

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 20th June 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)
Eight 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 Meetings held on 16th May 2023

RESOLVED: To approve the minutes of the Parish Council monthly meeting and the Annual Meeting, both held in the Oriel room on 16th May 2023 and to sign as a correct record. **ACTION:** To be signed by the Chair.

4. Public Participation

No specific points raised.

5. Crime & Security

- a. The clerk advised that there were 8 reported crimes in the Parish in April per the Police UK database. Of these, 3 had been on Occupation Lane at the extreme North end of Aberford village and 2 had been close to Lotherton Hall, the clerk commented that these locations seem to have recently become regular problem areas. He went on to confirm that, for all crimes, investigations were either ongoing or had been completed, no prosecutions have been made.
- b. Cllr Dunwell had previously sent out his notes of the latest PACT meeting held on 8th June, Cllr Bradley had these and undertook to send to the clerk for circulation to other members.

6. Projects update

a. *Beckside Playground maintenance*

The clerk said that HAGS have completed the improvement works to their sub-standard play area surfacing. Cllr Bradley said that, whilst not perfect, this was a substantial improvement on the original work and recommended that the withheld invoice amount now be paid. All members **AGREED** this course of action. **ACTION:** Clerk to arrange for payment to be made.

b. *Website Upgrade*

Cllr Oakes reiterated that Lazenby Brown had provided 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.

It was **AGREED** that the clerk should now make further contact with Lazenby Brown with a view to moving the project forward. **ACTION:** Clerk to follow this up.

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 Oakes said that these have now been agreed by all councillors. **ACTION:** Cllr Oakes to provide details to the clerk who will then advise Leeds City Council accordingly.

d. *Aberford Green Spaces initiatives*

Cllr Griffiths said that no further updates have been received regarding the various projects under consideration. It was noted that the grass has now been cut on the triangle opposite the Wildflower garden near Aberford School and the clerk confirmed that Andy Fox will cut the grass on the garden side later in the year, when advised.

7. Leeds Fest 2023

Cllr Bradley confirmed that the latest Transport Working Group meeting had been held on 9th May as discussed at the last meeting, the meeting originally scheduled for 13th June did not take place. Cllr Bradley confirmed that the next meeting is scheduled for 11th July, key points will be discussed at the next Parish Council meeting.

8. Hanging Baskets

Cllr Oakes said that this remains a work in progress. He added that some existing sponsors have asked for their labels to be relocated and once this is complete it will free up a number of spaces for new applicants.

9. Grants to be awarded

The clerk confirmed that a grant application for £600 had been received from Aberford In Bloom. This was an increase of £100 from last year, however a full explanation had been provided for the increase. All members **AGREED** that the application should be accepted. **ACTION:** Clerk to arrange payment.

10. Re- registering the Arabian Horse pub as an asset of community value

Cllr Oakes confirmed that the necessary application for registration paperwork has now been submitted to the Community Right to Bid department at Leeds City Council. This will be considered by L.C.C over the next few weeks, this process includes consultation with the property owner to obtain their views. Cllr Oakes added that, if approved, this will afford short term protection against any proposed disposal or change of use of the facility so that the best way forward could be given further consideration.

11. Play Area inspections

- a. **Beckside Play area**- the clerk said that, following the various improvement items undertaken in the last year, there were no serious risk issues arising from the report. There were two matters categorised as moderate risk, the first being the Bitmac surface which, although of generally good condition, is slightly raised at the edges. After discussion, all councillors **AGREED** that there is no need for any urgent work on the surface at this time. The second matter is the entrance gate at the South end of the play area which needs attention to the closing mechanism. **ACTION:** Cllr Bradley to identify from the paperwork the Sutcliffe's representative who had promised to resolve this matter so that they can be approached for comments.
- b. **Jubilee Field outdoor equipment**-the clerk confirmed that there were no matters categorised above low risk arising from the report, it was therefore **AGREED** by all councillors that no specific action needs to be taken at this time. It was noted that the area had been improved by the recent grass cutting and strimming around the equipment, however the clerk commented that it may be necessary to have intermediate work done by an ADPC contractor between L.C.C Parks visits in order to keep the whole area in good order. Cllr Bradley asked about the replacement tennis net, the clerk said that he had been chasing this, after the initial request had been agreed by L.C.C. Parks dept.

12. Xmas lights 2023

Cllr Bradley said that she has been in discussion with Leeds Lights and also Community Illuminations Aberford regarding an improved festive display for 2023. Two quotes have been produced by Leeds Lights, based around the installation of lamp motifs within the village and the wrapping of live trees with string lights. In respect of the former, it would be necessary to install night sensor and column conversion units as a one off spend with the total project cost amounting to £7,980 (for 11 motifs, rather than 10 for the lower quote of £7,980).

Cllr Bradley said that, having discussed this with Ward Cllr Robinson, he had indicated that there may be grant funding which would provide £3,000 towards the cost and the clerk confirmed that he has prepared and submitted the necessary paperwork for consideration at a meeting in mid-July. Cllr Bradley said that her discussions with C.I.A had been positive and they have committed to making a four-figure contribution towards the project. After discussion and with the proviso that the above contributions would be made available to supplement the Parish Council budget for this project, all councillors **APPROVED** the project. Cllr Bradley said that she will speak with Leeds Lights to see whether initial work/provisional orders can be placed to ensure the project is built into their schedule pending formal approval once the funding position is resolved.

13. Traffic/Parking issues, Aberford Main Street

Cllr Bradley said that she had attended a site visit at short notice with representatives of L.C.C Highways and Ward Councillors to review the two build out installations on Aberford Main Street. All in attendance had agreed that they were not fit for purpose and that the one close to School Lane represents a potential safety hazard therefore it was agreed that L.C.C would remove these and re-think the best way forward. However, to date no further action has been taken. **ACTION:** Clerk to contact L.C.C and Ward Councillors to establish the current position.

On a separate matter, Cllr Bradley advised that she had received notification as a resident that all keep-clear signage in the village is to be replaced by double yellow lines. She undertook to circulate this to members for review.

14. Correspondence received

The clerk said that an e-mail has been received from a local resident concerning assistance from L.C.C to remove garden waste from the replacement of bushes and shrubs from the two large flower beds on Pump Hill, as agreed at the last meeting. The clerk said that he has been trying to contact the correct L.C.C department to move this forward and would continue to do so.

15. Planning matters

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

Planning/ Appeal ref	Address	Details
23/03069/FU/NE	Foxglove House Bunkers Hill Aberford	Two storey part single storey side extension NO ADVERSE COMMENTS

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

Planning/ Appeal ref	Address	Details
23/01806/FU/NE	19 Hayton Wood View Aberford	First floor hip to gable side extension APPROVED 5.6.23
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 APPROVED 31.5.23

16. 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 31.5.2023- **RESOLVED** (attached).
- c. To **NOTE** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).

17. Matters for Information

Cllr Oakes reminded those in attendance that C.I.A have arranged a beer festival to take place at the Aberford Village Hall on 1st July.

Cllr Oakes advised members that Aberford school will be starting a nursery from the new school year in September.

Cllr Bradley asked about the arrangements for maintenance of the two defibrillator units in the village. Cllr Oakes confirmed that, as previously discussed, arrangements are in place for the Parish Council to undertake weekly checks of the unit located outside the Arabian Horse pub. Cllr Griffiths said that the Aberford Community Café have taken on responsibility for checks on the new unit outside the Village Hall.

The clerk advised members that Neil Holiday of Laws & Fiennes LLP will shortly be retiring and therefore relinquishing his responsibilities for legal support of M&G Estates covering the Parlington Estate. Cllr Reed commented that Mr Holiday had been a great help to the Parish Council over the years and asked that the clerk send him a suitable thank you letter to mark his retirement.

The clerk commented that at present there are no contact details recorded on the website to advise anyone wishing to make Village Hall bookings. Cllr Bradley said that she will provide contact details and also an updated list of trustees and officials so that the website can be suitably updated.

The clerk advised the three members of the public who were interested in joining the parish council and had now attended two successive meetings that, should they wish to seek Co-option onto the Parish Council, they should complete the application form previously sent to them and forward to the clerk so that this can be tabled for discussion at the next Parish Council meeting.

There being no further points to raise, Cllr Oakes closed the meeting at 8.20pm.

Minute 16

Bank Reconciliation ParlingtonAberford and District Parish Council For the period 1 May 2023 - 31 May 2023

Prepared by Peter Wigglesworth, Clerk to the Parish Council

Date: 14.6.23

Approved by the Parish Council

Date: 20.6.23

Balance per bank statements as at 31 May 2023

	£	£
Current Account	53.52	
Revenue Reserve	70,649.45	
Capital Reserve	9,798.04	
CIL reserve	6,209.31	
Beckside Play Area Refurbishment Fund	8,000.00	
		<hr/>
		94,710.32

Less uncleared cheques at 31 May 2023:

0.00

Net bank balances as at 31 May 2023

94,710.32

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

CASH BOOK

Opening balance as at 1 May 2023	91,711.54
Add receipts 1 May 2023 to 31 May 2023:	8,725.00
Less payments for 1 May 2023 to 31 May 2023	<u>-5,726.22</u>
Closing balance per cash book as at 31 May 2023	94,710.32

Amounts received:

Date	Details	Net	VAT	Total
Various	Leeds Fest bankings (130 x £65)	8,450.00		8,450.00
Various	Hanging Basket receipts	275.00		275.00
	Total receipts May 2023	8,725.00	-	8,725.00

Accounts for payment:

Chq no.	Details	Net	VAT	Total
EFT	P Wigglesworth - salary June 23	394.40	-	394.40
EFT	P Wigglesworth expenses to 14.6.2023- home allowance (£22), purchase of paper (£7.00), mileage (£8.10)	35.94	1.16	37.10
EFT	Hire of Oriel Room, St Ricarius church@ £20 - 20/6/23	20.00	-	20.00
EFT	A Fox grass cutting on public footpaths	255.00		255.00
EFT	HAGS playground inspection	330.00	66.00	396.00
EFT	HAGS- balance of play area resurfacing	2,798.04	559.61	3,357.65
EFT	Aberford in bloom grant	600.00	-	600.00
	Total payments 11.05.23 - 14.06.23	4,433.38	626.77	5,060.15