr Andrew Hogg
Cllr Dave McCready
Cllr Mike Oakes
Cllr Sarah Bradley

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

Before commencing the meeting, the Chairman spoke briefly about HRH Prince Philip, whose death had been announced on 9th April. On behalf of the Parish Council the Chairman expressed his appreciation of the lifetime of service he had given to Queen and Country and his many achievements, in particular his contribution to young people through his DoE award scheme, his passion for the environment and his support for rural Britain.

1. To receive apologies and approve reasons for absence

Apologies were received and accepted from Cllr Bodey.

2. To receive any disclosures of interest from Councillors on matters to be considered at the meeting

Cllr Bradley declared a personal interest in one of the planning applications, which is located close to her property.

3. Minutes of the Parish Council Meeting held on 16th March 2021

RESOLVED: To approve the minutes of the Parish Council meeting held via Zoom video conference call on 16th March 2021 and to sign them as a correct record. **ACTION:** To be signed by the Chairman.

4. Public Participation

There were no members of the public present on this occasion.

5. Crime & Security

a) The Clerk gave an update of February crime activity, as reported on the "Police UK" database. No precise locations had been made available, however the following items were highlighted

- Eight crimes recorded for February in the Aberford & District Parish. Of these, two were recorded as vehicle crimes and four were for anti-social behaviour, with the other two involving drug and violence offences.

b) Cllr Dunwell had previously circulated brief notes of the PACT meeting held on 1.4.21. There were no specific points arising, however it was noted that it is the intention to increase participation in the PACT meetings, initially by encouraging each Parish Council to increase the number of Councillors taking part. **ACTION:** Cllr Dunwell to liaise with interested parties to agree representation at the next PACT meeting on 13th May.

6. Leeds Fest 2021

The Clerk advised members that 53 applications had been received to date, 98 tickets requested. This means that a draw will be required and a discussion took place on the best timescale and format for this. It was **AGREED** that, if Covid rules permit, the draw should take place in person as soon as possible after the 21st June. The position will be reviewed in the light of circumstances prevailing at the time of the next Parish Council meeting on 18th May.

ACTION: Clerk to post an update of plans on the Parish Council website once applications have closed.

7. Hanging Baskets 2021

Cllr Oakes confirmed that a letter has gone out to all current sponsors and confirmed that payments will shortly commence.

ACTIONS: Clerk to provide a weekly update of payments received to Cllr Oakes and Cllr Hogg. Cllrs Oakes and Hogg to review the reserve list should any spare baskets become available.

8. Grass cutting

Cllr Hogg confirmed that he had spoken with Andrew Fox re 2021 PROW and shrub cutting requirements. The core grass cutting quote was unchanged from 2020, with any additional areas or other cutting requirements to be charged separately. This was **AGREED** by all members. **ACTION:** Cllr Hogg and the Clerk to liaise on order placement and payment.

Cllr Dunwell referred to previous discussions concerning funded tree planting and further areas for wildflowers which had arisen at the Outer North East Community meeting. After discussion, it was suggested that Cllr Bodey might be interested in leading a project on this, as it is an area of special interest for him. Cllr Griffiths said she would also like to be involved and it was also suggested that this could be posted on the Aberford community forum to seek wider involvement. This was agreed by all members. **ACTION:** Cllr Dickinson to speak with Cllr Bodey on this matter and report back.

9. LCC proposals to install a City Council noticeboard

Members again discussed the above proposal. After consideration it was **AGREED** by all that this would provide minimal benefit to the Aberford parish and therefore it would not be pursued. **ACTION:** Clerk to advise Andrew Kyrover at LCC of the Parish Council decision.

10. Litter Picking teams

The Council had been asked by Cllr Dunwell to consider funding refreshments at a proposed kick off meeting of the Aberford litter picking team. However, Cllr Dunwell said that he had given the matter further consideration and whilst he felt that something should be provided, he did not consider it appropriate that this should come from Parish Council funds.

All members were in agreement with the sentiments expressed by Cllr Dunwell and undertook to look at alternative ways of providing suitable refreshments when the meeting eventually takes place.

11. Speed signs, speed checks and school crossing

Cllr Bradley provided an update for members following her exchange of correspondence with Ward Councillor Robinson regarding road safety in the vicinity of Aberford School. Notwithstanding the long standing problems of agreeing effective improvement initiatives in this area, Cllr Robinson had suggested a meeting on site with LCC Highways Officers to look at what might be possible in terms of design and delivery to help.

Cllr Bradley said that this meeting has been scheduled to take place on 21st May, she added that it is hoped to hold the meeting on site (Main St) at around the time of peak school drop off.

In the circumstances, it was **AGREED** by all members to defer any further discussion on improvements and associated funding until this meeting has taken place.

Cllr Dunwell said that there had been much comment on this very emotive issue on the Aberford forum. He added that, whilst it is not an official Parish Council website, it is widely used in the village and he felt that some kind of update should be provided on this issue. Cllr Dickinson offered to draft something for Council approval.

After discussion all members **AGREED** with this suggestion. **ACTION:** Cllr Dickinson to circulate a proposed Forum posting to all members for comments before posting.

12. New members announcement

Cllr Dickinson had previously circulated a draft announcement for posting on the Parish Council website and on the Aberford Forum. All members **AGREED** that this can be posted in the form drafted. **ACTION:** Cllr Dickinson to liaise with the Clerk to synchronise the timing of these announcements.

The Clerk then advised members that any requests to add (or remove) personal photographs to accompany names on the Parish Council website should be sent to him for action.

13. Correspondence Received

- a. The clerk referred to a complaint received from a member of the public regarding anti-social behaviour at the Hook Moor wind farm. Cllr Dunwell said that the Banks Group had undertaken to repair damaged fencing at the Site and said that he will follow up to see if this had been completed. In noting this, the Chairman added that there were several other access points which made it difficult to secure the site against unwanted vehicle access. He added that two quad bikers had recently been apprehended and removed from the site.
- b. The clerk referred to an e-mail seeking Permission for an Archaeological Geophysical Survey on the Jubilee Gardens. He said that this had originally been requested in October 2020 and the applicant had now raised the matter again, with a view to doing the survey after the 17th May lockdown easing. Permission has already been granted by the land owners, Leeds City Council subject to Ward and Parish Council agreement. After discussion all members **AGREED** to the request. Cllr McCready asked that members be given access to review any report produced as a result of this process. **ACTION:** Clerk to clear with Ward Councillors and then advise the applicant accordingly, obtaining a copy of the report in due course.
- c. Any correspondence received before the meeting but after publishing the agenda- none.

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 31.3.2021- **RESOLVED** (attached).
- c. To **approve** the Accounts for Payment- **RESOLVED** (attached).
- d. To **note** the receipt of the 2021/22 Precept (£21,000), Parish CTS Grant (£357) and Parish Paths grant (£550).

15. Matters for Information

- Cllr Dickinson said that a local resident had enquired about planting wildflower seeds behind Becks side close to the chapel. Cllr Hogg asked for details of the precise area so that the position regarding delaying grass cutting could be clarified.
- Cllr Dickinson also referred to cutting debris around the path leading from Main Street up to the School, Cllr Hogg said he would have a look at this.
- Cllr Dunwell said that 16 sets of litter picking equipment had now been issued. He added that efforts continued to get the remaining sets picked up.
- Cllr Hogg said that he continues to pursue fly tipping and litter bin problems with Leeds City Council.

- Cllr Reed said that there was again graffiti under the motorway bridge. Cllr Hogg said that this had been missed last time the area had been cleaned and he would follow up.
- Cllr Reed commented that the smells from the slurry tank near Kingfisher Lane were very bad. Cllr Hogg believed that planning permission had been granted for this installation but Cllr Howson did not think it had.
- Cllr Howson commented on outstanding litter removal work done by a local resident who had picked up 12 bags of rubbish in the Kingfisher lane area.
- Cllr Griffiths asked when the Nellies Tree information board will be put up at the Main Street entrance to the Parlinton Estate. Cllr Howson said that he will follow this up.
- Cllr Bradley referred to a conversation she had recently with a lifelong local resident whose memorial bench in memory of her father had been stolen. She felt that some kind of permanent memorial might be appropriate and undertook to circulate a proposal in advance of the next meeting.

16. Planning Matters

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

Planning/ Appeal ref	Address	Details
21/01395/FU/NE	1 Rose & Crown cottage, Main Street, Aberford	Change of use of part of dwelling to shop/coffee shop NO ADVERSE COMMENTS MADE Given the premises location close to Aberford school, members would like the applicants, so far as is reasonably practical, to arrange for any trade deliveries to be made outside the school drop off times (0830-0900) and school pick up times (1445-1515)
21/02018/FU/NE	Greenhill Bungalow Main Street Aberford	First floor loft conversion including dormer window to rear and rooflights to front NO ADVERSE COMMENTS MADE
21/02033/FU/NE	London House Main Street Aberford	Demolition and re-building of existing garage to create two storey extension, to rear. Alterations to include new pitched roof to replace flat roof creating new mezzanine, reroof of existing pitched roof, including rooflights to all elements NO ADVERSE COMMENTS MADE
21/02198/FU/E	19 Brierlands Close Garforth Leeds	Single storey rear extension NO ADVERSE COMMENTS MADE

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

Planning/ Appeal ref	Address	Details
20/08575/FU/NE	34 Highfield Road Aberford Leeds LS25 3AY	First floor side/rear extension over existing garage APPLICATION REFUSED 9.3.21
21/00983/FU/E	6 Moule Rise Garforth Leeds	Single storey rear extension ACCEPTED 1.4.21

17. Future meetings

In the light of the Secretary of State's decision not to extend the deadline for lawful remote Council meetings beyond 7th May, members considered the options for the Annual Meeting and May Parish Council meeting, both scheduled for the 18th May. The Clerk said that unless any change to the above decision is made in the ongoing High Court review, it will not be possible to lawfully hold the above meetings remotely.

After discussion, it was **AGREED** by all that the Chairman and Clerk will undertake a site visit to the normal Parish Council meeting venue (Oriel Room at St Ricarius Church) to assess whether a parish council meeting can safely be held there, with any appropriate adaptations to the venue to ensure adherence to the relevant Covid safety guidelines. It was further **AGREED** by all that in the event that the meetings do take place at that venue, should any member feel unable to attend due to Health & Safety reasons this will be deemed to be an acceptable reason for absence.

There being no further business the Chairman closed the meeting at 8.55pm. The Clerk confirmed that in accordance with item 17, the Annual meeting is scheduled for Tuesday 18th May, commencing at 7.00pm followed by the May Parish Council meeting, commencing at approx. 7.30pm. Further information will be provided to members and the public following the site visit noted above.

Minute 14

Bank Reconciliation

Aberford and District Parish Council

For the period 1 March - 31 March 2021

Prepared by Pete Wigglesworth, Clerk to the Parish Council

Date: 21-Apr-21

Approved by the Parish Council

Date: 27-Apr-21

Balance per bank statements as at 31 March 2021

	£	£
Current Account	224.66	
Revenue Reserve	23,529.91	
Capital Reserve	11,500.62	
Beckside Play Area Ground Resurfacing Fund	7,500.37	
		<hr/>
		42,755.56

Less uncleared cheques at 31 March 2021:

0.00

Net bank balances as at 28 February 2021

42,755.56

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 2021	43,197.61
Add receipts 1 March 2021 to 31 March 2021:	1.08
Less payments for 1 March 2021 to 31 March 2021	<u>-443.13</u>
Closing balance per cash book as at 31 March 2021	42,755.56

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:

Details	Net	VAT	Total
EFT P Wigglesworth - salary Mar 21	347.13	-	347.13
EFT P Wigglesworth - expenses to 14.4.2021. printing, stationery home allowance (£18)	61.65	6.57	68.22
EFT Pestserve first payment of new contract	325.00	65.00	390.00
	<hr/>		
Total payments 17.03.21 - 27.04.21	733.78	71.57	805.35