

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17th January 2023.

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

Present: Cllr Mike Oakes (Chair) Cllr Sarah Bradley
Cllr David Howson Cllr Keith Dunwell
Cllr Ruth Reed Cllr Tyler Wilson
Cllr Bob Kitchen

In attendance: Mr Peter Wigglesworth (Clerk/RFO)

1. To receive apologies and approve reasons for absence

Apologies were accepted and received from Cllr Griffiths.

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

None received. On a wider point, Cllr Wilson said that he had recently taken on a journalistic role and was advised by the Chair to amend his Register of Interests accordingly.

3. Minutes of the Parish Council Monthly Meeting held on 20th December 2022

RESOLVED: To approve the minutes of the Parish Council monthly meeting held in the Aberford Village Hall on 20th December 2022 and to sign as a correct record. **ACTION:** To be signed by the Chair.

4. Public Participation

No members of the public were present on this occasion.

5. Crime & Security

- a. The clerk gave an update of November crime activity, as reported on the Police UK database. He confirmed that 6 crimes had been reported and no suspects had been identified. The clerk also advised members that some additional data on crime outcomes has been identified on the police report, adding that he will review this in advance of each meeting.
- b. It was noted that no PACT meetings had been held since the last Parish Council meeting, with the next meeting now scheduled for Thursday 2nd February.

6. Projects update

a. *Beckside Playground maintenance*

Cllr Bradley said that the remedial work has now been carried out on the surfacing of the swings and see saw. Unfortunately, this had still not been of the required standard due apparently to wet weather on the day the work was done. Cllr Bradley said that she has met again with HAGS representatives who accepted that further work needs to be done to complete the job once the weather improves.

All Members **AGREED** that in view of the work done to date a payment should now be made to HAGS, being the capital cost of the see saw and a further payment circa 50% of the remaining balance. **ACTION:** Clerk to arrange accordingly.

b. *Website Upgrade*

Cllr Oakes said that a meeting of the project group will be held on Friday 20th January. In response to a question from Cllr Oakes, all members **AGREED** that they are happy with the present style and look of the website and the group would therefore concentrate on reviewing content and security requirements. **ACTION:** Clerk to advise Lazenby Brown accordingly.

c. *Installation of upgraded speed signs*

The clerk referred to further information he had circulated from Elan City radar, which confirmed that they only provide the signs themselves and do not offer a fitting or maintenance service. No response has yet been received from Leeds City Council. During discussion councillors considered buying two of the Elan City units at this stage, however it was eventually **AGREED** by all that the clerk will push for a response from LCC so that the

respective merits of cheaper signage compared to a more expensive but comprehensive installation service can be assessed at the next meeting.

d. Fencing improvements at Pump Hill

Cllr Kitchen had circulated a design proposal from Farndale fencing and Cllr Bradley had separately spoken with Atkinson Fencing regarding suitable options. After discussion it was **AGREED** by all members that Cllr Kitchen and Cllr Bradley will each speak with their contacts to obtain a quote based on the style of fencing suggested by Farndale but slightly lower (top of the post to be about 25cm from the ground). These can then be reviewed at the February meeting. **ACTION:** Cllr Kitchen and Cllr Bradley to ask for quotes as described and circulate to members.

7. Code of Conduct

Cllr Oakes proposed that the Leeds City Council model code of conduct be adopted as circulated, suitably amended with ADPC branding. All members **AGREED** with this proposal. **ACTION:** Cllr Oakes to finalise as appropriate, Clerk to post the amended document on the website.

8. Social media guidance

Cllr Oakes confirmed that he had circulated a set of guidance notes produced by LCC to help support and advise members in the use of social media, to avoid legal and reputational risk both for members individually and for the Council. He added that this is not a legally binding document but is intended to be helpful in guiding members in their use of social media. All Councillors noted the comments as being a helpful addition to available information.

9. Leeds Fest 2023

Members discussed who would represent ADPC in the regular planning meetings, which had been successful in improving traffic management for the 2022 event. It was **AGREED** by all that Cllr Bradley, Cllr Dunwell and Cllr Wilson will lead this area for 2023. Cllr Wilson said that he had some thoughts on more effective control of drug taking at this year's event and was advised by the Chair that these would best be raised in the planning group forum once meetings commenced.

Regarding the ADPC ticket allocation, it was **AGREED** by all members that every effort will be made to get ticket applications processed and tickets allocated as soon as possible once details are made available by Festival Republic. Cllr Bradley raised the question of whether Councillors and their immediate families could apply for tickets and be included in the draw for 2023. After discussion it was **AGREED** that this will be considered further at the February meeting.

10. Correspondence received

The clerk advised that no correspondence from members of the public had been received on this occasion.

11. Planning matters

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

Planning/ Appeal ref	Address	Details
22/08437/FU/E	AO Office Building, Isabella Road, Garforth	Installation of new windows to front and side; new concrete path NO ADVERSE COMMENTS
23/00115/FU/NE	2 Windmill Rise, Aberford	Demolition of existing garage; Single storey front and side extension; Single storey rear extension No adverse comments, however Councillors noted that the house was originally built on rafts which could give rise to some issues in the light of this proposal and wondered whether the applicant was aware of this.
23/00177/FU/NE	The Old Barn, Field Lane, Aberford	Two storey side, front and rear extension, new pitched roof to existing front and rear dormers, new rooflights to front, new hardstanding to front, 1.8m high wall to sides No adverse comments, however Councillors felt that vehicular access to the garages will be a problem for the applicant. Councillors also noted that the surrounding land on Field Lane embraces a Scheduled Monument, therefore no building materials or construction vehicles should be parked on this area during the work.

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

Planning/ Appeal ref	Address	Details
22/02297/FU/E	Land to the West of Aberford Road, Garforth	Construction of a storage and distribution building (Use Class B8) with ancillary offices (Use Class E) and site access, service roads, car parking areas, landscaping, a multi-use sports pitch, pedestrian and cycleways and associated works APPROVED 23.12.22

12. 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 31.12.2022- **RESOLVED** (attached).
- c. To **NOTE** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).

13. Matters for Information

Cllr Oakes confirmed that the defibrillator outside the Arabian Horse is now fully working and a schedule for weekly checks by councillors has been agreed, with any associated costs still being paid for by Garforth Lions. He added that the spare defibrillator cover presently with Cllr Howson could be made available to the Village Hall committee should they obtain a defibrillator unit at that location.

Cllr Oakes said that no key has yet been provided to enable the dog litter bag dispensers to be filled. The clerk said he will follow this up with Leeds City Council.

Cllr Howson asked the clerk to contact LCC parks department if they would cut the hedge between the Jubilee Field and the Vicarage on School Lane.

Cllr Howson asked the clerk to report an incident of fly tipping on Lotherton Lane.

Cllr Wilson questioned whether, with the impending closure of Harewood House bird garden, some of the rare birds could be transferred to the bird garden at Lotherton Hall. The clerk said he would follow this up with the Lotherton Hall management.

Cllr Bradley said that there is some evidence of Himalayan Balsam recurring near the Becks. She added that when the weather improves she will endeavour to remove it.

There being no further points, Cllr Oakes closed the meeting at 8.50pm.

Minute 12

Bank Reconciliation Aberford and District Parish Council For the period 1 December 2022- 31 December 2022

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

Date: 11.1.23
Date: 17.1.23

Balance per bank statements as at 31 December 2022	£	£
Current Account	50.00	
Revenue Reserve	55,844.11	
Capital Reserve	11,518.71	
CIL Reserve	6,209.31	
Beckside Play Area Refurbishment Fund	7,521.05	
		<hr/>
		81,143.18

Less uncleared cheques at 31 December 2022:

0.00

Net bank balances as at 31 December 2022 **81,143.18**

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

CASH BOOK

Opening balance as at 1 December 2022	85,308.09
Add receipts 1 December 2022 to 31 December 2022:	91.47
Less payments for 1 December 2022 to 31 December 2022	<hr/>
	-4,256.38
Closing balance per cash book as at 31 December 2022	81,143.18

Receipts received:

Date	Details	Net	VAT	Total
05/12/22	Interest received	91.47	-	91.47
	Total receipts December 2022	91.47	-	91.47

Accounts for payment:

Chq no.	Details	Net	VAT	Total
EFT	P Wigglesworth - salary Jan 23	447.98		447.98
	P Wigglesworth expenses to 11.1.2023- home allowance (£18), ink cartridges (45.50)	55.92	7.58	63.50
EFT	Hire of Oriel Room, St Ricarius church@ £20 - 18/1/22	20.00		20.00
EFT	Autela Payroll Services- Quarter to 31/12/22	43.59	8.72	52.31
EFT	Payment of play area repair costs to HAGS	4,106.36	821.27	4,927.63
EFT	Sutcliffe Play- balance of whirly bob payment	4,544.07	908.81	5,452.88
	Total payments 15.12.22 - 11.01.23	9,217.92	1,746.39	10,964.30