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2018 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 18:00hrs on WEDNESDAY 27 June 2018

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

Also present were two representatives of HS2 who gave a short presentation and supplied plans of the proposed routes into Leeds and York. They informed the Parish Council that regular presentations were being made at various venues.

(Item 7.2 was brought forward by agreement)

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. Chairman opened the meeting at 18.40pm. Apologies were received from Cllr. Bentley (AB) (holiday)

Declarations of Interest - None were necessary or 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.

The Clerk had received a communication from LCC regarding a late invoice [£500 + VAT which was unpaid as yet] for lights at Little Preston. It was agreed to wait for the invoice and then approve payment.

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>4. To receive/ approve the minutes of the meeting held on Wednesday May 16 2018. Moved by Cllr. Dickinson, seconded by Cllr. Taylor, along with a show of hands from all present that the Minutes of the May meeting were accepted as a true record and were signed by the Chairman.</p>	
<p>5. Matters Arising from the PCM Minutes of 16th May 2018 not covered as separate Agenda items: Cllr. Dickinson mentioned that the new names for working groups need to be used now. It was agreed that a larger font size of the monthly minutes on A3 size paper should be placed on one of the notice boards. Also that a copy of the approved minutes should replace the draft minutes on the PC website. AP: Clerk To publish draft Minutes then replace with approved minutes</p>	<p>JW each meeting</p>
<p>6. To receive reports from:</p> <p>6.1 Governance & Policy Development Working Group Cllr.. Dickinson had distributed short policy documents to all councillors, ready for discussion and adoption:- The first 2 were a Records Management policy template issued by YLCA and an Updated Complaints Policy. These both need to be in place to align with a forthcoming Data Protection Policy and Privacy notices. Cllr. Crossley moved for adoption of these policies, seconded by Cllr. Hanson, approved. RESOLVED- Chair signed policies and added them to the folder. The third was an updated PC Code of Conduct – not discussed – AP: add to July agenda <i>All the agreed Policy documents should be kept in a single folder</i></p> <p>6.2 Village Hall Liaison Group The second meeting was held on 7 June 2018. There was no formal Agenda, but various items were discussed. Full minutes of the meeting had been sent to all councillors by Cllr.. Hanson. The items discussed were <u>1) The condition of the Car Park, 2) Reports of noises emanating from the roof of the Hall.</u> As no noise has been heard for a few weeks, it was decided to monitor the situation. <u>3) Clean up, 4) The Little Library suggestion, 5) Future Renovations, 6) Purchase of a fridge -</u> The date of the next meeting will be on Monday 23 July at 7.00pm.</p> <p>6.3 Property & Assets Maintenance Group Cllr. Bath had sent a report to all councillors. In brief:- <u>CISWO are willing to sell the Village Hall car park land but not willing to move it along.</u> AP: PAMG to get a valuation and investigate further action</p>	<p>JW 25/07/18</p> <p>PAMG ?</p>

<p><u>Tarmac</u> for the car park – at a rough estimate this would cost approx. £20K, which is too pricey. Cllr. Taylor had queried the availability & spending of S106 monies and had received a rundown of such from Vicky Nunns. Councillor Dobson is supportive. AP: Further research required by PAMG.</p> <p><u>War Memorial</u> – research into this had shown that CISWO still own it. Further research through Auker Rhodes to find full valuation and expenses. AP: PAMG – more details when available</p> <p>The report prepared by PAMG stated that plans need to be made for the next phase of the maintenance/restoration work during 2019/20. Further renovation work on the Village Hall is estimated to be in the region of £50/60K, therefore the PC has to start looking at the funding of the projects. AP: PAMG to research funding opportunities</p> <p>6.4 Village Hall Management Committee Meeting – Feedback from Meeting held Monday 18th June 2018. Little Library – Members were not enthusiastic. Renovations – it was felt more discussion needed when renovations are being considered, VHMC should be included when obtaining quotes. They felt a 5 year plan should be in place. Kitchen equipment – A Boiler spur has been fitted to help with filling the boiler. The next meeting will be on Monday 30 July 2018.</p> <p>6.5 Estates and Playgrounds</p> <p>6.5.a. Glencoe Estate. – nothing to report. 6.5b. St Aidans. – nothing to report. 6.5c. Whitehouse Estate. – nothing to report. 6.5d. Queen Street Estates – Cllr Dickinson supplied map with possible sites for a notice board. AP: Cllr Dickinson & Bentley to progress this item?</p> <p>6.5e. Little Preston – Virgin Media, Cllr Blackburn reported cabling work planned to go ahead on remainder of Hall Road in July 2018. This will not include two cul-de-sacs whose residents will not give permission for Wayleave. AP: Cllr Blackburn to report on any progress.</p> <p>6.6 Communication and Media</p> <p>6.6a Website -Parish Councillors registers of Interests had been published on the site. Some items are still missing e.g. Minutes and Audits documents. These need to be sent to the administrator asap. AP: Clerk to send missing website information to website administrator</p> <p>6.6.b Social Media - Cllr Hanson reported this is working well and a Ward Councillors has contributed.</p> <p>6.7 Swillington Educational Charity – Trustees Report. – There was nothing to report.</p>	<p>PAMG Sept</p> <p>PAMG Sept</p> <p>PAMG ?</p> <p>AD/AB</p> <p>DBL 25/7/18</p> <p>JW 25/7/18</p>
<p>7. To receive information on the following on going issues and decide further action where necessary.</p> <p>7.1 Highway Matters –</p> <p>7.1a) Safety on Whitehouse Lane & Traffic speeds through Gt Preston Cllr Bentley has requested a meeting between himself, Chris Proctor of Leeds Highways and Cllr Mark Dobson to explore next steps and any available funding. AP: Cllr Bentley to progress.</p> <p>7.1b) Whitehouse Lane Parking Issues (Grassed areas) – Nothing to report</p> <p>7.1c) Parking outside Primary School As the parking situation has improved since the introduction of double yellow lines outside the Primary School it was agreed that this item should be left off future Agenda's until further notice. AP: Clerk to remove this item from future Agendas.</p> <p>7.1d) Grass Verges and parking on footpaths As cars are still being parked on the footpath near to the mini roundabout at Preston Corner, it was agreed that this should be reported to the Police. AP: Councillor Hanson to report parking on footpaths to Police.</p> <p>7.2 HS2 High Speed Rail presentation arrangements 2 Representatives present. It was agreed that this item could be brought forward to the beginning of the meeting.</p> <p>7.3 Data Protection Officer – Update Email received from Chris Pilkington of YLCA confirming Data Protection Act 2018 received assent on 25th May, which exempts Parish or Town councils and parish meetings from the obligation to appoint a data protection officer. Data Protection Policy will be formulated, awaiting information from NALC/YLCA for updated policy. Further Data Protection documents will be forthcoming. After discussion regarding security it was decided that the Clerk should contact LCC Archives re storage of paper copies and possible cost of doing so.</p>	<p>AB 25/7/18</p> <p>JW 25/7/18</p> <p>GH 25/7/18</p>

<p style="text-align: right;">AP: Clerk to contact LCC re Archive cost and procedures.</p> <p>7.4 Leeds Little Library at Great Preston – update Cllr Hanson reported that as the VHMC are not interested in using the Hall or grounds for this, he will make further enquiries AP: Cllr Hanson to progress Leeds Little Library item</p> <p>7.5 Insurance Renewal – Update Renewal document received, along with Public Liability and Employers Liability documents. The latter two to be laminated and displayed in the Hall. AP: Clerk to laminate and display Insurance Liability Documents in Village Hall</p> <p>7.6 Police Crime Statistics – There was nothing to report.</p> <p>7.7 Memorial Plaque for Marjorie Goldthorpe Cllr Dickinson has examined site family would like planter to be positioned but it would block part of pavement so unlikely to receive agreement from LCC. AP: Cllr Dickinson to discuss the required position & size of the memorial planter.</p> <p>7.8 Metal filing Cabinet. It was agreed that a lockable filing cabinet should be purchased. Storage site at the Village Hall to be considered. AP: Cllr Bath to obtain prices of cabinets.</p>	<p>JW 25/7/18</p> <p>GH 25/7/18</p> <p>JW 25/7/18</p> <p>AD 25/7/18</p> <p>DBA 25/7/18</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 Taylor met with Cllr Dobson and David Jones of LCC to look at the issues on the footpath between Astley Lane and Lowther Lake. It is obvious that Taylor Wimpey have altered the natural culvert which took away the water from excess rain and natural springs in the area by possibly moving boundaries, elevating the adjoining gardens leaving debris in the area. Overhanging trees have also been cut back recently and the branches left underneath, again adding to the existing blockage. David Jones who will be looking at ways to resolve the issues, is now investigating this further. This matter is ongoing, awaiting response.</p> <p>8.2 N4720/W/17731,77207 Appeal – Traveller site Appeal decision- Cllr Blackburn obtained copy of Appeal Decision and issued to all Councillors. It appears the Applicants might keep their own caravan on the site, but traveller caravans appear to have been denied. Regarding the enforcement issue. it appears to have been slightly re-worded and deadline has been extended.</p> <p>8.3 17/00495/UHD3 – Erection of fence at 2 Whitehouse Lane - Retrospective application now submitted, pending Consideration. It was reported that a slight alteration (stepped) has been made by the resident.</p> <p>8.4 18/03771/FU/E Single storey rear extension, garden shed to rear of 10 St Aidan, Great Preston. As the Parish Council had not received any comments from nearby residents, there was nothing to report on this application.</p>	<p>DBA/JT</p>
<p>9. New Agenda Item – There were no items to discuss.</p>	
<p>10. Environment – to receive reports and updates on the following</p> <p>10.1 In Bloom. Report of meetings. A litter pick is to be held on Sunday 8 July before the In Bloom judging takes place. AP: Cllr Bentley to co-ordinate Litter Pick</p> <p>10.2 Peasecroft Wood. - There was nothing to report.</p> <p>10.3 St. Aidan’s Country Park.- There was nothing to report.</p> <p>10.4 Wild flower Meadow off Fleakingley Lane and Parish field on Preston Lane - Letter of thanks sent to Charles Hirst for supply of wildflower seed. Charles has cut the Meadow and it is ready for baling. Cllr Bath had informed Charles the Preston Lane Parish field also needs to be cut. Cllr Bentley had reported that the borders at the entrance to Fleakingley Lane are very overgrown. He reported this to LCC over two weeks ago and was told there was some delay in sorting out contracts but advised the lane should be cut back shortly. AP: Clerk to send letter of thanks to Charles for free wildflower seeds. AP: Cllr Bath to monitor progress on cutting of Preston Lane field. AP: Cllr Bentley to monitor overgrown entrance to Fleakingley Lane</p> <p>10.4a Memorial Seat in the Wildflower Meadow. - This has now been put in place.</p> <p>10.5 Public Rights of Way. A report of the walk has been forwarded to PROW at Leeds City Council by Cllr Hanson.</p> <p>10.6 Littering, fly-tipping and dog fouling. Cllr, Bentley has received report that some fly tipping has occurred on Fleakingley Lane.</p>	<p>AB 8/7/18</p> <p>JW 25/7/18 DBA 25/7/18 AB 25/7/18</p>

<p>(Reported by resident on Facebook and to LCC)</p> <p>10.7 Allotments</p> <p>There was nothing to discuss. Leave off future Agendas. Moved by Cllr Blackburn, seconded Cllr Hanson motion carried.</p> <p style="text-align: right;">AP: Clerk to omit this item from future agendas.</p>	JW 25/7/18
<p>J11. Finance – June 2018 (<i>Financial statement attached to the minutes</i>)</p> <p>11.1 To receive and consider the financial accounts - Awaiting return of documentation from Littlejohns.</p> <p>11.2 Recommend payment of Clerks salary and expenses Salary £160.00, postage £4.06, Total £164.06 Moved to pay Cllr Dickinson, seconded Cllr Hanson. motion carried.</p> <p>11.3 May 2018 spend reconciled to Invoices/ the parish council bank statement Cllr Taylor produced this and Councillors issued with a copy.</p> <p>11.4 Agree payment items Cllr Dickinson, Mileage to meeting at Horsforth £8.00/Seminar at York £13.25, total £21.25 BHIB Insurance £1074.61 YLCA Seminar £45.00</p> <p>11.5 VAT reclamation position – No Vat reclaimed, Paperwork prepared and ready to be sent.</p> <p>11.6 To receive record of Credit Card purchases Gazebo purchased – MH Star UK Ltd. £266.65 plus £53.33 vat, total £319.98</p>	
<p><u>12. To receive any other Correspondence & Communications and any further meetings/training attended by Members and the Clerk.</u></p> <p>Leeds Armed Forces day 23/6/18 Seafarers UK – Merchant Navy Day 3/9/18 Plastic Re-cycling in Leeds (Poster) CPRE Campaigns update (sent to Cllrs) Cllr. Dickinson attended GDPR Seminar at York on 21 June 2018 (Report given to all Councillors) Further discussion took place regarding issues raised at the course especially security and the recommendation that councillors should not use their personal e-mail addresses. Cllr. Hanson is to research how to use their own galppc e-mails address for outgoing e-mails.</p> <p style="text-align: right;">APs: Cllr. Hanson to report any progress. Further progress to be made in compliance for GDPR</p> <p>YLCA Leeds Branch Annual Meeting held 12 June, attended by Cllrs. Dickinson and Blackburn. (Report given to Councillors) All other correspondence/communications received by Parish Councillors.</p>	GH 25/7/18 GAPDWG
<p>13. Matters for the Next Meeting</p> <p>Data Protection Fee. AP: Cllr. Dickinson to investigate whether the PC should pay this fee.</p>	AD 25/7/18

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

The Next meeting will be held on 25 July 2018.

Meeting closed at

Chair.....

Date.....