

ABERFORD AND DISTRICT PARISH COUNCIL

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

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

Present: Cllr Sarah Bradley (Chair)
Cllr Bob Kitchen
Cllr Ruth Reed

Cllr Nancy Griffiths
Cllr Phil Labbett

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

1. Election of Chair

Cllr Bradley was proposed for election as Chair by Cllr Labbett, this was seconded by Cllr Reed. After discussion this was **AGREED** by all members, save for Cllr Kitchen who abstained. **ACTION:** Declaration of acceptance of office to be signed by the new Chair, clerk to advise interested parties and update the ADPC website.

2. Election of Vice Chair

Cllr Labbett was proposed for election as Vice Chair by Cllr Reed and seconded by Cllr Griffiths. This was **AGREED** by all members.

3. To receive apologies and approve reasons for absence

Cllr Wilson was absent from the meeting.

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

None received.

5. Minutes of the Parish Council Meeting held on 17th October 2023

RESOLVED: To approve the minutes of the Parish Council monthly meeting held in the Oriel room on 17th October 2023 and to sign as a correct record. **ACTION:** To be signed by the previous Chair.

6. Public Participation

A member of the public asked where the Wildflower garden is located, as there is no signage. Cllr Griffiths advised that this is located at the top left-hand side of the public footpath which runs down from Aberford School to Main Street. She added that it has recently been cut down and the foliage removed at the request of Mr Doug Bodey who presently takes charge of this facility which he established during his time on the Parish Council. Cllr Griffiths concluded by saying that in due course this will be reseeded for 2024 and signage will be reinstated as appropriate.

7. Crime & Security

- a. The Clerk advised that 7 crimes had been recorded within the ADPC area on the police database for the month of September. He added that all of these had taken place in Aberford village. The Clerk advised that all items were either in progress or investigation complete. No prosecutions had arisen.
- b. It was noted that the latest PACT meeting had taken place on 12th October, unfortunately no ADPC representative had been able to attend. Councillors hoped to arrange representation at future meetings in order to explore how the monthly crime report might be made more meaningful.

8. Projects update

a. Website Upgrade

The clerk said that at present the onus is on the Parish Council to contact Mike Harding at Lazenby Brown to agree the way forward in terms of finalising the format and content changes proposed in the "sandbox" version of the new site previously circulated by the clerk. Several members said that they had not yet been able to review the site and asked the clerk to again circulate the e-mail received.

The clerk said he will do this and added that once members have been able to review the proposed site Cllr Griffiths will liaise with Mr Harding to confirm any meeting/ training requirements as appropriate.

9. Christmas lights switch on 2023

Cllr Bradley said that all the arrangements are now in place for the event, due to take place on 1st December. Cllr Griffiths asked for clarification of the event costs, as the payment schedule passed to her by the clerk differed from that previously circulated with the meeting Agenda. Cllr Bradley said that the additional items were only advised to the clerk after the agenda and appendix had been circulated, these covered payment for the proposed road closure, low noise fireworks and miscellaneous food items for the event. She went on to apologise for the late advice of these items which were still in the process of finalisation up to the 20th November but confirmed (as agreed with the clerk) that the overall cost of the project will remain within the total £9,000 target (being the budget of £4,000 plus £2,000 provided by CIA and £3,000 funded by Leeds City Council on completion of the appropriate post event review document).

Members noted the above and all **AGREED** that the payments should be made in accordance with the revised schedule. The clerk pointed out that no invoice had yet been received from LCC for the core £7,900 net cost of the facilities provided and event switch on.

10. Traffic/Parking issues, Aberford Main Street

Cllr Bradley advised members that LCC have accepted that the build out areas on Main Street are not appropriate for those locations and are in the process of finalising revised proposals, with the overriding intention of making Main Street a safer road, particularly in the congested areas between the Arabian Horse and the Village Hall. Cllr Bradley said that LCC have also been reminded that the proposed 20mph limits have only been partly rolled out, adding that they are now hoping to complete the task in the next few weeks.

11. Baldwin's gate resident letter re planning appeal decision on housing development

It was noted that no progress has been made with this issue, due to the continued absence of Cllr Wilson. Cllr Labbett reaffirmed that he would be happy to take on responsibility for the drafting of a suitable letter to the local MP, the Rt Hon Alec Shelbrooke. In the circumstances all members **AGREED** to move forward on that basis. **ACTION:** Cllr Labbett to produce a draft letter and circulate to members for comments.

12. Pest control

The clerk advised that the present provider of pest control services is leaving the area shortly and is also presently injured and therefore unable to carry out the service. The clerk added that he has received reimbursement of the £250 fees paid for the period November 2023-March 2024 and the present incumbent has recommended a colleague who is willing to carry out the work for the above period for the same fee. After discussion all members **AGREED** with this proposal. Cllr Bradley also asked about the Jubilee Field which presently has some mole infestation. The clerk undertook to speak with LCC about this. **ACTION:** Clerk to arrange.

13. Correspondence received

None received on this occasion.

14. Planning matters

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

Planning/ Appeal ref	Address	Details
23/06133/FU/NE	2 Greystones Close Aberford	Splitting of existing detached dwelling into three self contained dwellings The Parish Council are surprised to note that an earlier different application was approved as recently as May 2023. The Parish Council are of the view that there appears to be insufficient space to facilitate the on-site parking as detailed in the proposal and consider that any overspill on-street parking would be detrimental to neighbouring dwellings in this residential cul de sac

- b. To note the outcome of previous planning applications/appeals- none updated on this occasion.

- c. The clerk advised that Cllr Kitchen has offered his services to augment the Planning Sub-Group. All members **AGREED** with this proposal. Cllr Bradley also felt that, given the number of Councillor arrivals and departures in recent months, it would be useful to do a mid-year review of Sub-Group membership. Cllr Kitchen also proposed that the mid-year review should also consider the number of sub-groups presently and whether any rationalisation of these may be worthwhile going forward. These proposals were also **AGREED** by all members. **ACTION:** Clerk to circulate the current Sub-Groups, members to review and advise the new clerk of any groups they would like to be involved with so that a revised list can be circulated for approval at the next meeting.

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 31.10.2023- **RESOLVED** (attached).
- c. To **NOTE** income received and **APPROVE** the Accounts for Payment- **RESOLVED** (attached).

The clerk commented that members will need to agree suitable representation and hold a budget review meeting with the new clerk in attendance in the near future, in time to ensure that the precept demand can be submitted.

16. Matters for Information

Cllr Bradley and Cllr Kitchen both commented that external funding opportunities should be explored as appropriate in support of delivery of the 2024/5 budget.

Cllr Taylor said that he would like to see the Parish Council work more closely in support of all Community groups.

Cllr Griffiths asked that members start to consider any items for inclusion in the next newsletter.

The clerk confirmed that this would be his last meeting, with Mr Barry Riley taking over as the new clerk on the 1st December. Members thanked the clerk for his support over the last 3 years and wished him well for the future.

There being no further points to raise, Cllr Bradley closed the meeting at 8.35pm.

Minute 15

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

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

Date: 15.11.23
Date: 21.11.23

Balance per bank statements as at 31 October 2023

	£
Current Account	75.23
Revenue Reserve	57,616.05
Capital Reserve	7,074.59
CIL reserve	6,209.31
Beckside Play Area Refurbishment Fund	8,107.84
	<hr/> 79,083.02

Less uncleared cheques at 31 October 2023:

0.00

Net bank balances as at 31 October 2023

79,083.02

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

CASH BOOK

Opening balance as at 1 October 2023	87,359.35
Add receipts 1 October 2023 to 31 October 2023:	0.00
Less payments for 1 October 2023 to 31 October 2023	<hr/> -8,276.33
Closing balance per cash book as at 31 October 2023	79,083.02

Amounts received:

Date	Details	Net	VAT	Total
	None received October 2023	-	-	-

Accounts for payment:

Chq no.	Details	Net	VAT	Total
EFT	P Wigglesworth - salary Nov 23	317.00	-	317.00
EFT	P Wigglesworth expenses to 15.11.2023- home allowance (£22)	22.00	-	22.00
EFT	Hire of Oriel Room, St Ricarius church@ £20 - 21/11/23	20.00	-	20.00
EFT	Lazenby Brown - website fees 2023/24	630.00	126.00	756.00
EFT	Grant to CIA	99.90	-	99.90
EFT	CLlr Sarah Bradley - items for Xmas event	387.60	76.18	463.78
EFT	Engagement of Mr Martin Gledhill to provide pest control services to 31/3/24 (replaces Mr Ian Masterson)	250.00	-	250.00
EFT	Community TM- Xmas lights road closure arrangements	400.00	80.00	480.00
Total payments 12.10.23 - 15.11.23		2,126.50	282.18	2,408.68