

**Minutes of the remote meeting held on Wednesday 28th October 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>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 30th September 2020 be signed as a true and correct record – Cllr. Taylor proposed, Cllr. Dickinson seconded - RESOLVED.</p> <p>b) To approve the proposed process for displaying draft minutes on the Council website Cllr. Blackburn proposed, Cllr. Taylor seconded – RESOLVED.</p> <p>c) To approve and adopt the Complaints Procedure Policy - no requirement to approve this as a new policy, as it is just a change of contact details, which have now been amended – RESOLVED.</p> <p>3.2 Village Hall</p> <p>a) Building maintenance works – Cllr. Bath reported ingress of water into the vestry, possibly due to wind</p>	

<p>and direction, or possibly down bell tower rather than a roof leak. Discussed whether bell tower is capped off and trying to find out in case this is the cause of the leak. This could potentially be done by via drone. Councillors to monitor the situation with the leak.</p>	<p>DBh ASAP</p>
<p>Cllr. Bath discussed plates. Once plates are made and received, the roofer will need to come back and fit the plates to the louvre air vents to prevent further squirrel infestation.</p>	<p>JT ASAP</p>
<p>ACTION POINT – Cllr. Bath to refit fall pipe.</p>	<p>DBn</p>
<p>Cllr Taylor – discussed handover letter to Village Hall Management Committee (VHMC). VHMC have confirmed PAT testing to be carried out next week. Village Hall is checked by VHMC once a week for insurance purposes. ACTION POINT - Cllr. Taylor to do a summary of work carried out.</p>	<p>ASAP</p>
<p>3.3 Playground – Playground reopened displaying signage on 24th October 2020.</p>	
<p>3.4 Little Preston</p>	
<p>a) Fleakingley Lane – Leeds City Council are aware of missing padlock and the need for them to replace it. ACTION POINT – Cllr. Blackburn to check on progress. Another new Laminated sign has been attached to the pole pending progress on replacing with a new official enamel sign.</p>	
<p>b) Barn demolition/construction – Cllr. Blackburn provided an update. Leeds City Council's update on Planning Enforcement cases included Hall Farm and this was forwarded to Councillor's on 21st October. Current position is that 'buildings demolished when became unsafe after storms. Leeds City Council are in discussions with owners and have requested retrospective planning permission. With regards to the issue raised by Leeds City Council in relation to caravans, they have confirmed that there is no breach of planning control - Remove from agenda.</p>	
<p>3.5 Website accessibility – ongoing with Cllr. Blackburn.</p>	
<p>3.6 Remembrance Sunday – Cllr. Taylor will source a wreath and pay for it on credit card. Councillors only will lay wreath at 2pm.</p>	
<p>3.7 Christmas Lights – Lights are expected to be switched on week commencing 16th November.</p>	
<p>3.8 Health Initiative – Cllr. Dickinson has sent some information to the</p>	

contact regarding green spaces in Great Preston and is waiting to hear about the booklet, which will be need distributing once prints are received.

4. Finance September/October 2020

4.1 To receive and note a bank/accounting system transaction reconciliation – Reconciliation received and noted - **RESOLVED**

4.2 To receive and approve the Clerks salary and expenses – Cllr. Taylor proposed and Cllr Blackburn seconded – **RESOLVED**.

4.3 To receive and approve the schedule of payments due – Proposed Cllr. Taylor and seconded by Cllr. Blackburn.

Date	Payment Method/ Cheque No	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
08/10/2020	Credit Card	Andrew Jackson Solicitors LLP	Legal services (cheque 101417 cancelled)	£750.00	£150.00	£900.00
28/10/2020	101419	Hydro Fire Ltd	Village Hall Fire Checks	£120.00	£24.00	£144.00
28/10/2020	101420	PKF Littlejohn LLP	External Audit	£200.00	£40.00	£240.00
28/10/2020	Direct Debit	HMRC	Employee PAYE M6	£54.60	-	£54.60
28/10/2020	101421	S. Bath	Clerk's Salary M7	£160.80	-	£160.80
28/10/2020	101422	S. Bath	Clerk's Expenses M7	£5.00	-	£5.00
28/10/2020	101423	Compulock Integrate	Camera removal and reinstatement	£300.00	£60.00	£360.00

		d Solutions (CIS)	nt			
			Total	£1,590 .40	£274. 00	£1,864. 40

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4.4 To receive and note a record of Debit/Credit Card payments – see Andrew Jackson Solicitors Ltd transaction in 4.3 schedule above – **RESOLVED**

4.5 To receive and report on income – The following income was received and noted – **RESOLVED**

Date	Payer	Reason for Payment	Net Amt	VAT Amt	Grs Amt
01/10/2020	Northern Power Grid	Electrical Apparatus on Parish Council Property	£9.47	-	£9.47
		Total	£9.47	-	£9.47

4.6 To receive and note the Clerk/RFO's report concerning VAT reclamation – **ACTION POINT - VAT reclamation for period ending 30th September 2020 to be completed by Cllr. Bath and Clerk.**

4.7 To receive and note Budget comparisons to actual spend – **ongoing.**

4.8 To decide on the method of payment for Web Domain account future renewals – **ongoing.**

4.9 To receive and approve budget proposal for 2020/21 – **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) St Aidan's Playground enquiry – see 3.3 - **RESOLVED.**

b) Enquiry regarding map of Great and Little Preston Walk displayed on Village Hall Notice-board – Cllr. Dickinson has replied to Member of Public stated no definitive maps can be provided – **RESOLVED.**

c) Defibrillator enquiry – the Emergencies Services have the pin –

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ACTION POINT - Clerk to inform Member of Public – RESOLVED.

d) PROW Walk enquiry – see 6.2.

5.2 Overgrown trees on Fleakingley Lane/Peasecroft Wood

Fleakingley Lane – Cllr. Dickinson and Cllr. Blackburn met with Bob Buckenham (LCC Public Rights of Way Manager and the resident who would like the trees cutting down. The land is unregistered. The Resident is pursuing through Leeds City Council – **RESOLVED.**

Peasecroft Wood – ongoing with Cllr. Dickinson awaiting a response from Leeds City Council.

5.3 Parish Public Footpath Walk – Proposed walk was cancelled as a public event due to COVID-19. Footpath 5 was walked by three Councillors on 4th October 2020 observing social distancing guidelines.

5.4 Wildflower Meadow

a) Grass cutting – grass and blackthorn was cut on 23rd October and 24th October. Thanks received from In Bloom.

b) Flooding – currently with Leeds City Council. If no action from LCC the Parish Council may need to find a local contractor to undertake this urgent work in the next financial year. Cllr. Dickinson proposed replacing chicken wire on planks as a temporary measure and Cllr. Bath suggested laying some railway sleepers across. **ACTION POINT – Cllr Bath to deliver sleepers and email Leeds City Council to find out current status.**

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6. To receive any other Communication & Correspondence

6.1 To receive information about communications, meetings or training attended by Members and the Clerk – Cllr. Dickinson tried to watch a webinar with no success, due to technical difficulties.

6.2 To consider the following new correspondence received and decide any action where necessary – Little Preston resident raised several issues following PROW walk. Response on FOI request will be made shortly. Other issues have been passed onto Leeds City Council.

- WY0033 2019/20 AGAR Section 3 External Auditor Report – confirmation received on 19th October. Clerk has displayed relevant sections and Notice of Conclusion of Audit on Noticeboards – **ACTION POINT – Clerk to put a full hard copy of AGAR response and emails together.**

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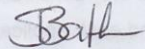
7. To notify the clerk of matters for inclusion on the agenda of the next meeting

- [Budget 2021/22](#)

8. Date of Next Meeting – to consider and agree date of future meeting of the Council.

[Members agreed that the next meeting will be held on Wednesday 25th November 2020 at 18:30hrs.](#)

Authorised Signature:



Mrs S. Bath

(Clerk to the Council & RFO)

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

The Meeting was closed at: 19:45hrs

Chair _____

Date _____