



www.greatandlittlepreston-pc.org.uk
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 19.55 hrs on WEDNESDAY 15 May 2019

=====
Members Present:

Cllrs. Bath, Dickinson, Bentley and Taylor. 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

Chairman welcomed those present and opened the meeting.

Apologies for Absence.

Apologies were received from Cllr. Blackburn (DBL)

Letter of resignation was received from Cllr. Hanson, for personal reasons.

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..

Agenda items – Action Points	Action By Date
<u>4. To receive/ approve the minutes of the meeting, held on Wednesday 24 April 2019</u> Approval was proposed by Cllr. Dickinson, seconded by Cllr. Bentley, RESOLVED to accept the minutes as a true record.	

<p>Minutes of the Annual Parish Council Meeting held on 16 May, 2018. Approval was proposed by Cllr. Dickinson, seconded by Cllr. Taylor, Resolved.</p>	
<p>5. Matters Arising from the PCM Minutes of 24 April 2019 not covered as separate Agenda items: 10.7 Cllr. Dickinson requested email trail re. costs regarding 'Tree Cutting' should be attached to the minutes</p>	
<p>6. To receive reports from:</p> <p>6.1 Governance & Policy Development Working Group</p> <p>6.2 Village Hall Liaison Group (VHLG) - Cllr. Bentley hoped that a meeting would take place shortly</p> <p>6.3 Property & Assets Maintenance Group (PAMG)</p> <p>6.3a. Village Hall - Car Park - Ongoing.</p> <p>6.3b. The War Memorial - This has now been completed and can be left off future Agendas.</p> <p>6.4 Village Hall Management Committee Report of Meeting held on 13 May 2019. It was agreed a donation of £400 be given towards the cost of the Defibrillator. Regarding the Parish Council's 5 year plan - costings required. Future arrangements for Liaison Meetings required, along with P.C. Members. It was agreed that VHMC should sponsor Christmas light motifs for one season at a total of £1000</p> <p>6.5 Estates and Playgrounds</p> <p>6.5a Glencoe Estate. It was reported that the playground appears to be in good working order.</p> <p>6.5b St Aidan's. Mr. Winn reported that the playground equipment is in good order apart from the gate closure. Cllr. Bath agreed to meet with Mr. Winn to inspect this. <p style="text-align: center;"><i>AP Cllr. Bath and Mr. Winn to progress this.</i></p> <p>6.5c. Whitehouse Estate. There was nothing to report. 6.5d. Queen Street Estates - There was nothing to report. 6.5e. Little Preston - There was nothing to report.</p> <p>6.6 Communication and Media</p> <p>6.6.a Website - update Cllr. Dickinson volunteered to take this on temporarily .</p> </p>	<p style="text-align: right; color: red;">DBA/JA W/26/6/ 19</p>

<p style="text-align: right; color: red;">AP Cllr. Dickinson progressing this</p> <p>6.6.b Social Media - To be considered.</p> <p>6.7 Swillington Educational Charity – Trustees Report. Cllr. Taylor reported that the Trustees are waiting to review any requests for money.</p>	AD/26/ 6/19
<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. Speed Indicator Device (SID) Cllr Bentley reported that a delivery date is still awaited.</p> <p>7.1b Whitehouse Lane Parking Issues (Grassed areas) This is still work in progress.</p> <p>7.2 Police Crime Statistics Cllr. Dickinson reported the following incidents:- 5 at Queen Street, 4 at Glencoe, 3 At St Aidans, 1 at Little Preston..</p> <p>7.3 Security Matters - Metal Filing Cabinet, archiving of documents Mrs.Crossley and the Clerk have some further sorting of documents to do. AP Mrs Crossley and Clerk progressing this New email addresses - Cllr. Dickinson will make further enquiries with the website administrator. AP Cllr. Dickinson</p> <p>7.4 Defibrillator Cabinet - training etc., Cllr. Bath reported that the Defibrillator is now working and registered with W/Yorks Ambulance Service. Codes have been given out to relevant users. Training to take place shortly. AP Cllr. Bath progressing this</p>	BC/JW/ 26/6/19 AD/26/ 6/19 DBA/26 /6/19
<p><u>8. To receive and consider any current planning proposals</u></p> <p>8.1 10/01412-14/03823RM Biffa Site-Footpath along the North West side of the Biffa site. This is still ongoing.</p> <p>8.2 19/02721/FU/HE S/S Rear extension , Porch to front at 4 Whitehouse Drive, Great Preston. No complaints had been received from neighbours.</p>	
<p><u>9. New Agenda Items</u></p> <p>9.1 Notice Board As part of an on-going programme it was proposed by Cllr. Taylor, seconded by Cllr. Dickinson and resolved, that a further notice board should be purchased.</p>	JT/26/6/

<p style="text-align: right; color: red;">AP Cllr Taylor progressing this</p> <p>9.2 Advertisement for Clerk Vacancy Two applications have been received and one telephone enquiry received. Cllr Bath excluded himself from the interview process (due to personal connection to one candidate) and stated that the Vice Chair should take control of this and should interview with at least one other member of the Parish Council. Though no decision was made regarding who. AP Cllr Taylor progressing this</p> <p>9.3 To consider further funding for In Bloom Committee. This will be considered as and when requested.</p>	<p>19</p> <p style="color: red;">JT/26/6/19</p>
<p><u>10. Environment – to receive reports and updates on the following</u></p> <p>10.1 In Bloom. Meeting held on 1st May 2019. Due to the resignation of the Secretary/Treasurer, Mrs Cooke has agreed to take on the role again. It had been agreed to plant a tub at the front of the Hall with herbs. A school visit is to take place again during July.</p> <p>10.2 Peasecroft Wood. Cllr. Bentley reported that Elspeth Robinson of Yorkshire Wildlife Trust had informed him that she was unable to attend the meeting. She had no updates for the two sites in Great Preston as she has been told to prioritise another project for this year, but will continue to work up various sites including those two, bearing them in mind for the following year. There was a discussion around the amounts spent on the Meadow. Cllr Bentley reported that, to his knowledge, all costs were covered by grants (Tesco Bags of Help and, latterly, Urban Buzz) \$106 monies, Contributions by LCC and Ward Councillors - all since creation of the Meadow in 2014. AP Cllr Bentley progressing this</p> <p>10.3 St. Aidan’s Country Park. It was reported that a large number of trees had been felled and left, for no apparent reason..</p> <p>10.4 Wildflower Meadow off Fleakingley Lane and Parish Field on Preston Lane 10.4a) Parish Field project. Cllr. Bath reported that 150m of land drainage work has been carried out. The cost to date is £1043.87 + VAT £208.77, total £1252.64.</p>	<p style="color: red;">AB/26/6/19</p>

he Bulrushes are now growing back.
 Cllr. Bentley reported that after various messages and a telephone conversation with Vicky Nunns of LCC the best option for a signpost would be a Lectern style one, similar to the 2 in the Meadow and the 1 by the Village Hall, as a cheaper, white metal sign on a post could possibly get damaged.
 As there is to be a pond in the field, it could display necessary warning information, along with H & S advice, location of Defibrillator, warning of Dog fouling, availability of bins.
 Dog fouling bins are no longer supplied by LCC and as there is already a black bin nearby (by the War Memorial) a further one would not be provided . Vicky suggested that Ward Councillors be contacted re. help with funding (once Purdah period ends)

AP Cllr. Bentley progressing this AB/26/6 /19

10.4b Possible improvements to the Wild flower Meadow

Already discussed under item 10.2

10.5 Public Rights of Way.

Cllr Dickinson reported that the next Walk would take place during September. It was suggested that this would be advertised, so that Parishioners may take part.

10.6 Littering, fly-tipping and dog fouling.

Littering - No serious issues reported, ongoing monitoring.

Fly Tipping - Nothing to report.

Dog Fouling - signage reported under item 10.4a

10.7 Christmas lights, etc.

The Switch-on will take place on 21 November at the Village Hall Car Park. The refreshments would be served afterwards at the New Inn.

Sponsorship has been promised by the Village Hall Management Committee, along with the New Inn.

11 Finance - May 2019

11.1 Year end Accounts. Accounts available for inspection, Internal Audit to take place shortly.

11.2 Recommend payment of Clerks salary and expenses May 2019

Salary May 2019	£160.00
-----------------	---------

Expenses - Staple Gun./Staples for notice boards £10.75

Punched Pockets £1.25 Total = £12.00

11.3 May 2019 spend reconciled to Invoices/the parish council bank Statements

11.3a Year end Accounts - Now Electronic, Accounting explanations. These have been completed and are ready for Internal Audit. .

11.4 Agree payment for listed items.

a) Woodend Nurseries/Aggregate Ltd

£770.00 + £154.00 Vat, Total £924.00

b) Woodend Nurseries/John Davison Pipes

£273.87 + £54.77 vat, Total £328.64

c) Hansons, professional services

£420.00 + £84.00 vat, total £504.00

11.5 Vat Reclamation position (Quarterly reclaims) This is to be claimed shortly.

11.6 To receive record of Credit Card Payments.

Paid to BHIB, Insurance premium £1114.36

Community first, membership renewal £35.00 + £7.00 vat, total £42.00

11.7 Bank Accounts. Cllr Bath informed the meeting that he had encountered some problems with the move to Barclays Bank and having more than 2 signatories (Costs would be incurred if a business account giving multiplesignatories was used). Therefore it was agreed to stay with HSBC for the time being, so long as the Parish Council accounts Xero system would align with their system.

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

a) Clerks and Councils Direct.

b) YLCA Email re. New Internal Audit Service for smaller councils & Parish Meetings.

c) Community 1st, Conference reminder.

d) LCC Neighbourhood Planning programme update.

e) NALC Chief executive's bulletin.

f) YLCA Free Webinar - expenses and benefits to employees.

g) W. Yorkshire Police, newsletter.

h) YLCA Training Calendar June/November

j) CPRE Campaigns update. k) NALC Chief executive's bulletin - 10 May 2019	
13 Matters for the next Meeting.	

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

The Next meeting will be held on Wednesday 26th June 2019 at 6.30 pm

Meeting closed at 8.55pm

Chair.Cllr D.A. Bath

Date.July 31st 2019