

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 18th April 2023.

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

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

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

- 1. To receive apologies and approve reasons for absence**
Apologies were accepted and received from Cllr Dunwell. Cllr Wilson apologised for his absence from the last meeting due to illness.
- 2. To receive any disclosures of interest from Councillors on matters to be considered at the meeting**
Cllr Reed declared an interest in planning application 23/01484 and therefore took no part in the assessment of it.
- 3. Minutes of the Parish Council Monthly Meeting held on 21st March 2023**
RESOLVED: To approve the minutes of the Parish Council meeting held in the Oriel room on 21 March 2023 and to sign as a correct record. **ACTION:** To be signed by the Chair.
- 4. Public Participation**
No matters raised.
- 5. Crime & Security**
 - a. The clerk advised that there were 4 reported crimes in the Parish in February per the Police UK database. He advised that investigations had been completed in respect of 3 items with the other one still under investigation. No prosecutions had been made.
- 6. Projects update**
 - a. **Beckside Playground maintenance**
The clerk said that he had spoken with HAGS a few days earlier and had been advised that the work will be rescheduled to take place as soon as possible once the weather has improved for a sustained period. Cllr Bradley reiterated that it is important this work gets done properly rather than in haste.
 - b. **Website Upgrade**
Cllr Oakes said that he is still in the process of collating requirements arising from councillors input. He asked the clerk to contact Lazenby Brown to try and get a firm price for the work based on the more routine tasks being done in house and also an indication of when the transition can be scheduled.
 - c. **Purchase and Installation of upgraded speed signs**
The clerk said that a response has now been received from Leeds City Council Highways department asking for details of exactly where the Parish Council want the two SID signs fixing. Cllr Oakes asked members to give this some thought and submit suggestions to him. In the meantime the clerk said that he will contact Highways to ensure that the order is now in place and also seek assurance that the process of identifying suitable places for the signs will not delay the overall process timescale.
 - d. **Aberford Green Spaces initiatives**
Cllr Griffiths advised that she is still endeavouring to discuss the 2023 programme with former Councillor Bodey, adding that she was hopeful of having something to report for the next meeting.

7. Leeds Fest 2023

- a. The clerk advised that applications for 180 tickets were received by the closing date therefore a draw will be necessary, provisionally scheduled for Thursday 11th May. Cllr Griffiths said that she will check availability of the Village Hall on that date in view of the probable size of the gathering.
- b. It was noted that the Transport Working Group meeting scheduled for 11th April had been postponed with the next meeting schedule for 9th May.

8. Parish Council Elections 2023

The clerk confirmed that 5 Councillors had been elected unopposed to serve from 4.5.23. Cllr Oakes commented that due to the quorum of 4 attendees for lawful meetings this could make the conduct of meetings difficult unless any potential absence from meetings is advised in advance of the meeting. After further discussion it was agreed that Cllr Bradley will work with the clerk to seek applications for co-option from any interested parties. The clerk also asked whether any re-elected councillors needed to change their Declaration of Interest return. Other than Cllr Wilson all confirmed that no changes were required, Cllr Wilson undertook to update his return direct with LCC.

9. Pest Control

The clerk said that the present contractor Ian Masterson had written to offer his services for 2023 at the same price as 2022, being £600. After discussion all members agreed to accept this quote. **Action:** Clerk to contact Mr Masterson and arrange payment of the first instalment.

10. Grass cutting

Cllr Howson said that he had spoken with Andy Fox regarding continuing with the work for 2023. He explained that in 2022 he had liaised with Mr Fox to decide what needed doing and when, adding that this arrangement will need to be taken on by one of the remaining Councillors for 2023. The clerk asked Cllr Howson to get Mr Fox to send a proposal for consideration.

11. Review of Standing Orders

Cllr Oakes said that he had reviewed the LCC model document with Cllr Wilson and they had concluded that this largely consisted of items with a general application. He therefore undertook to tailor a version to ADPC requirements and issue for review with a view to subsequent agreement at the Annual Meeting in May.

12. Hanging Baskets

Cllr Oakes said that e-mails had been sent to existing basket holders with letters to follow and some payments had already been received. He anticipated that there may be some unallocated baskets available this year and undertook to get in touch with those applicants on the reserved list.

13. Correspondence received

The clerk advised that there were no items for discussion on this occasion.

14. Planning matters

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

Planning/ Appeal ref	Address	Details
23/01806/FU/NE	19 Hayton Wood View Aberford	First floor hip to gable side extension NO ADVERSE COMMENTS
23/01852/FU/NE	3 Church Terrace Main Street Aberford	Alterations including new windows and doors; conversion and refurbishment of outbuilding to form storage room/utility room area and a bin store NO ADVERSE COMMENTS
23/01853/LI/NE	3 Church Terrace Main Street Aberford	Listed building application for alterations including new windows and doors; conversion and refurbishment of outbuilding to form storage room/utility room area and a bin store NO ADVERSE COMMENTS
23/01484/FU/NW	Fernlee House Field Lane Aberford	Retrospective application for new dormer window with juliet balcony to rear; new rooflights to front The Parish Council consider that the application represents a proposed development that is too large for the location in which the property is situated
23/02182/FU/NE	6 St Johns Close Aberford Leeds	Alterations including conversion of garage to habitable room; new flat roof covering the existing side and rear extension including rooflights and external flue; new patios with steps to the rear NO ADVERSE COMMENTS

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

Planning/ Appeal ref	Address	Details
22/01605/FU/NE	4 Moon Hill Court Aberford Leeds	Single storey rear and side extension APPROVED 21.3.23

15. Finance update

- a. To **NOTE** the balances in the Parish Council's accounts- **NOTED** as per attached bank reconciliation. The clerk advised members that some changes had been made to the closing project account balances to reflect year end commitments made or expected in the near future.
- b. To **APPROVE** the bank reconciliation as at 31.3.2023- **RESOLVED** (attached).
- c. To **NOTE** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).
- d. The clerk referred to the final quarterly spend summary report for the year ending March 2023. Over the full year, total spend of £26k had fallen well short of the £71k budget. Some items had not materialised or had not been required for various reasons, however it was noted that spend initiatives worth approx. £30k were either imminent or expected to take place later in 2023/24. The clerk confirmed that these had been built into the 2023/24 budget.

16. Matters for Information

Cllr Wilson said that following implementation of the new North Yorkshire unitary authority he felt that ADPC should explore possible links with nearby parishes within that authority. Cllr Oakes agreed that there could be some merit in this and asked Cllr Wilson to make further enquiries.

Cllr Wilson referred to the lapsed Asset of Community value agreement in respect of the Arabian Horse pub, adding that he thought a new application should be made. All members were in agreement that this would be a sensible move and Cllr Oakes said he would look into the paperwork produced last time and asked the clerk to review e-mails from the original application. A proposal can then be considered for review at the May Parish Council meeting.

With all business now complete, Cllr Oakes concluded the meeting by paying tribute to the three departing Councillors who had not sought re-election in May 2023. Speaking first about Cllr Howson, he said that the former Chairman's contribution to the Parish Council and to the Parish in general over very many years has been immeasurable, adding that his vast knowledge of the Parish and close relationship with many of its residents had been invaluable to the Parish Council and will be impossible to replace. He concluded by thanking Cllr Howson for everything he had done and offered his best wishes for whatever new endeavours he takes on.

In a similar vein, Cllr Oakes thanked Cllr Dunwell in his absence for his contributions over many years as a long-standing Parish Council member, adding that he and his distinctive contributions would be very much missed. Finally, Cllr Oakes thanked Cllr Kitchen for his efforts in his brief time as a Councillor, stating that his willingness to take on responsibility had been much appreciated. All members and the clerk endorsed these comments and wished each of them well for the future.

Cllr Oakes then closed the meeting at 8.30pm.

Minute 15

Bank Reconciliation Aberford and District Parish Council For the period 1 March - 31 March 2023

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

Date: 12.4.23
Date: 18.4.23

Balance per bank statements as at 31 March 2023

	£	£
Current Account	49.90	
Revenue Reserve	38,135.29	
Capital Reserve	13,412.20	
CIL Reserve	6,209.31	
Beckside Play Area Refurbishment Fund	8,000.00	
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		65,806.70

Less uncleared cheques at 31 March 2023:

0.00

Net bank balances as at 31 March 2023

65,806.70

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 2023	68,212.82
Add receipts 1 March 2023 to 31 March 2023:	175.65
Less payments for 1 March 2023 to 31 March 2023	<u>-2,581.77</u>
Closing balance per cash book as at 31 March 2022	65,806.70

March Receipts:

Date	Details	Net	VAT	Total
	Interest received	175.65	-	175.65
	Total receipts March 2023	175.65	-	175.65

Accounts for payment:

Details	Net	VAT	Total
EFT P Wigglesworth - salary Apr 23	394.40	-	394.40
EFT P Wigglesworth - expenses to 12.4.2023- excess postage (£1.50) home allowance (£22)	23.50	-	23.50
EFT Hire of Oriel Room, St Ricarius church@ £20 - 18/4/23	20.00		20.00
EFT Autela Payroll Services- Quarter to 31/3/23	57.76	11.55	69.31
EFT Pest Control- half year payment	300.00	-	300.00
Total payments 16.03.23 - 12.04.23	795.66	11.55	807.21