

## **ABERFORD & DISTRICT PARISH COUNCIL**

**Minutes of the Parish Council meeting held on Tuesday 19<sup>th</sup> August 2025.  
Meeting held in the Oriel Room, St Ricarius Church, Main Street, Aberford,  
commencing at 7.00pm.**

### **Present;**

**Councillors:** Nancy Griffiths (Chair), Graham Bradley and Ruth Reed.

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

### **1.To receive and approve reasons for absence.**

Councillor S. Bradley.

The reason for not attending was accepted.

### **2. Disclosure of Interests.**

Councillor G.Bradley declared a Personal Interest in agenda item 6.a.

Councillor G.Bradley declared a Pecuniary Interest in agenda item 10.e.

### **3. Minutes.**

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

### **4. Public Participation**

a. No comments received.

b. No agenda items received.

c. The Chair invited the member of the public in attendance to speak, following which comment was made about the removal of the hanging baskets and if refunds would be issued, it was agreed that this subject would be added to the next meeting agenda. An enquiry was also made about a hedge that was causing an obstruction to a footpath, the Clerk would provide information on how to report it to Leeds CC as it was not a Parish Council responsibility.

d. No Ward Councillor in attendance.

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

a. The Clerk reported that the latest crime report on the Police.uk website for Leeds North-East, had shown 5 crimes were reported in Aberford covering the month of June 2025. These were for criminal damage and arson, violence and sexual offences and other crime not specified.

b. A PACT meeting had taken place in Thorner at the Victory Hall on Thursday 14<sup>th</sup> August 2025 (see minute 10.f.).

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. Having considered the proposed agreement between the Parish Council and the Bowling Club, it was not able to be adopted as the lease agreement between the Parish Council and Leeds CC (see minute 6.a.17<sup>th</sup> June 2025), had not yet been received which may result in changes to the proposed agreement. The Clerk would enquire when and if the lease was likely to be received, as the Club would need to arrange preparation of the bowling green if Leeds CC were withdrawing their service.

Councillor G.Bradley commented that the Club had engaged a private contractor to offer advice on the condition of the bowling green in order to prepare it. He also commented that the Club were actively seeking funding from various sources.

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

Members noted the communication received from Leeds CC for a temporary 7.5T Weight Restriction covering Main Street, Bunkers Hill and Lotherton Lane, from 17<sup>th</sup> to 23<sup>rd</sup> September 2025. The Clerk was asked to seek confirmation it was only for a week and why it was not issued for a longer period.

#### **8. Correspondence received requiring discussion.**

a. The effect of the English Devolution and Community Empowerment Bill was not discussed.

b. Councillor Griffiths had circulated the Boston Spa Parish Council newsletter to show how the format and use of advertising could be used in the production of the Aberford & District Parish Council's newsletter. Budget provision would need to be considered to produce a publication of such size and the method of delivery would also be considered and be changed from delivering to each house and instead use specific outlets.

#### **9. Planning Matters.**

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

##### **Applications**

<b>Planning Application /Appeal Reference</b>	<b>Address</b>	<b>Details</b>
25/04252/LI	Hook Moor Lodge South Great North Road.	Listed building application for repair and replace all of the windows.
25/04262/LI	Wakefield Lodge Aberford Road	Listed building application for repair and replace all of the windows on the property.
25/04278/LI	Priory Park Bunkers Hill	Listed building application for installation of internal barricade to front door.
25/04350/FU	Elda House Main Street	Two story side extension with garage to ground floor; new dropped kerb to front; associated landscaping including new steps to side and alteration to wall.

With regard to planning application 25/04350/FU, following prior circulation to members (and in accordance with the procedure for dealing with applications prior to the meeting), the Clerk had submitted an objection citing material considerations; out-of-character and road safety (specifically inadequate sight lines).

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

##### **Decisions**

<b>Planning Application /Appeal Reference</b>	<b>Address</b>	<b>Details</b>
25/01679/FU	1 Becca Lane	Replacement of timber door and windows with timber windows and door to front; replacement of one large UPVC window with two smaller windows at ground floor level to rear; one new UPVC side window at first

		floor level; juliet balcony with UPVC glazed doors and glass balustrade to rear; replacement of timber door with UPVC door to side. <b>Approved 11.06.25.</b>
25/02554/FU	Providence Cottage Main Street	Demolition of existing outbuildings and timber garage; single storey extension to side, including extended raised patio across front. <b>Approved 26.06.25</b>

## 10. 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 31.07.2025 were **APPROVED**.

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

Date prepared	Aug-25			
EFT Type	Details	Net	VAT	Total
BACS	B Riley- Clerk Salary	£471.80		£471.80
BACS	B Riley - Home Allowance /Mileage	£22.00		£22.00
BACS	Hire of Oriel Room, St Ricarius Church	£20.00		£20.00
D/Debit	Giff Gaff - Phone	£6.00		£6.00
BACS	PKF Littlejohn	£315.00	£63.00	£378.00
BACS	N.Vickerman Watering	£175.00		£175.00
BACS	Autella Payroll Services	£70.00	£14.00	£84.00
D/Debit	Unity Bank Charges	£6.00		£6.00
D/Debit	Nat West - Bank Charges	£2.10		£2.10
<b>Total Payments</b>		<b>£1,087.90</b>	<b>£77.00</b>	<b>£1,164.90</b>

d. The quarterly account statement was duly noted.

e. Due to the pecuniary interest declared by Councillor G.Bradley (see minute 2.), the meeting was not quorate at this point to enable a decision to be reached on agreeing to the grant application from Aberford Bowling Club

f. Having considered the benefit of having a Police PACT meeting at St Ricarius Church, it was agreed that funding be provided to enable this, the Clerk would contact the Poilce and the Church to progress the decision.

g. Having reviewed the proposed Financial Risk Management policy, agreement was reached on its adoption.

h. The Parish Council was grateful for the contribution of £4k from Community Lights Aberford, towards the Christmas light display. In addition, members were informed that Councillor S.Bradley had ordered the lamp post motifs from Leeds Lights and had confirmed that the 'switch on' would be on the 22<sup>nd</sup> November 2025. As part of the organization of this event, It was agreed that the road closure be the same as the previous two years.

## 11. Information from the Clerk or Councillors.

Councillor S.Bradley had attended the Leeds festival working group (remotely via Microsoft teams) meeting, the Festival organisers had given an assurance that everything was in hand to make this year's festival weekend run as smooth as possible. She had requested that google maps and satellite navigations are all

updated well in advance, to show the hard closure during the period of the event and that the digital signs on the motorway also say the village is closed.

The Clerk commented on the following matters which would be added to the next agenda;

The requirements of the Parish Paths Partnership scheme (P3), which the Parish Council were responsible for under the terms of the agreement.

The web hosting price increase.

To receive and adopt an IT (Information Technology) Policy.

**12. Date of next meeting.**

**Resolved;** that the next Parish Council meeting will be on 16<sup>th</sup> September 2025 in the Oriel Room, St Ricarius Church, Aberford.

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

Members duly noted the new pay rates applicable to the Clerk's employment, which would be back dated from 01<sup>st</sup> April 2025.

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

Date.....

**The meeting closed at 8.23 pm.**