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2018 PARISH COUNCIL MEETING – APRIL 2018

Draft Minutes of the meeting of Great & Little Preston Parish Council held in THE ELDERS COMMUNITY CENTRE, St Aidan's Estate, at 18:55 hrs on WEDNESDAY April 25th 2018

Members Present: Councillors Bath {DBA}, Bentley {AB} Blackburn {DBL} Crossley {BC}, Dickinson {AD}, Hanson {GH}.

1. CHAIRMAN'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.

Apologies were accepted from Cllr. Taylor (Holiday),

Declaration of Interest pro-formas were distributed to all Parish Councillors at the meeting. The Parish Clerk was in attendance but does not need to complete these declarations. A blank pro-forma will be issued to absent Cllr Taylor. All completed forms to be available at the next Parish Council meeting for publishing on GALPPC and Leeds CC websites. No declarations of interest for current Agenda items were made.

2. Late Items for the Agenda – To identify items which have been admitted to the Agenda by the Chair for consideration. The special circumstances for these items to be specified in the minutes.

Payment of invoice to Crighton for work completed on the Village Hall.

Payment of invoice to Leeds City Council for agreed production and erection of signage.

3. Open Session – members of the press or public may raise any matters concerning the Parish.

Points raised by Clive regarding maintenance of land and potential of erection of a mast on land near Cricket Club. Council were aware of both issues and would discuss then take any appropriate action.

Agenda items – Action Points	Action by Date
<p>4. To receive/ approve the minutes of the meeting held on March 28th 2018. Moved by Cllr. Hanson and Seconded by Cllr. Bentley that the Minutes of the March meeting were accepted as a true record and were signed by the Chairman.</p>	
<p>5. Matters Arising from the PCM Minutes of 28th March 2018 not covered as separate Agenda items:</p> <p>a) <u>Insurance quote.</u> Cllr Dickinson has been in contact with several insurance companies who want very precise details of items on asset register before they can tailor a quote to meet our needs. NALC advise BHiC are taking over from our current insurance provider AON and will be contacting us soon to offer the same blanket policy. No changes to cover or provision. It was proposed by Cllr Crossley and seconded by Cllr Dickinson to renew a blanket policy this year with BHiC and produce a detailed asset register to be used for tailored quotes the following year. AP Cllr. Dickinson to renew a blanket policy with BHiC for 2018/19 AP Clerk to produce a detailed asset register</p> <p>b) <u>Leeds Little Library at Great Preston</u> – feedback and funding – Cllr. Hanson reported that there had been a positive response to the Facebook post. He will approach The VHMC and In Bloom to apply for funding and hopefully the PC could contribute. Various sites are under consideration. AP Cllr. Hanson to progress this matter and report back.</p> <p>d) <u>Police Crime statistics</u> – Cllr. Hanson stated the figures on the website had not been updated since last meeting. Will keep under review and report when updated. AP Cllr Hanson to examine and report on this as appropriate</p>	<p>AD 25/5/2018 Clerk 30/10/2018 GH 16/5/2018 GH 16/05/2018</p>
<p>6. To receive reports from:</p> <p>6.1 Admin & Finance Sub Committee The minutes from the 11th April 2018 Sub Committee meeting had been sent to all councillors. The Standing Orders, Finance, Risk Assessment and other draft documents tailored to GALPPC had been issued to Councillors to read and comment on. These will be discussed and agreed at the 16th May Parish Council Meeting. It was also agreed that the current 'Sub Committees' were actually groups – working or liaison groups and this terminology should be used in future. Cllr Crossley wished to thank the ASFC for the work they had undertaken.</p>	

<p>AP – All Councillors should read/comment on the draft governance policies issued by the AFSC for discussion and approval at next full Parish Council Meeting.</p> <p>6.2 Village Hall Liaison Sub Committee (VHLSC) Since the VHLSC has not met with VHMC recently nothing to report. Will progress meeting in May and update Councillors. Within the March minutes VHLSC was looking into potential for purchasing the Village Hall Car Park with AP for Cllr Bath to research car park deeds and arrange Fire Alarm inspection. AP – VHLSC to progress and report back</p> <p>AP – Cllr. Bath to arrange Fire Alarm inspection and research car park deeds</p> <p>6.3 Village Hall Maintenance Sub Committee (VHMSC) Cllr. Bath informed the meeting that a report of Sub Committee meeting had been sent to all councillors. The first phase of maintenance work has been completed at a cost of approximately £12,000. Planning for the next phase is now taking place and once work has been prioritized, the group will obtain quotes and apply for funding. AP: VHMSC to report back on progress</p> <p>6.4 Village Hall Management Committee Meeting – nothing to report as no meeting has taken place since last report.</p> <p>6.5 Estates and Playgrounds</p> <p>6.5.a) <u>Glencoe</u> - No report, b) <u>St Aidan's</u> – No report, c) <u>Whitehouse Estate</u> – refer to the open session, d) <u>Queens Street Estates</u> – Cllr. Dickinson has made enquiries regarding a suitable notice board. After discussion will look for one with a door to keep documents sheltered from elements. RESOLVED: Cllr Dickinson will continue to obtain quotes, provide photographs of potential location for notice board, and once resolved will apply for license to place in agreed location from LCC. AP Quotes for windowed notice board to be obtained by Cllrs. Dickinson & Bentley AP Photographs of potential notice board sites to be obtained by Cllrs. Dickinson & Bentley</p> <p>e) <u>Little Preston</u> – No further update on Virgin Media cabling remainder of Hall Road, Little Preston. No response from Virgin Media’s Andrew Coursey to Cllr Blackburn recent email. AP Cllr Blackburn to report back on any progress.</p> <p>6.6 Communication and Media – a) <u>Website</u> – b) <u>Social Media</u> - c) <u>Newsletter</u> – All working and nothing to report.</p> <p>6.7 Swillington Educational Charity – Nothing further to report.</p>	<p>ALL:16/5/2018</p> <p>VHLSC 16/05/2018 DBA16/5/2018</p> <p>VHMSC 16/5/2018</p> <p>AD AB 16/5/2018</p> <p>DBL 16/5/2018</p>
<p>7. To receive information on the following on going issues & decide where further action necessary.</p> <p>7.1 Highway Matters –</p> <p>7.1a) <u>Safety on Whitehouse Lane & Traffic speeds through Gt. Preston.</u> Cllr Bentley forwarded email received from Chris Proctor from the Highways Department envisaging a number of potentially interesting items, such as two crossing, but this depended on funding being available and Mark Dobson has been approached but no activity will take place until after the election in May. Cllr Bentley will continue contact with Chris Proctor. After the elections, towards the end of May, Cllr Bentley will try to have a meeting with ward Councillors. AP – Cllr Bentley to report any further communication or progress.</p> <p>7.1b) <u>Whitehouse Lane Parking Issues (Grassed areas)</u> – Cllr. Bentley informed the PC that a resident (Colin) had offered Mark Dobson to come and look and Mark Dobson advised Cllr Bentley that he would keep in touch on this item. The meeting was informed of another resident who had started parking across the pavement, blocking it and forcing pedestrians to walk on the grass. The situation to be monitored. AP – Cllr Bentley to report any further communication or progress AP – Cllrs Bentley and Dickinson to monitor</p> <p>7.1c) <u>Parking outside Primary School.</u> After discussion agreed Cllr Bentley would contact Leeds CC to ask if the ZigZag parking restriction times could be aligned with those outside the school at Allerton By Water i.e. 8am to 5pm, 5 days a week. AP: Cllr Bentley to contact Leeds CC re alignment of no parking times</p> <p>7.1d) <u>Grass Verges and parking on footpaths.</u> Continues to be a source of concern but no action possible at present time.</p> <p>7.1e) <u>Leeds Little Library</u> - Cllr Hanson to progress this and discuss with Village Hall. AP – Cllr Hanson to progress and discuss with Village Hall</p> <p>7.1f) <u>HS2 - High Speed Train presentation.</u> Cllr Dickinson has been in contact with Mr David Griffiths and Mr Stephen Smith snr who will attend the Parish Council meeting on 27th June to give the presentation. Agreed the meeting would start at 18:00 to enable time for presentation to take place. AP – Presentation on 27th June, Cllr Dickinson to advise and arrange</p>	<p>AB 16/5/2018</p> <p>AB 16/5/2018 AB AD 16/5/18</p> <p>AB 16/5/2018</p> <p>GH 16/5/2018</p> <p>AD 27/6/2018</p>

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<p>7.1g) <u>Data Protection Officer</u> - New Regs come into force 25th May 2018. A Legal Briefing has been sent out asking if Local Authorities would be prepared to act as DPO. Some are but nothing has been heard from Leeds CC, so they will be asked again if they will provide the Leeds Area Parish and Town Councils with a central DPO. Allerton By Water are taking the same stance as ourselves, waiting for Parish/Town Councils forum to push for Leeds CC to take on this role. AP- Cllr. Dickinson to monitor and report back</p> <p>7.1h) <u>Memorial Planter for Marjorie</u> – Cllr Dickinson has again been in contact with the family who would like the memorial planter to be where the telephone box outside the Post Office used to be. The family has agreed to tend any plants placed in the small planter. Cllr Dickinson will investigate ownership of land and if need to apply to LCC for a license and enquire with owner of nearby bungalow if they have any objections. AP- Cllr. Dickinson to progress and report back</p>	<p>AD 16/05/2018</p> <p>AD 16/5/2018</p>
<p>8. To receive and consider any current planning proposals</p> <p>a) 10/01412 – 14/ 03823RM Biffa Site- Footpath along the North West side of the Biffa Development. Cllr Bath met with Mark Dobson 24th April and there has been considerable activity with emails and photos including recent flooding. Cllr Bath to continue to monitor, progress and report back. AP- Cllr. Bath to monitor, progress and report.</p> <p>b) N4720/W/17/3177207 Appeal – proposed Travellers site Hollinghurst Meeting in April. Cllr Bath has contacted Leeds CC Planning but outcome of appeal still not available. Cllr Bath to monitor and ascertain outcome. AP – Cllr Bath to monitor and report outcome of the appeal</p> <p>c) 17/07809 Retrospective application for fence at 2 Whitehouse Lane Great Preston – no new information. Discussion took place and the outcome was that Cllr Dickinson will contact planning to ascertain what timescales and actions are appropriate with this application. AP- Cllr. Dickinson to progress and report</p> <p>d) 18/01018/FU/E - 59 Whitehouse Ave., Two storey side and rear extension; 2 new side windows at 1st floor level; new canopy over front porch. Cllr Dickinson advised that a neighbour had objected because it would block his light. The trees still need to be monitored. AP - Continue to observe</p> <p>e) 18/04461/FU – current – 28/03/2018 – 4 Whitehouse Drive. Single Storey rear extension. Although this looks a big extension it only intrudes on the garden of a neighbour. No action by Parish Council.</p> <p>f) 16/04346/FU – current – Former Post Office – Leeds CC have raised several issues with developers, which are still in progress. No action by Parish Council.</p> <p>g) 18/01545/FU – current – 14/03/2018 - 1 The Grove, Little Preston – 2 storey extn etc. No action by Parish Council.</p> <p>h) 18/01545/FU – current – 27/03/2018 – 66 Whitehouse Lane – detached garage to rear. No action by Parish Council.</p>	<p>DBA 16/5/2018</p> <p>DBA 16/5/2018</p> <p>AD 16/5/2018</p>
<p>9. New Agenda Items</p>	
<p>10. Environment – to receive reports and updates on the following</p> <p>10.1.a. <u>In Bloom. Report of meetings.</u> Meeting held and In Bloom would like to jointly undertake a village walk and were the Parish Council in agreement. Following discussion agreed after the BBQ, sometime in September. Cllr Hanson moved the motion. Cllr Bath seconded. All in favour. Agreement to be reported back to In Bloom. AP: Cllr Hanson to report agreement to In Bloom Group.</p> <p>10.1.b. <u>Spring litter pick</u> now April 29th. Earlier date was cancelled due to snow. Cllr Bentley advised meeting of arrangements. Discussion took place regarding provision of a free raffle as well as Refreshments after the litter pick. Possible entry in Newsletter of the most interesting item found during the litter pick. AP: Cllr Bentley to progress.</p> <p>10.2 <u>Peasecroft Wood</u> - Cllr Bentley to try and get wood adopted . AP: Cllr Bentley to progress</p> <p>10.3 <u>Hollinshurst Wood</u> looking very nice at the moment. No action required.</p> <p>10.4 <u>St. Aidan's Country Park.</u> Cllr Bentley informed the PC that the manager Darren had said he would meet him in March following completion of the toilet block when everything should be cleared up. No contact has taken place and no clear up appears to have occurred. AP Cllr. Bentley to progress</p> <p>10.5 <u>Wildflower Meadow and Parish Field</u></p> <p>10.5.a. Parish field on Preston Lane – Cllr. Bath informed the meeting that the Parish Fields were currently too wet but he would try and get in and tidy up asap. AP: Cllr Bath to progress</p> <p>10.5.b. Wildflower Meadow - Cllr Bentley informed the PC that grass cutting would be arranged when appropriate in the Wildflower meadow. AP: Cllr Bentley to progress</p> <p>10.5.c. Seat in the Wildflower Meadow – Resident ordered and paid for the seat from Strikes Garden Centre who offered to deliver and fix free of charge. This has now been sited and looks</p>	<p>GH 16/5/2018</p> <p>AB 29/4/2018</p> <p>AB 16/5/2018</p> <p>AB 16/5/2018</p> <p>DBA 16/5/2018</p> <p>AB 16/5/2018</p>

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<p>nice. No further action. Item can be removed.</p> <p>10.5.d. Seat in the Wildflower Meadow – A second Resident has asked via Facebook how to have a memorial seat for her late husband sited in the Wildflower Meadow. Meeting had no objection in principle but to be placed on next month’s agenda before full discussion and approval can be given AP: Cllr Hanson to advise resident of discussion and next steps.</p> <p>10.6 Public Rights of Way. Footpath No. 4</p> <p>The Agenda and previous minutes show Footpath No. 4 but the public footpath in questions was Footpath No. 5. A report with photographs on the walk which took place on 22/4/2018 will be issued shortly. AP: Cllr Hanson to provide report of walk including photographs</p> <p>10.7 Littering, fly-tipping and dog fouling. This is an ongoing issue which will continue to be monitored.</p> <p>10.8 Allotments – Nothing to report.</p>	<p>GH 16/52018</p> <p>GH 16/5/2018</p>
<p>11. Finance – March 2018 (Financial statement attached to the minutes)</p> <p>11.1 <u>To receive and consider the financial accounts.</u> Waiting for documentation from Littlejohns, expected end of August/September. AP: Cllr Bath to send spreadsheet which automatically calculates balances etc. to Clerk.</p> <p>11.2 <u>Recommend payment of Clerks salary and expenses –</u> Janet Winn, Parish Clerk was present at the meeting on her return from sick leave. Phased return to work resuming on 1st May. Agreed Finance would be fully up to date with payments made VAT etc reclaimed timeously. RESOLVED – after discussion, the whole PC agreed to pay for the month of April.</p> <p>11.3 <u>March/April 2018 spend reconciled to Invoices/ the parish council bank statement.</u> Cllrs. Crossley & Dickinson inspected and checked the cheque book stubs and bank statements.</p> <p>11.4 <u>Agree payment items</u> RESOLVED – Payment to Crighton Conservation & Steeplejacks Ltd for Village Hall work £12,122.60 Payment to Leeds CC for Fleakingley land signs £175 No Vat Community First Yorkshire – Rural Action Yorkshire previous name - £35 no vat All Councillors approved these payments.</p> <p>11.5 <u>VAT reclamation position</u> - VAT received and up to date.</p> <p>11.6 <u>To receive record of Debit Card purchases.</u> None made but more use should be made of this facility as it costs £32 pa to have it.</p>	<p>DBA 16/5/2018</p>
<p>12. To receive any other Correspondence & Communications and any further meetings/training attended by Members and the Clerk.</p> <p>No further correspondence or emails received due to Clerk’s illness. Meetings reported elsewhere in the minutes. No Training took place.</p>	
<p>13. Matters for the Next Meeting</p> <ul style="list-style-type: none"> Further Policies from the Admin & Finance Sub Committee draft documents have been issued and all councillors to examine and comment before discussion at 16th May meeting. 	<p>ALL 16/5/2018</p>

14. Date of Next Meeting – the next meetings will be the **Annual Parish Council Meeting on Wednesday 16th May at 6 pm.**

Meeting closed at 20:30 hrs

Chair.....

Date.....