

Draft Minutes of the meeting held on Wednesday 26th May 2021 at 18:30hrs in Great Preston Village Hall, Preston Lane, Great Preston, LS26 8AS.

Members Present: Cllr. Dickinson (Chairman), Cllr. Taylor and Cllr. Hurdley.
Also present: Mrs S. Bath (Clerk).

3 members of the public (2 being members of the Village Hall Management Committee (VHMC)) attended the meeting.

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.

Member of the public asked why attendees (members of the public) are not named in the minutes. Cllr. Dickinson explained this is due to Data Protection and that names cannot be quoted unless permission is received by the individual. The Clerk confirmed that this is correct, but agreed to double check the regulations.

A member of the VHMC provided updates. The groups that are restarting in the Village Hall include Pilates, Luncheon Club, Baby Sensory, Rainbow's, Preston Players and Viva Vox.

A member of the VHMC stressed that the committee had 7 people in November 2018 and last month there were 6 members in total and that numbers remain strong.

A member of the public mentioned that there had been a parish council since 1880 and that a newsletter should be circulated with some facts and a plea regarding the need for new councillors required to keep the parish council operating due to numbers now being at an absolute minimum.

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> <p>a) To confirm that the Minutes of the Meeting of the Parish Council held on the 31st March 2021 be signed as a true and correct record – Cllr. Taylor proposed, Cllr. Hurdley seconded - RESOLVED</p> <p>b) To confirm that the Minutes of the Extraordinary Meeting of the Parish Council held on the 28th April 2021 be signed as a true and correct record - Cllr. Hurdley proposed, Cllr. Dickinson, seconded - RESOLVED.</p> <p>c) To receive and approve the Annual Plan for 2021/22 Cllr. Taylor discussed this being a 'wish list' of actions. Cllr. Hurdley raised the point that this should be more detailed including planned actions with proposed timings, by who and at what cost and, that the plan should be produced by the Chairman. ACTION POINT – CLLR. HURDLEY TO FORWARD AN EXAMPLE GANTT CHART TO CLLR. DICKINSON TO POPULATE. Discussion took place into notice-board replacements and that one replacement notice board for Little Preston should be ordered. Existing notice boards will remain in situ. Cllr. Taylor stressed that the planned works to the Village Hall is a priority.</p> <p>d) To ratify decisions made between meetings:</p> <ul style="list-style-type: none"> i) Location of waste bins and emptying process ii) To register with the ICO at a cost of £35.00 to be paid annually by Direct Debit iii) To attach the credit card details to the Easyspace account for auto-renewal of web domains and hosting. iv) Acceptance of the quotation from W. Garbutt & Sons for £900.00 for the grass cutting in the Wildflower Meadow and 	<p>ASAP</p>

Parish Field under section 9 and 10 of the Open Spaces Act 1906.

v) Adoption of Cllr. Taylor's version of the Risk Assessment for the face-to-face meeting at the Village Hall

It was **RESOLVED** to ratify the above decisions made between meetings - Cllr. Dickinson proposed and Cllr. Taylor seconded.

3.2 Village Hall

Cllr. Hurdley asked what the relationship is with the VHMC. Cllr. Taylor explained that the Parish Council owns the property and land and is responsible for the upkeep of the building and land and that the VHMC look after the day-to-day running of the hall. The VHMC contribute to the required upkeep works periodically.

3.3 Website Accessibility – Cllr. Dickinson stressed that it was time to get quotes – ongoing. Cllr. Hurdley mentioned adding a potential supplier into the selection process – **ACTION POINT – TO REQUEST QUOTES.**

ASAP

3.4 Councillor Recruitment – discussion into continuing publicity – **ACTION POINT - TO PUT OUT PLEAS ON THE WEBSITE AND SOCIAL MEDIA AND TO EXPLAIN THAT THE COUNCIL IS OPERATING ON THE BARE MINIMUM OF COUNCILLOR NUMBERS AND THAT NEW COUNCILLOR'S ARE NEEDED URGENTLY.**

ASAP/
ON AN
ONGOING
BASIS

4. Finance April and May 2021

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

4.2 To receive and approve the Financial Schedule

It was agreed not to renew the Community First membership (removed from the Financial Schedule). The remaining items in the Financial Schedule were approved – Cllr. Hurdley proposed and Cllr. Taylor seconded – **RESOLVED.**

Schedule of Expenditure for April and May 2021

Date	Payment	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
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2021 GREAT & LITTLE PRESTON PARISH COUNCIL MEETING

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	Method/ Cheque No					
03/03/2021	101443	Hydro Fire Ltd	Fire Alarm Checks	£125.00	£25.00	£175.00
09/04/2021	101448	Leeds City Council	Installation of 7 lamp control units	£2,065.00	£413.00	£2,478.00
26/05/2021	BACS	S. Bath	Clerk's Wages M1	£298.97	-	£298.97
26/05/2021	BACS	S. Bath	Clerk's expenses M1	£7.50	-	£7.50
26/05/2021	BACS	S. Bath	Clerk's Wage M2	£359.29	-	£359.29
26/05/2021	BACS	S. Bath	Clerk's expenses M2	£7.50	-	£7.50
01/03/2021	BACS	SLCC	Clerk's Membership	£80.00	-	£80.00
08/05/2021	Direct Debit	ICO	Registration	£35.00	-	£35.00
06/05/2021	Credit Card	Easyspace	Web domain	£26.13	£5.23	£31.36
06/05/2021	Credit Card	Easyspace	Web hosting	£107.50	£21.50	£129.00
26/05/2021	BACS	BHIB	Insurance	£1,138.16	-	£1,138.16
24/05/2021	Credit Card	Zoom	Remote meeting subscription	£11.99	£2.40	£14.39
			Total	£4,262.04	£467.13	£4,754.17

Schedule of Income for April and May 2021

Date	Payer	Reason for Payment	Net	VA	Grs Amt
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			Amt	T Am t	
01/04/2021	Leeds City Council	Precept for 2021/22	£27,500.00	-	£27,500
01/04/2021	Leeds City Council	LCTS Grant	£602.00	-	£602.00
		Total	£28,102.00	-	£28,102.00

VAT Reclamation January – March 2021

Date	Payer	Reason for Payment	Net Amt	VA T Am t	Grs Amt
25/05/2021	HMRC	VAT Reclamation	£1,126.40	-	£1,126.40
		Total	£1,126.40	-	£1,126.40

4.3 To receive and note Budget comparisons to actual spend – ongoing – **ACTION POINT – CLERK TO FURTHER PROGRESS THE BUDGET VS ACTUAL AND FORECASTING IN XERO.**

ASAP

4.4 To discuss and agree whether a balance sheet should be available for inspection –

Cllr. Hurdley stressed the advantages of having a balance sheet. Cllr. Taylor responded that this was not required in a parish council, but that we can look into this and that this is all work in progress – ongoing.

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

a) Email regarding closing off of bins on Fleakingley Lane/Wildflower

Meadow – **RESOLVED.**

b) Email re BMX track – **RESOLVED** – Clerk responded to MOP confirming that this is not within the Parish boundary.

c) Email regarding plans and timetables for the drainage work in the Wildflower Meadow -

Cllr. Hurdley and Cllr. Dickinson couldn't see the email trail. Cllr. Dickinson provided update on current position with works. The Clerk has provided the following update to the resident which has been shared on social media – **RESOLVED.**

- The work is being carried out by Leeds City Council, who are funding the project.
- The work was originally planned in for last year, however, unfortunately due to COVID-19 the work was delayed.
- Leeds City Council are creating a wetland/pond to divert the floods, which will hopefully attract more nature and add to the biodiversity of the area.
- Opening up the culvert entrance by the wood that has silted up and is blocked.
- Improving the access into the wood.
- Raising the path in the corner so that water falls away into the ditch
- If the creation of the wetland/pond fails to alleviate the flooding, then works will start to clear the ditch once the bird nesting season is over.

5.2 In bloom –

No representatives attended the meeting.

5.3 Parish Field

Cllr. Taylor provided an update with regards to the acquisition of the land adjacent to the Parish Field – awaiting Leeds City Council to finalise the plans for transfer of land to the Parish Council.

Cllr. Taylor provided an update with regards to the transfer of the Village Hall car park to the Parish Council. This issue is currently being pursued via Alec Shelbrooke MP.

5.4 Wildflower Meadow

Update provided in 5.1 c.

5.5 St Aidan's Playground

Leeds City Council are due to repair the surface and paint the equipment – ongoing.

5.6 Little Preston – Nothing to report. Cllr. Dickinson asked if a 'No Entry to Motorised Vehicles' sign had been replaced on Fleakingley Lane. Councillors discussed whether this was a Public

<p>Footpath/Bridleway/Highway. Cllr. Hurdley has previously spoken with PROW regarding putting a barrier where the pump house is.</p> <p>5.7 Replacement/relocation of Notice boards Discussed location of one new notice boards to be located in Little Preston - Cllr. Dickinson proposed and Cllr. Taylor seconded - RESOLVED.</p> <p>.8 To discuss and agree an approach for dealing with requirements that are on private land Cllr. Hurdley proposed that Councillors seek approval from the land owner prior to any works being carried out - seconded by Cllr. Dickinson – RESOLVED.</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 – Cllr. Dickinson raised the revised site allocation plans that were received by her as a resident. Clerk has not received details of planned changes. There is nothing that will affect the Great and Little Preston Parish and therefore no comments were made.</p> <p>6.2 To consider the following new correspondence received and decide any action where necessary – Cllr. Dickinson raised a Finance and AGAR training webinar – ACTION POINT - CLERK TO LOOK INTO ATTENDING.</p> <ul style="list-style-type: none"> • Letter dated 26th March received regarding allotments – ACTION POINT - CLERK TO REPLY TO RELEVANT COUNCILLOR COMMUNICATING THAT THE ALLOTMENTS IN GREAT PRESTON ARE OWNED BY LEEDS CITY COUNCIL AND AS A SMALL PARISH, THERE WAS PREVIOUSLY NO INTEREST IN ACQUIRING THE ALLOTMENTS. • Email offering quotation for gardening services in relation to footpath maintenance – there are current requirements, however the potential service provider will be kept on file. ACTION POINT – CLERK TO REPLY TO THIS EFFECT. • Email seeking permission to metal detect Peasecroft Wood – no objections. ACTION POINT – CLERK TO EMAIL TO CONFIRM APPROVAL. • Email from West Yorkshire Police regarding KIN's registration – ongoing – ACTION POINT – COUNCILLORS TO LOOK AT IN MORE DETAIL. • Email from Arthritis Action – ACTION POINT – CLERK TO SHARE TO GREAT PRESTON CORNER FACEBOOK PAGE. • Works to Protected Trees 21/04395/TR – no comments. • Email from Leeds City Council regarding access via bridge to 	<p>PRIOR TO WEBINAR</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

Wildflower Meadow – to wait until further work has progressed.	
7. To notify the clerk of matters for inclusion on the agenda of the next meeting <ul style="list-style-type: none">• . Peasecroft Wood	
8. Date of Next Meeting – to consider and agree date of future meeting of the Council. <p>Members agreed that the next meeting will be held on Wednesday 28th July 2021 at 18:30hrs.</p>	

The Meeting was closed at: 20:00hrs

Chair _____

Date _____