

## Draft Minutes of the remote meeting held on Wednesday 30th September 2020 at 18:30hrs

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**Members Present:** Cllr. Taylor (Vice Chairman and acting Chair), Cllr. Blackburn and Cllr. Dickinson.

**Also present:** Mrs S. Bath (Clerk)

Cllr. Bath joined meeting at 18:55.

**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.**

A Member of the Public (MOP) raised the previous emails that they had sent regarding the Wildflower Meadow. MOP stressed the minutes for previous months are vague and it looks as if the Wildflower Meadow had slipped off the radar. In particular the grass cutting of the meadow and the potential flooding issue once the weather turns. MOP communicated that some projects seem to have taken priority and others have been neglected. MOP urged Councillors to keep sight of the 5 year plan. MOP stressed that the meadow was in desperate need of cutting. The MOP has cut the pathways.

Cllr. Taylor assured MOP that the issue had not been over-looked and that work had been going on in the background for many weeks. Cllr. Taylor communicated that the farmer from Little Preston had agreed to cut the Wildflower Meadow alongside the Parish Field. The Parish field was cut by the farmer but the Wildflower Meadow was not, despite being told it would be. The farmer was chased by telephone, but the Parish Council were told that they were now in the middle of their harvest.

The grass cutting was originally arranged by the Clerk in March with a private contractor but the contract let the Parish Council down on numerous occasions and ultimately it was then too late, as the wild flowers had started to grow.

Cllr. Taylor assured MOP that discussions are in place currently with Swillington Organic Farm for a contract for cutting the Wildflower Meadow and Parish Field twice a year. MOP agreed late March/early April and again in late July would be suitable times.

The drainage issue was discussed and Cllr. Taylor advised that the Parish Council are liaising with Leeds City Council, who are in the process of looking into this and failing that, the Parish Council agreed to seek quotes for this work.

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><b>3.1 Governance and Policy -</b></p> <p>a) To confirm that the Minutes of the Meeting of the Parish Council held on the 29th July 2020 be signed as a true and correct record – Cllr. Blackburn proposed, Cllr. Dickinson seconded - <b>RESOLVED</b>.</p> <p>b) To ratify the following decisions made between meetings</p> <p>i) To receive and approve Annual Leave Policy – Cllr. Dickinson advised ‘with amendments</p> <p>ii) To receive and approve Sickness Policy</p> <p>iii) To receive and approve Equal Opportunities Policy Proposed by Cllr. Blackburn, seconded by Cllr. Dickinson - <b>RESOLVED</b></p> <p>c) To receive and approve increase in Clerk’s annualised hours – hours will rise to 240 effective from 01/04/2020. Cllr. Dickinson proposed, Cllr. Blackburn seconded - <b>RESOLVED</b></p> <p>d) To receive and approve increase of Clerk’s hourly rate - Cllr. Blackburn advised rate will move to £10.04 per hour- Cllr. Dickinson proposed, Cllr. Blackburn seconded - <b>RESOLVED</b></p> <p><b>3.2 Village Hall</b></p> <p>a) <u>Building maintenance works</u> – Cllr. Taylor and Cllr. Bath updated that there are a couple of outstanding issues. The roofers</p>	

need to return to block a hole up, the security camera needs re-mounting on the gable end and there is a fall pipe to refit on the side of the porch. The drains have been cleared. No handover letter produced as yet. **ACTION POINT** – *Cllr. Taylor to put a summary together to give to the Village Hall Management Committee.*

ASAP

b) Routine Inspections/cleaning – Village Hall Cleaning is complete. Cllr. Dickinson proposed cleaning was added to the one year plan. Cllr. Taylor seconded – **ACTION POINT** – *to add Village Hall cleaning to the one year plan.*

ASAP

c) Extinguishers and Fire Alarm testing – the latest 6 monthly test has been completed on the fire alarm. Cllr. Bath stressed that the 4 extinguishers and the fire blanket should be incorporated as well. Councillors agreed to reassess in the future.

d) Alarm system – Village Hall Management Committee are satisfied with current arrangements. Cllr. Bath discussed the security alarm system is in need of updating with a replacement that is owned and not rented from the alarm company, as well as a service agreement to agree as part of the plan. Councillor's agreed to discuss this with VHMC for next year's plans.

**3.3 Playground** – Cllr. Taylor's discussions with Leeds City Council are on-going. Discussions have taken place regarding Leeds City Council upgrading and enlarging the play area. As play equipment currently requires cleaning, the Parish Council do not currently have the resource to complete this and the play area will therefore remain closed until the guidance changes. The current localised Leeds lockdown has also affected this decision. **ACTION POINT** - *Cllr. Taylor to keep in contact with Leeds City Council regarding updates to guidance.*

Ongoing basis

Cllr. Blackburn proposed a physical poster on site at the playground explaining the reasoning – **ACTION POINT** – *Cllr. Blackburn to design poster.*

ASAP

Cllr. Taylor discussed communicating the above agreed position on the Facebook page – **ACTION POINT** – *Clerk to use Cllr. Taylor's announcement on the 'Great Preston Corner' Facebook group to communicate the Parish Council's position on the playground.*

ASAP

### 3.4 Little Preston

No entry COVID-19 sign has now been removed on Public Right of Way.

a) Fleakingley Lane – Cllr. Blackburn to progress outstanding issues. She will raise them with Leeds City Council representative when meeting to discuss the issue with the trees at the top of Fleakingley Lane. The temporary replacement notice has been removed.

**ACTION POINT** – *Cllr Blackburn will reprint, laminate and re attach one to the pole.*

ASAP

b) Barn demolition/construction – ongoing - Cllr Blackburn to contact Leeds City Council for progress report.

**3.5 Website accessibility** – **ACTION POINT** - *Cllr. Blackburn will organise an audit of the website and seek quotations for a new website.*

ASAP

In the meantime the accessibility statement explains that the website is not yet fully compliant.

### 3.6 Notice Boards

Councillors discussed the condensation in one of the replacement notice boards. Cllr. Bath has checked recently and no further problems noted.

a) Replacements – Councillor's agreed that any replacements would need to be in the next financial year – **RESOLVED**.

b) Posters – Councillors discussed posters on notice boards should be Parish Council related with the exception of pre-agreed posters which can be displayed on the Facebook page and website, as well as selected notice-boards providing the Clerk does not have to make a special trip to display these.

**3.7 Remembrance Sunday** – Cllr's discussed restrictions in terms of gatherings due to Covid-19. A decision was made to cancel this gathering, but to ensure that a wreath will still be laid by a member of the Parish Council and a photograph of the Cenotaph and wreath will be posted on social media listing the names of the fallen to remember. **ACTION POINT** – *Clerk to inform Reverend of decision and police that no road closures will be required, as well as check records for the names.*

ASAP

**3.8 Christmas Lights** – due to COVID-19 restrictions the annual switch on service and refreshments will be cancelled. Councillor's discussed costs and Cllr. Bath will question with LCC if there will be any

reductions. Cllr. Bath confirmed the agreed switch on date is 19<sup>th</sup> November. Councillors liked the residents initiative around Christmas Windows displays. **ACTION POINT** – Clerk to communicate official 'switch on meeting' is cancelled on Facebook and website and communicate the date for the switch on.

Ready  
for Oct.  
meeting

**3.9 Health Initiative** – Cllr. Dickinson communicated that a booklet with walks and health information would be provided to be distributed around Great and Little Preston at no cost to the Parish Council.

## 4. Finance August/September 2020

4.1 To receive and note a bank/accounting system transaction reconciliation – August/September 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 – The following payments were received and noted - Proposed by Cllr. Dickinson seconded by Cllr. Blackburn - **RESOLVED**

Date	Payment Method/ Cheque No	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
07/08/20 20	Credit Card	LSS Waste Management Ltd	Skip hire	£208.33	£41.67	£250.00
01/09/20 20	101412	D.C. Builders	Balance of VH Exterior Works	£499.00	£99.80	£598.80
22/09/20 20	Direct Debt	HMRC	Employee PAYE M4	£58.00	-	£58.00
22/09/20 20	Direct Debit	HMRC	Employee PAYE M5	£65.40	-	£65.40
30/09/20	101413	S. Bath	Clerk's	£261.90	-	£261.90



## 2020 GREAT & LITTLE PRESTON PARISH COUNCIL MEETING

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20			Salary M5			
30/09/20	101414	S. Bath	Clerk's Exps M5	£70.00	-	£70.00
20						
30/09/20	101415	S. Bath	Clerk's Salary M6	£218.96	-	£218.96
20						
30/09/20	101416	S. Bath	Clerk's Exps M6	£5.00	-	£5.00
20						
30/09/20	101417	Andrew Jackson Solicitors LLP	Legal Advice	£750.00	£150.00	£900.00
20						
30/09/20	101418	D Blackburn	Expenses	£23.42	£4.68	£28.10
20						
			<b>Total</b>	<b>£2,160.01</b>	<b>£296.15</b>	<b>£2,456.16</b>

4.4 To receive and note a record of Debit/Credit Card payments – see LSS Waste Management Ltd payment in above table - **RESOLVED**

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

Date	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
05/08/20 20	VHMC	Village Hall Management Committee contributions	£2,184.00	-	£2,184.00
		<b>Total</b>	<b>£2,184.00</b>	<b>-</b>	<b>£2,184.00</b>

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. ASAP**

4.7 To receive and note Budget comparisons to actual spend – received and noted. Cllr. Dickinson discussed moving certain payments into different areas of spend.

**ACTION POINT – Cllr. Taylor to confirm budget changes to Clerk. ASAP**

4.8 To decide on the method of payment for Web Domain account future renewals – ongoing – to decide in a future meeting.

4.9 Internet Banking – to re-address at a later date. All Cllr's in agreement.  
**ACTION POINT** - Clerk to write to HSBC and remove credit card for an ex-councillor. **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.**

a) Public Footpath 'Trods' (Off Brigshaw Lane to Glencoe) – Cllr. Bath has reported to Leeds City Council and there are plans to improve the footpath in the near future. Cllr. Dickinson has check boundaries and the 'Trods' is not within the boundaries of Great and Little Preston Parish Council – **RESOLVED**.

b) Query regarding Post Office Sign – responded to MOP confirming that the sign is for decoration, as a reminder for the Village and that there is not a Post Office service operating. –**RESOLVED**.

c) Overgrown Trees on Fleakingley Lane/Peasecroft Wood – Cllr. Dickinson has been trying to arrange a site meeting. Councillors discussed ownership as section of the path is sign-posted 'Bridleway' and another section is sign-posted 'Public Footpath.' Cllr. Dickinson has a meeting with the Public Rights Of Way Manager at Leeds City Council on 7<sup>th</sup> October.

5.2 Parish Public Footpath Walk – Councillor's agreed date of Sunday 4<sup>th</sup> October at 10am to complete walks – **RESOLVED**

5.3 Wildflower Meadow

a) Grass cutting – please refer to open session above for further details.

b) Flooding - please refer to open session above for further details.

c) In Bloom – please refer to open session above for further details.

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

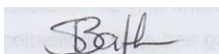
6.1 To receive information about communications, meetings or training attended by Members and the Clerk – None attended. Cllr. Dickinson and Cllr. Blackburn confirmed they will both be attending the next local YLCA branch meeting.

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<p>6.2 To consider the following new correspondence received and decide any action where necessary – HMO questionnaire from LCC – Councillor’s decided not to respond - <b>RESOLVED</b></p> <p>Three emails from Member’s of the Public regarding the Wildflower Meadow were discussed.</p> <p><b>ACTION POINT 1</b> - Clerk to acknowledge that the queries are in progress.</p> <p><b>ACTION POINT 2</b> - Cllr. Taylor to respond with latest developments.</p> <p><b>ACTION POINT 3</b> – Cllr. Dickinson to add a post to Great Preston Corner Facebook page with update on progress.</p>	<p>ASAP ASAP ASAP</p>
<p><b>7. To notify the clerk of matters for inclusion on the agenda of the next meeting</b></p> <p>No inclusions for the next meeting were requested.</p>	
<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 28<sup>th</sup> October 2020 at 18:30hrs.</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: 19:50hrs

Chair \_\_\_\_\_

Date \_\_\_\_\_