

Minutes of the meeting held on Wednesday 27th November 2019 at 18:30hrs in The Elders Community Centre, St Aidan's Estate, Great Preston.

Members Present: Cllr. Bath (Chair), Cllr Taylor (Vice Chair) Cllr. Blackburn and Cllr. Dickinson **Also present:** Mrs S. Bath (Clerk) and Mrs J. Winn (Clerk)

1. Chairperson'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.

a) Apologies for absence: None

b) Declarations of Interest: None declared

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

- Member of Public reported a over-hanging bush and car parked over the pavement on the Whitehouse Crescent – Cllr's advised that the member of the public would need to report this issue to Leeds City Council.

AGENDA ITEMS – ACTION POINTS	ACTION BY DATE
<p>3. a) To confirm the Minutes of the Meetings held on the 30th October 2019 Moved by Cllr Dickinson , seconded by Cllr Blackburn - RESOLVED that the minutes were confirmed as a true record and were signed by the Chairman. b) To receive and confirm the minutes of the Annual Parish Council Meeting held on the 15th May – ACTION POINT – Cllr. Taylor to amend minutes to include accounts information</p>	<p>4/12/19</p>
<p>4. To receive information on the following ongoing issues and decide further action where necessary: 4.1 Highways – a) Existing Whitehouse Lane SID – Ongoing - order placed, invoice paid, awaiting date for move. b) Future Astley Lane SID – Ongoing – Cllr. Bath to circulate information and sign order form for go ahead c) Preston Lane parking restrictions – Ongoing - Cllr. Bath to email and request extending hours of restrictions 4.2 Security – a) Filing cabinets and archiving of documents – Mrs Winn is in a position to file/shred/archive the relevant documents. ACTION POINT - Mrs Winn to research requirements of archiving with West Yorkshire Archives. FURTHER ACTION POINT – Mrs Winn to files docs at Village Hall and arrange shredding for those not required. 4.3 Health and Safety – a) Defibrillator training - Ongoing – Cllr. Bath to progress 4.4 Communication – a) Notice Board replacement – Ongoing – Cllr. Bath to progress 4.5 Land Ownership – a) Adjoining Parish field – Ongoing - Discussion with Cllr. Mark Dobson and officers at Leeds City Council ongoing - Cllr Bath progressing. 4.6 Events – a) Christmas lights switch on – all in order b) VE day celebrations 08/05/2020 – Discussion into holding a celebration at Village Hall. Planning ongoing. ACTION POINT – Clerk to liaise with Vicar regarding involving the school children in producing decorations such as bunting with Parish Council funding materials. FURTHER ACTION POINT – Mrs Winn to book in the Village Hall for the whole day and until after 17:00hrs and to speak with contact who normally has hall booked at that time.</p>	<p>11/12/19</p> <p>ASAP</p> <p>Before January Meeting</p>
<p>5. Administrative/Management Matters - to receive current reports, advice or updates from any of the following and resolve further actions: 5.1 Governance and Policy - a) To receive and adopt the new Rules for the Effective Management of Recording at Meetings – RESOLVED to accept Policy and Policy signed by Cllr Bath.</p>	

b) To receive and adopt a home expenses policy for Council employees

RESOLVED to include a home expenses policy for employees within the Financial Regulations

c) SLCC membership – **RESOLVED** to take out SLCC membership

d) Financial Regulations and S.137 – Review of Financial Regulations ongoing

e) Budget revision schedule – **RESOLVED** to report on Budget Vs Actual Spend quarterly starting in January with subsequent reporting decided at the next meeting.

f) To recommend that the Clerk, in consultation with two Councillors, pay any invoices received during the period when no meeting is planned in December and respond to any urgent requests of repairs – Cllr. Blackburn proposed, Cllr Taylor seconded - **RESOLVED**

5.2 Village Hall

a) Security Cameras – Cllr. Taylor reports installation is complete – remove from agenda.

b) Outside Lighting – Cllr. Bath reports that the outside light has been moved free of charge as part of the security camera installation – remove from agenda.

c) Liaison Group

d) i) Car Park – Planings – Ongoing – Cllr Bath to progress

ii) Ownership – Ongoing - Cllr Bath to progress. Agreed a course of action which could incur a cost to the PC – proposed by Cllr Blackburn, seconded by Cllr. Taylor – **RESOLVED**

e) Management Committee – Cllr Taylor circulated draft minutes 11th Nov meeting - Clerk to file a copy with the Minutes of this meeting.

5.3 Property and Assets Management Group (PAMG) – ongoing – asset register is work in progress

5.4 Estates & Playgrounds

a) St Aidan's - Ongoing - Cllr. Bath is liaising with West Yorkshire Archive.

5.5 Communication and Media

a) Website – Up to date

b) Social Media – Facebook up to date. Twitter – no logon details – agreed to not progress with Twitter account.

5.6 Swillington Educational Charity – Trustees Report – Next meeting to be held on 5th December

5.7 Councillor Roles and Recruitment – Clerk to design recruitment poster and publicise

5.8 Fundraising – Ongoing - Cllr's to think about ways to raise funds and conduct research

6. Finance October/November 2019

6.1 Bank/accounting system transaction reconciliation – received and noted

6.2 The schedule of payments below was approved unanimously

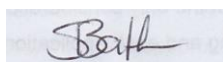
Date	Payee	Reason for Payment	Net Amt	VAT Amt	Grs Amt
27/11/19	Mrs S. Bath	Clerk's Salary 30 th Oct – 26 th Nov	£516.15	-	£516.15
27/11/19	Mrs S. Bath	Expenses	£30.43	£4.31	£34.74
27/11/19	Mrs J. Winn	Clerk's Salary	£160.00	-	£160.00
13/11/19	Leeds City Council	Movement of SID unit	£180.00	-	£180.00
27/11/19	The New Inn	Catering for Christmas Lights switch-on	£150.00	-	£150.00
20/11/19	C I S Ltd	Security Cameras	£2,900.00	£580.00	£3480.00
20/11/19	J. Taylor	Expenses (Batteries)	£10.00	-	£10.00
23/11/19	Hansons	Xero Payroll Subscription (1 st November - 31 st March)	£25.00	£5.00	£30.00
27/11/19	Home Bargains	Batteries	£3.98	0	£3.98

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27/11/19	Lumby Garden Centre	Christmas Lights	£29.00	0	£29.00	
		Total	£4,004.56	£589.31	£4,593.87	ASAP
<p>ACTION POINT – Cllr. Dickinson to ring the bank to transfer funds from saving into current account to cover the above outgoings</p> <p>6.3 Debit/Credit Card payments of £180.00 to Leeds City Council for the movement of the SID unit was noted.</p> <p>6.4 The schedule of income below was noted – no income for the month</p> <p>6.4 VAT reclamation - No VAT reclamation to report in November - ongoing</p>						
<p>7. Parish Projects or Issues and Environment - to receive any current reports or updates and resolve any further actions on any of the following:</p> <p>7.1 Environmental –</p> <p>a) In Bloom – Mrs Winn reports there is a meeting next week</p> <p>b) Wild Flower Meadow – Discussed cutting of grass in meadow – ACTION POINT - Clerk to inform In Bloom that the grass will be cut in Spring due to the ground being too wet.</p> <p>c) Parish Field</p> <p>d) Public Rights of Way – Footpath 4 and 5 to walk in Spring</p> <p>7.2 Public reports – a) over-hanging trees and pathway outside the Elders – ongoing – Cllr. Bath has raised with Cllr. Mark Dobson. ACTION POINT – Cllr. Bath to follow up.</p> <p>b) Additional signage for the Elders - ongoing – Cllr. Bath has raised with Cllr. Mark Dobson – ACTION POINT – Cllr. Bath to follow up.</p>						<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>8. To consider and decide upon the following planning applications:</p> <p>No new planning applications</p>						
<p>9. To receive any other Communication & Correspondence</p> <p>9.1 Information about communications, meetings or training attended by Members and the Clerk.</p> <ul style="list-style-type: none"> • Clerk attended training session – Induction Day for New Clerks • Clerk attended Climate Emergency Workshop with Leeds City Council • Clerk dialled in to webinar Local Councils Finance and Budgeting <p>9.2 Correspondence received which required a decision or action is listed below:</p> <ul style="list-style-type: none"> • Email query from In Bloom regarding grass cutting in the wildflower meadow • Ricochet leaflets to place in Village Hall? 						
<p>10. To notify the clerk of matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> • Climate Emergency • Tree planting • Precept • Budget • Police Crime Statistics • Mirror for junction at Goody Cross Lane • Additional parking for the Elders 						
<p>11. Date of Next Meeting – to consider and agree date of future meeting of the Council.</p> <p>Members agreed that the next meeting will be held on Wednesday 29th January 2020 at 18:30hrs.</p>						

Authorised Signature:



Mrs S. Bath (Clerk to the Council & RFO)

Email: s.bath@greatandlittlepreston-pc.org.uk

The Meeting was closed at: **20:55hrs**

Chair _____

Date _____