



Clifford Parish Council
Minutes of the Meeting of the Council
Wednesday 17th June 2015 at 7.30 p.m.
Clifford Village Hall

Present: Councillors N Fawcett (Chairman), G. Allan, O Milligan, S. Park

In Attendance: P Seed (Clerk)
1 Member of the Public

Apologies for absence Cllrs. T. Blackmore, A. Shaw, P.O'Brien

15/100 Crime Report

The PCSO reported that there had been 6 crimes in May.

15/101 Declarations of Interest & Notifications of changes in the Members' Register of Interest.

- a) Cllr Allan, Item 15/109 Northways playing field.
- b) There were no amendments to the Register of Interests.

15/102 Public Participation Session

It was reported that information on the number and types of crime in the village are now being included in the Clifford Outlook.

15/103 The Minutes of the meeting held on 20th May 2015, previously circulated, were confirmed and signed by the Chairman.

15/104 The unconfirmed Minutes of the Annual Parish meeting held on 20th May 2015 were received.

15/105 Chairman's Business.

The Chairman had no business to report.

15/106 Clerk's Report.

Received: a verbal report from the Clerk.

The clerk had nothing to report.

15/107 Neighbourhood Plan:

Cllr Milligan reported that the Leeds City Council (LCC) site allocation list is to be made public on 26th June. On July 2 a committee of LCC will consider the proposal to re-designate the village green.

15/108 Cricket Ground

It was reported that the Junior Football Club had obtained a £3000 grant for pitch improvements.

15/109 Lead Members & Committee Representatives.

Received: the following verbal reports

- i) **Northways:** Cllr Milligan reported that an overhanging tree may need professional attention. The grass is not being cut to the contract specification.
- ii) **YLCA Meeting:** Cllr Fawcett reported that he had been appointed to the Executive Committee.
- iii) **Town & Parish Forum:** Cllr Fawcett reported that he had pursued LCC re litter bins not being emptied. The immediate problems had been dealt with but there was still concern that the schedule was not being followed. The gullies on Bramham Road were to be cleared. LCC has agreed to provide litter pickers and bags to support the Village Litter Pick on 4th July, 10am at the Village Hall.
- iv) **Charity of Richard Dawson:** Cllr Fawcett reported that he & Cllr Park had attended the half yearly meeting. Nothing to report.
- v) **Public Rights of Way:** Cllr Fawcett reported that LCC have agreed that gates can be installed on the track off Rhodes Lane. There will be a gap left open to maintain access as this a public right of way.

15/110 Planning Matters

Received: verbal reports that

- a) Decisions known or received - None
- b) Planning Applications considered by the Planning Working Group
 - i) Use of land as private equestrian use and erect detached stable block with storage facilities and laying out of floodlit menage – neutral
- c) Planning enforcement officers had visited the land off Windmill Lane to check that no planning regulations were being contravened.

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15/111 Financial Matters

a) Receipts: To note the following:

i) Public Paths Partnership Grant £ 250.00

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

i) Clerk's salary & expenses £ 378.67

ii) HM Revenue & Customs (Tax on clerk's salary) £ 91.20

iii) P. Walker (Litter Warden Honorarium) £ 65.00

iv) Clifford Village Hall (Playground Insurance) £ 210.64

v) Open Spaces Society Membership £ 45.00

vii) Alyson Linnegar (NP drafting) £ 1,000.00

It was agreed that the invoice from Sport Turf Services should not be paid until the Council was satisfied that work was being carried out as per the contract specification. A site meeting is being arranged.

15/112 Playground Flooring

Cllr Allan reported that 5 quotes had been requested but only one had been received. A decision to be deferred until other quotes received.

15/113 Maintenance of Untenanted Allotments

Cllr Fawcett proposed and Cllr Milligan seconded that the Clifford Allotment Holders Association should take responsibility for the care of untenanted allotments with costs to be met from the Council's earmarked fund. Carried unanimously.

15/114 Repairs to Boundary Fencing

Cllr Fawcett proposed and Cllr Milligan seconded that the Clifford Allotment Holders Association to be reimbursed for expenditure up to £100 for the repairs to the boundary fencing. Carried unanimously.

15/115 Celebration of the Queen's Reign

Deferred until next meeting.

15/116 Correspondence Update (other than that relating to specific agenda items)

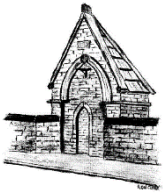
- LCR Magazine

15/117 Other reports/Notification of items for next/future meetings

- Noted that any reports/agenda items for the July meeting need to be with the clerk by Tuesday 7th July 2015

There being no further business, the Chairman declared the meeting closed at 8.15pm

Signed.....Chairman.....Date.....



Clifford Parish Council

Minutes of the Annual Parish Meeting for Clifford
Held in Clifford Village Hall on Wednesday 20th May 2015 at 7:30 p.m.

Cllr Nicholas Fawcett (Chairman, Clifford Parish Council) in the Chair

Electors of the parish present: *G. Allan, T Blackmore, O Milligan, S Park, A Shaw, C. Aspinall, Dominique Morrissey, Paul Sellars*
(names in italics denote members of Clifford Parish Council)

Apologies for absence: None

In attendance: Clerk to the Parish Council, Mr P. Seed, 1 PCSO

The Chairman declared the meeting open and welcomed electors to the meeting.

Annual Crime Report

PCSO reported that there had been 23 reported crimes in 2014-15 compared to 19 in 2013-14. There were 11 arrests.

Minutes of the Annual Parish Meeting held on 21st May 2014

The Minutes were confirmed as a true record.

Matters Arising

None.

Chairman's Report

The report, as printed in the Clifford Directory, was received.

Financial Statement

The Financial Statement, as printed in the Clifford Directory, was received.

Neighbourhood Plan Update

Cllr Blackmore gave an update on the progress on producing the Plan.

Matters To Be Raised By Parish Electors

None

There being no other business the Chair closed the meeting at 7.45pm.

Clifford Parish Council

Allotment Management; Division of Responsibilities

The Clifford Allotment Holders Association (The Association) and the Parish Council (The Council) will continue to consult with each other to ensure that the allotments are managed to the benefit of all tenants and the wider community. The Council will nominate a representative to be a member of the Association's Management Committee.

The table below lists the division of responsibilities between the Council and the Association. This was agreed at the Council meeting in February 2015.

		Responsible Body
Legal	Tenancy Agreement – First Party	The Council
	Tenancy Agreement – wording (Rules)	The Council
Financial	Setting of rent	The Association
	Collection of rent	The Association (Treasurer)
	Holding of rent	The Council
	Accounting for income & Expenditure	The Association (Treasurer)
	Checking of accounts	The Council (Clerk)
	Bond	Held by The Council. The Association to care for any untenanted plot with costs reimbursed from the Council's earmarked Allotment Fund. Retained bonds to be released into the Allotment Fund.
Regular Upkeep	Main path within allotment boundary.	The Association
	Muddy Lane	The Association – maintained to a minimum standard <u>in line with previous practise</u> and in conjunction with stable owners.
	Plot boundary fences/hedges	Tenants
Management of Site	Plot inspections	The Association (Committee)
	Dealing with tenants with overgrown plots	The Association (Secretary)
	Waiting List	The Association (Secretary)