

**Draft Minutes of the remote meeting held on Wednesday 27th January 2021  
at 18:30hrs**

**Members Present:** Cllr. Bath (Chairman), Cllr. Taylor (Vice Chairman) and Cllr. Dickinson and Cllr. Hurdley (once co-opted).

**Also present:** Mrs S. Bath (Clerk).

1. Chairperson's Welcome, Open the Meeting, Accept Apologies for Absence and to remind members that all Declarations of Interest need to be remade and recorded even if an interest has been declared on the register.
  - a) Apologies for absence: None b) Declarations of Interest: None declared
2. Open Session – members of the press or public may raise any matters concerning the Parish.

AGENDA ITEMS – ACTION POINTS	ACTION BY DATE
<p><b>3. Administrative/Management Matters - to receive current reports, advice or updates from any of the following and resolve further actions:</b></p> <p>3.1 Governance and Policy -</p> <p>a) To confirm that the Minutes of the Meeting of the Parish Council held on the 25th November 2020 be signed as a true and correct record – Cllr. Taylor proposed and Cllr. Dickinson seconded – <b>RESOLVED.</b></p> <p>b) To note the resignation of Councillor Blackburn on 30th November 2020 Cllr. Bath thanked Cllr. Blackburn for her contribution to the Parish Council. Cllr. Blackburn's resignation was noted – <b>RESOLVED.</b> <b>ACTION POINT – CLERK TO CANCEL EMAIL ACCOUNT.</b></p> <p>c) To ratify decisions made between meetings</p> <p>i) To proceed with a fixed wire inspection for the Village Hall It was resolved that by virtue of section 19 of the Local Government (Miscellaneous Provisions) Act 197, that Great and Little Preston Parish Council will proceed with a fixed wire inspection for the Village Hall.</p>	<p><b>IMMEDIATELY</b></p>

ii) To remove Ms. D Blackburn from the bank account mandate

iii) To remove Mr Wallace from the Credit Card account  
Cllr. Bath proposed and Cllr. Dickinson seconded – **RESOLVED.**

d) To approve the co-option of candidates to the vacant seats on Great and Little Preston Parish Council

Candidate made introduction.

The Candidate's co-option was proposed by Cllr. Bath and seconded by Cllr. Taylor – **RESOLVED with a show of hands.**

The Declaration of Acceptance of office was signed and witnessed during the meeting – **RESOLVED.**

### 3.2 Village Hall

Cllr. Bath gave an overview of the works that had been carried out at the Village Hall. Cllr. Bath advised further works are required, but this will depend on the money available in this financial year.

The Village Hall is still closed due to Covid-19 restrictions.

Cllr. Taylor provided an update regarding future bookings for the Village Hall. The existing contact is currently unable to deal with bookings. An alternative contact has agreed to take bookings.  
**ACTION POINT – CLERK TO FORWARD ANY ENQUIRIES TO THE NEW CONTACT.**

Cllr. Bath discussed tree management in the Village Hall grounds. Some small trees have been protected and perished trees are being gradually removed. Fresh wood chips have been laid on the pathway.

3.3 Playground – the signs relating to Covid-19 are still in situ. Cllr. Bath discussed speaking with Leeds City Council to assess whether any further improvements can be made.

3.4 Little Preston – Cllr. Bath invited Cllr. Hurdley to speak in future meetings regarding Little Preston, but there is nothing to currently report.

3.5 Website accessibility – Cllr. Dickinson has been looking at potential providers – ongoing.

3.6 Health Initiative – Cllr. Dickinson reported that all leaflets had been delivered and there are some spare leaflets if anyone requires one – **remove from agenda.**

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3.7 Recruitment – advertised vacancies on Facebook - ongoing – discussed number of positions vacant is 4.

**4. Finance November, December 2020 and January 2021**

4.1 To receive and note a bank/accounting system transaction reconciliation – Reconciliation received and noted – **RESOLVED.**

4.2 To receive and approve the Clerks salary and expenses – Approved. Cllr. Dickinson proposed, Cllr. Taylor seconded – **RESOLVED.**

4.3 To receive and approve the schedule of payments due – Agreed to end CPRE membership. Remaining items approved – proposed by Cllr. Dickinson and seconded by Cllr. Taylor – **RESOLVED.**

Date	Payment Method/ Cheque No	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
13/12/2020	101431	YLCA	Invoice for webinar	£7.50	-	£7.50
09/12/2020	101432	I.P.I. Ltd	Playground inspection	£75.00	£15.00	£90.00
14/12/2020	Direct Debit	HMRC	M8 PAYE	£40.00	-	£40.00
11/01/2021	101433	Leeds City Council	Christmas Light	£4,311.00	£862.20	£5,173.20
20/01/2021	Direct Debit	HMRC	PAYE M9	£37.20	-	£37.20
27/01/2021	101434	S. Bath	Clerk's Salary M9	£173.64	-	£173.64
27/01/2021	101435	S. Bath	Clerk's Expenses M9	£5.00	-	£5.00
27/01/2021	101436	S. Bath	Clerks Salary M10 including approved back-pay to April 2020	£203.39	-	£203.39

27/01/2021	101440	Ryan Electrical and Lighting Ltd	Village Hall fixed wiring inspection	£1,196.00	£239.20	£1,435.20	
			<b>Total</b>	<b>£6,053.73</b>	<b>£1,116.40</b>	<b>£7,170.13</b>	

4.4 To receive and note a record of Debit/Credit Card payments – none.

4.5 To receive and report on income – No income to report. **ACTION POINT – CLERK TO SEND INVOICE DIRECT TO SPONSORS FOR CHRISTMAS LIGHTS.**

4.6 To receive and note the Clerk/RFO's report concerning VAT reclamation – **ACTION POINT - CLERK TO SUBMIT LATEST VAT RETURN.**

4.7 To receive and note Budget comparisons to actual spend – ongoing.

4.8 To decide on the method of payment for Web Domain account future renewals – Clerk sent details of renewal dates via email previously - **Remove from agenda.**

**WITHIN ONE WEEK**

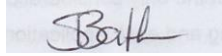
**5. Parish Projects or Issues and Environment - to receive any current reports or updates and resolve any further actions on any of the following:**

5.1 Public reports

- 3 reports of the parking issues and the bad state of the grass area outside St Aidan's Nature Reserve - Discussed the parking situation near to St Aidan's RSPB Nature Reserve. A report by the Parish Council has previously been made to Leeds City Council Highways. The Police are aware of the situation, as well Ward Councillors and Alec Shelbrooke MP. It is very difficult for the Parish Council to do any more than this. **ACTION POINT – CLLR. DICKINSON TO DRAFT A STATEMENT INCLUDING ADVICE OF WHO TO MAKE ANY COMPLAINTS TO AND PUBLICISE ON WEBSITE AND SOCIAL MEDIA, AS WELL AS ANY FURTHER ENQUIRIES THAT THE PARISH COUNCIL RECEIVED REGARDING THIS ISSUE.**
- 1 report of flood in Wild Flower Meadow – discussed in 5.2.
- 1 report of strange behaviour at the green space on Whitehouse Lane – Clerk has advised the Member of Public to contact the

**ASAP**

<p>Police and Swillington Parish Council, as this is not within a Great and Little Preston Parish Council boundary.</p> <ul style="list-style-type: none"> <li>• 1 report of barriers being left on grass in St Aidan's estate – Clerk liaised with Leeds City Council to arrange collection.</li> <li>• 1 report of trees being removed on Fleakingley Lane – Cllr. Dickinson has spoken with the Member of Public who reported this and explained the background to the removal.</li> <li>• Sofa in parish field pond – sofa has been removed from pond by a member of the public and has now been placed at the top end of the field ready for collection. Collection has been arranged.</li> <li>• Fruit and market stall in Great Preston – Cllr. Dickinson spoke with the potential stall holder who advised that they would need a suitable parking area to use. If this could be provided then he would consider visiting Great Preston once a week.</li> </ul> <p>5.2 Wildflower Meadow</p> <p>a) Grass cutting – no cutting requirements currently – future supplier sourcing ongoing.</p> <p>b) Flooding – Quotes received for clearing drain. Discussed that the meadow area has flooded for many years and clears within a few days. The project will be assessed in line with other requirements.</p>	
<p><b>6. To receive any other Communication &amp; Correspondence</b></p> <p>6.1 To receive information about communications, meetings or training attended by Members and the Clerk – nothing to report. Cllr. Dickinson will attend the next YLCA branch meeting on 16<sup>th</sup> February.</p> <p>6.2 To consider the following new correspondence received and decide any action where necessary – Discussed Her Majesty's Land Registry survey. <b>ACTION POINT – COUNCILLORS TO LOOK AT SURVEY.</b></p>	<p><b>BEFORE E DEADLINE</b></p>
<p><b>7. To notify the clerk of matters for inclusion on the agenda of the next meeting</b></p> <p>None to date.</p>	
<p><b>8. Date of Next Meeting – to consider and agree date of future meeting of the Council.</b></p> <p>Members agreed that the next meeting will be held on Wednesday 31st March 2021 at 18:30hrs.</p>	



**Authorised Signature:** \_\_\_\_\_

**Mrs S. Bath**

**(Clerk to the Council & RFO)**

**Email:** [s.bath@greatandlittlepreston-pc.org.uk](mailto:s.bath@greatandlittlepreston-pc.org.uk)

**The Meeting was closed at: 19:40hrs**

**Chair** \_\_\_\_\_

**Date** \_\_\_\_\_