

## **ABERFORD AND DISTRICT PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Tuesday 18th July 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 Tyler Wilson

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

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

Apologies were received and accepted from Cllr Bradley.

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

None received.

**3. To consider written applications for Parish Councillor vacancies**

Application forms had been received from Mr Chris Taylor and Mr Phil Labbett. Co-option of both applicants to become a member of ADPC was proposed by the Chair, seconded by Cllr Reed and passed after all members were in agreement. The clerk undertook to make arrangements for the necessary paperwork to be completed. **RESOLVED.**

**4. Minutes of the Parish Council Meetings held on 20th June 2023**

**RESOLVED:** To approve the minutes of the Parish Council monthly meeting held in the Oriel room on 20<sup>th</sup> June 2023 and to sign as a correct record. **ACTION:** To be signed by the Chair.

**5. Public Participation**

It was reported that there is a dead tree on the village green at Pump Hill. **ACTION:** Clerk to report this and agree the necessary action with LCC.

A query was raised regarding the Leeds City Council plans to double yellow line Main Street close to School lane and the problems which will arise for parking in adjacent properties. A proposal was put forward to address road safety issues in the village by diverting traffic onto the ELOR ring road in the event of problems arising on the A1, or other main roads, rather than this traffic passing through Aberford village as now. The clerk undertook to put this forward to Ward Councillors so that it could be considered by them in conjunction with LCC Highways.

A query was raised regarding the status of the Arabian Horse public house. The Chair advised that the Parish Council are not privy to any information not available in the public domain and, so far as he was aware, no progress had been made in finding a new tenant. He added that an application has been made to have this property re-registered as an Asset of Community Value which, if accepted, will provide a period of grace for a possible community bid to be considered in the event of a proposal for alternative use from the owners.

**6. Crime & Security**

- a. The clerk advised that there were seven reported crimes in the Parish in May per the Police UK database. Four of these had again been on Occupation Lane at the extreme North end of Aberford village, these included two drug offences. However, when this apparent regular crime pattern had been queried, Community PC Neil Breen had advised that there were no recorded drug offences for Aberford in the last 90 days. The clerk said that he is in the process of trying to get behind this apparent anomaly perhaps caused by this area being outside the Aberford Parish. He went on to confirm that, for all crimes, investigations were either ongoing or had been completed, no prosecutions have been made.
- b. The clerk advised that no minutes or other feedback had yet been received from the PACT meeting held on 8<sup>th</sup> June.

## 7. Projects update

### a. **Website Upgrade**

Cllr Oakes said that Lazenby Brown have now commenced work on the website rebuild. He added that the existing content has been migrated over although there will be some work to do tidying up and categorising the documents that are made available to download. Cllr Oakes added that the facility to review the new website should be made available shortly after which a meeting will be held with Lazenby Brown to explain how the new site works.

### b. **Purchase and Installation of upgraded speed signs**

The clerk said that he has now advised Leeds City Council of the Main Street lamp post identification numbers on which the SID signs are to be mounted, one on the South Side of Becksides close and the other at the North end of the Becksides playground. No response has yet been received. **ACTION:** Clerk to follow up progress.

### c. **Aberford Green Spaces initiatives**

Cllr Griffiths said that no further updates have been received regarding the various projects under consideration. She added that it is her intention to speak with Doug Bodey to see whether a separate Environmental Group could be established within the village to liaise with the Parish Council as appropriate.

### d. **Request for LCC assistance on removal of green waste**

The clerk advised that an application has been made to LCC for a grant to fund a skip to remove this waste once the work is completed in September. He asked whether, assuming the grant is forthcoming, the Parish Council were happy for payment to be made direct from the PC to the supplier and also whether siting the skip on the Pump Hill green for a few days would be acceptable. All members **AGREED** with these two proposals. **ACTION:** Clerk to follow up with LCC and Mr Bob Kitchen.

## 8. Leeds Fest 2023

The clerk said that Cllr Bradley had attended the latest on-line Transport Working Group meeting. In discussion, she had requested that a simplified version of the Festival Republic public briefing letter be put together which only addresses the traffic plan. She added that Festival Republic are adamant that they will this year have a more reliable method of distribution which will ensure the letter gets issued to all Aberford residents. Additionally, Cllr Bradley had asked about the possibility of extending the shuttle bus service to include Aberford residents attending the Festival, possibly in conjunction with the arrangements used for Barwick in Elmet residents.

The clerk further confirmed that the documentation for ticket processing will be sent to Festival Republic by 28<sup>th</sup> July.

## 9. Hanging Baskets

Cllr Oakes said that the labels are now ready to put up and confirmed that this will be completed in the near future. He added that reserve applicants will also be contacted at this stage.

## 10. Grants to be awarded

The clerk confirmed that a grant application for £1,000 had been received from the Aberford Village Hall committee. He added that the application specified that the intention is that this will be used to partly fund a centenary celebration event for the Village Hall itself, at the end of September, to be made available free or at low cost to all members of the Aberford and District community, with content suitable for all age groups. The total cost of the project is expected to be circa £3,000.

Cllr Oakes said that it is essential for the Parish Council to be able to demonstrate value for money when making grants and he therefore proposed that details of all income and expenditure be provided by the Village Hall committee, in time for this to be reviewed at the October Parish Council meeting on 17<sup>th</sup> October. Provided this condition could be met, Cllr Oakes said that he would be in favour of the grant being made. After discussion, all members **AGREED** that the application should be accepted, based on the criteria outlined by the Chair. **ACTION:** Clerk to liaise with the Village Hall committee to obtain this information in due course and to arrange payment.

### **11. Xmas lights 2023**

In Cllr Bradley's absence, the clerk gave an update on the position as he understood it. He said that the preferred option will be the quote for £7,900 which details the lights on pump hill wrapped round the trunks as well as in the trees, as this way looks more professional. This decision had been made in discussion with Community Illuminations Aberford and the Clerk was pleased to confirm that CIA had agreed to part fund the project and to this effect had today handed him a cheque for £2,000. All members expressed their thanks for this contribution and were pleased to be working alongside CIA to improve the Xmas display for 2023. The clerk said that a decision is awaited on the Parish Council's application for a £3,000 grant from the Harewood Ward improvement fund and if this is forthcoming the total project cost should be covered, once the Parish Council budget provision is taken into account.

Cllr Oakes added that should the grant not be received then it will be necessary to tailor the current year proposal to the funding available from the two parties and work together to put together a plan for further improvement in 2024. Several representatives from CIA were present and indicated their agreement with this approach. One possible concern was the status of the Arabian Horse public house, since this has been a focal point of the event in prior years and should the pub not reopen by the switch on this could be a problem.

### **12. Traffic/Parking issues, Aberford Main Street**

The clerk reported that Ward Cllr Robinson had advised him that a new revised scheme has been drawn up to replace the build outs currently installed on Main Street. He added that Cllr Robinson has passed on his comments on the proposals to LCC Highways and further feedback is presently awaited.

In noting this, Members expressed their ongoing concern about the risk of accident on Main Street particularly in the area surrounding School Lane. They discussed the possibility of obtaining further input from Aberford School in trying to seek parental support to improve traffic flow and parking around drop off and pick up time, Cllr Oakes said that this issue has been raised in school newsletters a number of times but undertook to advise school governors that the issue had been discussed.

### **13. Correspondence received**

Cllr Oakes advised that an e-mail had been received from Hayton Energy, advising that the proposed solar development on land surrounding Hayton wood has been put on hold, with no plans to submit the application this year. No reason has been provided for the change in plans.

Cllr Oakes also advised that a package had been received on 17<sup>th</sup> July from Network Rail regarding proposals to acquire land by compulsory purchase to facilitate work on the Transpennine line between Leeds and Micklefield. Cllr Oakes commented that only a couple of areas within the Aberford Parish would be affected, at the footbridge near Brady Farm and on Ridge Road where it crosses the railway line. He undertook to circulate the proposals to members so that any comments could be submitted by the closing date of 29<sup>th</sup> August 2023.

## 14. Planning matters

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

Planning/ Appeal ref	Address	Details
23/03971/FU/E	Garforth Town AFC Brierlands Lane Garforth	Removal of existing storage container; Installation of two new storage containers  <b>NO ADVERSE COMMENTS</b>

- b. To note the outcome of previous 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>APPROVED 20.6.23</b>
20/02609/FU/NE	Lotherton Hall Lotherton Lane Aberford	Installation of replacement drainage system with supplementary rainwater harvesting  <b>WITHDRAWN 06.07.23</b>

## 15. 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 30.6.2023- **RESOLVED** (attached).
- c. To **NOTE** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).
- d. Members reviewed the Q1 budget update as at 30.6.23. The clerk advised that the bulk of the spend to date has been in relation to finalisation of the Beckside play area work and new fencing around Pump Hill. A query was raised about the high current value of the bank balances, the clerk advised that with all income now received this is at a peak but with many projects still to take place and provisions for future projects this should begin to fall shortly.

## 16. Matters for Information

None received on this occasion.

There being no further points to raise, Cllr Oakes closed the meeting at 8.45pm.

## Minute 15

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

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

Date: 12.7.23  
Date: 18.7.23

#### Balance per bank statements as at 30 June 2023

	£	£
Current Account	79.17	
Revenue Reserve	68,978.88	
Capital Reserve	7042.63	
CIL reserve	6209.31	
Beckside Play Area Refurbishment Fund	8048.08	
		<hr/>
		90,358.07

Less uncleared cheques at 30 June 2023:

---

0.00

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

**90,358.07**

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

#### CASH BOOK

Opening balance as at 1 June 2023	94,710.32
Add receipts 1 June 2023 to 30 June 2023:	877.10
Less payments for 1 June 2023 to 30 June 2023	<u>-5,229.35</u>
<b>Closing balance per cash book as at 30 June 2023</b>	<b>90,358.07</b>

0.00

**Amounts received:**

<b>Date</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
1.6.23	Parish Paths grant	605.00	0	605.00
5.6.23	Interest received	272.10	0	272.10
<b>Total receipts June 2023</b>		<b>877.10</b>	<b>-</b>	<b>877.10</b>

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

<b>no.</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
EFT	P Wigglesworth - salary July 23	394.20		394.20
EFT	P Wigglesworth expenses to 12.7.2023- home allowance (£22)	22.00		22.00
EFT	Hire of Oriel Room, St Ricarius church@ £20 - 18/7/23	20.00		20.00
EFT	Autela Payroll Services- Quarter to 30/6/23	45.48	9.10	54.58
EFT	Website development- 50% up front	720.00	144.00	864.00
<b>Total payments 15.06.23- 12.07.23</b>		<b>1,201.68</b>	<b>153.10</b>	<b>1,354.78</b>