

## ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 16th May 2023.

Meeting held in the Oriel Room, St Ricarius church, Aberford Main Street, commencing at 7.30 pm.

Present: Cllr Mike Oakes (Chair)  
Cllr Ruth Reed

Cllr Nancy Griffiths  
Cllr Sarah Bradley

In attendance: Mr Peter Wigglesworth (Clerk/RFO)  
Four members of the public

**1. To receive apologies and approve reasons for absence**

Cllr Wilson was absent from the meeting.

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

None received.

**3. Minutes of the Parish Council Monthly Meeting held on 18<sup>th</sup> April 2023**

**RESOLVED:** To approve the minutes of the Parish Council meeting held in the Oriel room on 18th April 2023 and to sign as a correct record. **ACTION:** To be signed by the Chair.

**4. Public Participation**

A point was raised that parking and fly tipping of waste has become an issue on the Aberford Dykes scheduled monument on Field Lane. **ACTION:** Clerk to contact Historic England to find out what might be acceptable forms of action to discourage this.

A further matter was raised concerning the two designated flower beds on the green at Pump Hill. Aberford Horticultural Society had offered to take on responsibility for maintenance and tending of these. **ACTION:** Clerk to contact Aberford in Bloom in the first instance to clarify whether they presently look after these installations.

**5. Crime & Security**

- a. The clerk advised that there were 3 reported crimes in the Parish in March per the Police UK database. He advised that investigations had been completed in each case, no prosecutions have been made.
- b. The clerk had circulated the latest WYP crime report on 25<sup>th</sup> April and Keith Dunwell had also sent his summary notes of the meeting held on 27<sup>th</sup> April. **ACTION:** Clerk to circulate the summary notes.

**6. Projects update**

**a. Becksid Playground maintenance**

The clerk explained that HAGS had scheduled the improvement works to the play area surfacing they had previously undertaken but this had not happened due to transport problems with the contractor. **ACTION:** Clerk to again ask for this work to be completed.

**b. Website Upgrade**

Cllr Oakes said that Lazenby Brown had responded with an ex-VAT quote of £1,440 for the development work on the website upgrade. This was with the proviso that part of the work on the content revision will be undertaken in house, after suitable training, by the Parish Council.

Members discussed whether a further quote should be obtained but all members **AGREED** that the benefits of continuity and an existing website base to build on would outweigh any possible cost estimate reduction. Cllr Oakes said that he would move forward on that basis.

**c. Purchase and Installation of upgraded speed signs**

The clerk confirmed that Leeds City Council are awaiting details of the Main Street lamp post identification numbers on which the SID signs are to be mounted before placing orders and moving the project forward. Cllr Bradley proposed that council members get together to discuss and agree this at the earliest opportunity so that the clerk can set the process in motion.

d. **Aberford Green Spaces initiatives**

Cllr Griffiths said that she had now spoken with Doug Bodey and then provided the following update on the various projects, which Mr Bodey would like to stay involved with in a supporting capacity.

**Community Garden**- The project is still supported by Harewood Ward councillors. Cllr Griffiths to complete an application for funding by the Arium who have a new manager in situ.

**Wildflower meadow**- Doug Bodey advises that the meadow be left uncut until August with a view to further work being done at that stage. In noting this, all members **AGREED** that the area opposite should be cut at the first available opportunity. **ACTION:** Clerk to arrange for Andy Fox to do this.

**Trees on the Jubilee Field**- Mr Bodey was still of the opinion that more trees could be planted around the Jubilee Field. Cllrs agreed to give this consideration although they were unsure whether any further development would be appropriate, given the problems in maintaining the present infrastructure in good order.

Members were in agreement that support from village residents would be helpful in trying to move some of these projects forward and agreed to consider how this might be achieved.

**7. Leeds Fest 2023**

a. The clerk advised that the draw had now taken place with all 130 tickets being sold and paid for. Cllr Bradley passed on feedback from attendees, a few of whom felt that a microphone would have helped communication and there was also a view that the meeting would work better held indoors. The clerk said that this could be looked at for next year, the main problem being that the only venue of the necessary size would be the Village Hall where no early evening slots had been available on this occasion. **ACTION:** Clerk to review.

b. It was noted that the latest Transport Working Group meeting had been held on 9<sup>th</sup> May. Cllr Bradley said that plans to extend the shuttle bus service to include Aberford are still ongoing, along with various measures to improve public safety and security and on site welfare. Festival Republic had also confirmed that they plan to use an updated, more accurate distribution list for their letter to residents, rather than using the Parish Council to assist. In noting this, members **AGREED** that the distribution list must be accurate and that the letter should cover the reasons for proposed road closures and other transport measures in plain English. **ACTION:** Cllr Bradley to communicate this to Festival Republic.

**8. Hanging Baskets**

Cllr Oakes said that e-mails and letters have been sent out and inward payments are being monitored. He stated that there are quite a lot of label alterations this year, adding that any assistance from colleagues would be appreciated.

**9. Jubilee Field equipment**

Cllr Bradley asked that a replacement net be provided for the tennis court. Cllr Reed pointed out that this is a non-standard size. Cllr Bradley was also concerned that when the grass is cut there is no strimming around the outdoor equipment, which looks untidy and makes it difficult to use. **ACTION:** Clerk to follow up with LCC Parks Department.

**10. Grants to be awarded**

The clerk confirmed that an application for £250 had been received from Garforth in Bloom for the provision of floral displays in and around Cedar Ridge. All members **AGREED** that this should be granted. **ACTION:** Clerk to arrange payment.

**11. Registering the Arabian Horse pub as an asset of community value**

Cllr Oakes said that Cllr Wilson has been working on this but due to his unexpected absence he would need to catch up with him to ascertain progress. All members felt that it is important to get this re-registration completed as soon as possible and therefore **AGREED** that Cllr Oakes should move this forward, with the clerk's support as required

**12. Correspondence received**

The clerk said that an e-mail had been received from a local resident concerning the Parish Council's finances. Members **AGREED** that the clerk should respond with the information requested.

### 13. Planning matters

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

Planning/ Appeal ref	Address	Details
23/02643/FU/NE	2 Greystones Close Aberford Leeds	Retrospective alterations to dwellinghouse and erection of garden playhouse to rear; with raised access area to front; application also seeks to establish that the existing use of the dwellinghouse is still C3 (dwellinghouse) and has not been sub-divided to form 3no. flats  <b>The Parish Council are of the opinion that the nature of the application requires specialist knowledge and advice and therefore they have no specific comments to make regarding the proposal.</b>

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

Planning/ Appeal ref	Address	Details
22/06872/FU/MIN	Ridge Road Farm Ridge Road Micklefield	Installation of 7no. containers for storage/offices/associated activities, construction of building over existing separation bunker, and extension of CHP stack to 12 metres high  <b>APPROVED 28.4.23</b>
23/00203/FU/E	Land Off Isabella Road, Immediately East Of Ash Lane Garforth	Retrospective application for installation of new access gates; associated hard and soft landscaping and relocation of boundary fence to accommodate visibility splays along Ash Lane  <b>APPROVED 21.4.23</b>
23/00790/FU/NE	2 Church House Cattle Lane Aberford	Replacement of conservatory to rear with timber conservatory incorporating heritage double glazing; refurbishment of the sliding sash windows using the existing frames  <b>APPROVED 24.4.23</b>
23/00791/LI/NE	2 Church House Cattle Lane Aberford	Listed building application for replacement of conservatory to rear with timber conservatory incorporating heritage double glazing; refurbishment of the sliding sash windows using the existing frames Also refurbish the sliding sash windows with new sashes that have gaskets and heritage double glazing fitted within the sashes. Use the existing frames in situ.  <b>APPROVED 24.4.23</b>

#### **14. Finance update**

- 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 30.4.2023- **RESOLVED** (attached).
- c. To **NOTE** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).

#### **15. Matters for Information**

Cllr Bradley said that she had been speaking with a representative from LCC Highways department who agreed that the two build out areas on Main Street are not presently fit for purpose. The clerk confirmed that a similar view had also been expressed by the LCC Traffic Engineering Manager, in response to his letter of complaint sent on behalf of the Parish Council. Members were hopeful that this will lead to a speedy rectification of the position.

Cllr Bradley said that the Himalayan Balsam problem around the Beck, whilst not too prevalent at the moment, is likely to become a major issue unless preventative action is taken soon. She added that a contact on another local Parish Council has some experience of dealing with this and she undertook to speak with them and propose the best way forward.

There being no further points to raise, Cllr Oakes closed the meeting at 8.30pm.

## Minute 14

### Bank Reconciliation Aberford and District Parish Council For the period 1 April 2023 - 30 April 2023

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

Date: 10.5.23  
Date: 16.5.23

<b>Balance per bank statements as at 30 April 2023</b>	£	£
Current Account	54.74	
Revenue Reserve	64,035.29	
Capital Reserve	13,412.20	
CIL Reserve	6,209.31	
Beckside Play Area Ground Resurfacing Fund	8,000.00	
		<hr/>
		91,711.54

Less uncleared cheques at 30 April 2023:

0

**Net bank balances as at 30 April 2023**

**91,711.54**

**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 2023	65,806.70
Add receipts 1 April 2023 to 30 April 2023:	26,720.05
Less payments for 1 April 2023 to 30 April 2023	<u>-815.21</u>
<b>Closing balance per cash book as at 30 April 2023</b>	<b>91,711.54</b>

#### Amounts received:

Date	Details	Net	VAT	Total
5.4.23	Leeds City Council - Precept & Council Tax Grant	23360.00		23360.00
Various	Hanging Basket sponsorship	275.00		275.00
18.4.23	VAT receipt reimbursement	3085.05		3085.05
	<b>Total receipts April 2023</b>	<b>26,720.05</b>	<b>-</b>	<b>26,720.05</b>

**Accounts for payment:**

	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
EFT	P Wigglesworth - salary May 23	394.20	-	394.20
EFT	P Wigglesworth - expenses to 10.5.2023; home allowance (£22) , Mileage to PC crew (£8.10), purchase of receipt book (£3.93)	33.37	0.66	34.03
EFT	Hire of Oriel Room, St Ricarius church@ £20 - 16.5.23	20.00	-	20.00
EFT	YLCA Membership renewal	583.00	-	583.00
EFT	B Hopper internal audit fee	100.00	-	100.00
EFT	Payment for Pump Hill fencing to Atkinsons	3,614.16	722.83	4,336.99
EFT	Garforth in bloom grant	250.00	-	250.00
	<b>Total payments 13.04.23 -10.05.23</b>	<b>4,994.73</b>	<b>723.49</b>	<b>5,718.22</b>