



Minutes of the meeting of the Annual Council

Wednesday 21 May 2025

At Clifford Village Hall

Present: Cllrs N Fawcett, T Blackmore, I Bartlett, R Bray, A Wills, S Park, L Softly and T Sykes

In attendance: 1 resident, Ward Cllrs Stables and Harrington, N Fairbairn (Clerk)

Public Participation

None

25/76 It was **resolved** to elect Cllr Fawcett as the Chairman of the Parish Council for 2025/2026. His signed form of Acceptance of Office was received.

25/77 It was **resolved** to elect Cllr Blackmore as the Vice-Chairman of the Parish Council for 2025/2026. His signed form of Acceptance of Office was received.

25/78 Apologies for absence

None

25/79 Crime Report

The report from the May 2025 PACT meeting was received.

The following offences were recorded in Clifford in March 2025 on the Police UK Website:

- Drugs x 1
- Anti-social behaviour x 1
- Violent/sexual x 3
- Other x 1

25/80 Declarations of Interest and Notifications of changes in the Members' Register of Interests

Cllrs Bartlett declared an interest re agenda item 20.2 25/02349/FU/NE.

Councillors were reminded to review their Register of Interest and notify the clerk of any changes.

25/81 The minutes of the meeting held on 16 April 2025 were confirmed as a true record and signed by the Chairman.

25/82 Chairman's Business

The Chairman thanked those who attended the VE80 commemoration.

25/83 Clerk's report

- The playground repairs should be undertaken by HAGS during June 2025.
- Ownership of the land off South View has now been registered by Land registry.

25/84 Ward Councillor's Business

- Cllr Lamb sent his apologies for the meeting.
- Cllr Stables advised that there has been no progress installing of a new gate at the rear entrance to Bramham School. LCC have confirmed that there was an underspend on the estimated cost of installing the new entrance and the contributions requested from Clifford and Bramham Parish Councils will be reduced pro rata. It was agreed that the underspend can be used to fund installation of the gate provided that the total contribution does not exceed the agreed amount of £10,000.
- Cllr Stables attended a site meeting at Rhodes Lane with representatives from the Parish Council and LCC Highways to consider the road safety concerns raised by residents. LCC Highways are considering several actions including: cutting back hedges to improve visibility, improving the road surface, widening the road and installing speed signs. The Parish Council will forward data from the mobile SID about vehicle numbers and speeds on Rhodes Lane. LCC Highways will consider reducing the speed limit to 20 mph.

- Cllr Stables has received a complaint from resident about Martin House construction vehicles blocking the pavement on Cinder Lane. This has been referred to Martin House.
- Cllr Harrington noted that the next LCC Highways meeting is on 4 June 2025 at the Bramham Parish Centre.
- Cllr Harrington advised that there will be a further consultation in June 2025 in relation to the Leeds Local Plan. Residents are encouraged to take part in this.
- Cllr Stables noted that Quickline Communications have nearly finished their installation work in the area. They will be working on Clifford High Street on 16 June 2025 and there will be traffic control measures in place for this.
- Cllr Stables advised that the white H bar on Albion Street is to be replaced with yellow lines, and extended to ensure that that emergency vehicles will always have access.

25/85 Neighbourhood Plan Community Projects & CIL Funding

The Neighbourhood Plan Working Group are arranging a meeting with a LCC Planning Officer as soon as possible to obtain advice about the review process.

25/86 Lead Members & Committee Representatives

Work is continuing to clear the land Off South View. A resident is removing one of the sheds.

25/87 It was **resolved** to approve the following Committee, Working Group memberships and lead responsibilities for 2025/2026

Committees and Working Groups	
Finance Working Group	Nicholas Fawcett (lead) Tony Blackmore Tim Sykes
Planning Working Group	Sue Park James Lund Ian Bartlett
Traffic Management Working Group	Tony Blackmore (lead) Ryan Bray James Lund
Playground Redevelopment Working Group	James Lund Ryan Bray Tim Sykes
Employment Committee	Nicholas Fawcett (lead) Sue Park Laura Softly
Land of South View Working Group	Angela Wills Ryan Bray Ian Bartlett
Neighbourhood Plan Review Working Group	Laura Softly Ian Bartlett Tim Sykes
Lead member/Responsibility	
CAHA representative	Andy Shaw
YLCA representative	Nicholas Fawcett
Webmaster	Angela Wills
CPRE	Sue Park
Chairty of Richard Dawson	Nicholas kFawcett Sue Park
Diggles First Fruit	Angela Wills Laura Softly
Leeds Festival Working Group	James Lund
PACT meeting	Angela Wills

25/88 It was **resolved** to approve the following:

1. Standing Orders
2. Financial Regulations

3. Code of Conduct

25/89 It was **resolved** to raise the following issues at the LCC Highways meeting on 4 June 2025

- Clifford War Memorial crossing
- Rhodes Lane improvements

25/90 Approval of hiring a grab wagon to remove rubble from the land off South view was deferred until the June meeting. It was agreed that at the June meeting the council will consider potential uses for the site.

25/91 It was **resolved** to approve the quote of £300 from Mike Rhodes for tree work at the Clifford Allotments.

25/92 The potential purchase of audio equipment for Parish Council events was deferred to the June meeting.

25/93 It was resolved to approve the insurance renewal quote of £2303.16 from Gallager

25/94 Annual Governance and Accountability Return 2024/2025

1. The internal auditor's report was received and their recommendations noted.
2. It was **resolved** to approve and sign the Annual Governance Statement for 2024/2025 (AGAR Part 3)
3. It was **resolved** to approve and sign the Financial Statements for 2024/2025 (AGAR Part 3)
4. The period for the exercise of Public Rights to inspect the unaudited accounts was noted as 3 June 2025 to 14 July 2025.

25/95 Planning Matters

1. Decisions known or received
25/00869/FU Replacement of 8 windows to existing openings at front and rear 44 High Street Clifford. Approved
25/01268/CLP Certificate of Proposed Lawful Development for a single storey side extension -32 Lonsdale Meadows Boston Spa Approved
Appeal 105033 Change of use of land, demolition of existing garage/workshop and provision of a modular timber lodge to form a new dwelling together with new vehicle site access, associated gravel driveway and paved terrace area - Land Off Bramham Road Clifford. Appeal dismissed.
25/01836/FU Part garage conversion to habitable room including replacing garage door with a window; replacing windows with doors to side at 6 Willow Glade Clifford. Approved
2. Planning Applications under consideration by the Planning Working Group
25/02349/FU/NE Two storey rear extension; new entrance door to front; conversion of garage to habitable room; new door and window to side elevation at 10 Lea Croft Clifford
25/02743/FU/NE First floor side extension above existing ground floor extension at 14 Mill Dam Clifford
3. Enforcement
None

25/96 Financial Matters

1. The following receipts were noted:

i	BACS	CCLA Account 1 (Interest)	1,121.21
ii	BACS	CCLA Account 2 (Interest)	229.21
iii	BACS	LCC (Footpath grant)	275.00
iv	BACS	HMRC (VAT Refund)	4940.95
v	BACS	Santander (Interest)	288.76

2. It was **resolved** to approve the following payments:

		Payee	Amount (excl VAT)	VAT	Total	Sec 137
i	BACS	Clerk's Salary	663.40	0	663.40	

ii	BACS	Hart Law (Land Registry Disbursements)	242.00	0	242.00	
iii	BACS	Elkerlodge Services Ltd (Internal Audit)	300.00	60.00	360.00	
iv	BACS	Branchlines Tree Services (Northways trees)	840.00	0	840.00	
v	BACS	Parish Online (Digital Mapping)	120.00	24.00	144.00	
vi	BACS	Malcolm Spink (Fencing St Edwards field)	3900.00	0	3900.00	
vii	BACS	Jack Wray (Allotment bond refund)	50.00	0	50.00	
viii	BACS	WVGM (Grass cutting)	545.00	0	545.00	
ix	BACS	Clive Hilton (Allotment bond refund)	50.00	0	50.00	
X	BACS	Unity Trust (Bank fees)	6.00	0	6.00	
Xi	BACS	Dave Medley (PA hire)	40.00	0	40.00	
x	BACS	Gallagher (Annual insurance)	2303.16	0	2303.16	

3. The bank reconciliations and managements were received and the bank balances as at 30 April 2025 were noted as:

Unity Trust Bank Current Account	£40,370.21
Unity Trust Bank Deposit Account	£60,000.00
Santander Bond	£27,771.40
CCLA Public Sector Deposit Account (1)	£319,029.27
CCLA Public Sector Deposit Account (2)	£60,224.56
Total	£507,395.44

25/97 Correspondence Updates (other than that relating to specific agenda items)

1. LCC Community Access Officer re P3 Grant and survey off the PROW in Clifford. Cllr Fawcett to undertake the survey.
2. Resident re parking issues on Albion Street. Ward Cllr Stables has responded.
3. Resident re traffic on Rhodes Lane. This will be considered at the LCC Highways meeting.
4. ASDA Foundation Local Community Spaces Fund. It was noted that the council is not eligible due to the level of its reserves.
5. Resident re the quality of resurfacing work on Boston Road – Cllr Fawcett has responded, and the matter has been raised with LCC Highways.
6. Resident re SID data – Cllr Bray has responded.
7. Boston Spa, Wetherby & Villages Community Green Group – receipt was noted
8. Request that the parish Council support an appeal against an Enforcement Notice issued in respect of a dog walking field at corner of land off Rhodes Lane. *Cllr Bray left the meeting whilst this item was discussed* – It was agreed that the issue will be considered by the Planning Working Group who will advise the council on any response.
Cllr Bray rejoined the meeting

25/98 Next Meeting

It was noted that any reports/agenda items for the Meeting to be held on 18 June 2025 need to be with the Clerk by 10 June 2025.

There being no further business, the Chairman declared the meeting closed at 9.33 pm.

Signed.....

Dated.....