



PARISH COUNCIL

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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 17:00hrs on WEDNESDAY 16 MAY 2018

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

1. CHAIRMANS 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. Apologies were received from Cllr Bentley (holiday)

Declarations of Interest:

- 1.a.All councillors completed Register of Interest Forms which were passed to Cllr Dickinson to action.
- 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.

Agenda items - Action Points	Action By Date
<p>4. To receive/ approve the minutes of the meeting held on Wednesday April 25 2018. Moved by Cllr Hanson Seconded by Cllr Dickinson along with show of hands from all present that the Minutes of the April meeting were accepted as a true record and were signed by the Chairman.</p>	
<p>5. Matters Arising from the PCM Minutes of 25th April 2018 not covered as separate Agenda items: There were no Matters Arising from the Minutes of meeting held 25 April 2018.</p>	
<p>6. To receive reports from:</p> <p>6.1 Governance & Policy Development Working Group The draft governance policy documents issued by AFSG to Parish Councillors had all been read and commented on. The Governance Policy Documents were approved and the Chair thanked everyone. AP: GPDWG to make appropriate amendments to Documents.</p> <p>6.2 Village Hall Liaison Group VHMC met on 26th March 2018 where it was agreed that liaison meeting would be quarterly. The next meeting to be arranged for end June/early July. AP: VHLG to arrange next liaison meeting with VHMC.</p> <p>6.3 Village Hall Maintenance Working Group VHMWG to prioritise work needing to be done on Village Hall. Group looking to meet again in July. Cllr Bath requested quote for securing coping stones and repairing the end gable. Whether to strip, repoint and clean brickwork or strip and render again. No response received yet. Once quote received, other companies will be contacted for quotes on rendering and repointing, taking height and need for steeplejacks into account. Once prices required, enquiries into funding to take place. Cllr Bath already arranged for completion of fire Alarm inspection. AP: VHMWG to prioritise work required on Village Hall AP: VHMWG to obtain quotes and consider funding AP: Cllr Bath to research car park deeds and potential to purchase car park.</p> <p>6.4 Village Hall Management Committee Meeting – Feedback</p> <p>6.4.1. Feedback of meeting held on Monday 14 May 2018 given by Cllr Crossley. Positive comments were made about liaison Group Meeting. No comments were made regarding structure of building and work done but following points raised.</p> <p>6.4.2. Regarding workmen - A lot of rubble from the roof repairs fell down the cellar steps, making it impossible to open the door. The rubble needs to be removed.</p> <p>6.4.3 .It was reported that noises had been heard in the roof. It was suggested that the holes where the bell ropes had been may be a point of entry for birds, mice, etc. However, as the workmen had not touched the bells this could not be their responsibility.</p> <p>6.4.4. Car Park. The state of the car park was considered by some as dangerous, especially for Babies and luncheon club clients when walking across it. Following discussion it was agreed Cllr Bath would obtain quotes for 2" of tarmac, tapering at the edges to overcome no drainage AP: Cllr Bath to obtain quotes for 2 inches of tarmac</p> <p>6.4.5 .Little Library discussion - VHMC thought this might be an eyesore and a target for vandals.</p>	<p>GPDWG 27.6.18</p> <p>VHLG 25.07.18.</p> <p>VHMWG 25.7.18</p> <p>DB 27.6.18</p> <p>DB 27.6.18</p>

<p>Discussion agreed siting at VH was a suggestion and more information about the Little Library would be passed to the VHM. AP: Cllr Hanson to provide details on Little Library for VHM</p> <p>6.4.6. Bank Balance - Treasurer reported that balance was slightly down on bookings. £8,000 had been contributed by VHM towards work at the Hall and on the Monument.</p> <p>6.4.7. Lease - yearly payment has increased by CISWO (the owners of the land). It was reported that scout hut is still mentioned on Invoice even though Mr Clarke informs them this has not been there for some years. AP Cllr Bath to enquire regarding possibility of purchasing the land</p> <p>6.5 Estates and Playgrounds</p> <p>6.5.a. Glencoe Estate. There was nothing to report.</p> <p>6.5b. St Aidans. There was nothing to report.</p> <p>6.5c. Whitehouse Estate. There was nothing to report.</p> <p>6.5d. Queen Street Estates</p> <p>Quotes for windowed notice boards still being actioned. The siting of the notice board was discussed and further consideration to be given to this.</p> <p>AP: Cllr's Dickinson and Bentley to obtain quotes for windowed notice boards.</p> <p>AP: Cllr's Dickinson and Bentley to photograph potential notice board sites.</p> <p>6.5e. Little Preston – Virgin Media, LCC and Engineers still discussing Hall Road situation.</p> <p>AP: Cllr Blackburn -To follow up progress on Hall Road Virgin Media situation.</p> <p>6.6 Communication and Media</p> <p>6.6a Website - concern reported about damage to cars. Nothing further to report.</p> <p>6.6.b Social Media – Nothing to report</p> <p>6.6c Newsletter – Cllr Hanson commenced work on Newsletter and looking for contributions. Aims is to publish September. AP: Cllr Hanson to progress Newsletter production for Sept.</p> <p>6.7 Swillington Educational Charity – Trustees Report. Minutes of Meeting 6/3/18</p> <p>There was nothing to report.</p>	<p>GH 27.6.18</p> <p>DB 27.6.18</p> <p>AD & AB 27.6.18</p> <p>DBL 27.6.18</p> <p>GH 27.,6.18</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><u>7.1a) Safety on Whitehouse Lane & Traffic speeds through Gt Preston.</u></p> <p>Cllr Bentley - informed the last meeting that he would look for a meeting with Chris Proctor from Highways and maybe Cllr Dobson (if available) at the end of May 2018. There are several measures/proposals on the table including:-</p> <p>* Revision to 20 mph signage; Possible new raised pedestrian crossings (one near the village hall car park); More use of rumble strips.; Road narrowing.; Also, still on the table, a possible review of measures along Whitehouse Lane, from the Wakefield Road junction, heading towards the village; Changes to the yellow line markings (zig-zag areas) outside the school. These are subject to levels of importance throughout the Leeds area - and also any funding that might be available from S106 monies and Ward Councillors (Hence the need for Cllr Dobson's attendance). AP: Cllr Bentley to fix meeting date with Chris Proctor end of May</p> <p><u>7.1b) Whitehouse Lane Parking Issues (Grassed areas)</u></p> <p>Whitehouse Lane grassed areas - subject to ongoing review (also subject to complaint by a parishioner). Recently the majority of those grassed areas have been dug up due to extensive Gas repair work by the Northern Gas Network. Cllr Bentley is to contact them to ensure that the areas are made good once the work is completed (LCC officer reviewing the situation). AP: Cllr Bentley to monitor and progress.</p> <p><u>7.1c) Parking outside Primary School</u></p> <p>Cllr Bentley to continue contact with LCC regarding alignment of no parking times see 7.1.a. AP. Cllr Bentley to progress.</p> <p><u>7.1d) Grass Verges and parking on footpaths</u></p> <p>Cllr Bentley provided a written update for the meeting. The issue of cars blocking footpaths and causing problems for visually impaired, pushchairs etc. Cllr Bentley has raised this with Cllr Mark Dobson who is reviewing the information and escalating. There has been a spate of cars on Whitehouse Avenue in particular being vandalised by aggressive 'keying' and photos/posts of it appearing on Social Media and Cllr Hanson is monitoring this aspect. AP: Cllrs Bentley and Hanson to monitor the situation.</p> <p><u>7.1f) HS2 High Speed Rail presentation arrangements</u></p> <p>Representative to attend meeting on 27 June, to start at 6.00 pm</p> <p>AP: Cllr Dickinson to was to arrange presentation and confirmed this is in place.</p> <p>7.3 Data Protection Officer - Emails received from YLCA, pending decision by Parliament in</p>	<p>AB 27.6.18</p> <p>AB 27.6.18</p> <p>AB 27.6.18</p> <p>AB & GH 27.6.18</p> <p>AD 27.6.18</p>

<p>the House of Commons on 25 May, all Parish and Town Councils and parish meetings in England may be exempt from the requirement to appoint a Data Protection Officer, although this does not mean the exemption is final. Toolkit - Clerk should do data audit.</p> <p>Parish Council still need to produce Data Protection policy, model document issued by YLCA. The paper document should be locked in a cabinet and stored electronically on a password protected computer. It is hoped the Data Protection Policy may be completed by the next meeting. AP: Admin group to produce and circulate the Policy document before next meeting.</p> <p>7.4 Leeds Little Library at Great Preston - update</p> <p>Cllr Hanson to progress this matter and report back. Issue raised at VHMC and agreed more information to be provided to them. AP: Cllr Hanson to provide VHMC with information.</p> <p>7.5 Insurance Renewal</p> <p>AP: Clerk to produce detailed Asset Register.</p> <p>Cllr Dickinson had requested certain items to be removed from the policy but was informed by BNI that this would not reduce the cost due to it being a blanket policy, Invoice awaited</p> <p>AP: Cllr Dickinson on receipt of renewal documents from BNI to renew blanket cover policy AP: Cllrs Taylor and Bath to check the asset register and liaise with the Clerk</p> <p>7.6 Police Crime Statistics</p> <p>Cllr Hanson reported on this up to March 2018 .8 offences in Great Preston, none in Little Preston. AP: Cllr Hanson to monitor and report.</p> <p>7.7 Memorial Plaque for Marjorie Goldthorpe -Cllr Dickinson gave apologies as she has not been able to contact the family. AP: Cllr Dickinson to progress.</p>	<p>GDPWG 27.6.18</p> <p>GH 27.6.18</p> <p>AD 27.6.18 JT & DB 27.6.18</p> <p>GH 27.6.18</p> <p>AD 27.6.18</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. Progress was quiet during election period and has now been raised again with Cllr Dobson and requested a meeting with someone from LCC. Cllr Dobson reported that the Builder has left the site as all work completed. AP: Cllr Bath to monitor, progress and report.</p> <p>8.2 N4720/W/17731,77207 Appeal - Traveller site - to be heard April in Leeds. Still awaiting outcome of the appeal decision which was being heard in Bristol. AP: Cllr Bath to monitor and report the outcome of the appeal awaiting notice of the decision</p> <p>8.3 17/07809 - Retrospective application for fence at 2 Whitehouse Lane, Gt Preston. LCC informed her they had not received any objections or comments from residents, although Letters sent out to them at the time of the first application. If no objections or comments are received it is unlikely anything will be done although the owner had been asked to alter it. As the application is still current, objections can still be made. Discussion took place but as Parish Council had previously agreed, no action can be taken by them, it is up to residents to individually make their comments on the live application. AP: Cllr Dickinson to monitor and report.</p> <p>8.4 18/0101/FU/D - 59 Whitehouse Avenue, 2 storey side and rear extension, 2 new side Windows at 1st floor level; new canopy over front porch. No comments</p> <p>8.5 18/02390/TR - 57 Whitehouse Avenue - felling various trees and some alternative trees replanting. AP: Cllr Bentley is taking this matter up with LCC Tree Officer - Mr Lapish.</p> <p>8.6 18/02309/FU - 57 Whitehouse Avenue - 2 storey rear extension. Single Storey side/ front extensions. No comments.</p>	<p>DB 27.6.18</p> <p>DB 27.6.18</p> <p>AD 27.6.18</p> <p>AB 27.6.18</p>
<p>9. New Agenda Items</p> <p>9.1 Funding for Family Fun Day on August 18 2018. Cllr Hanson reported that the group are requesting funding towards the cost of the event (£250 given last year) and includes hire of portable toilet (£90 last year) and the purchase of a gazebo which can be used for other events. It is hoped the event will be bigger and better this year and will include bouncy castle, ice cream man, tombola and other stalls. Cllr Taylor moved on funding, Cllr Blackburn seconded, no objections received. AP: Cllr Hanson to continue liaising on the Fun day. AP Cllrs Bentley and Bath to decide when field needs the grass cutting before the event.</p>	<p>GH 27.6.18 AB.DB27.6.18</p>
<p>10. Environment – to receive reports and updates on the following</p> <p>10.1 In Bloom. Report of meetings. No meeting taken place since last meeting. AP: Cllr Hanson to report agreement to the inBloom Group of the Village Walk.</p> <p>Litter Pick – Cllr Bentley reported that it was a well attended event, delayed from the snowy 18 March proposed date. It was well supported by LCC, who provided grabbers, Hi viz tops, lots of litter bags and gloves. Refreshments provided afterwards in the Hall which were much appreciated. Special thanks to Gwynne Cooke and Janet Winn. Afterwards a free prize raffle was held, plus a prize for the most unusual litter item collected in the litter-pick. Thanks were conveyed to everyone who attended the Litter Pick.</p>	

<p>10.2 Peasecroft Wood. – Cllr Bentley continuing to have the wood adopted and contact possible volunteer groups to see if there is a possibility of help with management of this ancient woodland. <i>AP: Cllr Bentley to progress.</i></p> <p>10.3 St. Aidan’s Country Park. – Cllr Bentley has been in contact with Darren, manager of RSPB site regarding clearing up following toilet block and other work being completed. <i>AP: Cllr Bentley to progress.</i></p> <p>10.4 Wild flower Meadow off Fleakingley Lane and Parish field on Preston Lane - Cllr Bentley sent report stating paths are being cut in the Wildflower Meadow and there is no further news other than 3 sacks of wildflower seed have been donated by Charles and left at Janet Winn's house. They have now been spread across the meadow by members of In Bloom. Preston Lane field - the first acre from the entrance on Preston Lane has been cut, along with pathways, by Cllr Bath, which has created quite a nice walk <i>AP: Clerk to send letter of thanks to Charles.</i></p> <p>10.4a Memorial Seat in the Wildflower Meadow. Discussion regarding placement of the conventional wooden memorial seat and it was agreed fitting the seat higher up the field as it may be less likely to vandalism. No funding could be provided by the Parish council for fitting the seat but a previous memorial seat was fitted by the supplier. It was reported that a plaque has been fitted to the other memorial seat. <i>AP: Cllr Hanson to advise resident of discussion and next steps</i></p> <p>10.5 Public Rights of Way. Footpath No 5 - Report on Walk has been circulated to PC and Cllr Hanson will forward the report to LCC. <i>AP: Cllr Hanson to provided a report of walk including photographs and will forward to LCC.</i></p> <p>10.6 Littering, fly-tipping and dog fouling. The villages looked lovely after the litter pick, although some littering occurred immediately afterwards. The InBloom chair had asked Cllr Bentley to request new 'anti-social behaviour' warning signs to display at Wood Lane. Cllr Bentley requested signs from Antony Marshall LCC. Dog fouling incidents have increased (possibly due to the increased popularity of the Meadow) Cllr Bentley will contact the Dog Warden again, to look into possible measures. Home made signs have already been used by Cllr Bentley. <i>AP: Cllr Bentley to contact Dog Warden.</i></p> <p>10.7 Allotments - Nothing to report.</p>	<p>AB 27.6.18</p> <p>AB 27.6.18</p> <p>JW 27.6.18</p> <p>GH 27.6.18</p> <p>GH 27.6.18</p> <p>AB 27.6.18</p>
<p>11. Finance – May 2018 (<i>Financial statement attached to the minutes</i>)</p> <p>11.1 To receive and consider the financial accounts - Awaiting documentation from Littlejohns. <i>AP: Cllr Bath to send excel spreadsheets to Clerk and Cllr Taylor.</i></p> <p>11.2 Recommend payment of Clerks salary and expenses Moved by Cllr Taylor, seconded by Cllr Hanson. Salary £160.00, Refreshments for Litter Pick £28.92, Stationery £4.75, Total £193.67</p> <p>11.3 March 2018 spend reconciled to Invoices/ the parish council bank statement</p> <p>11.4 Agree payment items - Parish Online (Get Mapping) Renewal Invoice £30 + £6 Vat, Total £36.00. Moved by Cllr Hanson, seconded by Cllr Crossley. Cllr Dickinson suggested the Parish Council should have a metal filing cabinet to store documents, along with memory sticks, kept secure, possibly at the Village Hall . Cost for the donation towards the funding of Fun day and gazebo. <i>AP: Clerk - Agenda Item for June meeting</i></p> <p>11.5 VAT reclamation position - No Vat reclaimed, this to be done quarterly.</p> <p>11.6 To receive record of Credit Card purchases - There were no purchases made.</p>	<p>DB 27.6.18</p> <p>JW 27.6.18</p>
<p><u>12. To receive any other Correspondence & Communications and any further meetings/training attended by Members and the Clerk.</u> Clerks and Councils Direct. All other correspondence/communications received by Parish Councillors.</p>	
<p>13. Matters for the Next Meeting There were no matters for the next 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 27 June 2018.

Meeting closed at 20.40hrs

Chair.....

Date.....

GALPPC Minutes – DraftedApproved