



**DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON  
WEDNESDAY 27 NOVEMBER 2013 IN THE ELDERS COMMUNITY CENTRE,  
ST AIDANS ESTATE, GREAT PRESTON. MEETING COMMENCED AT 18.30hrs.**

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**MEMBERS PRESENT:** Cllrs Wallace, Bath, Dickinson, Taylor, Beattie, Blackburn, Webster.

Also present was the Clerk, along with parishioners Joe and Kath McNally.

**1. CHAIRMANS WELCOME AND OPEN MEETING:**

Chairman welcomed everyone and opened the meeting.

**2. TO RECEIVE APOLOGIES**

Cllr Crossley had informed the Chair that she may arrive late.

**3. LATE ITEMS FOR THE AGENDA** - To identify items which have been admitted to the agenda by the Chair for consideration.

**4. TO RECEIVE DECLARATIONS OF INTEREST**

To disclose or draw attention to any disclosable pecuniary or other interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 10 – 13 of the Members' Code of Conduct.

As a neighbour of the applicant, Cllr Taylor declared an interest in item 13f.

**5. OPEN SESSION** members of the public may raise any matters concerning the Parish.

Although Mr and Mrs McNally were present, they confirmed that they were present to observe, especially the discussion relating to Broadband.

**6 TO RECEIVE** the minutes of the Parish Council Meeting held on 30 October 2013.

**RESOLVED:** The minutes of the meeting were accepted as a true record.

**7 MATTERS ARISING** from the PCM minutes of 30 October 2013. – **information only**

14:2 No decision has been made by the In Bloom group with regard to requesting extra funding for 2014/15

14:3 Approximately 30 people attended the Remembrance Day event. The Parish Council was represented by four Parish Councillors and the Clerk. The service was led by the new team Vicar, the Reverend Dianne Flynn, supported by Canon Reverend Rosemarie Hayes. Thanks were conveyed to the ladies for providing refreshments afterwards, which were enjoyed by all.

14:4 All arrangements have been made and confirmed for the Christmas Tree lights switch-on. Notices have been displayed in all the usual places. Meet at 6.15 for a 6.30 switch-on.

15c Copy of minutes attached to October PC Minutes.

18a Cllr Blackburn is booked onto a New Councillor course, on 04 December.

21 Letter sent to Laneside Trust, informing them of the Parish Councils decision.

## **8.VILLAGE HALL**

**a) To receive** report of Village Hall Management Committee (VHMC) meetings.

i) A letter had been received by the Chairman from the Treasurer of VHMC on 26 November, which arrived too late to distribute to members prior to the meeting.

The Chairman reminded the meeting that all correspondence should go via the clerk and the secretary of the VHMC as previously agreed. An individual councillor, which includes the chairman, cannot make decisions alone. Any item for discussion as an agenda item must be with the Clerk at least seven days prior to the meeting.

The content of the letter was read out. Copy attached to minutes.

A copy of the minutes and the accounts of VHMC are kept with the PC minutes for anyone's perusal it is not the responsibility of the Parish Council to publicise VHMC affairs.

**RESOLVED:** The content of the letter and a full response will be considered at the next meeting

ii) Chairman had received a telephone call from the Chairman of VHMC, requesting a meeting ASAP.

The Chairman of the VHMC was verbally informed any meeting would have be approved by the Parish Council.

**RESOLVED:** It was agreed to accept the offer and at least two Councillors would be present. A date of December 4 was suggested. Cllrs Wallace and Dickinson to attend.

## **9. ESTATES and PLAYGROUNDS**

### **9:1) Glencoe.**

One of the new grit bins, purchased by the PC has been installed and filled.

**a) To receive** reports of meetings.

No meetings had been held recently.

### **9:2) St. Aidans.**

**a) To consider** playground weekly inspection and Litter Pick.

Mr Winn reported that there has been little or no litter recently, although one nut is missing from the gate into the play area, which he is to replace.

Independent inspection – the six-monthly inspection is booked to take place in December.

**b) Two** new grit bins have been installed at the bottom of Church Road and Hemishor Drive.

Thanks to Jonathon at Woodend Nurseries for his assistance and providing the transport.

Hopefully LCC will top up the bins in future.

**c) To receive** report of Residents meeting that took place on Saturday 16 November.

Copy of report attached to the minutes.

**Cllr Crossley joined the meeting**

## **10. COUNCIL WEBSITE**

**a) To receive** updates.

Cllr Webster confirmed all email addresses are on now.

SEC meeting minutes section has been added to the website. See Item 11.

Cllr Wallace is to include a local history section .

## **11.SWILLINGTON EDUCATIONAL CHARITY**

**a) To receive** Trustees report of meeting of Swillington Educational Charity held on November 15 and web site information.

Meeting was held on 15 November, draft minutes attached to the PC Minutes.

The Charity has applied for first registration of the land with the Land Registry and are awaiting a response before progressing with the sale.

An article will be appearing in the February edition of the Rothwell Advertiser and the January edition of Swillington Church magazine.

All the minutes from July 2012 to date are now on our web site and Swillington PC have put the link on their site.

## **12)HIGHWAY MATTERS –**

**a) To receive** report of any incidents at Junior School.

**b) To consider** response from Highways on outstanding issues.

LCC Highways and Ward members had been emailed with regard to the unfinished work on Whitehouse Lane/A642 junction. The main sign which measures 4.5mts x 1.3mts on the A642 opposite the junction has still not been installed.

They were also asked if the work at the junior school had been programmed for 2014/15.

## **13) TO CONSIDER ONGOING PLANNING MATTERS –**

**a) 11/01713 Kensington Place (Hollinhurst).** Work was progressing

**b) 10/01412 Biffa Site.** Nothing to report.

**c) Site Allocations.** Draft report due to go before Development Panel in December.

**d) 13/04687 The Poplars, Goody Cross Lane** rear extension.

**e) 13/04572 The Old School, Preston Lane** Change of use to 5 bed dwelling. The decision date is today.

**f) 13/05039 6 Low Farm, Great Preston** [Two storey/single storey front/side extension](#)

There has been an objection to the application from the owner of Low Farm Cottage, but the Parish Council have not been contacted by them regarding this.

**RESOLVED:** It was agreed that the situation should be monitored.

## **14) NEW AGENDA ITEMS.**

**a) To recommend** part funding of 16 new tubs and planting material of £250, remainder funded by grant of £472 from Area committee. Extra tubs for Little Preston and Bowers Row. (See Item15a)

**RESOLVED:** This item was passed unanimously.

**b) To consider** extra grit bins for Queens Court, top of Whitehouse Drive and Whitehouse Crescent.

**RESOLVED:** After discussion it was agreed to obtain extra bins at an approximate cost of £450.

**c) To receive** update on broadband speed in the Parish.

This was brought up at the July 2013 meeting, correspondence and link to petition for faster broadband for West Yorkshire ([www.superfastwestyorkshire.co.uk](http://www.superfastwestyorkshire.co.uk)). were recorded in those minutes. 17000 people in West Yorkshire have signed the petition

Cllr Bath has had further contact with BT and LCC recently, which has resulted in a promise that ' Cabinet 19 will be upgraded in January 2014'. Cabinet 19 apparently serves most of Great Preston.

He suggested more people should complain to exert more pressure. The contact address for BT and the Infinity service is:-

**BT Correspondence Centre, Providence Row, Durham, DH98 1BT.**

## **15) ENVIRONMENT**

### **a) In Bloom. To receive** report of meetings.

The Chairman assisted the Group in an application for a grant from the Area Committee Well being small grant fund, which was successful, with an award of £472.00

It was unanimously agreed and passed under item 14a that £250 should be funded by the Parish Council to complete the funding of 16 new tubs and planting material to allow the group to expand into new areas.

6 medium new tubs will be sited on Queen Street, some large tubs will replace the damaged ones and replace smaller ones which will be used as extra tubs at Little Preston.

No decision was made at the last In Bloom meeting to request extra funding for 2014/15.

### **b) Peasecroft Wood. To receive** report.

LCC Habitats officer is putting together a Management Plan, but has other priorities at the moment.

It was agreed that the Parish Council look into its own management plan and take over as the Wood is Parish owned. (see15d)

### **c) St. Aidans Country Park. To receive** update and report from meetings.

There has been no progress, the Car Park and Visitor Centre are still closed. There were no meetings held in November, the next meeting is to be held on 10 December.

The Chairman is attending Area Committee meeting on that day, but may be back in time.

### **d) To receive** report of S106 Greenspace projects and Wildflower meadow.

An update has been received from Vicky Nunns, but as yet no decisions have been made. Report will be attached to draft minutes. The process began in December of last year.

Meanwhile the Parish Council has continued with work in the Wildflower meadow, 200 trees have now been planted and the access has been sprayed again.

**RESOLVED:** A meeting to be arranged with Vicky Nunns and Ward members. As there is little or no feedback on the S106 projects.

### **15:1 Allotments To receive** reports

There have been no meetings, the next meeting is to be held on 2 December.

## **16) FINANCE:**

### **16:1 To recommend** payment of

<b>a) Clerks Salary and expenses November</b>	Salary	£160. 00
	Refreshments for Remembrance Day.	20. 52
	Postage	1. 20
	Travel	<u>1. 54</u>
		<b>£183. 26</b>

### **b) LCC Switch on Christmas Lights** £ 75. 00 + vat

### **c) Payment to Chairman for Wreath** (invoice submitted) **£20. 00**

### **d) Payment to In Bloom** for extra Tubes and planting materials **£250. 00**

### **e) St. Aidans** playground weekly inspection and maintenance (12 months) **£150**

### **f) St.Aidans** playground biannual independent inspection **£50 + VAT.**

### **16:2 To consider**

#### **a) Estimated 2013/14 Precept** spending. Report attached to minutes.

**b) To consider budget proposals for 2014 /15 and setting of Precept Levy.**

The PC has not yet received the Tax Base figure from Leeds City Council so cannot set the 2014/15 precept levy yet. The figure has been promised 'before Christmas' along with the precept application forms. The closing date for applications has been extended to February 14 2014.

**RESOLVED:** The Clerk and Chairman will update members as and when the information is available. Due to no meeting in December a decision MUST be made on the 29<sup>th</sup> January 2014

**c) To recommend payment of invoices during winter break.**

**RESOLVED:** After discussion it was agreed that all payments be made and any invoices received due during the break may be paid.

**17. PUBLICATIONS AND CORRESPONDENCE** – Clerk to inform meeting.

a) LCC Highways and maintenance programme for 2014/15 Garforth and Swillington Ward.

b) CPRE Fieldwork, winter edition.

c) SLCC, Range of books for Local Councils sector.

d) St Gemma's Hospice, letter and notices of events.

e) AON Letter regarding snow clearance, salting and gritting. It was agreed that the Village Hall Management Committee should be made aware of this.

**18. TRAINING COURSES and MEETINGS**

**To receive reports:-**

a) Police Contact point meetings.

These were felt to be of use to residents by making them aware of crimes in the area and giving information regarding keeping homes safe.

**The next meeting is to be held on 15 January at 10.30am**

b) **To receive** Information for December YLCA training courses.

Cllr Blackburn is to attend course on 4 December but has not received acknowledgement of booking yet. Clerk to contact YLCA for confirmation.

c) **To consider** Parish and Town Council Annual Forum Monday 27 January 2014 6.30-9.00pm . Restricted to two delegates. Chairman to attend one more councillor required.

**19. MATTERS TO REPORT:** (formerly Any Other Business).

To raise matters for discussion without decision or agenda items for next meeting.

**20. DATE OF NEXT MEETING.**

**The next meeting will be held on 29 January 2014**

**22. CLOSE MEETING.**

Meeting closed at 20.15hrs

Chair.....

Date.....

**ITEMS FOR AGENDA TO BE WITH THE CLERK 7 DAYS PRIOR TO THE MEETING**

## ACCOUNTS

Balance @ 13/11/13		
Current A/C	1178.46	
Business Money Man A/C	<u>4799.48</u>	
		£5977.94
<u>Unpresented cheques</u>		
YLCA Training Course	50.00	
YLCA Local Councils explained	<u>49.60</u>	
		- 99.60
<u>November expenditure</u>		
Clerks Salary	183.26	
Wreath, remembrance day	20.00	
Payment to In Bloom group for extra tubs	250.00	
St Aidans Playground wkly Inspection/maint.	150.00	
St Aidans Playground bi-ann. Independent inspection	<u>50.00 (plus vat)</u>	
		- 653.26
Estimated projected and allocated expenditure to 31/3/14		
Clerks salary	640.00	
Internal Audit	50.00	
Christmas tree event	150.00	
Admin expenses	<u>200.00</u>	
		- 1040.00
Grant from LCC held over		- 1070.00
Estimated surplus to year end 31/3/14		£3115.08

## **MEETING WITH RESIDENTS ON SATURDAY 16 NOVEMBER 2013**

**Those present:- Ward Councillor Mark Dobson, Executive Member for Environment  
Phil Staniforth Technical Manager Parks & Countryside, Environments & Housing  
Cllr Ian Wallace Chair of Parish Council, and Clerk Mrs Janet Winn.**

### **Also present were residents:-**

Mr and Mrs Thompson, Jennifer Burton, Mr and Mrs Wood, Mrs Morag Bainbridge, Susan Eklof, Paul Griffiths, Mathew Highley, Maxine Birch, Ann Nimmo.

After a site visit to the Lines Way at the rear of properties on Valley Drive, those who had attended the site meeting, along with other concerned residents met in the Elders Community Centre to discuss the matter.

The meeting was chaired by Cllr Wallace who opened the meeting and welcomed every one.

Mr Staniforth of LCC was invited to address the meeting. Mr Staniforth repeated the apology to residents for the letters sent to them by LCC.

He stated that LCC are in the process of dealing with various parcels of land in the Leeds area and the input of residents who want to look after these areas was encouraged.

Mr Staniforth stated that a red line boundary on a map would be agreed between LCC and residents of the area to jointly manage.

To enable a management plan to be formalised the residents must form a group – Chair, Secretary and Treasurer and to put together a simple constitution ( a model document can be provided by LCC).

Sue Eklof asked who would be responsible for what, and Cllr Dobson said there would be a simple mechanism in place to look after these areas, some funding for which may be available.

Maxine Birch asked about adverse possession due to the fact that most residents had looked after areas of the banking for many years.

She was informed that this would be expensive and long winded.

Mr Staniforth reiterated to those present that no further action would be taken against residents who received the legal letters and that the letters were officially rescinded .

Cllr Wallace stressed that the plan should include all 25 of the properties that back onto the lines way and that the Parish Council are involved. Some residents live in properties whose gardens back onto very steep areas of the banking,

Cllr Dobson suggested that some clearing would take place to control trees and weeds from encroaching into gardens.

The trees coppicing will be carried out between November and February.

The residents were assured that each issue can be addressed.

Mr Staniforth said he would forward the model documents to Cllr Wallace and when requested he would return to draw up a partnership agreement which will confirm what residents will do and what LCC will do.

Cllr Dobson reiterated that no extra work would be required of residents than what they already do.

The group are to arrange a further meeting when the model documents are made available..

G. CLARKE F.S.C.A.

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& Commercial Accountant  
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"DUNRUMIN"  
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GREAT PRESTON  
WOODLESFORD  
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LS28 8BN

Mr. Ian Wallace,  
Chairmen,  
Great & Little Preston Parish Council.

26th November, 2013.

Dear Ian,

Ref: Village Hall.

I am writing this letter as you requested that all communications between the Village Hall and Parish Council should be in writing :

1. I enclose a copy of my Financial Report as at 20th November and would be obliged if you would copy this and pass on to all the members of the Parish Council, together with a copy of our Half Yearly Accounts, as there was no mention of these in the Council Minutes, and we are happy for everyone to know what we are doing with our money.
2. You mentioned in the Council Minutes that we " should seriously look at our Constitution", and I enclose a copy for your records. There had been no Constitution until Geoff Haigh took on the task of preparing this. After several drafts and looking at other bodies the Constitution was accepted and approved on the 27th January, 2011. If the Parish Council are not happy with this perhaps you could let us have their proposals in writing.
3. Brian, Pauline and I had two attempts to clean the War Memorial with Stone Cleaner and bleach before the 10th November, but it was not sufficient. I contacted Leeds City Council Grafitti Department ( at the suggestion of their Workforce), and asked if we could pay for their service to clean the War Memorial. They rang back to say that they would take on the cleaning as soon as possible, so we are awaiting this. I trust the Parish Council approve.

Yours sincerely,



Geoff Clarke  
Hon. Treasurer.