

## **ABERFORD & DISTRICT PARISH COUNCIL**

**Minutes of the Annual Parish Council meeting held on Tuesday 21<sup>st</sup> May 2024.  
Meeting held in the Oriel Room, St Ricarius Church, Main Street, Aberford,  
commencing at 7.00pm.**

### **Present;**

**Councillors:** Sarah Bradley, Nancy Griffiths, Bob Kitchen, Phil Labbett,  
Ruth Reed and Tyler Wilson.

**In attendance:** Clerk to the Council; Barry Riley.  
1 member of the public.

Councillor Bradley as the presiding Chair, opened the meeting and welcomed all in attendance.

### **1. Election of Chair 2024 - 2025**

Councillor Bradley was nominated as Chair by Councillor Reed, it was seconded by Councillor Griffiths.

1a. The Chair duly signed the Acceptance of Office

### **2. Election of Vice Chair 2024 - 25**

Councillor Griffiths was nominated as Vice Chair by Councillor Bradley, it was seconded by Councillor Reed.

### **3. To receive apologies and approve reasons for absence.**

No apologies received.

### **4. Review of Working Groups, appointments to external organisations and additional responsibilities.**

Following discussion it was agreed that it was not necessary to have working groups or appointments to be made to external organisations. It was agreed that a discussion group would be formed as and when necessary for any subject or particular matter that needed to be discussed and agreed. Given this decision, there was no requirement to accept the terms of reference or amend the Standing Orders.

### **5. Review attendance record (May 2023 to April 2024).**

The record of attendance was duly noted.

### **6. Disclosure of Interests.**

Councillor Bradley declared an interest in agenda item 15.h.

### **7. Minutes.**

The minutes of the previous Parish Council meeting, would be subject to change prior to approval.

### **8. Public Participation**

a. A member of the public commented that the search facility on the website was not working correctly, the Clerk would contact the web provider to resolve it.

b. Ward Councillor comment.

Not in attendance.

### **9. Crime & Security.**

a. The Clerk reported that the latest crime report on the Police.uk website for Leeds North-East, had shown fourteen crimes were reported for March 2024.

These were for anti-social behaviour, criminal damage, arson, vehicle crime, burglary, public order offences, violence, sexual offences and two thefts. Of note was that five offences had occurred in the Parlington area.

b. The Clerk informed members that the latest PACT meeting was held on Thursday 9<sup>th</sup> May 2024 at the Victory Hall in Thorner. He reminded members that anyone receiving the information contained within the report should not circulate it further without the express permission of the sender.

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

[www.westyorkshire.police.uk](http://www.westyorkshire.police.uk)

d. Community Alert scheme.

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

## **10. Projects update.**

a. As part of the Parish Council complying with its Biodiversity Policy to encourage practices and projects beneficial to biodiversity, the provision of a wildflower meadow by the school, would be discussed early next year when consideration would be given to treating the area with seed plugs.

b. Leeds CC had been contacted about the use of their land (Jubilee Field), for a community orchard as part of the Parish Council's Biodiversity Policy, they had responded favourably and asked the Parish Council for a plan for this project. Following discussion, it was agreed that the area should be cleaned and grass cutting be brought under control first, before pursuing anything further with Leeds City Council.

c. Having considered the information provided on the greenbarnes website for Lectern Information Panels, members were in agreement that the matter be progressed, with suggestions on what information should be included to be agreed at the Parish Council meeting in due course.

d. The Chair and the Clerk had made further enquiries with other cleaning companies for the equipment and surface of the Beckside playground. However none were suitable or provided the service that Pennine Playgrounds Limited could (see (minute 6. 16<sup>th</sup> April 2024), it was therefore agreed that they be appointed.

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

An invitation had been received from Leeds CC Highways, to attend a meeting at the Civic Hall in Leeds on the 14<sup>th</sup> June 2024, to discuss the highway issues such as road maintenance, missing signage and speeding across the Harewood Ward. A number of questions had been prepared and agreed, these would be submitted for discussion for the meeting.

## **12. Correspondence received.**

a. The Clerk was asked to invite the Garforth NP Forum to a meeting of the Parish Council.

b. Having considered the request to have the land between School Lane and Jubilee Fields which had recently been sold, to be reinstated as a Public Right of Way, it was agreed not to do so as the Parish Council did not support the proposal.

## **13. Planning Matters.**

a. The following applications and appeals were received.

### **Applications**

<b>Planning Application /Appeal Reference</b>	<b>Address</b>	<b>Details</b>
24/02114/LI	Pump Hill Cottage Main Street Aberford	Listed building application for repairs to the west facing gable and re-roof.

24/02436/FU	Robin Hill Main Street Aberford	Retrospective application for garden room/workspace with landscaping.
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With regard to planning application 24/02436/FU, it was noted that there was no information on the landscaping to be introduced on which to comment on.

The Clerk would contact the Leeds CC Planning about this.

b. The following decisions and appeals were received and noted.

#### Decisions

Planning Application /Appeal Reference	Address	Details
24/01189/FU	Ashdene Field Lane Aberford Leeds LS25 3AE.	Demolition of existing rear conservatory, erection of a single storey side and rear extension, a single storey front extension, and extension to rear patio. <b>Approved 29.04.24</b>
23/06823/FU	Lotherton Hall Lotherton Lane Aberford Leeds LS25 3EB.	New soakaway and associated works to existing drainage system. <b>Withdrawn 02.05.24</b>
24/01064/FU	Aberford Court Main Street Aberford Leeds LS25 3AH.	Part retrospective application for single storey side extension, with new gate which leads to side garden. <b>Approved 08.05.24</b>

#### 14. To receive a report from the Clerk or Councillors on any new or minor ongoing matters.

Councillor Bradley had contacted Leeds Lights to obtain a quote on the cost to provide Christmas Lights. This had enabled the Clerk to submit a funding application to the Banks Community Fund (County Durham Community Foundation), which would be used in addition to any funding received from CIA (Community Illuminations Aberford). It was confirmed that subject to receiving any funding and with consideration to the budget allocated, the Parish Council would agree to what lights would be provided and at what cost.

#### 15. Finance.

a. The report and content of the receipts, payments and balances was **RECEIVED** and agreed for appropriate governance.

b. The bank reconciliations as at 30.04.2024 were **APPROVED**.

c. The following invoices for payment and charges received were **APPROVED**.

Date prepared	May-24			
EFT Type	Details	Net	VAT	Total
BACS	B Riley- Clerk Salary	£459.90		£459.90
BACS	B Riley - Home Allowance	£22.00		£22.00
BACS	HP Ink	£4.57	£0.92	£5.49
BACS	Hire of Oriel Room, St Ricarius Church	£20.00		£20.00
D/Debit	HSBC - Bank Charges	£11.50		£11.50

<b>Total Payments</b>	<b>£517.97</b>	<b>£0.92</b>	<b>£518.89</b>
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d. The Internal Auditor’s Annual Internal Audit Report was duly noted. Councillors Kitchen and Labbett requested more time to consider the information as it had not been received by Councillors until the morning of the meeting. They would contact the Chair after the meeting with their comments.

e. Councillors: Bradley, Griffiths, Labbett, Reed and Wilson had no objection to the Annual Governance Statement. Councillor Kitchen commented about when and if an assessment of the risks (Box 5), had been carried out.

f. Councillors: Bradley, Griffiths, Labbett, Reed and Wilson had no objections to the Accounting Statements. Councillor Kitchen enquired what was the basis for the 31<sup>st</sup> March 2024 figure for total fixed assets (Box 9), he was informed it was the updated Asset Register.

g. Having considered the grant application from Garforth in Bloom for £250.00, it was agreed that it be granted.

h. Having considered the grant application from Aberford Literature Festival for £250.00, it was agreed that it be granted. The Clerk informed members that the group did not yet have a bank account in their name, it was therefore agreed, that invoices presented for payment in the name of the Parish Council, would be paid to the value of £250.00.

**16. Matters for Information.**

A number of matters were discussed without further action to be taken.

**17. Date of next meeting.**

**Resolved;** that the next Parish Council meeting will be on 18<sup>th</sup> June 2024 at the Oriel Room, St Ricarius Church, Aberford.

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

There were no matters discussed that required the exclusion of the public or press.

Signed .....  
Chair Aberford & District Parish Council

Date.....

**The meeting closed at 8.40pm.**