

ABERFORD & DISTRICT PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 20th February 2024.

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

Present;

Councillors: Sarah Bradley (Chair), Nancy Griffiths, Bob Kitchen, Phil Labbett, Ruth Reed and Chris Taylor.

In attendance: Clerk to the Council; Barry Riley.

1 member of the public.

1.To receive and approve reasons for absence.

No apologies received.

2. Disclosure of Interests.

No interests were disclosed.

3. Minutes.

RESOLVED: The minutes of the previous Parish Council meeting were approved and signed by the Chair Councillor Bradley.

4. Public Participation

a. A member of the public commented that the agenda and minutes for recent meetings could not be found on the website under the Documents tab for meeting agendas and minutes. The Clerk explained that on the new website format, they should be found under the tab The Parish Council – Council Meetings. The resident considered that they should be available in one location for ease of use.

b. No Ward Councillor present.

The Clerk informed members that he had received correspondence from Councillor Robinson stating that he had raised the issue of unnecessary poles (see minute 4.b. 16th January 2024), with Leeds CC Officers and he now had a line of dialogue and was awaiting a response on this (other villages had the same complaints), to remove some poles if they are unnecessary and replace with roundels on the road or repeaters on street signs.

5. Crime & Security.

a. The Clerk reported that the latest crime report on the Police.uk website for Leeds North-East, only had one recorder incident, which was a vehicle crime in December 2023.

b. The Clerk had attended the February Harewood Ward PACT meeting held at Thorne Victory Hall, the report covered a six-week period from 4th January to 15th February, during which there were 14 crimes which were mainly residential burglaries.

c. The link for reporting non-emergency crimes or Anti-social behaviour is

www.westyorkshire.police.uk

d. Community Alert scheme.

<https://www.westyorkshire.police.uk/west-yorkshire-community-alert>

6. Projects update.

a. Councillor Griffiths confirmed that the website upgrade was now complete.

The Clerk reported that he had received an email from the GC3 Vulnerability Management (the organisation from the UK Government Cyber Coordination Centre), about a vulnerability report concerning Site Scripting on the Aberford & District Parish Council website. The Clerk had reported it to the service provider Lazenby Brown, who had informed him that the issue had been fixed.

b. Having reviewed the document issued for the revision of the Working groups, it was agreed that a further review would be needed prior to adopting, also that some groups be removed or amalgamated.

The appointment of Councillors to the external organisations and for additional responsibilities which were agreed, would be implemented by the Clerk.

c. Due to the review of the Working Groups not being completed there was no requirement at this stage for the Terms of Reference to be added to the existing Standing orders.

7. Traffic/Parking issues, Aberford Main Street.

There were no further updates to report on.

8. Correspondence received.

Having reviewed the extensive list of correspondence received, the Clerk was asked to not list all items that had been received.

Correspondence received from such organisations as Community First, YLCA, NALC and the Outer North East Town and Parish Council meetings, were not required to be issued as the information was available to Councillors should they wish to contact such organisations. General correspondence not directly related to the Parish Council was also not required to be circulated, but correspondence directly relating to the Parish Council (such as planning applications), and also any correspondence from residents would be circulated. Only correspondence items requested by Councillors would be added to the agenda.

i. Following discussion it was confirmed that there was no agreed procedure to allocate money to a resident to maintain an area of grassland, however it was suggested that the resident liaise with Aberford in Bloom, the Clerk would progress this idea.

j. Following the enquiry about streetlamps under the Lotherton Lane underpass being permanently on, the Clerk had provided a link to the person to report the matter directly, which was: <https://www.leeds.gov.uk/parking-roads-and-travel/street-lighting>. He had obtained information that Leeds CC do turn off streetlights to reduce carbon emission but the majority of lights will remain operational throughout the night. Only those selected to be part-night switched, would go out at midnight.

l. The Clerk was asked to respond to the Garforth Neighbourhood Plan Steering group about the influence of the Aberford Neighbourhood Development plan but also to request that members be invited to any meetings of their steering group.

9. Planning Matters.

a. No applications or appeals received.

b. Decisions

Planning Application /Appeal Reference	Address	Details
23/06763/TR	30 Highfield Road Aberford	T1, T2, T3, Beech - Crown lift over the drive way and neighbouring gardens to achieve a 5m clearance from ground level, draw back the side growth over the neighbours garden by approximately 2 metres from the branch tips to suitable growth points and remove any dead/dangerous branches. Reason - Low hanging branches interfering with vehicles and neighbour gardens. Approved 15.01.24
23/01853/LI	3 Church Terrace	Listed building application for alterations including new windows and doors and internal alterations; conversion and refurbishment of outbuilding to form storage room/utility room area and a bin store. Approved 07.02.24.
23/01852/FU	3 Church Terrace	Alterations including new windows and doors; conversion and refurbishment of outbuilding to form storage

		room/utility room area and a bin store. Approved 07.02.24.
23/9/00241/MOD	Land to the West of Aberford Road Garforth	Construction of a storage and distribution building (Use Class B8) with ancillary offices (Use Class E) and site access, service roads, car parking areas, landscaping, a multi-use sports pitch, pedestrian and cycleways and associated works - NON MATERIAL AMENDMENT TO 22/02297/FU - Non-Material Amendment (NMA) pursuant to planning permission 22/02297/FU for the relocation of the substation, yard chamfering in the south western corner of the site, changes to the drainage layout, amendment to the landscaping and extent of Biodiversity Net Gain area, and amendments to condition 8 (landscaping) and condition 11 (replacement planting) to provide for a phased approach. as well as amendments to conditions 3, 9, 18, 23, 24, 37 and 39 to update plan references. Non Material Amendment Approved 06.02.24.

10. Finance.

- The report on the receipts, payments and balances was **RECEIVED**.
- The bank reconciliations as at 31.01.2024 were **APPROVED**.
- The following invoices for payment and charges received were **APPROVED**.

EFT Type	Details	Net	VAT	Total
BACS	B Riley- Clerk Salary	£457.30		£457.30
BACS	B Riley - Expenses - HP Ink	£8.32	£1.67	£9.99
BACS	B Riley - Home Allowance	£22.00		£22.00
BACS	Hire of Oriel Room, St Ricarius Church	£20.00		£20.00
BACS	Microsoft Office 365 - Renewal	£59.99		£59.99
D/Debit	HSBC - Bank Charges	£8.00		£8.00
	Total Payments	£575.61	£1.67	£577.28

d. Following the information received, Councillor Kitchen having voiced his opinion, requested a vote be taken to accept the prepared budget document for 2024 – 25. Having applied due consideration, it was agreed to accept the budget on a majority vote of 5:1 (Councillor Kitchen voting not to accept the budget).

e. Councillor Bradley commented on the information received from Ward Councillor Robinson about submitting a funding request (see minute 4.b. 19th January 2024) for £100 for the provision of a permanent 'Tommy' in the village, following discussion, it was agreed to do so.

11. Matters for Information.

Councillor Bradley was due to attend a meeting of the Leeds Festival Working Group, following this, the application form for ticket issue would be received.

Councillor Kitchen informed members that he had contacted Leeds CC about footpath problems, the Clerk was asked to remind Councillor Robinson that at the December 2023 meeting he had requested which areas should be attended to for verge creep, but as yet, this had not been actioned.

Councillor Reed asked the Clerk to also remind Councillor Robinson about the drains near the bridge needing attention, which was reported at the January 2024 meeting.

Councillor Taylor commented on problems with moles on Field Lane.

The Clerk was asked to add Hanging Baskets to the March agenda.

12. Date of next meeting.

Resolved; that the next Parish Council meeting will be on 19th March 2024 at the Oriel Room, St Ricarius Church, Aberford.

13 Matters to be discussed at the exclusion of the public and press.

Councillor Bradley asked that a discussion concerning the Members Code of Conduct which related to a Councillor, was not discussed at the exclusion of the public and press.

The Clerk suggested that under Standards of Councillor Conduct, General Conduct 1.

Respect, sub paragraph 1.1, that the Code had been breached as the Councillor had not demonstrated respect which in this context meant politeness and courtesy in behaviour, speech and in the written word.

It was agreed that the Parish Council being aware of complaints against the Councillor, recorded that it distanced itself from such comments and that they were not representative of this Council.

The Clerk confirmed that he had advised anyone contacting him about the conduct of the Councillor to report it directly to the Leeds CC Standards Monitoring Officer, as the Parish Council could not make a third-party complaint.

The Clerk was asked to keep a record of any agreed annual holiday dates.

Signed
Chair Aberford & District Parish Council

Date.....

The meeting closed at 9.10pm.