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FEBRUARY 2016 PARISH COUNCIL MEETING

Draft minutes of the meeting of Great and Little Preston Parish Council held in THE ELDERS COMMUNITY CENTRE, St Aidans Estate, at 1830hrs on WEDNESDAY 24 February 2016

Members Present: Cllrs Crossley, Bath, Blackburn, Dickinson and Taylor. Also present were the Clerk and 3 residents, 2 of which would like to be co-opted as Parish Council members.

1. VICE CHAIRMANS WELCOME AND OPEN MEETING.

Vice Chairman, Cllr Bath welcomed all present and opened the meeting.

To receive Nominations for and the election of Chair and Vice Chair.

Chairman: Cllr Bath nominated by Cllr Crossley, seconded by Cllr Dickinson, motion carried.

Vice Chairman: Cllr Taylor nominated by Cllr Dickinson, seconded by Cllr Blackburn, motion carried.

Co-option of Parish Councillors: Ms Vici Nicholson and Mr Andrew Bentley were accepted as co-opted members of the Parish Council.

2. TO RECEIVE APOLOGIES

There were no apologies.

3. LATE ITEMS FOR THE AGENDA - To identify items which have been admitted to the agenda by the Chair for consideration.

14c) St Aidans site parking

14d/16) Wildflower Meadow, letter plus Invoice from Grace Landscapes.

4. TO RECEIVE DECLARATIONS OF INTEREST

Cllr Dickinson declared an interest regarding the Cricket Ground, mast proposal.

5. OPEN SESSION members of the public may raise any matters concerning the Parish.

One person was present to observe the meeting with a view to requesting co-option onto the Parish Council

6 TO RECEIVE the minutes of the Parish Council Meeting held on **27 January 2016**

The minutes of the meeting held on 27 January 2016 were accepted as a true record and were signed by the Chair.

7 MATTERS ARISING from the PCM minutes of **27 January 2016 – information only.**

14a) Parish Precept 2016/17. The completed Return has been sent to LCC and the Parish Council is now awaiting decision regarding the amount requested.

8. VILLAGE HALL

a) To receive report of Village Hall Management Committee (VHMC) meetings.

No meetings have been held.

Cllr Bath reported that he has inspected a damp area on the inside of the kitchen/store room area (west side gable-end). He has taken photographs of the area in question, further inspection required.

9. ESTATES and PLAYGROUNDS

9:1) Glencoe. a) To receive reports

There was nothing to report.

b) To receive further information re. Playground

The car park area has been re-surfaced.

The Clerk has been informed by Jon Crossley of Groundwork that the work on the re-furbishment of the playground will commence during March/April.

9:2) St. Aidans. a) To receive updates.

There was nothing to report.

c) To receive updates on Post Box/Post Office Matters

There was nothing to report.

9:3) Little Preston. a) To receive updates on issues.

The gate at Little Preston/Swillington end on Fleakingley Lane has been left open and some fly tipping has occurred.

The gate has been temporarily fastened as the Parish Council do not have any keys for the gate and LCC have been informed.

One of the large flower tubs on Goody Cross Lane - an attempted theft had been reported.

Cllr Blackburn reported that rubbish has been dumped at the Little Preston end of Fleakingley Lane.

The litter bin next to the Bus Shelter at Little Preston has been stolen.

9:4) Kensington Place. To receive updates

There was nothing to report.

10. COUNCIL WEBSITE and BROADBAND SPEED

a) To receive updates.

The Parish Council are considering transferring the administration of the website, so that it is more accessible. Letter to be sent to the present administrator.

Broadband - In last month's edition of Country Air magazine an article mentioned that in some rural areas Wireless Repeaters had been put up. Cllr Taylor is monitoring this.

11. SWILLINGTON EDUCATIONAL CHARITY

a) To receive Trustees report.

Cllr Blackburn was nominated as a Trustee by Cllr Crossley, seconded by Cllr Bath, motion carried.

Cllrs Taylor and Blackburn are to meet at the Solicitors on Thursday 25 February to amend the Trust schedule.

12) HIGHWAY MATTERS –

a) To receive reports of continuing efforts to improve safety on Whitehouse Lane

The Clerk had emailed Chris Proctor of LCC to request a site visit, but has not received a reply yet.

b) To consider 20mph zone on Berry Lane.

No signs have been erected yet.

13) TO CONSIDER ONGOING PLANNING MATTERS –

a) 10/01412 – 14/ 03823RM Biffa Site. To receive update.

Work is well under way, the front row have been completed and the 2nd, 3rd and 4th rows are in progress.

b) 14/07355--15/02270RM 6 semis Preston Lane (Marshalls Coal Yard)

Work is still ongoing.

c) 2015 Site Allocations. To receive reports.

There was nothing to report.

d) 15/07030/FU/E Demolition of former post office building, and erect two houses with detached block of two garages at former Post Office 10 St Aidans Road, Great Preston.

The Clerk has been informed that LCC have requested some alterations to the plans.

e) Notification from Pegasus group re. public consultation for proposed telecommunications structure to the rear of Great Preston Snooker and Social Club

An email was received from resident stating his objection to the proposed installation of a mast for various reasons, eg. the surrounding area is used by children for both football and cricket, along with the proximity of the Primary School.

After discussion on this matter it was agreed that Cllr Bath contact Cllr Mark Dobson requesting his support in objecting to the erection of the structure.

f) 165/00942/TR Application for work to two trees protected by Tree Preservation order at 31 Hall Road Little Preston. The Parish Council have not received any objections to the application.

14) NEW AGENDA ITEMS

13f) 165/00942/TR Planning application for work to two trees at 31 Hall Road, Little Preston.

15) ENVIRONMENT

a) In Bloom. To receive report of meetings

No meetings had been held.

Some Spring planting has taken place by the group.

b) Peasecroft Wood. To receive report.

There was nothing to report.

c) St. Aidans Country Park. To receive reports

The footpaths are really muddy due to recent heavy rainfall.

Email has been sent by Cllr Bath to Cllr Mark Dobson regarding parking issues.

d) Wild flower Meadow.

i) To receive progress report.

Some areas are very muddy.

Invoice received from Grace Landscapes, retention payment relating to work done on the Meadow. Jon Crossley of Groundwork contacted for details. He is to make enquiries.

Cllr Bath has emailed the local farmer who cut the hedges at the Parish field on Preston Lane, to see if he would cut the hedges around the meadow. No reply received yet.

e) Preston Corner. To receive progress report.

There was nothing to report.

f) Public Rights of Way. To receive report on the conditions of footpaths.

All footpaths are in bad condition due to recent heavy rains. Nothing can be done until they dry out.

g) Parish Field off-Preston Lane. To receive reports.

There was nothing to report.

h) Onshore Oil and Gas licences. To receive reports.

It was agreed that this item be left off Agenda until there is anything further to discuss.

15:1 Allotments To receive reports.

Tipping of rubbish has taken place, which has now been burned and the area cleared. A sign has now been put in place, hopefully to prevent further tipping.

16) FINANCE: FEBRUARY 2016

To recommend payment of:-

a) Clerks salary and expenses

Salary February 2016	£160.00
Expenses	
Stationery items	2.90
Postage stamps	1.92
Travel expenses to meeting in Horsforth	<u>6.00</u>
Total	£170.82

16:2) To receive record of Debit Card purchases.
No purchases have been made.

16:3) To receive details of Grant application for obtaining funding to obtain Laptop, plus printer/scanner from YLCA.

Application sent in, awaiting news.

It was agreed to purchase the items after the decision is made, regardless of the outcome.

To consider Delegating Cllr Dickinson to deal with YLCA matters.

It was proposed and agreed by the members.

16:4) To consider whether to opt-in or opt-out of the present external Audit Regime.

Discussion took place regarding this matter.

If the Parish Council choose to opt--out a licenced firm of Auditors would have to be appointed and we would need to go through a procurement exercise, which would cost up to £3500.

If the Parish Council choose to opt-in, nothing needs to be done and Auditing would take place as normal (Internal Audit - YLCA are putting a panel together to approve internal auditors for Local Councils to use) then External Audit (PKF Littlejohn) as before.

After discussion it was proposed and agreed to opt-in.

16:5) To receive information regarding **PAYE, Pension enrollment, Data Collection etc**

Cllr Dickinson contacted HMRC regarding Tax, etc., and was told that as less than £112 per week was paid, the Clerks Salary is not liable to Tax or NI contributions.

After some difficulty Cllr Dickinson as able to register the Parish Council as an official organisation with Ben Williams of the Pensions regulator service and was given a 10 digit code (**1370166327**) and can now proceed with auto enrol. Clerk will receive a letter from them about this soon.

As this organisation is low salary/No PAYE we have until April 2017 as our staging date.

This is to be dealt with as soon as possible though.

Pension providers to be considered and decided upon, members attending the YLCA meeting favoured NEST (National Employment Savings Trust) or West Yorkshire Pension Fund. Further research to take place before deciding.

16:6) To consider Clerks salary/Contract provision.

As an employer the Parish Council needs to be familiar with legal aspects of employment, which would serve the council well for the future.

Using a sample contract recommended by YLCA a format needs to be decided upon, which can be amended to suit our needs.

Clerks salary to be discussed at a future meeting.

17. PUBLICATIONS AND CORRESPONDENCE

Clerk to inform meeting.

- a) Glasdon Brochure.
- b) LCC Electoral Register, monthly alteration notice.
- c) NALC Funding and Grants, Bulletin.
- d) Email regarding research on Parish Councils and FOI.
- e) YLCA Understanding the role of combined authorities.
- f) YLCA Revised Model Financial Regulations 2016
- g) PKF Littlejohn LLP - Local Council Audit, Y/E March 2016
- h) YLCA - Petition to give local councils the right to appeal planning decisions.

18. TRAINING COURSES and MEETINGS

To receive Information for 2016 YLCA training courses.
NALC Digital Councils event - 18 May 2016.

Clerk and Cllr Dickinson attended YLCA meeting in Horsforth.
Clerk and Cllr Blackburn were to attend Parish and Town Council Forum conference on 25 February in Leeds, but it has been cancelled due to lack of interest.
Clerk and Cllr Blackburn to attend Garforth and Swillington Forum and PACT meeting in the evening of 25 February.

To receive report Police contact point meetings. Crime figures
There was nothing to report.

19. MATTERS TO REPORT: (formerly Any Other Business).

Email received re. wall at 25 Berry Lane. Parish Council have no objections although LCC are querying height of pillars.

Cllr Mark Dobson to be contacted regarding this matter.

Memorial to Mrs Marjorie Goldthorpe to be an Agenda Item for the next meeting.

Village Clean-up to be on the next Agenda, Cllr Bentley is willing to be involved in litter related problems.

20. DATE OF NEXT MEETING 30 March 2016

Meeting closed at 20.40 hrs

Chair.....

Date.....