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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 18:30hrs on WEDNESDAY 28 November 2018

Members Present: Cllrs Bath (DBA), Blackburn (DBL), Taylor (JT), Bentley (AB), Dickinson (AD), Crossley (BC).
 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

Declarations of Interest There were no declarations of Interest.

Apologies for Absence. Apologies were received from Cllr Hanson (GH)

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.

Hydro Fire Ltd. Payment for 6 month service - see Item 11.4a, Cold Calling signs - see item 11.4d

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><u>4. To receive/ approve the minutes of the meeting, held on Wednesday 31 October 2018</u> The minutes of the meeting held on wednesday 31 October 2018 were approved and were signed by the Chair. Proposed by Cllr Bentley (AB), seconded by Cllr Crossley (BC), carried.</p>	
<p>5. Matters Arising from the PCM Minutes of 31 October 2018 not covered as separate Agenda items: There was nothing to discuss</p>	
<p>6. To receive reports from:</p> <p>6.1 Governance & Policy Development Working Group <u>Data Protection items</u> An email was received from YLCA with information regarding Security Incident Policy. Copies sent to Cllrs. It was agreed the document should be altered to suit the Parish Council.</p> <p>6.2 Village Hall Liaison Group An update was received from Cllr Bentley. At the meeting it had been agreed that a projector should be purchased by Cllr Bentley on behalf of the Village Hall. Cllr Bentley to contact Burgess Electrical regarding new outdoor switches/sockets/timer. AP Cllr Bentley to progress this</p> <p>6.3 Property & Assets Maintenance Group</p> <p>1. Car Park - Nothing to report.</p> <p>1a Village Hall - Cllr Bath reported discussion taking place with David Creighton re. further works on the roof Coping stones. Work needed to pull the Coping stones back in place, fit new stainless steel anchors and re-position kneeler stones and re-point. AP Cllrs Bath and Taylor progressing this</p> <p>Meeting to be arranged Cllr Bentley asked for confirmation costings would be made. along with approaches to potential sources of Funding, before any action is considered. Cllr Taylor is making enquiries re. possible funding towards the cost. AP Cllr Taylor to progress this</p> <p>2. The War Memorial Cllr Bath reported that after reminding them, Emsleys confirmed they are awaiting completion from the other Party (CISWO) AP Cllr Bath progressing this</p> <p>3. Parish field on Preston Lane - The new grass on the bunded area has started growing, signs re. dog walkers keeping pets off, ignored by some. Some shallow excavation works inside the bund to be done by Phil Smith, to encourage water to remain. Surplus material to be used to create an island in the middle. New drainage works to be left until spring. AP Cllr Bath progressing this</p> <p>Cllr Bentley reported Grant from LCC should have gone into the Bank by now. Clerk will confirm when Bank Statement arrives. AP Clerk to progress this</p>	<p style="color: red;">AB30/01/19</p> <p style="color: red;">DBA/JT 30/01/19</p> <p style="color: red;">JT/30/01/19</p> <p style="color: red;">DBA30/01/19</p> <p style="color: red;">DBA30/01/19</p> <p style="color: red;">JW30/01/19</p>

<p>6.3a Remembrance Day Service: Sunday 11 November 2018. The event was very well attended and unexpectedly included some of the children from the Primary School, along with Great Preston's oldest resident Mrs Lund. A young member of Preston Players, James, played the Last Post at the service. thank you sent to him. Refreshments were enjoyed afterwards in the Village Hall. Estimates for further work to the Village Hall Repairs to coping stones etc This was already discussed under item 6.3, 1a</p> <p>6.4 Village Hall Management Committee Meeting Meeting held 26 November 2018. Mr Hemingway resigned as Chair due to Ill Health, so Mrs Freda Clarke was elected as Chair.. Cllr Bentley suggested and it was agreed that a thank you card should be sent to Mr Hemingway for his years of service. AP Clerk to progress this It was reported that existing tree lights were no longer functioning and needed to be replaced, along with the rope lights inside the Hall. A projector has been purchased by the Committee, which will display festive scenes on the outside of the Hall Building. Cllr Bentley ordered this on their behalf. It was reported that after heavy rain recently, deep puddles had appeared. After discussion it was agreed by the Parish Council that more planings should be purchased to fill in the ruts. Proposed by Cllr Taylor, seconded by Cllr Crossley, carried. AP Cllr Bath to progress this A complaint had been received from various dog walkers that amounts of food had been dropped on the Woodland Walk path. It was suggested that car park users or other walkers may be responsible. After Discussion it was agreed that a notice should be produced. AP Clerk and Cllr Crossley to progress</p> <p>6.4a Village Hall Car Park. There was nothing further to discuss.</p> <p>6.5 Estates and Playgrounds</p> <p>6.5a Glencoe Estate There was nothing to discuss.t</p> <p>6.5b St Aidan's I Damaged tree - Mr Winn had inspected the site and had reported that the tree had broken off half-way up the trunk and needs some sawing to cut off branches. A chain saw or bow saw required to do this. Cllr Bath has the appropriate tools and will help Mr Winn. AP Cllr Bath and Mr Winn to progress</p> <p>6.5c. Whitehouse Estate. Following a spate of Cold Callers in this neighbourhood Cllr Bentley was asked by a few residents if replacement Cold Calling lamppost signs could be obtained, to replace those damaged or missing. On making enquiries was informed that 2 could be replaced f.o.c. 2 others would have to be paid for (£7.50 each totalling £15 It was agreed that Cllr Bentley should order them. AP Cllr Bentley to progress this An old broken seat on Whitehouse Lane had been reported by a resident. After inspection it was found that It could not be repaired. After discussion it was agreed that Cllr Bentley should contact LCC with a view to them replacing the seat or possibly sharing the cost 50/50 with the Parish Council. AP Cllr Bentley to progress</p> <p>6.5d. Queen Street Estates Notice Board - Cllr Dickinson had circulated details regarding the noticeboard and after discussion it was agreed the board should be erected on a chosen site. A 9xA4 board to be ordered, details of which to be circulated by Cllr Bath. AP Cllr Bath to progress An email had been received by Cllr Bath, from resident, Mrs Mellor, regarding various matters relating to the area - Parking on Astley Lane, lack of a notice board, etc., which he circulated to Councillors. After discussion it was agreed that Cllr Bath should respond to Mrs Mellor on the issues mentioned. AP Cllr Bath to progress</p> <p>6.5e. Little Preston – Nothing to report.</p> <p>6.6 Communication and Media</p> <p>6.6.a Website A common theme in a number of topic areas is the difficulty of communicating with a wider audience within our Community. Website development was suggested as a way to remedy this problem</p> <p>6.6.b Social Media Up-coming events posted by Cllr Hanson Newsletter.. Nothing to report.</p> <p>6.7 Swillington Educational Charity – Trustees Report. Meeting cancelled until February 2019.</p>	<p>JW30/01/19</p> <p>DBA30/01/19</p> <p>BC/JW/30/01/19</p> <p>DBA/JAW/30/01/19</p> <p>AB30/01/19</p> <p>AB30/01/19</p> <p>DBA30/01/19</p> <p>DBA30/01/19</p>
<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. Cllr Bentley circulated information regarding road repairs on Whitehouse Lane near to Goody Cross. He reported that the patching work and building up of the collapsed verge has now been completed. This was pursued by Cllr Bentley along with help from Cllr Mark Dobson. Thanks to be sent to LCC for their prompt attention to the matter. AP Cllr Bentley to progress</p> <p>Email sent to Councillors from Cllr Bentley regarding various issues:- possibility of erecting an Armco barrier, moving 20mph signs; new zebra crossing by Village Hall, considering change of parking restrictions on zig-zag by school, all to be considered by LCC next year.</p>	<p>AB30/01/19</p>

<p>Also as agreed at previous meeting, Cllr Bentley to order a Speed Indicator Device. He will check to see if any funding is available before this. The device would cost £3110 for purchase and installation and the cost of moving a SID to a new column is £180 and the cost of moving one to an already modified lighting column is £80. Cllr Bentley had also looked to W Yorks County Council for any funding possibilities - response awaited AP Cllr Bentley progressing this</p> <p>It was reported that the 20 mph sign has been moved to the topside of the entrance to Whitehouse Estate. 7.1b Whitehouse Lane Parking Issues (Grassed areas) It was reported that cars are parking on the grass verge of two of the properties on Whitehouse Lane which are set back. To be monitored. 7.1c Parking on footpaths It was reported that this is taking place in various areas within the Parish. This item will be included in future Newsletter. 7.2 Police Crime Statistics. There was nothing to report. 7.3 Memorial Plaque for Marjorie Goldthorpe There was nothing to report. 7.4 Security Matters - Metal filing cabinets, archiving of documents, use of galppc e-mails etc/ Work is ongoing. New Email addresses There was nothing to report.</p>	<p>AB30/01/19</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. A number of emails were sent to David Jones by Cllr Bath with no response. Councillors and Clerk copied in to all Emails along with Cllr Mark Dobson AP Cllr Bath progressing this</p>	<p>DBA30/01/19</p>
<p>9. New Agenda Item 9.1 Precept and Budget for 2019 Proposed Council Tax Precept Timetable for 2019/20 received from LCC. Forms to be sent out shortly. Provisional 2019/20 council tax base and amounts of council tax support grant to be sent out during December. The budget to be discussed at the January Parish Council meeting. 9.2 Broken Seat at Whitehouse Lane -This item already discussed 9.3 To consider giving Clerk permission, on consulting with two Councillors, to pay any Invoices received during December/January and respond to any urgent requests or repairs. This was agreed, AP Clerk to progress 9.4 Cold Calling lamppost signs This item already discussed.</p>	<p>JW30/01/19</p>
<p>10. Environment – to receive reports and updates on the following 10.1 In Bloom. Report of meetings. Meeting held on Wednesday 7 November 2018. It was reported that a new rooted Christmas Tree had been ordered to be planted at the Village Hall and will be delivered shortly and the purchase of extra lights was discussed. It was agreed that plants for summer 2019 should be ordered before Christmas. Regarding future Fun Day, the possibility of using the Preston Lane Parish Field may be considered Next meeting to be held 6 February 2019. After discussion it was agreed that Parish Council would fund a further £150 towards cost of plants for the Parish. Proposed by Cllr Blackburn, seconded by Cllr Dickinson, motion carried. 10.2 Peasecroft Wood. Cllr Bentley had an Action Point to enlist help/guidance from Askham Bryan volunteers - in actual fact he had made contact with W Yorks Wildlife Trust and arranged for a consultation visit by Elspeth Robinson and a colleague on 6 December 2018, to discuss maintenance of the woodland and Wildflower Meadow. In Bloom to be advised. AP Cllr Bentley to report progress 10.3 St. Aidan’s Country Park. Email received from RSPB regarding upcoming community events. Email received from Environment Agency detailing works they are planning to carry out in December. Sent to Councillors. Cllr Bentley responded regarding the concerns of the Parish Council relating to the poor state of the footpaths, caused by heavy plant and machinery churning up the ground, then not being repaired or put back into the same condition. 10.4 Wild flower Meadow off Fleakingley Lane and Parish field on Preston Lane - The two fields, along with the hedge at the Preston Lane field have been cut and Blackthorn runners have been removed. 10.4a Parish Field on Preston Lane project</p>	<p>AB 30/01/19</p>

<p>10.5 Public Rights of Way. Cllrs Crossley and Taylor walked footpath No. 5 on 8 November 2018. It was suggested that this should be an Agenda item for February, to be walked again in March 2019.</p> <p>10.6 Littering, fly-tipping and dog fouling. Cllr Bentley reported that there had been some fly-tipping near to the bin on Fleakiingley Lane, possibly by people picking up plastic waste and placing it by the bin for removal. After discussion it was agreed that a notice should be produced and placed on or near to the bin, informing the public that LCC does not collect or empty the rubbish from that area. AP Clerk to progress</p> <p>Regarding dog fouling - Cllr Bentley has contacted the dog-warden and some new stickers have been placed on lampposts.</p> <p>10.6a HS2 Phase 2b - Autumn 2018 Consultations Email sent to Councillors by Cllr Dickinson regarding list of forthcoming Public Information Events.</p> <p>10.7 Maintenance of the copse at the top of Wood Lane and also the Parish Woodland and hedges near to the Village Hall and Wood Lane were discussed. It was agreed that Village In Bloom would be informed/consulted. Cllr Bath has offered to do some of the work during the winter months. AP Cllr Bath to progress</p> <p>10.8 Fracking meetings. It was reported that meetings are held regularly at Edward V11 Working Men's Club</p> <p>10.9 Christmas lights, etc. A number of emails were sent between Cllrs Bath and Dobson regarding Christmas motifs. Cost would be £500 for lamppost connection (on-off cost) and rental on the light display would be £180 per season. This is to be an Agenda item for the January meeting. An email was received from Pat Huffa of LCC with timetable of switch-on, on Thursday 6 December. This would be automatic at Little Preston Preston 18.00hrs and manually by a member of Leeds Lights team 18.30 at Great Preston. The Clerk asked about the number of lights on trees and was informed by Ms Huffa that Kippax and Allerton Bywater pay for extra lights. Arrangements were made for refreshments to be offered at the New Inn after the switch-on. Preston Players to attend and play Carols round the tree.</p>	<p style="text-align: right;">JW30/01/19</p> <p style="text-align: right;">DBA30/01/19</p>
<p>11 Finance - October 2018</p> <p>11.1 To receive and consider the financial accounts</p> <p>11.2 Recommend payment of Clerks salary and expenses November 2018 Salary £160.00 Expenses Wreath - Remembrance Day £17.00 Copier paper £3.00 Refreshments - Remembrance Day £8.74 Total £28.74</p> <p>11.3 October/November 2018 spend reconciled to Invoices/the parish council bank Statement. Un-audited Accounts were circulated by the Clerk.</p> <p>11.4 Agree payment items. 11.4a Hydro-Fire 6 monthly service of Fire Alarm at Hall. £115.00 + vat £23.00 Total £138.00 11.4b C. Hirst, cutting of 2 fields plus hedges. £500.00 11.4c MacMillan, in lieu of Internal Audit fee £50.00 11.4d Cold calling zone, new signs, agreed to purchase. 11.4e Payment for Christmas event refreshments. £130.00</p> <p>Receipts. LCC Grant (S106) for Parish field project at Preston Lane. £1396.74</p> <p>11.5 VAT reclamation position (Quarterly reclaims) Next quarterly payment claimed - £140.40 July/September 2018.</p> <p>11.6 To receive record of Credit Card Payments. Solicitors fees re. Memorial £505.00 + vat £101.00 £606.00 + Land Registry fee £23.00 total £629.00</p>	
<p>12. To receive any other Correspondence & Communications and any further meetings/training attended by Members and the Clerk.</p> <p>a. Email received regarding Workplace Pensions. b. YLCA Email received regarding subs. fee increase 2019/20, of 3.4% Invoice to follow early March 2019. c. CPRE Fieldwork and Countryside Voice. d. Request for supply of full reg. of electors. Form returned. e. White Rose Update, November issue. f. YLCA Email re. extended telephone advisory service. g. YLCA Email re. Twitter feed. h. YLCA NALC Chief executive's bulletin. j. YLCA Email re. Planning seminars. k. YLCA Email re. training events November 2018 l. LCC Email received from LCC - Timetable for Council Tax Precept.</p> <p>13, Matters for the next Meeting.</p>	

There was nothing to report.	

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

The Next meeting will be held on 30 January 2019.

Meeting closed at

Chair.....

Date.....