

Minutes of the meeting held on Wednesday 26th February 2020 at 18:30hrs in The Elders Community Centre, St Aidan's Estate, Great Preston.

Members Present: Cllr. Bath (Chair), Cllr. Blackburn and Cllr. Dickinson **Also present:** Mrs S. Bath (Clerk), Mrs J. Winn (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: Cllr. Taylor 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. To confirm the Minutes of the Meetings held on the 29th January 2020 Proposed by Cllr. Dickinson, seconded by Cllr. Blackburn - RESOLVED that the minutes were confirmed as a true record and were signed by the Chairman.</p>	
<p>4. To receive information on the following ongoing issues and decide further action where necessary:</p> <p>4.1 Highways – a) Astley Lane SID – Ongoing – progressing via Ward Cllr's. b) Preston Lane parking restrictions – Ongoing – Highways confirmed school do not want to changes times of parking restrictions. ACTION POINT – Cllr. Bath to email highways to 'hold' closing off this matter. FURTHER ACTION POINT - Clerk to contact school to discuss further and potentially arrange a meeting. c) Crossing on Preston Lane – ongoing – Cllr. Bath progressing.</p> <p>4.2 Security – a) Filing cabinets and archiving of documents – Keys obtained for filing cabinets ready for archiving at Village Hall. Mrs Winn is awaiting a response from West Yorkshire Archive. ACTION POINT – Mrs Winn to bring more documents requiring archive to Village Hall and follow up with West Yorkshire Archive.</p> <p>4.3 Health and Safety – a) Defibrillator training - Ongoing – Cllr. Bath progressing</p> <p>4.4 Communication – a) Notice Boards – ongoing – Cllr Bath progressing</p> <p>4.5 Land Ownership – a) Adjoining Parish field – Ongoing – Cllr Bath liaising with Leeds City Council</p> <p>4.6 Events – a) VE day celebrations on 08/05/2020 – planning ongoing – Cllr. Dickinson liaising with In Bloom - ACTION POINT - Cllr's to think about what we want the school children to do, to find out what other parishes are planning and to progress the planning of our event.</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>5. Administrative/Management Matters - to receive current reports, advice or updates from any of the following and resolve further actions:</p> <p>5.1 Governance and Policy - a) To receive and adopt the updated 'Financial Regulations' policy – RESOLVED to adopt updated Financial Regulations after agreed adjustments made. c) To receive and adopt an Expenses Policy – ongoing – ACTION POINT - Clerk to progress.</p> <p>5.2 Village Hall a) Liaison Group b) Management Committee – Report received of a leak in vestry roof and new oven has been purchased and will be fitted shortly. Draft minutes of meeting held on 20th January 2020 received. i) Date for next meeting – a meeting was held on 24/02/2020. Copy of agenda received. ii) CCTV signs for inside and outside – ongoing – Cllr Bath progressing. iii) Checks for those with access to CCTV – ACTION POINT – Clerk to check whether this is a legal requirement.</p> <p>c) Car Park Ownership – ongoing – Cllr. Bath progressing. d) LED lighting replacements - ongoing – Cllr. Bath progressing.</p>	<p>ASAP</p> <p>ASAP</p>

5.3 Property and Assets Management Group (PAMG) – ongoing – asset register is work in progress. A number of deeds now obtained.

5.4 Estates & Playgrounds

a) St Aidan's - i) documentation - Ongoing - Cllr. Bath is liaising with West Yorkshire Archive and progressing through legal channels.

ii) fencing and lines access – ongoing - discussion with Ward Councillors on improvements to area continuing.

5.5 Communication and Media

a) Website – up to date

b) Facebook – up to date

5.6 Swillington Educational Charity – Trustees Report – Cllr. Blackburn provided an update. Next meeting is 3rd March 2020.

5.7 Councillor Roles and Recruitment – ongoing – **ACTION POINT** - Clerk to design recruitment poster and publicise. **FURTHER ACTION POINT** – Clerk to advertise vacancy on Leeds City Council website.

ASAP

5.8 Fundraising – Ongoing – Cllr. Dickinson provided an update and is liaising with various potential funding providers. **ACTION POINT** – Cllr. Bath to forward a copy of the constitution to Cllr. Dickinson.

ASAP

5.9 Police Crime Statistics (January 2020) – no statistics published for January.

5.10 YLCA Spring Training Conference (28th March) Wakefield – agreed no members or Clerk attending.

5.11 Leeds City Council Parish Charter working group (17th March) Civic Hall, Leeds – Cllr. Blackburn and Cllr. Dickinson will attend. **ACTION POINT** – Clerk to confirm the two Cllr's will attend.

ASAP

5.12 2020 Christmas lights – number and location of lights agreed – **RESOLVED**.

Discussion into power to be used for Christmas lights. Clerk advised s.144 is most appropriate legal power. Cllr. Bath proposed to use Section 144 of the Local Gov't Act 1972 as Legal Powers to provide Christmas Lights and this was seconded by Cllr. Blackburn – **RESOLVED**. Cllr. Dickinson voted against using s.144.

6. Finance November 2019/December 2019/January 2020

6.1 Bank/accounting system transaction reconciliation – received and noted.

6.2 The schedule of payments below was approved unanimously.

Date	Cheque No	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
30/01/2020	Direct Debit	HMRC	Employee PAYE M9	£52.61	-	£52.61
26/02/2020	101382	J. Winn	Clerks Salary	£160.00	-	£160.00
26/02/2020	101383	D. Bath	Expenses	£21.74	-	£21.74
26/02/2020	101384	S. Bath	Clerks Salary	£166.21	-	£166.21
26/02/2020	101385	S. Bath	Expenses	£2.70	-	£2.70
			Total	£403.26		£403.26

6.3 Debit/Credit Card payments was noted – no payments were noted

6.4 The schedule of income below was noted –

Date	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
21/02/2020	S. Bath	PAYE refund	£62.00	-	£62.00
		Total	£62.00	-	£62.00

6.5 VAT reclamation – no VAT reclamations have been made.

6.6 2020/21 Budget - ongoing – **ACTION POINT** – Clerk and Cllr. Bath to amend and email revised version of budget.

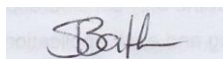
6.7 Monetary limits for on-line banking – discussed and agreed on limits – **RESOLVED**

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6.8 To report change in cut-off date for Clerk's wages and expenses – RESOLVED to accept cut off date of 20 th of every month.	ASAP																																												
<p>7. 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>7.1 Environmental –</p> <p>a) In Bloom – i) Tree Planting – ongoing - update received from Cllr. Dickinson from in Bloom member. Cllr. Bath to plant hawthorn bushes.</p> <p>ii) Date for Village Clean-up – In Bloom have confirmed the date of Sunday 19th April 2020</p> <p>b) Wild Flower Meadow i) Grass cutting – ACTION POINT – Cllr. Bath to organise grass cutting in March providing ground is suitable.</p> <p>ii) Drainage problems – ongoing – awaiting response from Leeds City Council.</p> <p>c) Parish Field – ongoing – Cllr. Bath in discussions with Leeds City Council.</p> <p>d) Peasecroft Wood – general tidy up ongoing.</p> <p>e) Public Rights of Way – Footpath 4 or 5 to walk in Spring when conditions improve.</p> <p>7.2 Public reports – a) Crime on Queen Street housing estate – Cllr. Bath has raised with Ward Cllr.</p> <p>b) Rubbish on the Lines(suggested Lines clean-up) – In bloom have confirmed that the Village clean-up will be held on Sunday 19th April - ACTION POINT – Clerk to notify MOP of date of Village Clean-up.</p>	ASAP																																												
<p>8. To consider and decide upon the following planning applications:</p> <ul style="list-style-type: none"> 19/07704/FU/E – no objections 19/07680/FU – no objections 																																													
<p>9. To receive any other Communication & Correspondence</p> <p>9.1 Information about communications, meetings or training attended by Members and the Clerk. Cllr. Dickinson, Cllr. Blackburn and Cllr. Taylor attended the YLCA branch meeting on 28th February – Cllr. Dickinson has already taken action on producing a draft Statement of Particulars which will be discussed outside of the Parish Council Meeting before being brought to full meeting of the Parish Council for agreement. No other actions were required.</p> <p>9.2 Correspondence received which required a decision or action is listed below:</p> <table border="1" data-bbox="97 1234 1369 1776"> <thead> <tr> <th>Type</th> <th>Date</th> <th>Subject</th> <th>From</th> </tr> </thead> <tbody> <tr> <td>Website</td> <td>08/02/2020</td> <td>Village Hall Booking Enquiry</td> <td>MOP</td> </tr> <tr> <td>Facebook</td> <td>06/02/2020</td> <td>Village Hall Booking Enquiry</td> <td>MOP</td> </tr> <tr> <td>Email</td> <td>31/01/2020</td> <td>Planning Application 19/07704/FU The Old School 16 Preston Lane</td> <td>Leeds City Council</td> </tr> <tr> <td>Email</td> <td>11/02/2020</td> <td>Swillington Church Snowdrop Sunday</td> <td>Church</td> </tr> <tr> <td>Email</td> <td>11/02/2020</td> <td>LEEDS CITY COUNCIL – PARISH CHARTER WORKING GROUP</td> <td>Leeds City Council</td> </tr> <tr> <td>Email</td> <td>13/02/2020</td> <td>Quarterly review of Councillors Register of Interests</td> <td>Leeds City Council</td> </tr> <tr> <td>Email</td> <td>03/02/2020</td> <td>Great and Little Preston Parish Council- Christmas lights, power to incur expenditure (OUR REF: FEB 02)</td> <td>YLCA</td> </tr> <tr> <td>Email</td> <td>18/02/2020</td> <td>RSPB St. Aidan's Litter Picks</td> <td>RSPB St Aidan's</td> </tr> <tr> <td>Email</td> <td>24/02/2020</td> <td>Parish Council Website Contact Form – Request (Village Hall Booking Enquiry)</td> <td>MOP</td> </tr> <tr> <td>Email</td> <td>24/02/2020</td> <td>SLCC Information Pack</td> <td>SLCC</td> </tr> </tbody> </table>	Type	Date	Subject	From	Website	08/02/2020	Village Hall Booking Enquiry	MOP	Facebook	06/02/2020	Village Hall Booking Enquiry	MOP	Email	31/01/2020	Planning Application 19/07704/FU The Old School 16 Preston Lane	Leeds City Council	Email	11/02/2020	Swillington Church Snowdrop Sunday	Church	Email	11/02/2020	LEEDS CITY COUNCIL – PARISH CHARTER WORKING GROUP	Leeds City Council	Email	13/02/2020	Quarterly review of Councillors Register of Interests	Leeds City Council	Email	03/02/2020	Great and Little Preston Parish Council- Christmas lights, power to incur expenditure (OUR REF: FEB 02)	YLCA	Email	18/02/2020	RSPB St. Aidan's Litter Picks	RSPB St Aidan's	Email	24/02/2020	Parish Council Website Contact Form – Request (Village Hall Booking Enquiry)	MOP	Email	24/02/2020	SLCC Information Pack	SLCC	
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<p>10. To notify the clerk of matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> Village Hall maintenance Email correspondence 																																													
<p>11. 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 25th March 2020 at 18:30hrs.</p>																																													

Authorised Signature:



Mrs S. Bath (Clerk to the Council & RFO)

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

The Meeting was closed at: 21:00hrs



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Chair _____

Date _____