



**Clifford Parish Council**  
**Minutes of the Meeting of the Council**  
**Wednesday 18<sup>th</sup> February 2015 at 7.30 p.m.**  
**Clifford Village Hall**

**Present:** Councillors N Fawcett (Chairman), C. Aspinall, G. Allan, T. Blackmore, O Milligan, S. Park A. Shaw, P. Winterburn

**In Attendance:** P Seed (Clerk)  
Cllr Gerald Wilkinson (Ward Councillor)  
1 PCSO  
1 member of the public

**Apologies for absence** Cllr P. O'Brien

**15/19 Crime Report**

The PCSO reported that there had been 3 crimes in January including damage at the allotments & an attempted burglary.

**15/20 Declarations of Interest & Notifications of changes in the Members' Register of Interest.**

- a) Cllr Allan, Item 11 Northways playing field.
- b) There were no amendments to the Register of Interests.

**15/21 Public Participation Session**

A resident, who is a professional horticulturist, wishes to encourage residents to save seeds and plant wild flowers in the verges. . Councillors very supportive of idea and Cllr Fawcett agreed to work with the resident to plan & publicise the scheme.

*[Cllr Aspinall left the meeting]*

**15/22 Meeting with Signet Planning & Partner Construction**

Councillors met with Signet Planning and Partner Construction to discuss the proposal to build 'affordable housing' on a site off Clifford Moor Road.

Councillors questioned what evidence had been gathered to show that the level of need for affordable housing particularly given that the questionnaire used by Signet did not make it clear that 'affordable housing' did not mean 'reasonably low priced housing for sale on the general market'.

Signet responded that the questionnaire was intended to ascertain how many respondents would be eligible for affordable housing. There had been 20-25 such responses from Clifford & Bramham residents. The total number of houses in Clifford is approximately 750. The questionnaire was not a housing needs survey and it was admitted that it was difficult to reliably quantify the need particularly given the low response rate. The main source of evidence of need comes, not from the questionnaire, but from Leeds City Council's (LCC) Strategic Housing Market Assessment (SHMA). The planning officers at LCC had been reluctant to engage with Signet in discussions on the proposal. Cllr. Blackmore responded that as part of the process of drawing up the Neighbourhood Plan a housing assessment had been carried out by an independent company and this stated that there was little need for affordable housing. There is a fear that this proposal could be the first stage in developing the whole area of land which would result in the closing of the strategic gap between Clifford and Boston Spa, the keeping of which is a key aim in both communities' Neighbourhood Plans. Both Signet & Partner Construction stressed that their proposal was not part of a larger scheme for the remainder of the field.

In summary Councillors believed that there had been no evidence produced that there was a need for affordable housing which removed any justification to build on a green belt site. The site is also thought to be unsustainable due to a number of factors including the lack of shops, medical facilities and oversubscribed primary schools in the parish. Access to these facilities in neighbouring villages or towns would require reliance on inadequate public transport, the addition of more cars on our roads or unacceptable walking distances. Signet & Partner Construction said that they would go back and look at the evidence of housing need and if that was not shown then the proposal would go no further. The parish council, Signet and Partner agreed to keep lines of communication open during the course of this proposal.

**15/23 The Minutes of the meeting held on 21st January 2015**, previously circulated, were confirmed and signed by the Chairman.

**15/24 Chairman's Business.**

The Chairman had no business to report.

# Clifford Parish Council

## 15/25 Clerk's Report.

**Received:** a verbal report from the Clerk.

There was now only one vacant allotment.

The fencing at the bottom of Albion Street had been reported to Highways but they say that there are no funds to replace it until April.

Nominations for the council open on 16 March and close on 9 April. The clerk offered to hand deliver any nominations to Leeds City Council on the 23<sup>rd</sup> March 2015.

## 15/26 Neighbourhood Plan:

Cllr Blackmore reported that the policy statement on the St John's site was to be sent to the school for their comments.

**It was proposed by Cllr Blackmore and seconded by Cllr. Milligan that the policy statement on the St John's site be agreed. Carried unanimously**

## 15/27 Changing Facilities at Northways

Cllr Blackmore reported that the building is in use and the completion paperwork is being put together so that the final claim can be made to the Football Foundation. Savings from building costs had been sufficient to pay for the fitting out of the kitchen, installation of CCTV and purchase of tables and chairs. The VAT claim had been received. The working group will draw up proposals on the division of responsibility for the running & maintenance of the building.

## 15/28 Cricket Ground

The Trustees' solicitors had not responded to the proposed transfer document. The clerk was asked to obtain a quote for the cost and frequency of grass cutting required to keep the field in good order.

## 15/29 Lead Members & Committee Representatives.

**Received:** the following verbal reports

- i) **Northways:** Mole treatment completed
- ii) **Footpaths:** There had been a meeting with LCC's Footpath Officer on the condition of the footpath to the A1. LCC said that they will check plans to see if the footpath has been moved closer to the beck. Cllr Shaw has complained to the Environment Agency that polluted water is running off the A1 into the beck.
- iii) **Town & Parish Council Forum:** Cllrs Fawcett raised the issue of bins not being emptied. The bins at the village hall & Northways are to be replaced.
- iv) **Allotments:** Cllr Fawcett reported on the incidences of vandalism. It was agreed that there was a need to improve the fencing to prevent access. Cllr Fawcett to obtain quotes.
- v) **St Edwards Wood Greenspace:** Cllr Blackmore reported that the Woodland Trust have offered to assist in the design of the layout.

## 15/30 Planning Matters

Received: verbal reports that

- a) Decisions known or received - None
- b) Planning Applications considered by the Planning Working Group
  - i) Retrospective application for change of use and alterations to form two houses. 34 High Street - Supported
  - ii) Front/side extension to outbuilding. 104 High Street - Supported

## 15/31 Financial Matters

a) Receipts: To note the following:

- |                                      |   |        |
|--------------------------------------|---|--------|
| i) Allotment Rents & bonds           | £ | 475.00 |
| ii) Neighbourhood Plan Grant Payment | £ | 277.00 |

b) To confirm the following payments to be made by cheque

- |   |               |           |   |         |
|---|---------------|-----------|---|---------|
| i) Clerk's salary & expenses  | Basic £377.69 | VAT £     | £ | 377.69  |
| ii) HM Revenue & Customs (Tax on clerk's salary)                      |               |           | £ | 91.40   |
| iii) C. Allen (Website Hosting)                                       |               |           | £ | 30.00   |
| iv) N. Fawcett (Reimburse for Allotment signs)                        | Basic £13.90  | VAT £2.78 | £ | 16.68   |
| v) M. Wilson (Refund of Bond for Allotment 27)                        |               |           | £ | 25.00   |
| vi) Yorkshire Local Councils Association (Affordable Housing Booklet) |               |           | £ | 1.50    |
| vii) James Deighton (St Edwards Wood Hedge & Fencing – Min. 14/68)    |               |           | £ | 1007.00 |
| viii) Backhouse Env. Services (Northways mole treatment)              | Basic £72.47  | VAT 14.49 | £ | 86.96   |

## 15/32 Allotment Holders' Association

**It was proposed by Cllr Fawcett and seconded by Cllr. Allan that Cllr. Shaw should represent the Council at meetings of the Allotment Holders' Association. Carried unanimously**

## **Clifford Parish Council**

### **15/33 Responsibilities for Allotment Management**

It was proposed by Cllr Shaw and seconded by Cllr. Park that the proposals on the division of responsibilities be agreed. Carried unanimously

### **15/34 Proportion of Allotment Rents to be Allocated to the Council's Administrative Expenditure**

It was proposed by Cllr Fawcett and seconded by Cllr. Park that 15% of allotment rents be allocated to the Council's administrative expenditure. Carried with one against

### **15/35 Car park fencing at Northways**

It was proposed by Cllr Milligan and seconded by Cllr. Blackmore that the quotation for replacing the fencing at Northways be agreed. Carried unanimously £398 plus VAT

### **15/36 Repairs to playground equipment and flooring**

It was proposed by Cllr Fawcett and seconded by Cllr. Blackmore that up to £1,000 be allocated for repairing the flooring. Carried unanimously

### **15/37 Celebration of the Queen's Reign**

Cllr Fawcett reported that no official celebrations were being planned other than to hold special church services.

### **15/38 Local Council Awards Scheme**

It was proposed by Cllr Fawcett and seconded by Cllr Allan that the Council should register for the Scheme and action be taken as proposed in the clerk's paper. Carried unanimously.

### **15/39 Correspondence Update** (other than that relating to specific agenda items)

- Clerk Magazine
- Clerks & Councils Direct Magazine

### **15/40 Other reports/Notification of items for next/future meetings**

- Noted that any reports/agenda items for the February meeting need to be with the clerk by Tuesday 10<sup>th</sup> March 2015

There being no further business, the Chairman declared the meeting closed at 9.10pm

## Clifford Parish Council

CHANGING ROOM INCOME & EXPENDITURE				10 February 2015								
				EXPENDITURE AGAINST BUDGET								
Cash In Bank		16,323.18		Project Phase		Budget	Expenditure	Difference	% Spent	Notes		
Committed Not Paid		15,514.47		Prof. & Planning		6,546	7,276	-	730	111%	CDM/ H&S more than estimate. No further expenditure planned	
Funds Remaining		£ 808.71		Phase 1		30,187	29,520	667	98%	Phase complete		
				Phase 2		50,748	46,207	4,541	91%	Phase complete		
				Phase 3		50,119	51,457	-	1,338	103%	Phase complete	
PAYMENTS INTO ACCOUNT		155,547.53		Utility Services		16,900	20,400	-	3,500	121%	Phase complete	
				Equipment		5,000	4,943	57	99%			
				Statement								
23/04/2014	Clifford AFC	20,000.00	1	<b>VAT Summary</b>								
22/05/2014	Clifford PC	50,000.00	2	VAT Total		13,891.57		<b>Football Foundation Summary</b>				
22/08/2014	FF Claim 1	£ 10,610.00	5	VAT Claimed		13,872.53		Claim		Amount		Paid
19/09/2014	FF Claim 2	£ 3,860.00	6	VAT Paid		13,872.53		1		10,610		Y
29/09/2014	John Dunnington	£ 20,000.00	6	VAT To Be Paid		-		2		3,860		Y
17/10/2014	FF Claims 3 & 4	£ 6,035.00	7	VAT To Claim		19.04		3		3,279		Y
24/10/2014	FF Claim 5	£ 9,735.00	7					4		2,756		Y
31/10/2014	FF Claim 6	£ 5,005.00	7					5		9,735		Y
14/11/2014	FF Claim 7	£ 1,890.00	8					6		5,005		Y
12/12/2014	Clifford AFC	£ 4,000.00	9					7		1,890		Y
12/12/2014	FF Claim 8	£ 525.00	9					8		525		Y
22/12/2014	FF Claim 9	£ 1,830.00	9					9		1,830		Y
22/01/2015	John Dunnington	£ 750.00	10					10		4,400.00		Y
22/01/2015	Clifford PC	£ 14,000.00	10					11		3,035.00		Y
22/01/2014	VAT Claim	£ 12,328.59	10					TOTAL		46,925		
09/01/2015	FF Claim 10/11	£ 7,435.00	10					TO PAY		-		
05/02/2015	VAT Claim	£ 1,543.94						TO CLAIM		3,075		
	Refund PC	-£ 14,000.00										

# Clifford Parish Council

## The Local Council Award Scheme

The attached paper gives information on the Scheme, the costs of participation and an assessment of the Council's current status against the criteria.

### **Advantages of Participation**

Gaining an Award allows the Council to demonstrate to residents and partners that it fulfils its legal obligations and conforms to nationally set standards of performance. It also gives the Council a framework in which to plan its development and improvement.

### **Initial Application**

It is proposed that the Council apply initially for the Foundation Award. The assessment against the criteria shows that the Council already meets the majority of the criteria but there are gaps in terms of online access and in the need to create some policies.

### **Action To Be Taken**

Councillors work through the criteria and inform the clerk of any additional evidence to strengthen the application.

Clerk to draft missing policies and present to the Council for approval

Clerk to work with Cllr Shaw to add items to the website and ensure that the layout and headings of the pages assist in presenting the information

### **Timescale**

Submission of evidence by end of October 2015.

### **Costs**

In addition to the registration and accreditation fee of £100 there may be website page design and creation costs of £300.

# Clifford Parish Council

## THE LOCAL COUNCIL AWARD SCHEME

The Local Council Award Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to meet their full potential. All local councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

Councils can apply for an award at one of three levels.

- The **Foundation Award** demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.
- The **Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The **Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

### Fees

There are two fees:

- A **registration fee** paid to the National Association of Local Councils
- An **accreditation fee** paid to the organisation responsible for administering the local or regional accreditation process.

The **registration fee** paid to NALC is £50 paid by all councils for each level regardless of size.

The **accreditation fee** varies according to

- the award applied for
- the income of the council
- the council's accreditation history

	Small	Medium	Large
Foundation Standard:	£50	£50	£50
Quality Standard:	£60	£80	£100
Quality Gold:	£100	£150	£200

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous standard requires less work.

## Clifford Parish Council

### FOUNDATION AWARD

The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Criteria Met?	Where are these published online?
1 Its standing orders and financial regulations	Y	<a href="http://www.clifford-pc.org.uk/parish-council/how-we-work">http://www.clifford-pc.org.uk/parish-council/how-we-work</a>
2 Its Code of Conduct and a link to councillors' registers of interests	Y	<a href="http://www.clifford-pc.org.uk/parish-council/how-we-work">http://www.clifford-pc.org.uk/parish-council/how-we-work</a>
3 Its publication scheme	N	<b>Available</b>
4 Its last annual return	N	<b>Available</b>
5 Transparent information about council payments	N	<b>Available</b>
6 A calendar of all meetings including the annual meeting of electors	P	<a href="http://www.clifford-pc.org.uk/parish-council/council-meetings">http://www.clifford-pc.org.uk/parish-council/council-meetings</a> Also in village magazine <b>NEED TO ADD PARISH MEETING</b>
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	P	<a href="http://www.clifford-pc.org.uk/parish-council/council-meetings">http://www.clifford-pc.org.uk/parish-council/council-meetings</a> <b>Audit Committee Minutes need adding</b>
8 Current agendas	Y	<a href="http://www.clifford-pc.org.uk/parish-council/council-meetings">http://www.clifford-pc.org.uk/parish-council/council-meetings</a>
9 The budget and precept information for the current or next financial year	N	<b>Available</b>
10 Its complaints procedure	N	<b>Available</b>
11 Council contact details and councillor information in line with the Transparency Code	Y	<a href="http://www.clifford-pc.org.uk/parish-council/parish-councillors">http://www.clifford-pc.org.uk/parish-council/parish-councillors</a>
12 Its action plan for the current year	N	<b>NOT AVAILABLE</b>
13 Evidence of consulting the community	Y	<a href="http://www.clifford-pc.org.uk/neighbourhood-plan">http://www.clifford-pc.org.uk/neighbourhood-plan</a> <b>Anything else other than NP?</b>
14 Publicity advertising council activities	Y	Clifford Outlook
15 Evidence of participating in town and country planning	Y	<a href="http://www.clifford-pc.org.uk/parish-council/council-meetings">http://www.clifford-pc.org.uk/parish-council/council-meetings</a> See Minutes & Agendas <a href="http://www.clifford-pc.org.uk/neighbourhood-plan">http://www.clifford-pc.org.uk/neighbourhood-plan</a>
16 A risk management scheme		<b>Available</b>
17 A register of assets		<b>Available</b>
18 Contracts for all members of staff	Y	E-mail with application
19 Disciplinary and grievance procedures	N	<b>NOT AVAILABLE</b>
20 A policy for training new staff and councillors	N	<b>NOT AVAILABLE</b>

## Clifford Parish Council

21	A record of all training undertaken by staff and councillors in the last year	N	<i>CPD Log for clerk. Chairman attends LCC Forums &amp; YCLA events.</i>
22	A clerk who has achieved 12 CPD points in the last year	N	<i>Points for seminars, conferences, reading.</i>

### Quality Award

The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1. Draft minutes of all council and committee meetings within four weeks of the last meeting	P	<a href="http://www.clifford-pc.org.uk/parish-council/council-meetings">http://www.clifford-pc.org.uk/parish-council/council-meetings</a>
2. A Health and Safety policy	P	Policy from February 2002
3. Its policy on equality	N	NOT AVAILABLE
4. Councillor profiles	N	
5. A community engagement policy involving two-way communication between council and community	N	
6. A grant awarding policy	Y	<a href="http://www.clifford-pc.org.uk/parish-council/how-we-work">http://www.clifford-pc.org.uk/parish-council/how-we-work</a>
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting	Y	<a href="http://www.clifford-pc.org.uk/parish-council/annual-village-meeting">http://www.clifford-pc.org.uk/parish-council/annual-village-meeting</a>
8. An action plan and related budget responding to community engagement and setting out a timetable for action and review	N	
9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	N	
10. Evidence of helping the community plan for its future	Y	<a href="http://www.clifford-pc.org.uk/neighbourhood-plan">http://www.clifford-pc.org.uk/neighbourhood-plan</a>
11. a scheme of delegation (where relevant)	N	
12. up-to-date insurance policies that mitigate risks to public money	Y	
13. addressed complaints received in the last year	Y	NONE?
14. at least two-thirds of its councillors who stood for election	Y	
15. a printed annual report that is distributed at locations across the community	Y	<a href="http://www.clifford-pc.org.uk/parish-council/chairmans-report">http://www.clifford-pc.org.uk/parish-council/chairmans-report</a>
16. a qualified clerk	Y	CiLCA Certificate

## Clifford Parish Council

17. a clerk employed according to nationally or locally agreed terms and conditions	Y	Employment contract
18. a formal appraisal process for all staff	N	Appraisal but no written procedure/criteria
19. a training policy and record for all staff and councillors	N	

### Gold Scheme

Criteria	Do you meet these criteria?	Where are these published online?
1. A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	N	
2. An annual report, online material and at least four news bulletins a year with evidence of	Y	
a. engaging with diverse groups in the community using a variety of methods		
b. community engagement leading to positive outcomes for the community		
c. a broad range of council activities including innovative projects		
d. co-operating constructively with other organisations		
3. Ensures that the council delivers value for money		
4. Meets its duties in relation to bio-diversity and crime & disorder		
5. Provides leadership in planning for the future of the community		
6. Manages the performance of the council as a corporate body		
7. Manages the performance of each individual staff member to achieve its business plan		