

2020 GREAT & LITTLE PRESTON PARISH COUNCIL MEETING

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Minutes of the remote meeting held on Wednesday 24th June 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	ACTI ON 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> <ul style="list-style-type: none">a) To ratify decisions made between meetings<ul style="list-style-type: none">i) To confirm that the Minutes of the Meeting of the Parish Council held on the 27th May 2020 be signed as a true and correct recordii) To confirm Cllr. Bath's role continuation of Chairman <p>All decisions made between meetings were ratified - Proposed by Cllr. Dickinson and seconded by Cllr. Bath – RESOLVED</p> <ul style="list-style-type: none">b) To receive and approve home-working expenses for employees <p>RESOLVED to adopt the Expenses Policy, which details appropriate home-working expenses for employees. Cllr. Blackburn proposed, Cllr. Dickinson seconded.</p> <p>3.2 Village Hall</p> <ul style="list-style-type: none">a) Building maintenance works – Cllr. Bath provided an update.	

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Works are on-going. Gable-end completed, porch completed, vestry completed. Discussed possibility of replacing windows in the next couple of years, but they have been painted to maintain for now. Cleaning with volunteers to take place when all work has been fully completed before officially handing back over to Village Hall Management Committee prior to reopening.

b) Village Hall hedge – **COMPLETED** – Potentially further work to carry out.

c) Annual pest control inspection – Cllr. Bath gave update.

d) Annual CCTV/Lighting Inspections and Cleaning

discussed c) and d) together. **ACTION POINT** – Cllr. Taylor to create a hand-over document to Village Hall Management Committee detailing works carried out and on proposals for future checks that potentially need to take place periodically.

ASAP

3.3 Fundraising – on-going - discussed various options for fundraising.

3.4 Website accessibility – discussed options for accessibility of website. Cllr. Blackburn proposed a template for Accessibility Statement. Agreed to adopt the statement until further work has been carried out - Cllr. Taylor proposed and Cllr. Bath seconded – **RESOLVED.**

4. Finance April/May 2020

4.1 To receive and note a bank/accounting system transaction reconciliation – April/May reconciliation circulated on 2nd June. May/June reconciliation still to complete. - **ACTION POINT** – Cllr. Bath to complete reconciliation for May/June and circulate to Councillors. Clerk will take over any new payments transactions and accounts from then on.

ASAP

CLLR. DICKINSON LEFT MEETING DUE TO TECHNICAL DIFFICULTIES.

REMAINING COUNCILLORS MADE DECISION TO MOVE TO 5.1a) WHILE CLLR. DICKINSON WAS NOT PRESENT - Cllr. Blackburn has reported issues on Fleakingley Lane to Leeds City Council. Cllr. Blackburn to monitor.

5.1 b) Cllr. Blackburn has also reported fly-tipping on Leeds Country Way to Leeds City Council. Cllr. Blackburn will monitor.

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COUNCILLORS MOVED ON TO DISCUSS 6.1a) BRANCH MEETING – Cllr. Blackburn provided update. Nothing major to report. Discussed advice re outside meetings and challenge over green belt developments.

COUNCILLORS MOVED ON TO DISCUSS COUNCILLORS 6.2 b) WEST YORKSHIRE DEVOLUTION DEAL

Cllr's discussed options for responding to consultation and decided to respond if desired as individuals, because it would be difficult to respond as a Parish Council and agree on all answers.

4.2 To receive and approve the schedule of payments due – The following payments were received and noted - Proposed by Cllr. Taylor, seconded by Cllr. Bath.

Date	Payment Method/ Cheque No	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
31/05 /2020	101400	Hansons	Internal Audit services	£250.00	£50.00	£300.00
24/06 /2020	101398	Bywater Scaffolding	Scaffolding for Village Hall Repairs	£1,400.00	-	£1,400.00
24/06 /2020	101402	Hansons	Accounting services and Xero	£180.00	£36.00	£216.00
23/06 /2020	Direct Debt	HMRC	Employee PAYE M2	£68.20	-	£68.20
24/06 /2020		S. Bath	Clerks Salary	£287.25	-	£287.25
24/06 /2020		S. Bath	Expenses	£2.70	-	£2.70

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24/06 /2020		D. Bath	Expenses	£125.00	£25.00	£150.00
			Total	£2,313.15	£111.00	£2,424.15
<p>4.3 To receive and note a record of Debit/Credit Card payments – No payments</p> <p>4.4 To receive and report on income – No income received.</p> <p>4.5 To receive and note the Clerk/RFO's report concerning VAT reclamation – no VAT reclamations to report.</p> <p>4.6 To receive and approve Budget proposal for 2020/21 – Cllr. Taylor proposed, Cllr. Bath 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> <p style="padding-left: 20px;">a) Land on Fleakingley Lane – REPORTED ABOVE</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.</p> <p style="padding-left: 20px;">a) Branch meeting 16th June – REPORTED ABOVE</p> <p>6.2 To consider the following new correspondence received and decide any action where necessary.</p> <p style="padding-left: 20px;">a) Invite to pilot study for parish councils – Cllr's discussed and decided on no participation - RESOLVED</p> <p style="padding-left: 20px;">b) West Yorkshire devolution deal – REPORTED ABOVE</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"> • Play ground 						
<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 29th July 2020 at 18:30hrs.</p>						

Authorised Signature:  **Mrs S. Bath (Clerk to the Council & RFO)**

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

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The Meeting was closed at: 19:30hrs

Chair _____

Date _____