

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 21st March 2023.

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

Present: Cllr Nancy Griffiths (Chair) Cllr Keith Dunwell
Cllr David Howson Cllr Bob Kitchen
Cllr Ruth Reed Cllr Sarah Bradley

In attendance: Mr Peter Wigglesworth (Clerk/RFO)
One member of the public

1. To receive apologies and approve reasons for absence

Apologies were accepted and received from Cllr Oakes. Cllr Wilson was also absent.

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 21st February 2023 and the Extraordinary meeting held on 2nd March 2023

RESOLVED: To approve the minutes of the Parish Council monthly meeting held in the Oriel room on 21 February 2023 and the minutes of the extraordinary meeting held on 2 March 2023 and to sign both 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 11 reported crimes in the Parish in January per the Police UK database. He advised that investigations had been completed in respect of 6 items with the other 5 still under investigation, no prosecutions had been made.
- b. Cllr Dunwell commented on current crime matters arising from recent meetings with Ward Councillors and Police representatives. A spate of burglaries has been experienced and speeding problems remained in all local villages. He added that problems have also been experienced with misuse of quad bikes and electric scooters. Cllr Dunwell confirmed that any parking issues should be reported to Leeds City Council via their website and as always Ward Councillors should be kept in the loop on any crime matters arising.

6. Projects update

a. *Beckside Playground maintenance*

The clerk advised that HAGS had been unable to complete their resurfacing work due to poor weather conditions. Cllr Bradley said that it is important this work gets done properly and added that this might well be after the March year end.

b. *Website Upgrade*

The clerk said that useful input from several councillors has been received by Cllr Oakes, however in order that the widest possible range of views can be incorporated in the redesigned website the clerk asked that any Member who has not yet put forward their comments should do so by 31st March so that Cllr Oakes can put together a composite view for consideration at the next Parish Council meeting. **ACTION:** Members to respond to Cllr Oakes as appropriate.

c. *Purchase and Installation of upgraded speed signs*

The clerk confirmed that Leeds City Council have now advised that only speed signs purchased and installed by LCC traffic engineers can be mounted on village lamp posts. In the circumstances it was **AGREED** by all that an order should now be placed with LCC for two SID speed signs to be purchased and fitted. **ACTION:** Clerk to arrange.

d. **Fencing improvements at Pump Hill**

Following receipt of the upgraded specification and price from Atkinson's Fencing it was **AGREED** by all that an order be placed with Atkinsons for the Pump Hill fencing at an ex VAT price of £3,614.16. **ACTION:** Cllr Bradley to speak with the supplier, clerk to progress the order and payment as required.

e. **Aberford Green Spaces initiatives**

Cllr Griffiths advised that she has spoken recently with Doug Bodey about the School wildflower garden and is awaiting his response. She also undertook to speak with him about the current position on other green space projects.

7. Leeds Fest 2023

- a. The clerk advised that applications for almost 50 tickets have now been received. He confirmed that the closing date has been set for 16th April so that an update for further discussion can be presented at the next Parish Council meeting. Cllr Bradley said that she will post a reminder on the local Facebook forums in advance of applications closing.
- b. Cllrs Bradley and Dunwell reported that all affected parishes had been broadly happy with the transport arrangements for the 2022 event, however it is planned to try and extend the shuttle bus arrangements for 2023 to include Aberford. Cllr Kitchen asked about the plans to improve distribution of the letter produced by Festival Republic which details the proposed festival arrangements. After discussion, it was **AGREED** by all that the best option would be for Councillors to take on distribution, using the distribution network for the ADPC Newsletter. **ACTION:** Cllr Bradley to speak with Festival Republic to arrange for copies to be provided in due course to facilitate this.

8. Parish Council Elections 2023

The clerk went through the arrangements as he understood them, pointing out that there is only a brief window between nominations opening on 27th March and closing at 4pm on 4th April. He confirmed that an on line pre-vetting opportunity by LCC representatives is in operation from 20th March to 24th March inclusive for anyone who wished to use it.

After discussion it was **AGREED** that Cllr Reed will arrange to take in any completed applications to LCC offices w/c 27th March unless members wanted to take their own. In the meantime she offered her assistance with completing the application forms if required. The clerk said that he can provide any details required for filling in the proposer and seconder electoral register details.

9. Annual inspection of playground equipment

The clerk said he believed that the annual inspection of playground equipment for 2023 should be extended to include the outdoor equipment in the Jubilee Field as well as the Beckside play area. All members **AGREED** with this proposal. **ACTION:** Clerk to obtain two quotes for the work.

10. Pest Control

The clerk said that he had not yet received a proposal from the present contractor for 2023. Cllr Howson said that he will contact him and ask for a proposal to be sent to the clerk for agreement at the next meeting.

11. Main Street Build outs

Members discussed the two build out areas recently installed on Main Street by Leeds City Council. All members felt that these were completely ineffective given their size and location and potentially dangerous, particularly the one at the top of Moon Hill near the School Road entrance. Cllr Bradley said that similar facilities had recently been installed to much better effect in Micklefield, adding that she had spent a considerable amount of time trying to speak with the LCC Highways department and/or Ward Councillors to discuss the situation and arrange a site visit but without success thus far.

After further discussion all members **AGREED** that a formal letter setting out Councillors views and concerns should be sent to the relevant authorities on behalf of the Parish Council. **ACTION:** Clerk to arrange.

12. Correspondence received

The clerk said that an e-mail had been received from a local resident suggesting that details of each Parish Council meeting including the meeting agenda should be posted on the Aberford Forum each month. Councillors felt that the various local forums were not an official outlet for the Parish Council and as such it would not be appropriate to post details on there. It was, however, noted that these facilities are used by some local residents who might otherwise be unaware of the meeting arrangements.

After further discussion it was **AGREED** by all that following official publication of the monthly meeting agenda on the website and on the notice boards, Cllr Bradley will post a notice on the relevant Forums stating the date, time and venue of the meeting and advising residents where they can find further information.

13. Planning matters

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

There were no new planning items.

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

Planning/ Appeal ref	Address	Details
22/07704/FU/NE	3 Church House Cattle Lane Aberford	Demolition of existing conservatory; replacement conservatory to rear APPROVED 27.2.23
22/07705/LI/NE	3 Church House Cattle Lane Aberford	Listed building application for demolition of existing conservatory; replacement conservatory to rear. APPROVED 27.2.23
22/08437/FU/E	Office Building Isabella Road Garforth	Installation of new windows to front and side, new concrete path. APPROVED 15.2.23
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. APPROVED 6.3.23
23/00115/FU/NE	2 Windmill Rise Aberford Leeds	Demolition of existing garage; Single storey front and side extension; Single storey rear extension APPROVED 9.3.23

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 28.2.2023- **RESOLVED** (attached).
- c. To **NOTE** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).

15. Matters for Information

Cllr Dunwell advised members that Lewis Stokes will be leaving the Banks Group to join HS2.

Cllr Kitchen said that the door on the defibrillator outside the Arabian Horse pub had been left open. He added that it was unclear whether the unit had been used but the contents were all in order and the unit remained in working condition. The clerk undertook to advise Yorkshire Ambulance.

Cllr Bradley made reference to the second defibrillator to be installed at the Village Hall, Cllr Griffiths said that detailed operational instructions will be made available in the near future.

Cllr Griffiths said that the ADPC Newsletter will shortly be available for issue, it was agreed that the supplier invoice will be passed for payment in March once received.

The clerk advised (per Cllr Oakes) that arrangements are in hand to commence the 2023 Hanging Basket process. Members asked if the price remained the same as 2022, the clerk said he would clarify (later confirmed as unchanged).

There being no further points, Cllr Griffiths closed the meeting at 8.40pm.

Minute 14

Bank Reconciliation Aberford and District Parish Council For the period 1 February - 28 February 2023

Prepared by Pete Wigglesworth, Clerk to the Parish Council

Date: 15.3.23

Approved by the Parish Council

Date: 21.3.23

Balance per bank statements as at 28 February 2023

	£	£
Current Account	19.64	
Revenue Reserve	42,944.11	
Capital Reserve	11,518.71	
CIL Reserve	6,109.31	
Beckside Play Area Refurbishment Fund	7,621.05	
		<hr/>
		68,212.82

Less uncleared cheques at 28 February 2023:

0.00

Net bank balances as at 28 February 2023

68,212.82

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

CASH BOOK

Opening balance as at 1 February 2023	70,175.48
Add receipts 1 February 2022 to 28 February 2022:	0.00
Less payments for 1 February 2022 to 28 February 2023	<u>-1,962.66</u>
Closing balance per cash book as at 28 February 2022	68,212.82

Notes

Capital Reserve is set aside for Jubilee Field

Beckside Play Area Refurbishment Fund is set aside for resurfacing the play area (*minute 8 in Jan 2019 and minute 15.d in March 2020 minutes refer*)

Receipts received:

Date	Details	Net	VAT	Total
	None received			
	Total receipts February 2023	0.00	0.00	0.00

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

Chq no.	Details	Net	VAT	Total
EFT	P Wigglesworth - salary March 23	448.18	0.00	448.18
EFT	P Wigglesworth expenses to 15.3.2023- home allowance (£22), file dividers (£8.99), paper for print (£4.2)	33.00	2.19	35.19
EFT	Hire of Oriel Room, St Ricarius church@ £40 - 08/03/23 and 21/3/23	40.00		40.00
EFT	Land valuation by Messrs Bartle & Son (paid 2.3.23)	250.00	50.00	300.00
EFT	Cut back work around the Jubilee Field, Bowman Arboriculture	1,250.00	250.00	1,500.00
EFT	Production of 2023 newsletter, Zebra	190.00		190.00
	Total payments 16.2.23 - 15.3.23	2,211.18	302.19	2,513.37