



2018 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 JANUARY 31st 2018.

Members Present: Cllrs Bath {DBA}, Bentley {AB}, Blackburn {DBL}, Crossley {BC}, Dickinson {AD}, Hanson {GH}, and Taylor {JT}
Also present was the Clerk.

1. CHAIRMANS WELCOME AND OPEN MEETING.

Chairman welcomed all present and opened the meeting at 1830hrs.

2. TO RECEIVE APOLOGIES

No apologies as all councillors were present.

3. LATE ITEMS FOR THE AGENDA – to identify items which have been admitted to the agenda by the Chair.

The Clerk raised an information point regarding a recent meeting on whether an official footpath could be recognised between Prince Street and Berriman Street. The application was refused. Concern regarding the overhanging branches and vegetation causing an obstruction near the bus stop by Low Farm on Preston Lane.

4. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of disclosable pecuniary interests, or any other significant interests, for the purposes of the Localism Act 2011, s31 and the Members' Code of Conduct paras 10-14.

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

Two prospective Labour councillors for the Garforth & Swillington wards Mirelle Midgely and Mark Pratt attended the meeting. They introduced themselves and wished to familiarise themselves with local issues. The Parish Councillors agreed to hold an informal discussion regarding current issues with Leeds City Council. These were:

- Village Hall problems and finance.
- Traffic problems.
- Biffa site footpath & flooding.

	Agenda items for discussion + Action Points	Action By	Date where appropriate
6	<u>TO RECEIVE</u> the minutes of the Parish Council Meeting held on 25th November 2017. <u>information only.</u> The Minutes of the meeting were discussed and several amendments were required. The minutes will be amended by the Clerk and approved by all attending councillors by email. AP - J. Winn (Clerk) to make amendments to the minutes as discussed.	<i>JW</i>	<i>7/2/2018</i>
7	<u>MATTERS ARISING</u> from the PCM minutes of		

	<p>a) Parish Council Asset Register - Cllr Dickinson informed the PC that this was almost finished. She had to use a mapping app. To determine and enter co-ordinates of assets. Then the form would be returned. A single copy of the form in its present state was circulated. AP - Cllr Dickinson complete and return form</p> <p>14d) Aon Insurance - This matter is ongoing as quotes need to found. Deadline is June 2018. AP - J. Winn (Clerk) to obtain quotes from different companies.</p> <p>14e) Unruly Bushes/Hedgerow on Whitehouse Lane. - Update received from Cllr Bentley. Letters had been hand delivered to the affected houses on Whitehouse Drive. 2 weeks given for responses then follow up action will go ahead. AP - Cllr Bentley to implement follow up action after 2 weeks.</p> <p>15g) Christmas lights switch on. - Update received from Chairperson. Enjoyable event on 7/12/2017 and good to have Santa attend. Cllr Hanson informed the PC that the Garforth Lions had provided Santa and had then done their tour of the village. This could become their usual evening in future. Cllr Bentley reported comments from parishioners which queried why the event was held at that venue and could the Village Hall be used for this event? The Parish councillors all agreed that we should re-think our Christmas activities for 2018. AP - J. Winn(Clerk) AGENDA item for May – Planning for Christmas</p>	<p>AD</p> <p>JW</p> <p>AB</p> <p>JW</p>	<p>28/2/2018</p> <p>25/4/2018</p> <p>Mid February</p> <p>21/5/2018</p>
<p>8</p>	<p><u>VILLAGE HALL</u></p> <p>a) To receive report of Village Hall Management Committee (VHMC) meetings. Update given by Cllr Crossley – VHMC Finances are healthy and the guttering etc. had been referred to the Parish Council for their attention. Cllr. Bath (Chair) had contacted all councillors regarding the formation of a Parish Council Liaison sub-committee to meet on regular basis with the VHMC. The sub-committee of Cllrs Bentley, Hanson and Crossley was agreed unanimously by the Parish Council. AP – The Parish Council Village Hall Liaison Sub Committee (VHLSC) to arrange meetings with VHMC (Village Hall Management Committee) raising issues on our Village Hall and report back to the full Parish Council.</p> <p>b) Village Hall Bell Tower. -Update was given by Cllr Bath (Chair) who reported that in order to make the Bell Tower safe the PC should consider taking the peak down to just above the bells. This could then be made secure and finished with coping stones to cover and seal. As he had had no success with small local firms he felt that we needed to contact larger firms for scaffolding etc. to proceed with this matter. The Parish Council agreed unanimously to the formation of a VH Maintenance Sub Committee comprising Councillors Bath, Hanson and Taylor. AP - VHMSC (Village Hall Maintenance Sub Committee) Quotes for repair work and scaffolding.</p>	<p>VHLSC</p> <p>VHMSC</p>	<p>28/2/2018</p> <p>Before 28/2/2018</p>

13	<p><u>TO CONSIDER ONGOING PLANNING MATTERS</u></p> <p>a) 10/01412 – 14/ 03823RM Biffa Site. To receive update. This site is almost complete. Possible removal after next meeting? Footpath along the North West side of the Biffa Development. Cllr Bath (Chair) reported that this matter is ongoing. Leeds City Council have been slow to respond. AP - Cllr Bath to renew contacts to attempt to resolve this issue.</p> <p>b) 2015 Site Allocations. Cllr Dickinson reported that some recent information had been received from Leeds City Council. They are revising their submission draft plan and downgrading the projected housing requirement target. The proposed site allocation for our village remains at 40, however it has been redefined as Broad Location (This means sites will remain in the Green Belt until a future SAP review. Once reviewed Broad Location sites can be released or retained as Green Belt.) The Site Allocation Plan is under review and will be discussed in July.</p> <p>c) N4720/W/17/3177207 Appeal - ongoing</p> <p>d) 17/08391/TR Work to trees protected by a Tree Preservation Order at 65 Whitehouse Avenue. The Parish Council had reviewed the documents and felt that there should have been a thorough site inspection and report made before submitting this application. AP - Cllr. Bentley to contact householder and ascertain if qualified specialist has given advice and convey the Parish Council thoughts / concerns.</p> <p>e) 17/07809 Retrospective application for fence at 2 Whitehouse Lane Great Preston. This was discussed and the Parish Council await decision.</p> <p>f) 17/08367 Conversion of garage to habitable room, first floor side extension at 76 Hall Road, Little Preston. No objections were raised.</p>	DBA	28/2/2018
14	<p><u>NEW AGENDA ITEMS</u></p> <p>a) Information provided on the outcome of the recent meeting regarding recognition of a footpath between Prince Street and Berriman Street. No official footpath to be recognised.</p> <p>b) Concern regarding the overhanging branches and vegetation causing an obstruction near the bus stop by Low Farm on Preston Lane. AP - J. Winn (Clerk) to go on line and report this obstruction to LCC</p> <p>c) Register of Interests information received from LCC. AP - J. Winn (Clerk) to send information and forms to councillors.</p>	JW	28/2/2018
15	<p><u>ENVIRONMENT</u></p> <p>a) In Bloom. To receive report of meetings. - No meetings held. i) Spring litter pick - To consider possible date – Sunday March 18th was agreed. AP Cllr Bentley to make arrangements with LCC, In Bloom etc,</p>	AB	Asap

	<p>b) Peasecroft Wood. Nothing to report</p> <p>c) St. Aidans Country Park. Park is unnecessarily very muddy. AP Cllr Bentley to email RSPB with photos of the areas.</p> <p>d) Wild flower Meadow off Fleakingley Lane and Parish field on Preston Lane</p> <p>i) To receive progress reports - The Wildflower Meadow wants a cut but is too wet at the moment. The hard standing area has fared well to floods but there is flooding around it. No further action at present.</p> <p>ii) New signage on Fleakingley Lane / Whitehouse Avenue /Astley Lane. To receive progress reports. Still waiting for the signs. Cllr Bentley has spoken to LCC today. AP: Cllr Bentley to progress.</p> <p>iii) Seat in the Wildflower Meadow - Parishioner is researching options for a bench or seat and who could install it. Following the outcome of parishioner's research to be discussed and agreed by the Parish Council in consultation with In Bloom.</p> <p>iv) Replacement of vandalised trees - This is considered natural loss and is to be written off with no further action this year.</p> <p>e) Public Rights of Way. Footpath No. 4 access point from Whitehouse Lane for this footpath is overgrown and will need to be walked early 2018. AP: Agenda item for March - Walk Public Footpath 4 early 2018</p> <p>f) Littering, fly tipping and dog fouling. To receive report. Generally getting a reasonable service from LCC.</p> <p>15:1 Allotments - to receive report. Nothing to report.</p>	<p>AB</p> <p>AB</p> <p>JW</p>	<p>28/2/2018</p> <p>28/2/2018</p> <p>20/3/2018</p>																														
<p>16</p>	<p>FINANCE: <u>January/2018</u> To recommend payment of-</p> <p><u>a) Clerks salary and expenses</u></p> <table border="0"> <tr> <td>Salary December 2017</td> <td style="text-align: right;">£160.00</td> </tr> <tr> <td>Expenses</td> <td></td> </tr> <tr> <td>Stationery Items</td> <td style="text-align: right;">19.14</td> </tr> <tr> <td>Items for Xmas switch on event</td> <td style="text-align: right;">4.87</td> </tr> <tr> <td>Postage stamps</td> <td style="text-align: right;">0.65</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£184.66</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>b) Salary January 2018</td> <td style="text-align: right;">£160.00</td> </tr> <tr> <td>Expenses</td> <td></td> </tr> <tr> <td>Stationery Items</td> <td style="text-align: right;">10.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£170.00</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>c) Work to Memorial and Wall. <i>The Parish Council will pay full amount, with VAT and the Village Hall will then transfer the full amount without VAT</i></td> <td></td> </tr> <tr> <td>LCC Restorations Cleaning Masonry</td> <td></td> </tr> <tr> <td>£1613.46 + £322.69 vat</td> <td style="text-align: right;">£1936.15</td> </tr> </table>	Salary December 2017	£160.00	Expenses		Stationery Items	19.14	Items for Xmas switch on event	4.87	Postage stamps	0.65	Total	£184.66	 		b) Salary January 2018	£160.00	Expenses		Stationery Items	10.00	Total	£170.00	 		c) Work to Memorial and Wall. <i>The Parish Council will pay full amount, with VAT and the Village Hall will then transfer the full amount without VAT</i>		LCC Restorations Cleaning Masonry		£1613.46 + £322.69 vat	£1936.15		
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	M.A.Clarke & Son Re-black letters and replace missing letters. £786.00 + £157.20 vat.	£943.20	
	Whitecliffe Masonry Ltd Rebuilding stonework. £950.00 + £190 vat.	£1140.00	
	d) CPRE Membership Renewal	£36.00	
	e) IPI Playground Inspection £55.00 + £11.00 vat	£66.00	
	f) J. Donnelly, cost of refreshments for Christmas event.	£100.00	
	g) Mr. J. Winn Maintenance and litter picking at Playground	£150.00	
	g) Section 137. Donation to Preston Players for Christmas event.	£50.00	
	h) Precept Budget. To be agreed and sent to LCC Information sheet was circulated by the Chairman. Following perusal and discussion the proposed precept was approved unanimously. It was noted that Allerton Bywater were reducing their precept for 2018/19		
16:2	<u>To receive record of Debit Card purchases.</u> No payments made.		
17	<u>PUBLICATIONS AND CORRESPONDENCE</u> Clerk to inform meeting		
18	<u>TRAINING COURSES and MEETINGS</u> Cllr Blackburn had attended a meeting on 15/12/2017. The Outer East Community Committee business meeting and a discussion on Leeds Transport Improvements. Very little of relevance to GALPPC. Cllr Blackburn asked that an agenda item be tabled for next meeting to determine if brief feedback from meeting/training courses attended should be written rather than a hurried verbal report back. Also, if there were 'rules' on who should attend meetings etc. AP: J. Winn (Clerk) Table an Agenda item for February meeting.	JW	19/2/2018
19	<u>MATTERS TO REPORT:</u> (formerly Any Other Business). a) The Parish Councillors requested that draft minutes be prepared and sent out one week after a Parish Council Meeting. b) Cllr Dickinson proseed that a claim for VAT refund be made as soon as possible to ensure funds are received before the beginning of the next financial year. This was seconded by Cllr Taylor and approved unanimously. c) Audit information to be updated on the Parish website.		

20. DATE OF NEXT MEETING - 28th February 2018

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the Clerk.

Use of Recordings by Third Parties– code of practice.

- Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

Authorised Signature *J. Winn* Clerk to the Council

Mrs J. Winn **Clerk to the Council and PFO**

Meeting closed at 21:30.hrs

Chair.....

Date.....