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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 18.50 hrs on WEDNESDAY 26 June 2019**

=====  
**Members Present:** Cllrs. Bath (DBA), Dickinson (AD) and Blackburn (DBL)

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**

The Chairman welcomed those present.

#### **Apologies for Absence.**

Apologies were received from Cllr. Taylor (JT)

A letter of resignation was received from Cllr. Bentley.

#### **Declarations of Interest.**

There were no declarations of interest.

**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.

There were no late items.

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

As no members of the public were present there was nothing to discuss..

<b>Agenda items – Action Points</b>	<b>Action By Date</b>
<b><u>4. To receive/ approve the minutes of the meeting, held on Wednesday 15 May 2019</u></b> 10.7 Email trail re. removal of trees at Wood Lane/Preston Lane to be added to the relevant minutes..	
<b>5. Matters Arising from the PCM Minutes of 15 May 2019 not covered as separate Agenda items:</b> There were no matters arising.	

## **6. To receive reports from:**

### **6.1 Governance & Policy Development Working Group**

a) The updated Standing Orders, the Data Protection Policy and the Media Policy were all printed and ready for the Chairman to sign.

b) Following the YLCA Branch meeting Cllrs. Blackburn and Dickinson brought to the attention of the meeting that Legal Powers to Spend must be considered and recorded whenever the Parish Council plan spending on a project. Reference was also made to Section 137 monies, which may be used if no Legal Power to spend applies. This amount for 2019 is £8.12 per elector. Further information was provided in a handout.

### **6.2 Village Hall Liaison Group (VHLG)**

After discussion it was agreed that a member of the Parish Council would attend on a rolling basis.

A report of the last meeting had been sent by Cllr Bentley.

The possibility of a crossing near to the Hall was discussed.

### **6.3 Property & Assets Maintenance Group (PAMG)**

6.3a. Village Hall - Car Park. The Chairman reported that this will require annual re-covering using 20 tonnes of planings.

The purchase of the Car Park from CISWO is still ongoing.

More information and quotes are to be acquired for the West Gable.

### **6.4 Village Hall Management Committee Report of Meeting**

Meeting was held on Monday 17 June 2019.

Some items discussed included:- The cellar steps have now been cleaned, CCTV is not working, donations offered to Parish Council towards Christmas Lights £1000, £200 each to village groups Cricket Club, AFC, Preston Players and In-Bloom.

### **6.5 Estates and Playgrounds**

**6.5a Glencoe Estate.** There was nothing to report.

**6.5b St Aidan's.** Mr. Winn to meet with Cllr. Bath to inspect the gate closure in the playground.

AP Cllr. Bath & Mr Winn

toProgress this

DBA/JAW/31/7/19

<p>The Area around the Elders had been reported to LCC</p> <p><b>6.5c. Whitehouse Estate.</b> - There was nothing to report..</p> <p><b>6.5d.</b> Queen Street Estates - There was nothing to report..</p> <p><b>6.5e.</b> Little Preston - There was nothing to report.</p> <p><b>6.6 Communication and Media</b></p> <p><b>6.6.a Website</b> - YLCA Email received L09-18, The public sector bodies ( Websites at Mobile Applications) (No. 2) Briefing produced by NALC in 2018 regarding duties being introduced that will need to be adhered to by Local councils.</p> <p>Outstanding Annual Returns, etc., to be passed on to Cllr. Dickinson, so she can send them to the administrator, to be placed on the Website. <b>AP Clerk to forward to Cllr. Dickinson</b></p> <p><b>6.6.b Social Media</b> -</p> <p>An advertisement for Parish Councillor vacancies has gone on 'Preston Corner' Facebook page.</p> <p><b>6.7 Swillington Educational Charity</b> – Trustees Report.</p> <p>Several applications for funds have been received. The next meeting is to be held on 2 July 2019.</p>	<p>JW/31/7/19</p>
<p><b>7. To receive information on the following ongoing issues and decide further action where necessary.</b></p> <p><b>7.1 Highway Matters</b> -</p> <p>7.1a Safety on Whitehouse Lane &amp; Traffic speeds through Great Preston. <u>Speed Indicator Device (SID)</u> The first device is fitted and working, (on the north side of the village, on Whitehouse Lane)</p> <p>7.1b Whitehouse Lane Parking Issues (Grassed areas) Work is still ongoing at the property in question.</p> <p><b>7.2 Police Crime Statistics</b></p> <p>Cllr. Dickinson reported 7 Incidents (4 at Glencoe, 3 at Queen Street and 1 on Astley Lane.)</p> <p><b>7.3 Security Matters</b> - Metal Filing Cabinet, archiving of documents. Mrs.Crossley and the Clerk are to meet in the Village Hall to deal with more documentation on</p>	<p>BC/JW/31/7/19</p>

<p>Monday 1 July 2019</p> <p style="text-align: center;"><b>AP B. Crossley and the Clerk to</b></p> <p><b>progress this</b></p> <p>New email addresses - Information about setting up the new addresses had been provided by the website Administrator and sent to all Councillors. Report at next meeting if experiencing further problems.</p> <p><b>7.4 Defibrillator Cabinet</b> - training etc., 3 quotes to obtained, then training to take place. <b>AP Cllr Bath to progress this</b></p> <p><b>7.5 Notice Board</b> The second one has been ordered and delivered. It is to be fitted at St Aidans. Postmix to be obtained prior to fitting of the notice board. Proposed by Cllr. Dickinson, seconded by Cllr. Blackburn and <b>RESOLVED</b> to purchase necessary items to assist fitting.</p> <p><b>7.6 Clerk Vacancy</b> - Update. Meeting to be arranged, so that terms and conditions can be discussed</p>	<p>DBA/31/7/19</p>
<p><b><u>8. To receive and consider any current planning proposals</u></b></p> <p><b>8.1 10/01412-14/03823RM Biffa Site-Footpath along the North</b></p> <p><b>West side of the Biffa site.</b> This item is on-going.</p>	
<p><b><u>9. New Agenda Items</u></b></p> <p><b>9.1 Register of Interests</b> - The Clerk had contacted Debbie Oldham of LCC regarding resignation of Cllr. Hanson. Sue Wolfe of LCC informed.</p> <p>Notice of vacancy to be placed on notice boards.</p> <p>She informed Ms Oldham that there was no change to Parish Councillors register of Interests <b>AP Clerk progressing this</b></p> <p><b>9.2 Cheque Signatory, completion of bank mandate</b> - Cllr. Taylor to complete the bank mandate and contact the Bank <b>AP Cllr Taylor progressing this</b></p>	<p>JW/31/7/19</p> <p>JT/31/7/19</p>

## **10. Environment – to receive reports and updates on the following**

**10.1 In Bloom.** Report of Meetings There was nothing to report.

10.1a Litter Pick. To take place on Sunday 14 July 2019, refreshments in the Hall afterwards. The judging to take place on Thursday 18 July 2019

### **10.2 Peasecroft Wood.**

There was nothing to report.

### **10.3 St. Aidan's Country Park.**

Email and poster received re. Wellbeing walks .

### **10.4 Wildflower Meadow off Fleakingley Lane and Parish Field on Preston Lane**

**10.4a) Parish Field project Update** Some of drainage works completed, temporary warning signs placed at the site, in accordance with Insurance company advice.

A query arose regarding the current spending on the Parish Field compared to quotes obtained and the approved quote for the work. As there is further work required, a final summary and account should be sent to the Ward Councillors in accordance with their wishes. The final summary/account should include the payment for labour. The 3 quotes and approved quote must be attached to the minutes too, and copied to the Ward Councillors..

progressing this

AP Cllr Bath

DBA/31/7/19

Use of Parish Field, terms and conditions etc. YLCA to be contacted for information.

### **10.4b Possible improvements to the Wild flower Meadow**

Improvements made, some wildflowers now growing successfully.

**10.5 Public Rights of Way.** - There was nothing to report..

### **10.6 Littering, fly-tipping and dog fouling.**

**Littering** - There was nothing to report.

**Fly Tipping** - There was nothing to report.

<p><b>Dog Fouling</b> This is still occurring in some areas of the parish.</p> <p><b>10.7 Christmas lights, etc.</b> There was nothing to report</p>	
<p><b>11 Finance - June 2019</b></p> <p><b>11.1 Year end Accounts.</b></p> <p><b>11.2 Recommend payment of Clerks salary and expenses</b></p> <p><b>June 2019</b></p> <p>Salary June 2019 £160.00</p> <p>Expenses - Black ink for printer £20.82 + vat £4.17, total £24.99</p> <p style="padding-left: 100px;">Copier paper</p> <p><u>£3.00</u></p> <p style="text-align: right;">Total</p> <p>£27.99</p> <p><b>11.3 June 2019 spend reconciled to Invoices/the parish council</b></p> <p><b>bank Statements</b></p> <p><b>11.3a</b> Year end Accounts - Now Electronic, Accounting explanations.</p> <p><b>11.4 Agree payment for listed items.</b></p> <p><b>11.4a</b> Cllr. Dickinson, travel expenses to meeting in Horsforth</p> <p><b>11.4b</b> Easyspace, Domain/hosting fee £127.47 + £25.49 vat,</p>	

total £152.96

**11.4c** Labour for work on Preston Lane Parish field,  
£1100

(Woodend Nurseries)

**11.5 Vat Reclamation position** (Quarterly reclaims)

This to be claimed as soon as possible.

**11.6 To receive record of Credit Card Payments.**

11.6a Notice Board, £469.99 + £94.99 vat, total  
£563.99

11.6b HSBC Annual fee  
£32.00

**11.7** Bank Accounts.

After making enquiries it was agreed that the Parish Council would not change to another Bank at this time.

**12. To receive any other Correspondence & Communications and any further meetings/training attended by Members and the Clerk.**

- a. LCC Cases and planning appeals.
- b. LCC Register of Electors, Alterations.
- c. NALC Chief executive's bulletins, 24 May, 10 June, 21 June.
- d. YLCA White Rose Updates, May and June.
- e. CPRE Member News, Spring edition.
- f. Community First, funding bulletin June 2019.
- g. YLCA/NALC - Spotlight on Northern Councils.
- h. YLCA 'A Councillor's rights to time off work'
- j. YLCA Training for New Councillors, Additional course.
- k. YLCA, Yorkshire Day 1 August at Whitby.
- l. YLCA Training programme June-November 2019
- m. YLCA Play Area Training event 25 July 2019
- n. YLCA Resolutions for Debate, Annual Meeting 3 July 2019.
- o. YLCA, Information about the Joint Executive Board.
- p. Feedback from YLCA Leeds Branch meeting held on 11 June 2019.

<p>q. YLCA Conference &amp; 75th Anniversary, 13 September 2019.</p> <p>r. VH Day 8 May 2020 (May day moved to accommodate this)</p> <ul style="list-style-type: none"> <li>◆ A report on the YLCA Branch meeting had been circulated to Councillors. Further to the YLCA Branch meeting request for alternative venues, Cllr. Dickinson proposed that this Parish Council should offer a venue (either the Village Hall or the Elders) for a future branch meeting. This was seconded by Cllr. Blackburn.</li> </ul> <p><b>RESOLVED</b> that Cllr. Blackburn make this offer to YLCA</p> <ul style="list-style-type: none"> <li>◆ The YLCA has various training days which would be useful. It was decided that the Clerk should book a place for Local Council Finance on July 18 at Thorpe Park Hotel and Spa, (probably Cllr. Dickinson attending) and New Clerk Induction day on November 21 at Thorpe Park</li> </ul> <p style="text-align: right;">AP Clerk to make bookings for these courses</p>	<p style="text-align: right; color: red;">JW/31/07/19</p>
<p><b>13 Matters for the next Meeting.</b> PROVISION FOR NO MEETING IN AUGUST..</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 31 July 2019 at 6.30 pm

Meeting closed at 9.20 p.m.

Chair.....

Date.....