

## **ABERFORD & DISTRICT PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Tuesday 18<sup>th</sup> June 2024.**

**Meeting held in the Oriel Room, St Ricarius Church, Main Street, Aberford, commencing at 7.00pm.**

### **Present;**

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

**In attendance:** Clerk to the Council; Barry Riley.

5 members 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 April Parish Council meeting and the Annual Parish Council meeting were approved and signed by the Chair Councillor Bradley.

### **4. Public Participation**

a. A member of the public commented that having observed some other Parish Council websites, they published all the documents for the meeting on their websites. Following discussion, it was agreed to do so, the Clerk duly noted the requirement.

b. Ward Councillor comment.

Not in attendance.

c. Members received a presentation from the architectural practice engaged by the Aberford Village Hall Committee about the proposed renovation of the village hall which would provide improvements and adaptations to the existing building. Following the presentation, members were informed that the next stage of the process would be to obtain funding and for the proposal to be submitted to planning. The representatives from the practice and village hall were thanked for giving the presentation.

Members also received a presentation from the Garforth Neighbourhood Plan Forum, who confirmed that they had their Neighbourhood plan approved last year and had come to the meeting to find out what the benefit had been to the Parish Council following the approval of their plan. They were informed that planning applications submitted to Leeds CC, were required to adhere to any conditions within the plan, also that following any housing developments in the village, that the Council were provided with funding from CIL (Community Infrastructure Levy), which could be used for future Biodiversity plans and could be used for Village Hall improvements.

### **5. Crime & Security.**

a. The Clerk reported that the latest crime report on the Police.uk website for Leeds North-East, had shown eight crimes were reported for April 2024. These were for criminal damage, arson, vehicle crime, burglary, public order offences, violence, and a sexual offence. The information was available by using the Crime map tab.

b. The Clerk informed members that the next PACT meeting was due to be on 20<sup>th</sup> June 2024, but as yet he had not received any information.

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>

## 6. Projects update.

a. Although there had been much rainfall during the last few weeks which had led to an increase in vegetation growth, the maintenance and appearance of the grassed areas of the village which were the responsibility of Leeds CC, were not of the standard expected. It was agreed that the schedules/timetables be obtained from the relevant Leeds CC departments, to ensure that they were being adhered to and whether the Parish Council needed to take further action.

## 7. Traffic/Parking issues, Aberford Main Street.

Comment was made about the Leeds CC Highway Planned Maintenance Plan which had been received and circulated to members. It was noted that there was little work to be carried out within the village.

## 8. Correspondence received.

a. Having received the Annual Playground Inspection Report, it was agreed that a contractor be appointed to carry out the works. Councillor Kitchen would produce a schedule following which, the Clerk would issue this to potential contractors for them to quote for the work in accordance with financial regulations.  
A resident in attendance queried why a communication sent to the Clerk about dog waste bins, had not been added to the agenda, the Clerk stated that he had provided an explanation about them to the resident and that the communication did not specifically request that it be added to the agenda. Councillor Bradley apologised to the resident for any misunderstanding. Going forward, information would be provided on the website about the procedure for requesting an agenda item.

## 9. Planning Matters.

a. The following applications and appeals were received and noted.

### Applications

Planning Application /Appeal Reference	Address	Details
Appeal Number: 104920 Planning Number 23/04532/FU	Yew Trees Main Street Aberford Leeds LS25 3AA	Retrospective application for installation of UPVC framed double glazed windows and doors to office.
24/02956/FU	5 The Dale Aberford	Demolition of garage/store room /garden room to rear; part two storey part single storey side/rear extension with attached garage to side; porch to front and bigger driveway to front for more parking spaces.
24/02522/FU	Silver Hill Farm Lotherton Lane Aberford Leeds LS25 3ED	Demolition of timber dwelling and erection of one dwelling with new gravel entrance and landscaping
24/02848/LI	Priory Park Bunkers Hill Aberford Leeds LS25 3DF	Listed building application for Replacement of all windows to the first floor

		glazed link corridor.
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- b. No updated information received.
- c. To allow for a response to be submitted in accordance with any time constraints applicable to applications received, it was agreed that the Clerk be given delegated authority to submit comments or objections, following information received from Councillors. If time permitted, then applications would be discussed at the Parish Council meeting.

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

- a. The Chair and Clerk had attended the meeting on 14<sup>th</sup> June 2024 at Leeds Civic Hall with Leeds CC Highway Officers, which involved information provided by the Chief Highways Officer Gary Bartlett on several matters including potholes, budgets for work to be carried out and that recent weather had impacted on work being able to be carried out. Although the meeting was for the Officer to provide general information, some Councils in attendance discussed local matters and commented that they had provided funding for some work to be carried out for the Authority to complete the work, rather than it be delayed due to lack of funding. Also in attendance was Leeds CC Traffic Officer Nick Hunt who when asked by the Chair, gave a commitment on work being carried out in the build -out areas. There would be a dedicated email address for the Parish Council to use to report matters and a new log system which would provide progress being made on work requests submitted.
- b. Following discussion it was agreed that the Clerk be informed by a Councillor should they wish to attend a training session so that there was a control of the training budget and a record of who has undertaken training.
- c. Having carefully considered the document issued it was agreed to approve and adopt a Complaints Procedure. This would be posted to the website.
- d. Following recent instances of spam e-mails being received and what if any lessons were to be learned, the Clerk informed members of the response from the system provider, that they do have active spam filtering in place, but some spam emails do get through. Unfortunately, this occurred when email addresses are published online and publicly available. It was suggested that anyone receiving a spam email should inform other members to mitigate any problem.

**11. 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 31.05.2024 were **APPROVED**.
- c. The following invoices for payment and charges received were **APPROVED**.

<b>Date prepared</b>	<b>Jun-24</b>			
<b>EFT Type</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
BACS	B Riley- Clerk Salary	£458.50		£458.50
BACS	B Riley - Home Allowance /Mileage	£31.50		£31.50
BACS	HP Ink	£4.57	£0.92	£5.49
BACS	Hire of Oriel Room, St Ricarius Church	£20.00		£20.00
BACS	Giff Gaff	£15.00		£15.00
BACS	Brian Hopper	£110.00		£110.00
BACS	Zebra Print	£50.00	£10.00	£60.00
BACS	Garforth in Bloom	£250.00		£250.00

BACS	Leeds CC	£854.17	£170.83	£1,025.00
BACS	IPI Ltd	£150.00	£30.00	£180.00
D/Debit	ICO - Data Protection Fee	£40.00		£40.00
D/Debit	HSBC - Bank Charges	£136.80		£136.80
<b>Total Payments</b>		<b>£2,120.54</b>	<b>£211.75</b>	<b>£2,332.29</b>

Two invoices had been received (following the issue of the payment list), concerning the grant award for the Aberford Literature Festival (see minute 15.h. 21<sup>st</sup> May 2024), following discussion it was agreed that they paid forthwith, rather than wait to be presented on the next payment list.

d. Having considered the revised Financial Risk Assessment policy circulated, it was agreed that further consideration be given to the content of the document before adopting it. The Clerk would add it to the next agenda.

e. The Clerk explained that the phone provided for him to use for the dedicated phone number for the Parish Council, was not suitable for use as a banking software application. At present he was using his own phone, but a replacement was needed in due course which should also have a contract deal, rather than the existing 'pay as you go' arrangement.

f. Having considered the grant application from Aberford in Bloom, it was agreed that the Clerk enquire why the amount requested did not correlate with the individual amounts detailed. A copy of their Public Liability would be requested in support of the application.

g. Councillor Kitchen commented on the changes introduced on the updated (April 2024) Register of Assets and sought clarification for the changes introduced and if there was a record of the changes. The Clerk provided a verbal explanation for the changes but would also add notes to the document.

He would submit a revised register for the current year at the next meeting for approval.

#### **12. Matters for Information.**

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

#### **13. Date of next meeting.**

**Resolved;** that the next Parish Council meeting will be on 16<sup>th</sup> July 2024 at the Oriel Room, St Ricarius Church, Aberford.

#### **14. 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 8.57pm.**