

**Draft Minutes of the remote meeting held on Wednesday 31st March 2021 at
18:30hrs**

Members Present: Cllr. Taylor (Vice Chairman and Acting Chair), Cllr. Dickinson and Cllr. Hurdley.

Also present: Mrs S. Bath (Clerk). Mr G. Orr (Item 3) and a Member of the Public.

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. Bath **b) Declarations of Interest:** None declared

2. Open Session – members of the press or public may raise any matters concerning the Parish.

Three members of the public attended the open session. The first issue raised was the grass-cutting in the Wild Flower Meadow. This requires addressing urgently, as it was agreed previously that it should be cut in late March/early April. Further detail can be seen in section 6.2a.

The second point raised was the flooding in the Wild Flower Meadow, which was reported as being a problem since January 2020. Throughout the year the meadow flooded a number of times and on occasions has been completely impassable. The member of public is concerned that it is a health and safety issue. Further details can be seen in section 6.2b.

The third point raised is that rubbish has been dumped over the boundary from the allotments into the gully. **ACTION POINT – PARISH COUNCIL TO WRITE A LETTER TO ALLOTMENT HOLDERS TO ADDRESS THIS.**

The fourth point raised was the on-going issue with litter bins on Fleakingley Lane and the Wild Flower Meadow. The Member of the Public raised concerns over relocating the bins. Options were discussed and the Council will consider either employing someone or using private contractors. This is further addressed in section 6.2c.

The fifth point raised was the gate on the car park at the Village Hall is not always being closed on an evening. The member of public has, on occasions, had to shut the gate herself. **ACTION POINT – PARISH COUNCIL TO ASK SCHOOL CARETAKER TO CLOSE GATE AFTER SCHOOL HOURS.**

AGENDA ITEMS – ACTION POINTS	ACTION BY DATE
<p>3. To make introductions to and from an RSPB St Aidan’s representative and to agree a suitable plan for meetings and communication in the future.</p> <p>The Community Engagement Officer from RSPB St Aidan's introduced himself as a point of contact. He is in the process of liaising with local councils and groups to form a mutually beneficial relationship for local people, the RSPB and the local councils in the area. He welcomed ideas as to how this could work.</p> <p>He would like to periodically attend future meetings to discuss opportunities, challenges and co-operative ways of working. He will keep the Parish Council informed of plans at the site and surrounding it.</p> <p>The RSPB arrange litter picks, ‘Muck-in’ days, hands on conservation (such as tree-guard removal) and scrub clearance, tree management, that local people may be interested in being involved with.</p> <p>The RSPB are proactively dealing with parking issues. Site meetings with Leeds City Council Highways have taken place and they are actively looking at space within the site in order to alleviate some of the parking issues on Astley Lane.</p> <p>The Parish Council agreed to publicly share events that may be of interest to local people.</p> <p>Cllr. Hurdley asked about litter bins and how they deal with emptying them. For on-site they have a private contractor and outside the site are Leeds City Council.</p>	

4. Administrative/Management Matters - to receive current reports, advice or updates from any of the following and resolve further actions:

4.1 Governance and Policy –

a) To confirm that the Minutes of the Meeting of the Parish Council held on the 27th January be signed as a true and correct record – Cllr. Dickinson proposed, Cllr. Taylor seconded – **RESOLVED.**

b) To approve the return of the pre-remote meeting Agenda format

Cllr. Dickinson proposed and discussed the differences and extra items for inclusion.

Cllr. Hurdley proposed leaving the Agenda to the Clerk.

Cllr. Hurdley proposed agenda is circulated to all Councillors before publication.

Cllr's agreed to allow Clerk to determine Agenda.

c) To confirm the format for the Annual Parish Meeting scheduled for 28th April 2021

Cllr. Dickinson proposed that the meeting is held remotely, seconded by Cllr. Taylor - **RESOLVED.**

ACTION POINT – CLERK TO PUBLICISE THAT THE MEETING WILL BE HELD REMOTELY WITH MAXIMUM NOTICE.

ASAP

d) To confirm the format for the Annual Parish Council meeting and the normal Parish Council meeting scheduled for 28th May 2021 – Clerk advised that under current regulations the meeting cannot be held remotely. Discussion took place into using the Village Hall, as it has more space and is equipped to be compliant in line with COVID-19 guidelines. Cllr Dickinson proposed, Cllr. Taylor seconded – **RESOLVED.**

e) To receive and approve the Annual Plan for 2021/22

ACTION POINT - CLLR. BATH TO CIRCULATE PLAN AS SOON AS IT IS COMPLETE.

ASAP

f) To receive and approve the offer from Cllr. Dickinson to review the Parish Council's policies and update where necessary

Cllr. Dickinson will periodically scan through for updates and

present accordingly to the Parish Council – Cllr. Taylor proposed, Cllr. Hurdley seconded – **RESOLVED.**

g) To recommend a review of insurance cover and amend policy where necessary

ACTION POINT – CLERK TO CHECK THAT THE VALUE OF ASSETS AND COVER ARE ADEQUATE.

h) To recommend the appointment of an Internal Auditor for 2020/21

Discussion into using Hansons at a cost of £250.00 plus VAT under the Accounts and Audit Regulations 2015 section 5.

Proposed by Cllr. Taylor, seconded by Cllr. Dickinson - **RESOLVED** - subject to compliance with Financial Regulations.

i) To approve the accounts for the financial year 2020/21

Not relevant as Internal Audit has not yet taken place. As there is no Council meeting in April, then it was agreed that an extraordinary meeting would be called in order to approve the audited accounts. The meeting will be held straight after the Annual Parish Meeting on 28th April - proposed by Cllr. Dickinson and seconded by Cllr. Taylor – **RESOLVED.**

j) To discuss and approve inclusions for a Communications and Media Policy

i) Agree a suitable time-frame for responding to emails from the public to specify on the website and in the relevant policy

All incoming and outgoing correspondence should be received and sent via the Clerk.

Councillors agreed that correspondence received should be acknowledged within 3 working days and that this should be publicised on the website. Councillors should also forward any correspondence that they receive directly to the Clerk immediately, in order to give the Clerk the chance to acknowledge the correspondence within the 3 working days (unless the Councillor has already acknowledged the correspondence themselves and copying in the Clerk). Substantive replies should then be sent via the Clerk within 20 workings days - **RESOLVED**

Discussed contact details on notice boards require updating –

**PRIOR
TO
RENEW
AL**

<p>ACTION POINT – CLERK TO PRINT UPDATED VERSIONS OF CONTACT DETAILS AND CLLR. TAYLOR TO LAMINATE AND DISPLAY ON NOTICEBOARDS</p> <p>ii) To propose an auto-response for enquiries via messenger/Facebook/website contact form. Messenger communications to be dealt with the same as 4.1j(i) above</p> <p>k) To ratify decisions made between meetings i) Christmas Lights spend proposal Proposed by Cllr. Dickinson, seconded by Cllr. Taylor - RESOLVED</p> <p>4.2 Village Hall Cllr. Taylor is in frequent contact with a member of Village Hall Management Committee. Cllr. Taylor to meet with the member to discuss actions going forward. The aim is to reopen the Village Hall on 17th May in line with COVID-19 guidelines.</p> <p>4.3 Playground – Cllr Taylor met with a Technical Officer of Leeds City Council. Planned improvements were discussed in relation to the playground surface and adding more equipment, as well as second gate and a repaint of existing equipment.</p> <p>4.4 Little Preston – Nothing to report</p> <p>4.5 Website accessibility – Cllr. Dickinson dealing – ongoing.</p> <p>4.6 Recruitment – Cllr. Taylor has placed new flyers on notice-boards.</p> <p>ACTION POINT - CLERK TO RE-ADVERTISE VACANT SEATS ON FACEBOOK.</p> <p>4.7 Her Majesty's Land Registry survey – deadline has passed. Council did not respond.</p> <p>4.8 SLCC Membership/ILCA Qualification Discussion took place into which level of the qualification the Clerk should start with. Cllr. Taylor suggested foundation level. ACTION POINT – CLERK TO ASK OPINIONS OF OTHER CLERKS FOR A RECOMMENDATION OF A STARTING LEVEL. CLERK TO RESEARCH STARTING THE QUALIFICATION AND RENEW THE MEMBERSHIP WHEN APPROPRIATE.</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>5. Finance January, February 2020 and March 2021</p> <p>5.1 To receive and note a bank/accounting system transaction</p>	

reconciliation – Reconciliation received and noted – Cllr. Dickinson proposed, Cllr. Taylor seconded - **RESOLVED.**

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

5.3 To receive and approve the schedule of payments due – Approved – Cllr. Dickinson proposed, Cllr. Taylor seconded – **RESOLVED.**

Date	Payment † Method/ Cheque No	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
24/01/2021	Direct Debit	HMRC	M10 PAYE	£44.80	-	£44.80
24/02/2021	101441	S. Bath	Clerk's Wages M11	£193.75	-	£193.75
24/02/2021	101442	S. Bath	Clerk's expenses M11	£5.00	-	£5.00
31/03/2021	101444	S. Bath	Clerk's Wage M12	£380.86	-	£380.86
31/03/2021	101445	S. Bath	Clerk's expenses M12	£5.00	-	£5.00
31/03/2021	101446	YLCA	Membership 01/04/2021 – 31/03/2021	£568.00	-	£568.00
24/03/2021	Credit Card	Zoom	Upgrade subscription	£11.99	£2.40	£14.39
06/01/2021	Credit Card	HSBC	Credit Card Fee	£32.00	-	£32.00
			Total	£1,241.40	£2.40	£1,243.80

5.4 To receive and note a record of Debit/Credit Card payments – refer to schedule in 5.3 for Zoom payment.

5.5 To receive and report on income – refer to schedule in 5.3 - Noted – **RESOLVED.**

<p>5.6 To receive and note the Clerk/RFO's report concerning VAT reclamation – Clerk reports that £178.96 received on 15th February.</p> <p>5.7 To receive and note Budget comparisons to actual spend – A report was circulated by the Clerk in advance of the meeting and noted. Cllr. Hurdley stressed that the current format was difficult to understand and that he thought that the available financial information was inadequate and needed work. The Council's accounting system Xero was discussed in terms of budgeting, budget comparisons to actual spend and forecasting, all of which it has the capabilities to provide. It was acknowledged that a manual tracker is required until Xero can take over this function. ACTION POINT - CLLR. BATH TO TRANSFER KNOWLEDGE TO CLERK REGARDING BUDGETING ON THE XERO SYSTEM AND TO LOOK INTO HOW THE FORECASTING FUNCTION WORKS. IF TRAINING BY THE ACCOUNTANT IS THEN REQUIRED THEN THIS WILL BE ARRANGED.</p> <p>5.8 To receive an update regarding bank accounts Cllr. Taylor has been liaising with the bank. The mandates are in the process of being changed. The authorisation limits are currently set too high and require amending – ongoing.</p>	<p>ASAP</p>
<p>6. 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>6.1 Public reports</p> <ul style="list-style-type: none"> • 1 report of graffiti in playground – painted over. • 1 report of new fencing on Astley Lane not in-keeping with surroundings – not within G&LPPC boundary. Clerk advised raising this with Swillington Village Council/Leeds City Council. • 1 report of damaged road sign – contact details of relevant department within Leeds City Council provided in order to report. <p>6.2 Wildflower Meadow</p> <p>a) Grass cutting – Discussed grass cutting in the Wildflower Meadow and Parish Field. The WFM requires cutting ASAP and consideration for the Autumn cut and bailing is also required. ACTION POINT – CLLR, DICKINSON WILL LOOK INTO THE IMMEDIATE REQUIREMENT AND CLLR. TAYLOR WILL APPROACH A LOCAL FARMER TO DISCUSS THE REQUIREMENTS.</p> <p>b) Flooding – also discussed in Open Session. Cllr. Dickinson will contact the relevant person within Leeds City Council to re-raise the</p>	<p>WITH URGENCY</p>

<p>issue. Cllr. Hurdley suggested also approaching a local farmer to gauge their interest in providing this service.</p> <p>c) To consider relocating waste bins onto Fleakingley Lane and to ask Leeds City Council to organise the regular emptying/collecting of waste from the bins.</p> <p>Discussions into the various options for the emptying and locations of the litter bins. ACTION POINT – CLLR. TAYLOR TO ESTABLISH WHETHER WASTE CAN LEGALLY BE PLACED IN PERSONAL BINS (WITH PERMISSION), TO ARRANGE A SITE VISIT FROM LEEDS CITY COUNCIL TO ESTABLISH THE BEST COURSE OF ACTION.</p> <p>Discussed obtaining quotes from a private waste removal company, or employing someone to empty. ACTION POINT – CLERK TO OBTAIN QUOTES.</p> <p>6.3 Fruit and veg Market stall in Great Preston</p> <ul style="list-style-type: none"> • Not progressing 	<p>WITH URGENCY</p>
<p>7. To receive any other Communication & Correspondence</p> <p>7.1 To receive information about communications, meetings or training attended by Members and the Clerk – discussion around the Schedule of Correspondence that the Clerk provides. Councillor's all agreed that only communications deemed relevant by the Clerk should feature in the schedule – RESOLVED.</p> <p>7.2 To consider the following new correspondence received and decide any action where necessary –</p> <ul style="list-style-type: none"> • Draft Oulton and Woodlesford Neighbourhood Plan Submission for Examination - Publicity No comments • Leeds East Airport Consultation. No comments • Geo-cache request - more information required. • Annual Council Tax Statement – noted that precept remained the same for 2021/22 - to inform residents of this. 	
<p>8. To notify the clerk of matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> • Replacement notice boards • To discuss email of 27th February 2021 'Green Lane opposite Woodend Cottage off Woodlane. 	
<p>9. 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 an extraordinary</p>	

2020 GREAT & LITTLE PRESTON PARISH COUNCIL MEETING

www.greatandlittlepreston-pc.org.uk

meeting held on Wednesday 28 th April 2021 at 18:30hrs immediately after the Parish meeting 18:00hrs.	
--	--

Authorised Signature: 

Mrs S. Bath

(Clerk to the Council & RFO)

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

The Meeting was closed at: 20:40hrs

Chair _____

Date _____