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2019 PARISH COUNCIL MEETING

Draft Minutes of the meeting of Great and Little Preston Parish Council held in THE ELDERS COMMUNITY CENTRE, St Aidan's Estate, at 18:30hrs on WEDNESDAY 30 January 2019

Members Present: Cllrs. Bath, (DBA), Dickinson (AD), Taylor (JT), Bentley (AB) and Crossley.
 Also present was the Clerk.

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
Declarations of Interest

Chairman welcomed those present and opened the meeting at 6.30 pm.

Apologies for Absence. Apologies were received from Cllrs. Blackburn (DBL) and Hanson (GH).

Apologies were also received from Ms. Kathryn Jones of Urban Buzz, who was unable to attend due to the adverse weather conditions.

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.

a) GALPPC Actions for 2019. Cllr. Bath circulated list of possible jobs/projects to be targeted for during 2019, by the Parish Council.

3. Open Session – members of the press or public may raise any matters concerning the Parish. There was nothing to discuss.

Agenda items – Action Points	Action By Date
<p><u>4. To receive/ approve the minutes of the meeting, held on Wednesday 28 November 2018</u> The minutes of the meeting held on Wednesday 28 November 2018 were approved. Proposed by Cllr. Taylor, seconded by Cllr. Bentley, moved.</p>	
<p>5. Matters Arising from the PCM Minutes of 28 November 2018 not covered as separate Agenda items: There were no matters arising from the Minutes of 28 November 2018.</p>	
<p>6. To receive reports from: 6.1 Governance & Policy Development Working Group Data Protection items Security Incident Policy - draft copy circulated to Councillors by Cllr. Dickinson. This was discussed at the meeting. One of the Items 4a 'Update the Incident response form' was mentioned. As the Parish Council do not have one it was suggested that the Clerk should devise this. JW to progress this with help from Chair</p> <p>6.2 Village Hall Liaison Group The next meeting is to be held on 11 February 2019 at 6.30 pm. It was reported that Mrs. Clarke has now taken on the role of Chairman due to the resignation of Mr. Hemingway, owing to ill health. A card from the Parish Council has been delivered to Mr. Hemingway, thanking him for his many years of service. Cllr. Bentley reported that outdoor electrical sockets and light projector had been paid for by the Management Committee.</p> <p>6.3 Property & Assets Maintenance Group a. Village Hall. Cllr Bath met with David Creighton to discuss various repairs needed. Quotes required for the jobs. AP Cllr. Bath progressing this Car Park. Cllr. Bath reported that extra planings had been delivered, to fill in any gaps on the car park b. The War Memorial</p>	<p style="color: red;">JW/DBA/2702/19</p> <p style="color: red;">DBA27/02/19</p>

<p>Cllr. Bath reported that the final documents relating to the transfer are awaited, Cllr. Bath to chase this up AP Cllr. Bath progressing this When this is done, a valuation to be obtained, then it will be added to the Asset Register. Clerk to progress this</p> <p>c. Parish field on Preston Lane - Grant from LCC is in the Parish Council Bank Account.</p> <p>6.4 Village Hall Management Committee Meeting Meeting held on Monday 21 January 2019.. Condition of outside steps leading to cellar was discussed. It was reported they are not safe and a request was made that the Parish Council should inspect them. Complaints had been received re. children being on the stage, with a possible risk of falling. It was agreed that warning signs should be erected as a safety measure. Parish Council agreed that a Risk Assessment is required. Notice regarding food waste dropped in the car park/Woodland walk area AP Clerk and Cllr. Crossley to progress.</p> <p>6.5 Estates and Playgrounds</p> <p>6.5a Glencoe Estate There was nothing to report.</p> <p>6.5b St Aidan's Damaged tree Cllr. Bath cut down the tree and removed the larger pieces. Some tidying-up is required. Mr. Winn is to do this AP Mr. Winn to progress this</p> <p>6.5c. Whitehouse Estate. Cold Calling lamppost signs. Cllr. Bentley ordered 4 new signs, 2 of which were f.o.c., which he will fit as soon as possible. AP Cllr. Bentley to progress this</p> <p>Broken seat on Whitehouse Lane - This has been removed by LCC and the area tidied. It was reported that LCC are not going to replace it.</p> <p>6.5d. Queen Street Estates Notice Board. The new notice board has been delivered and is to be fitted before the next meeting, weather permitting. AP Cllrs. Bath and Bentley are to progress this Email to Mrs. Mellor, regarding various matters relating to the area - Cllr. Bath replied to Mrs. Mellor on 7 December 2018, but no reply has been received from her to date. AP Cllr. Bath progressed this</p> <p>6.5e. Little Preston – Cllr. Blackburn had reported that Hall Road is to be designated as a 20 mph zone.</p> <p>6.6 Communication and Media</p> <p>6.6.a Website Cllr. Dickinson had sent some Policy documents to Alistair, but noted that they have not appeared on the Parish Council Website. She has since re-sent them and is awaiting the outcome. AP Cllr Dickinson progressed this Missing Audit items still to be sent to Alistair. AP Clerk to progress this</p> <p>6.6.b Social Media - There was nothing to report..</p> <p>6.7 Swillington Educational Charity – Trustees Report. Meeting to be held on 3 March 2019, for further discussion on the winding-up of the Charity and the distribution of funds.</p>	<p>DBA27/02/19 JW/27/02/19</p> <p>BC/JW/27/02/19</p> <p>JAW/27/02/19</p> <p>AB/27/02/19</p> <p>DBA/AB/2702/19</p> <p>AD/27/02/19 JW/27/02/19</p>
<p>7. To receive information on the following ongoing issues and decide further action where necessary.</p> <p>7.1 Highway Matters -</p> <p>7.1a Safety on Whitehouse Lane & Traffic speeds through Great Preston. (1) Road Repairs There was nothing to report regarding zebra crossing (2) Speed Indicator Device (SID) Cllr. Bentley reported that in spite of numerous emails sent by him to LCC, with support from Cllr. Dobson, no progress has yet been made, resulting in a formal complaint being issued by the Parish Council. AP Cllr Bentley progressing this.</p> <p>7.1b Whitehouse Lane Parking Issues (Grassed areas) Grass verge of two of the properties on Whitehouse Lane. The Parish Council continue to monitor the situation. It was noted that building work is taking place at one of the properties, materials for which are being stored on the verge.</p> <p>7.1c Parking on footpaths - It was agreed that this item should be removed from Agenda.</p> <p>7.2 Police Crime Statistics. Cllr. Dickinson informed the meeting that 12 incidents had been reported during December. after discussion in view of recent event relating to mistaken post code, involving the Police, advice to be requested from Cllr Dobson. AP Cllr. Dickinson to progress this.</p> <p>7.3 Memorial Plaque for Marjorie Goldthorpe There was nothing to report.</p> <p>7.4 Security Matters - archiving of documents, use of galppc e-mails etc Work is ongoing. Cllr Bentley reported that an extra cabinet is available. AP Cllr Crossley and Clerk to archive old documents New Email addresses There was nothing to report.</p>	<p>AB/27/02/19</p> <p>AD27/02/19</p> <p>BC/JW/27/02/19</p>

<p>8. To receive and consider any current planning proposals</p> <p>8.1 10/01412-14/03823RM Biffa Site-Footpath along the North West side of the Biffa site. Cllr. Bath reported that he has had no response from LCC</p> <p>8.2 19/00064 Single Storey extension to side of 35 Glencoe Gardens. No objections had been received from nearby residents.</p> <p>8.3 19/00134 T1 & %T2 Ash - Crown reduction from current height of 25 metres to 15 metres at 23 Whitehouse Avenue.</p>	
<p>9. New Agenda Item</p> <p>9.1 Leeds Site Allocations Plan - Update The proposed site HG2 - 131 (31008) at St Aidan's has been deleted from the Policy.</p>	
<p>10. Environment – to receive reports and updates on the following</p> <p>10.1 In Bloom. Report of meetings. No meetings had been held recently.</p> <p>10.2 Peasecroft Wood. It was hoped that Yorkshire Wildlife Trust may become involved in the management of the Wood.</p> <p>10.3 St. Aidan's Country Park. There was nothing to report.</p> <p>10.4 Wildflower Meadow off Fleakingley Lane and Parish Field on Preston Lane</p> <p>10.4a Parish Field on Preston Lane project. This matter is on-going, awaiting weather improvement</p> <p>10.4b Possible improvements to the Wild flower Meadow off Fleakingley Lane Cllr. Bentley has had 2 site meetings at the Meadow with representatives from Yorkshire Wildlife Trust and Urban Buzz Project (Latter meeting also attended by In Bloom Chair). It was agreed to submit a Project Document for Urban Buzz assistance in providing plants, seeds and volunteers to refurbish and replant selected pockets of land in the Meadow. AP Cllr Bentley progressing this.</p> <p>10.4c Pocket Park Grant Cllr Bentley has also submitted an application under the Pocket Parks scheme for funding towards costs and provision of further seeds and plug plants. If both of these are successful it is hoped to begin work on the Meadow in early March. Volunteers would be most welcome for both projects. Details to follow AP Cllr Bentley progressing this</p> <p>10.5 Public Rights of Way. The next walk is to be on the Agenda for February..</p> <p>10.6 Littering, fly-tipping and dog fouling. Cllr. Bentley reported that some fly-tipping has occurred on Wood Lane, also on Fleakingley Lane, by the barrier. A note of thanks given to all residents who regularly pick up rubbish within the Parish, for which the Parish Council is grateful. A litter pick is to be arranged for some time in March.</p> <p>10.6a HS2 Phase 2b There was nothing to report.</p> <p>10.7 Maintenance of trees on roadside and within the copse at the top of Wood Lane, near to the parking area Leaflet received from Hollybush Conservation Trust regarding supply of volunteers to help with such projects. This to be considered</p> <p>10.8 Fracking meetings. There was nothing to report.</p> <p>10.9 Christmas lights, etc.</p> <p>The switch-on was successful, Preston Players played carols and refreshments were enjoyed by all at the New Inn It was reported that the lights/baubles on two trees at Preston Corner was very successful. The new Christmas Tree which was planted by the In Bloom Group at the Village Hall and illuminated by them was effective. Also the Village Hall Management Committee paid for a projector to play festive scenes on the side of the building, all through the festive period. Discussion took place re. possibility of motif lights on lamp posts in the Parish, with the possibility of a 3 year programme, beginning at the centre of the Village. AP Cllr. Bath to progress this</p>	<p>AB/27/02/19</p> <p>AB/27/02/19</p> <p>DBA/27/02/19</p>
<p>11 Finance - December 2018/January 2019</p> <p>11.1 Parish Precept 2019/20 After discussion it was agreed that the sum of £22,500 should be requested, to be used for various projects within the Parish. Proposed by Cllr. Crossley, seconded by Cllr. Taylor and resolved with a show of hands. Form to be completed and returned as soon as possible.</p> <p>11.1a To receive and consider the financial accounts</p>	

<p>11.2 Recommend payment of Clerks salary and expenses December 2018/January 2019 Salary December 2018 £160.00 Salary January 2019 £160.00 Expenses Sundries for Switch-on £4.57 Copier paper/Punched Pockets £5.15 Total £9.72</p> <p>11.3 December 2018/January 2019 spend reconciled to Invoices/the parish council bank Statement</p> <p>After discussion it was agreed to computerise the accounting system (possibly Quickbooks) , hopefully to be up and running by the end of the first quarter.</p> <p>11.4 Agree payment items. a) In Bloom - Extra money towards planting £150.00 b) Preston Players Section 137 Donation in lieu of Playing carols at Christmas switch-on £50.00 c) A. Bentley - Gravel for path at Wildflower Meadow. d) CPRE Membership renewal £36.00 e) IPI Six monthly Inspection at St Aidan's Playground £65.00 + £13.00 vat. Total £78.00 f) Baubles and batteries for trees at Preston Corner. £78.96 g) Mr J. Winn, Maintenance and Litter picking at St. Aidan's Playground £150.00</p> <p>11.5 VAT reclamation position (Quarterly reclaims) Payment received - £140.40 July/September 2018. October/January claim to be made.</p> <p>11.6 To receive record of Credit Card Payments. Lumby Garden Centre - Lights for trees at Preston Corner £61.17 Annual Card fee £32.00 Wakefield MDC Cold Calling signs £15.00 Notice Board for Bowers Row - Notice Me £469.99 + £94.00 vat. Total £563.99</p>	
<p>12. To receive any other Correspondence & Communications and any further meetings/training attended by Members and the Clerk. a) Clerks and Councils Direct. b) Updated Key Cases re. Applications LCC c) LCC Register of Electors 2018/19 d) NALC Legal Briefing re. Section 137 2019/20 e) YLCA White Rose Update December 2018 f) YLCA Chief Executive's Bulletin. g) YLCA Leeds Branch Meeting, Tuesday 19 February 2019.</p>	
<p>13 Matters for the next Meeting. Cllr Dickinson suggested 'striking-off' agenda items with nothing to report. AP Cllr Bath to progress this</p>	<p>DBA/27/02/19</p>

14. Date of Next Meeting – to consider and agree dates of future meetings of the Council.

The Next meeting will be held on Wednesday 27 February 2019.at 6.30 pm

Meeting closed at 9.00 pm

Chair.....

Date.....