

Draft Minutes of the remote meeting held on Wednesday 25th November 2020 at 18:30hrs

Members Present: Cllr. Bath (Chairman), Cllr. Taylor (Vice Chairman), Cllr. Blackburn and Cllr. Dickinson.

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>3. Administrative/Management Matters - to receive current reports, advice or updates from any of the following and resolve further actions:</p> <p>3.1 Governance and Policy -</p> <ol style="list-style-type: none"> a) To confirm that the Minutes of the Meeting of the Parish Council held on the 28th October 2020 be signed as a true and correct record – Cllr. Dickinson proposed, Cllr. Taylor seconded - RESOLVED. b) To approve and adopt the revised schedule of Parish Council Meetings – proposal to reduce number of meetings to 6 per year (January, March, May, July, September and November) was approved. Cllr. Dickinson proposed, Cllr. Taylor seconded - RESOLVED c) To approve Clerks back-pay of hourly rate revision from 1st April 2020 – approved. Cllr. Dickinson proposed, Cllr. Blackburn seconded - RESOLVED d) To approve the Appointment of a trustee to Swillington Education Charity from Great and Little Preston Parish Council – Cllr. Taylor will be appointed trustee – Cllr. Dickinson proposed, 	

Cllr. Bath seconded - **RESOLVED.**

e) To receive and approve the Freedom of Information Policy – Approved. Cllr. Taylor proposed, Cllr. Dickinson seconded – **RESOLVED.**

f) To receive and approve the Vexatious Policy – Approved. Cllr. Taylor proposed, Cllr. Dickinson seconded – **RESOLVED.**

3.2 Village Hall

a) Building maintenance works – The fall pipe has been fitted and all other small jobs are complete. Cllr. Bath arranged for a local resident to fly a drone (FOC with thanks) in order to take a photo of the bell tower to determine if this could be the cause of water ingress. The bell tower was capped off with cement, however, there is still a possibility that water may be getting in through bell tower but this is only intermittent (possibly because of rain and wind direction) and is only a minor problem. Steel plates have been fitted to louvre ventilation to prevent squirrels getting in. Cllr. Bath has noticed some dead flies. Cllr. Taylor has discussed with Village Hall Management Committee that she is happy to help clean up the flies when the hall is next inspected. All 2020 building maintenance works have been achieved. Remove from agenda

ACTION POINT – Cllr. Taylor to provide a summary of work carried out.

Cllr. Bath reported Christmas tree lights are on.

Cllr. Bath will cut grass when required at Village Hall temporarily.

Cllr Dickinson has arranged for someone this week to empty bins, but a more permanent solution may need to be found.

Agreed to pay Mr Winn £150 for bin emptying. Cllr. Dickinson proposed, Cllr. Taylor seconded - **RESOLVED.**

Cllr. Bath reported that there a number of Silver Birch trees that have perished and are leaning over and potentially dangerous on the Village Hall grounds – plans agreed for Cllr. Bath to mark-up and remove trees as an when appropriate.

3.3 Playground – the signs relating to Covid-19 have disappeared.

ACTION POINT – Cllr. Taylor will display signs once again.

3.4 Little Preston

a) Fleakingley Lane – Cllr. Blackburn reported that the laminated sign has disappeared. **ACTION POINT - Cllr Blackburn to**

By
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replace sign.

3.5 Website accessibility – Cllr. Blackburn has conducted research and a new website can cost anything from £1,000 - £5,000. Discussed awareness of potential accessibility issue with existing website and that a whole new website is required. This purchase is planned in as part of 2021/2022 budget. Research into this will start in the new year.

3.6 Christmas Lights - Lights were switched on 16th November. Good feedback received from residents. Discussion into adding further lights in certain areas next year.

3.7 Health Initiative – Cllr. Dickinson has not heard anything further as yet.

4. Finance October/November 2020

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 – Approved. Cllr. Dickinson proposed, Cllr. Blackburn seconded – **RESOLVED.**

Date	Payment Method/ Cheque No	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
03/11/2020	Credit Card	British Legion	Wreath for Memorial	£17.00	-	£17.00
25/11/2020	101425	S. Bath	Clerk's Salary M8	£160.60	-	£160.60
25/11/2020	101426	S. Bath	Clerk's Expenses M8	£7.70	-	£7.70
25/11/2020	101424	A. Pulman Groundcare	Grass cutting in Wild Flower Meadow	£500.00	-	£500.00

25/11/2020	101427	D. Bath	Expenses	£87.94	£7.98	£95.92
25/11/2020	101428	Richard Colley Roofing Ltd	Installation of steel plates	£160.00	£32.00	£192.00
25/11/2020	101429	Mr J. Winn	Emptying of litter bins	£150.00	-	£150.00
25/11/2020	101430	Great & Little Preston In bloom	s.137 Donation	£500.00	-	£500.00
			Total	£1,583.24	£39.98	£1,623.22

ASAP

Before next meeting

4.4 To receive and note a record of Debit/Credit Card payments – British Legion transaction dated 03/11/2020 for £17.00 in above Financial Schedule - **RESOLVED.**

4.5 To receive and report on income – No income to report.

Discussed seeking sponsorship for Christmas Lights. **ACTION POINT - Cllr. Bath to progress.**

4.6 To receive and note the Clerk/RFO's report concerning VAT reclamation – Clerk reported that VAT reclaim of £4,894.15 for July – September 2020 has been received.

4.7 To receive and note Budget comparisons to actual spend – ongoing. Discussions into net and VAT being separated. To look into Xero providing this report in the future.

4.8 To decide on the method of payment for Web Domain account future renewals – **ACTION POINT – Clerk to check when next payment due.**

4.9 To receive and approve budget proposal for 2021/22 – budget proposal approved with one amendment to be made. In bloom donation requires moving into s.137 section. Cllr. Taylor, proposed, Cllr. Bath seconded – **RESOLVED.**

4.10 To receive and approve Precept proposal for 2021/22 – in line with budget, precept to be maintained at same rate as 2020/21 – Cllr. Taylor proposed, Cllr. Dickinson seconded – **RESOLVED.**

4.11 To consider a request from Great and Little Preston In Bloom Group for a donation

<p>A donation of £500.00 under s.137 was approved – Cllr. Dickinson proposed, Cllr. Taylor seconded – RESOLVED.</p>	
<p>5. Parish Projects or Issues and Environment - to receive any current reports or updates and resolve any further actions on any of the following:</p> <p>5.1 Public reports</p> <ul style="list-style-type: none"> • 2 reports of Parking issues on Astley Lane – refer to Leeds City Council highways. ACTION POINT - Clerk to respond to both residents. • Litters bins near bus stop (opposite Brigshaw Lane) – refer to Leeds City Council. ACTION POINT - Clerk to respond to resident. • Christmas lights on Preston Lane – discussed adding lights after school. Agreed to assess next year and potentially add some decoration in this area. ACTION POINT – Clerk to respond to resident. <p>5.2 Wildflower Meadow</p> <p>a) Grass cutting – positive feedback received. Cllr. Taylor has been notified of a potential supplier in Kippax who can cut and bail the grass. ACTION POINT – Cllr. Bath to chase details of this supplier.</p> <p>b) Flooding – No progress with Leeds City Council. ACTION POINT – Cllr Bath to deliver sleepers and email Leeds City Council to find out current status.</p>	<p>By COP Friday</p> <p>By COP Friday</p> <p>By COP Friday</p> <p>ASAP</p> <p>ASAP</p>
<p>6. To receive any other Communication & Correspondence</p> <p>6.1 To receive information about communications, meetings or training attended by Members and the Clerk – <i>nothing to report.</i></p> <p>6.2 To consider the following new correspondence received and decide any action where necessary –</p> <ul style="list-style-type: none"> • FOI request follow up email dated 13/11/2020 - ACTION POINT - Clerk to respond to FOI <p>Cllr. Bath to respond point by point to remaining items raised.</p>	<p>Within legal time- Scales</p>
<p>7. To notify the clerk of matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> • Recruitment of Councillors • Precept 	
<p>8. Date of Next Meeting – to consider and agree date of future meeting of the Council.</p> <p>Members agreed that the next meeting will be held on Wednesday 27th January 2021 at 18:30hrs.</p>	

2020 GREAT & LITTLE PRESTON PARISH COUNCIL MEETING

www.greatandlittlepreston-pc.org.uk



Authorised Signature: _____

Mrs S. Bath

(Clerk to the Council & RFO)

Email: s.bath@greatandlittlepreston-pc.org.uk

The Meeting was closed at: 20:00hrs

Chair _____

Date _____