

## Minutes of the remote meeting held on Wednesday 29th July 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><b>3. Administrative/Management Matters - to receive current reports, advice or updates from any of the following and resolve further actions:</b></p> <p><u>3.1 Governance and Policy -</u></p> <p>a) To confirm that the Minutes of the Meeting of the Parish Council held on the 24th June 2020 be signed as a true and correct record - Proposed by Cllr. Blackburn, seconded by Cllr. Taylor – <b>RESOLVED.</b></p> <p><u>3.2 Village Hall</u></p> <p>a) Building maintenance works – Porch, west gable-end and vestry complete. Minor works left to complete. More work on the drains, some cameras to be re-fitted. Mezzanine floor and stage and cupboard still to clean.</p> <p>b) Routine Inspections/cleaning – ongoing - <b>ACTION POINT</b> – Cllr. Taylor/Cllr.Bath 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.</p> <p><u>3.3 Little Preston</u></p>	<p><b>ASAP</b></p>

a) Fleakingley Lane – Councillor's discussed sign – **ACTION POINT** - Cllr. Blackburn to monitor and progress issues already raised with Leeds City Council. **FURTHER ACTION POINT** - Cllr. Bath and Cllr. Blackburn to look for the No motorised vehicle sign.

ASAP

Cllr. Blackburn reported fly tipping has been removed.

Public Right of Way Path 4 - Path through Hall Farm, Hall Road, Little Preston. Following a member of the public report to PROW, Leeds and Helen Burrough Leeds PROW response on 9th July 2020 that her department had already written to landowner to reinstate this one, GALPPC were asked to keep PROW advised of the situation. Cllr. Blackburn was charged with advising PROW that the obstruction had been removed but the No Entry sign was still in place.

ASAP  
ASAP

**AP:** Cllr Blackburn to follow up with LCC PROW.

**AP:** Cllr Blackburn to arrange a walk of Path 4/5 after the sign is removed and the crops had been harvested

b) Barn demolition/construction – Hall Farm barn demolition and construction: Residents have complained to LCC Planning and Cllr Blackburn to monitor and progress as appropriate.

ASAP

**AP:** Cllr. Blackburn to monitor and progress as appropriate.

3.4 Playground – on-going - Councillor's discussed keeping playground closed until new fencing works are complete.

3.5 Wildflower Meadow/Parish Field grass cutting – Parish field, Preston Lane has been cut. Councillor's discussed cutting wildflower meadow as soon as possible, as bailing will not be viable in September and if left thistles and blackthorn will start to take over. In Bloom member has also raised this issue via email **A P:** Cllr. Bath to arrange with local farmer from Hall Farm, Little Preston.

ASAP

3.6 Fundraising – on-going.

3.7 Website accessibility – Cllr. Blackburn reports Accessibility Statement is now live on web-site and has been liaising with website administrator. Discussed some simple accessibility changes can be made to the website until funds become available for a new website.

#### 4. Finance June/July 2020

4.1 To receive and note a bank/accounting system transaction reconciliation – July reconciliation received and noted.

4.2 To receive and approve the schedule of payments due – The following

payments were received and noted - Proposed by Cllr. Dickinson, seconded by Cllr. Taylor.

Date	Paymt Method/ Cheque No	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
26/06/2020	101405	I.P.I. Ltd	Playground inspection	£75.00	£15.00	£90.00
21/07/2020	Direct Debit	HMRC	Employee PAYE M3	£71.80	-	£71.80
29/07/2020	101410	S. Bath	Clerk's Salary M4	£232.66	-	£232.66
29/07/2020	101411	S. Bath	Clerk's Expenses	£38.40	-	£38.40
29/07/2020		M. Webster	Web-hosting fees	£28.10	-	£28.10
29/07/2020	101409	D. C Builders	Village Hall Building Works	£22,790.00	£4558.00	£27348.00
			<b>Total</b>	<b>£23,235.96</b>	<b>£4,573.00</b>	<b>£27,808.96</b>

4.3 To receive and note a record of Debit/Credit Card payments – No payments

4.4 To receive and report on income – No income received.

4.5 To receive and note the Clerk/RFO's report concerning VAT reclamation – received and noted VAT return funds for April – June 2020.

4.6 To receive and note Budget comparisons to actual spend –

**ACTION POINT** Clerk to circulate.

**ASAP**

**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 – No reports from members of public.

**6. To receive any other Communication & Correspondence**

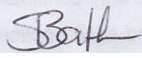
6.1 To receive information about communications, meetings or training attended by Members and the Clerk - Cllr. Blackburn has received communication regarding an event at Newsom farm,

## 2020 GREAT & LITTLE PRESTON PARISH COUNCIL MEETING

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<p>which has been withdrawn until after Covid-19 is over. 6.2 To consider the following new correspondence received and decide any action where necessary – nothing to consider.</p>	
<p><b>7. To notify the clerk of matters for inclusion on the agenda of the next meeting</b></p> <ul style="list-style-type: none"> <li>• To ratify the following decisions made between meetings:             <ul style="list-style-type: none"> <li>• To receive and approve Annual Leave Policy</li> <li>• To receive and approve Sickness Policy</li> <li>• To receive and approve Equal Opportunities Policy</li> </ul> </li> <li>• Notice-board</li> </ul>	
<p><b>8. Date of Next Meeting – to consider and agree date of future meeting of the Council.</b></p> <p>Members agreed that the next meeting will be held on Wednesday 30<sup>th</sup> September 2020 at 18:30hrs. <b>ACTION POINT – Cllr. Taylor to enquire whether Village Hall is available for the meeting.</b></p>	

**Authorised Signature:**



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

**Email: [s.bath@greatandlittlepreston-pc.org.uk](mailto:s.bath@greatandlittlepreston-pc.org.uk)**

**The Meeting was closed at: 19:30hrs**

**Chair** Cllr. D.A. Bath

**Date** *September 30<sup>th</sup> 2020*