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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 27 March 2019

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

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 There were no declarations of Interest.

Apologies for Absence.

Apologies were received from Cllr. Bentley

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.

No late items had been received.

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..

Agenda items – Action Points	Action By Date
<p><u>4. To receive/ approve the minutes of the meeting, held on Wednesday 27 February 2019</u> Approval of January minutes should read 'resolved', not moved. Approval was proposed by Cllr. Taylor, seconded by Cllr. Hanson, resolved.</p>	
<p>5. Matters Arising from the PCM Minutes of 27 February 2019 not covered as separate Agenda items: Item 3 - Open session, regarding fence dividing land on Preston Lane and Mr John Simpson's land. It has been cut at various points on a regular basis and it was agreed that this needs to stop</p>	
<p>6. To receive reports from: 6.1 Governance & Policy Development Working Group <u>Data Protection items</u> Security Incident Policy -Incident Response Form - Cllr. Dickinson produced and circulated draft form and after discussion it was agreed the form should be adopted. Also it was agreed that a simplified form to be used for any routine complaints. 6.2 Village Hall Liaison Group Cellar Steps - Cllr. Hanson is to jet-wash the steps. There was nothing further to report at this stage.. 6.3 Property & Assets Maintenance Group (PAMG) a. Village Hall. Chair produced and circulated Current and 5 year Plan. Quotes to be obtained for work required. AP Cllrs. Bath and Taylor to progress this Defibrillator Unit now purchased, to be fitted shortly. Training available for 12 people. One quote received £345.00 + vat. A number of quotes to be obtained AP Cllr Bath is progressing this AP Cllr. Bath is progressing this Car Park - Still waiting for response from CISWO b. The War Memorial - No response received yet from CISWO, Cllr Bath to chase this up. AP Cllr. Bath is progressing this c. Parish field on Preston Lane - Attempts had been made to do further work on the project, but it was agreed to wait until the ground is dry enough to continue. AP Cllr. Bath is progressing this</p>	<p style="color: red;">DBA/JT/24/04/2019</p> <p style="color: red;">DBA/24/04/19 DBA/24/04/19</p> <p style="color: red;">DBA/24/04/19</p> <p style="color: red;">DBA/24/04/19</p>

<p>6.4 Village Hall Management Committee Meeting Meeting held on Monday 4 March 2019.. Chair of Management Committee stated she was not satisfied with lack of general information passed to the VHMC, one of the items was relating to the Defibrillator unit, along with information regarding the 5 year plan. It was also mentioned that 3 quotes would be needed for work on gable end of Hall. Notice regarding food waste Notice prepared regarding food waste. One copy placed on inside notice board and one placed on outside notice board. AP Cllr. Crossley and Clerk progressed this</p> <p>6.5 Estates and Playgrounds 6.5a Glencoe Estate. It was reported that the playground seems to be in a good state of repair. 6.5b St Aidan's. Mr Winn reported that the playground condition is fine. 6.5c. Whitehouse Estate. There was nothing to report. 6.5d. Queen Street Estates Notice Board. The Notice Board was erected by Cllrs. Bentley and Bath and is now in use. AP Cllrs Bentley and Bath progressed this An email had been received from a resident relating to the bad state of the land at the Allotments near to the Kensington estate. it was agreed that the Allotments land is in Allerton Bywater, Cllr. Bath agreed to respond to this. AP Cllr. Bath progressing this</p> <p>Bus shelter -Discussion took place regarding the new Bus Shelter which had been placed at the bottom of Wood Lane/Queen Street. Cllr Bath made enquiries regarding criteria for erecting a bus shelter there, although one had been refused on Preston Lane, near to the Village Hall. The response received stated that the shelter, installation, plus up to five years of maintenance costs were covered by an S106 payment. It was agreed that the Parish Council should have been consulted in this matter. 6.5e. Little Preston – Cllr Blackburn reported that there is a large Pot-Hole in the road at the top of Hall Road. She will report this to LCC. AP Cllr Blackburn progressing this</p> <p>6.6 Communication and Media 6.6.a Website . Missing Audit items still to be sent to Alistair . Clerk reported that some items have been sent to him, rest to follow AP Clerk progressing this</p> <p>6.6.b Social Media - Cllr Hanson is to link in more with 'Preston Corner Website' AP Cllr. Hanson progressing this</p> <p>6.7 Swillington Educational Charity – Trustees Report. Meeting was held on 5 March 2019. It was reported that a form is to be devised, to be placed on notice boards, website, etc., inviting applications for grants from the Trust.</p>	<p>DBA/24/04/19</p> <p>DBL/24/04/19</p> <p>JW/24/04/19</p> <p>GH/24/04/19</p>
<p>7. To receive information on the following ongoing issues and decide further action where necessary. 7.1 Highway Matters - 7.1a Safety on Whitehouse Lane & Traffic speeds through Great Preston. It was reported that numbers of parents/children crossing the road on Preston Lane, between the Village Hall Car Park and Wood Lane are increasing. After discussion it was agreed that Cllr Dobson should be contacted regarding installation of a crossing at this point. (b) Speed Indicator Device (SID) After many emails and an official complaint, an order for a device has been accepted, payment made, awaiting Device. AP Cllr. Bentley progressing this It was agreed that a further device should be ordered, but an embargo has been placed on the applications process for a short while. When this is lifted another device to be ordered. 7.1b Whitehouse Lane Parking Issues (Grassed areas) Work still ongoing at the property at 66 Whitehouse Lane.</p> <p>7.2 Police Crime Statistics. Cllr Hanson reported January statistics, a number of which were in Great Preston, none in Little Preston</p> <p>7.4 Security Matters - archiving of documents Cllr. Crossley and the Clerk have spent some time sorting out documents, although there is still more to do. Further work planned . AP Cllr Crossley and Clerk progressing this</p> <p>Use of new galppc e-mails etc This issue is still on-going</p> <p>7.5</p>	<p>AB/24/04/19</p> <p>BC/JW/24/04/2019</p>
<p>8. To receive and consider any current planning proposals 8.1 10/01412-14/03823RM Biffa Site-Footpath along the North West side of the Biffa site. Cllr. Bath reported that there has not been much movement, other than some clearing has occurred and there is evidence that a number of man-holes have been cleared. AP Cllr. Bath progressing this</p>	<p>DBA24/04/19</p>

<p>8.2 19/01172/FU Two storey extension to rear, Bay window to front at 10 Whitehouse Avenue, Great Preston No comments have been received from neighbours.</p>	
<p>9. New Agenda Items a) Election forms -Cllrs. have completed the forms and Cllr. Taylor is to deliver them to LCC on Friday 29 March. AP Cllr. Taylor progressing this Posters advertising Parish Council vacancies to be placed on the notice boards. Posters received from LCC regarding Elections. Clerk has placed them on notice boards</p>	<p>JT/24/04/19</p>
<p>10. Environment – to receive reports and updates on the following 10.1 In Bloom. Reports of meeting held on Wednesday 5 March 2019. After discussion it was agreed to consider allotting extra finance to the group towards specific projects, when and if they occur. Litter Pick - Held on Sunday 17 March 2019, well supported by LCC on the day, although not as large a turn-out by Parishioners as at previous events. Refreshments enjoyed in the Village Hall afterwards. 10.2 Peasecroft Wood. Cllr Bentley had sent a reminder to Yorkshire Wildlife Trust, awaiting response re. their involvement in the Wood, Meadow and Woodland Walk. AP Cllr Bentley progressing this 10.3 St. Aidan’s Country Park. There was nothing to report. 10.4 Wildflower Meadow off Fleakingley Lane and Parish Field on Preston Lane 10.4a) Parish Field project Already discussed under item 6.3c 10.4b Possible improvements to the Wild flower Meadow off Fleakingley Lane Contractor has done 1 days work and has created 6 pockets for seed sowing, although it may need rotovating Again 10.4c Pocket Park Grant - This item to be removed as the application failed. 10.5 Public Rights of Way. Footpaths Walk. This is to take place on Monday 1 April at 9.00 am. Those attending to meet at the Village Wheel on Whitehouse Lane. 10.6 Littering, fly-tipping and dog fouling. Littering - This is an on-going issue. Fly Tipping - This is also on-going. Dog Fouling - Cllr. Bentley had reported that he is looking into obtaining signs for the Parish Field and the Wildflower Meadow, initially through LCC Parks and Countryside. AP Cllr. Bentley progressing this 10.7 Maintenance of trees on roadside and within the copse at the top of Wood Lane, near to the parking area Cllr. Bath reported that there are 5 trees on land opposite the Memorial, which could be removed, then a hedge re-planted, which would improve the appearance of the area. Quotes to be obtained for the work. AP Cllr. Bath progressing this 10.9 Christmas lights, etc. The 16 lamp posts to have motifs have been converted, along with 4 in Little Preston. After discussion it was agreed to look for an earlier switch-on date, possibly Thursday 21 November. AP Cllr. Bath progressing this</p>	<p>AB/24/04/19</p> <p>AP24/04/19</p> <p>DBA24/04/19</p> <p>DBA24/04/19</p>
<p>11 Finance - March 2019 11.1 Parish Precept 2019/20 Decision not yet received from LCC 11.1a To receive and consider the financial accounts 11.2 Recommend payment of Clerks salary and expenses March 2019 Salary March 2019 £160.00 Expenses - Computer Inks, Stamps, Refreshments for Clean-up £31.18 11.3 March 2019 spend reconciled to Invoices/the parish council bank Statements . 11.4 Agree payment items. a) YLCA Membership renewal. £449.00 b) Part payment by Cllr Bath for Defib. Unit £214.00 c) Cement for Notice Board, Cllr. Bath £6.25, £23.20 + vat £4.64, Total £34.09 d) Speed Indicator device, LCC £3110.00 e. YLCA Planning Seminar £110.00 11.5 Vat Reclamation position (Quarterly reclaims) This to be claimed shortly. Discussion took place regarding placing the Accounts of the Parish Council onto an electronic system. Proposed by Cllr. Bath, Seconded by Cllr. Crossley and resolved by a show of hands. Cllrs. Bath and Taylor looking into this Cllrs. Bath & Taylor progressing this 11.6 To receive record of Credit Card Payments. Payment for Defib. Unit £1381.00 + vat £319.00, Total £1700.00 (balance paid for by Cllr Bath and claimed £214)</p>	<p>DBA/JT/24/04/2019</p>

<p>12. To receive any other Correspondence & Communications and any further meetings/training attended by Members and the Clerk.</p> <ul style="list-style-type: none"> a) Reg. of Electors, notice of alteration. b) LCC Annual report of Standards and Conduct Committee. c) LCC Code of Conduct and Register of Interest training. d) YLCA N/Yorks Branch, Training Day 30 March 2019 e) NALC Chief Executives Bulletin. f) NALC Legal Briefing, Updated guidance on Purdah g) Community First - Survey h) Community First, funding Bulletin j) CPRE Email re. litter. k) Police Crime Commissioner, Newsletter l) YLCA Email re. Leeds Bradford Airport proposals. m) LCC Planning Conference, 26 March n) LCC Code of Conduct/Reg. of Interests training, Clerks only able to attend. o) YLCA Introduction to Planning system, attended by Cllr. Blackburn on 23 March., notes of which were circulated to members. p) Outer East Leeds Community Committee, meeting held Tues 12 March, Clerk attended 	
<p>13 Matters for the next Meeting. Apologies were received from Cllr. Blackburn for the April meeting.</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 24 April 2019.at 6.30 pm

Meeting closed at 9.00 p.m

Chair.....

Date.....