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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 31 October 2018**

**Members Present:** Cllrs Bath (DBA), Taylor (JT), Blackburn (DBL), Dickinson (AD), Bentley (AB), 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.** Chairman opened the meeting at 18.30pm. Apologies were received from Cllr Hanson (GH), who may be late.

**Declarations of Interest**

Cllr Bentley (AB) declared an interest in two planning matters - Items 8.2 and 8.4

Revised guidance relating to Disclosable Pecuniary Interests received from Debbie Oldham of LCC. To be forwarded to Cllrs.

**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.

Payment for Road planings - see item 11.4a

**3. Open Session – members of the press or public may raise any matters concerning the Parish.** There was nothing to discuss.

<b>Agenda items – Action Points</b>	<b>Action By Date</b>
<p><b><u>4. To receive/ approve the minutes of the meeting, held on Wednesday 19 September 2018</u></b>            The minutes of the meeting held on Wednesday 19 September 2018 were approved and were signed by the Chair. Proposed by Cllr Taylor (JT), seconded Cllr Bath (DBA), carried.</p>	
<p><b>5. Matters Arising from the PCM Minutes of 19 September 2018 not covered as separate Agenda items:</b>            There was nothing to discuss.</p>	
<p><b>6. To receive reports from:</b>  <b>6.1 Governance &amp; Policy Development Working Group</b>  <u>Updated Code of Conduct and Data Protection items</u>            Prior to the meeting Cllr Dickinson (AD) had produced and distributed copies of Privacy Notice and General Privacy Notice which may be adopted by the Parish Council.            Proposed by Cllr Dickinson, seconded by Cllr Bentley, motion carried.  <b>6.2 Village Hall Liaison Group</b> Meeting held on 25 October. Cllr Bentley (AB) reported the meeting was quite amicable. There was a discussion over both Parish Council and Village Hall Accounts, as well as he charging structure of hire of the Hall, to now include a Security deposit for evening bookings.            Christmas decorations - and the paucity of them in the Parish - was considered. The Village Hall Committee offered to provide funds towards some lights and possibly a tree in the Hall grounds, which could be illuminated.            Finally, a clear-up to be organised to free up space. <span style="float: right; color: red;">AP Cllr Bentley to progress this</span></p> <p><b>6.3 Property &amp; Assets Maintenance Group</b>  <b>1.</b> Car Park - Bath (DBA) reported the car park has been re-surfaced with 60 tonnes of planings ex work at Butt Hill, Kippax, at a cost of £360 plus Vat. , Woodend Nurseries will pay for the laying, by Phil Smith, local builder.  <b>2.</b> The War Memorial land transfer is nearing completion, transfer document signed and returned to PC Solicitor for final completion. The cost for the work is £505.00 plus vat, To date no charge has been received from CISWO.  <b>3.</b> Parish field on Preston Lane - soil bund around the wet area is now completed and seeded. Further drainage works to be carried out when time permits  <b>6.3a</b> Remembrance Day Service: Sunday 11 November 2018.            Meet 1.45 at the Village Hall, Service 2pm at the Memorial, with refreshments afterwards in the Hall.            Arrangements have been made for the Vicar to attend along with the Police. The wreath is ordered.</p>	AB28/11/18

<p>As Brian Butler is unable to attend to play 'The Last Post' Cllr Crossley is trying to arrange for a member of Preston Players to cover. <b>AP Cllr Crossley to arrange this</b></p> <p>Mr Ian Wallace was contacted re. attending to give a short address, but felt unable to do so. Clerk visited the Primary School re. possibility of children attending, but was told arrangements already made for them to attend at Kippax on Saturday 10 November</p> <p>Estimates for further work to the Village Hall Repairs to coping stones etc <b>AP Cllr Bath to progress this</b></p> <p><b>6.4 Village Hall Management Committee Meeting</b> Meeting held 8 October 2018. <b>Hourly cost for evening bookings to be increased to £15 per hour and the possibility of charging a deposit for some evening bookings was discussed.</b> 6.4a Village Hall Car Park. Cllr Bath had obtained quote for chippings, but in the meantime road planings were available at a very good price - see Item 6.3 - 1 <b>AP Cllr Bath progressed this.</b></p> <p><b>6.5 Estates and Playgrounds</b> <b>6.5a Glencoe Estate</b> Nothing to report <b>6.5b St Aidan's It was reported that a tree had fallen over,</b> <b>AP Mr Winn to inspect this</b> <b>6.5c. Whitehouse Estate.</b> It had been reported that a tree in Peasecroft Wood is overhanging garden of 33 Whitehouse Avenue. <b>AP Cllr Bentley to inspect</b></p> <p><b>6.5d. Queen Street Estates</b> Notice Board. Parish Council are to choose one at an agreed spend of up to £1000 for supply. Replacing other Notice Boards in the Parish to be considered as an on-going programme. Moved Cllr Blackburn, seconded Cllr Dickinson, motion carried. <b>AP Cllr Dickinson to progress</b></p> <p><b>6.5e. Little Preston – Update on Virgin Media,</b> Cllr Blackburn reported that Virgin Media began the remainder of work at the beginning of October and it would appear they have finished.</p> <p><b>6.6 Communication and Media</b> <b>6.6.a Website</b> There was nothing to report.</p> <p><b>6.6.b Social Media</b> There was nothing to report. Newsletter.. These have now been printed and are being delivered.</p> <p><b>6.7 Swillington Educational Charity – Trustees Report.</b> Meeting to be held on 6 November, to discuss the winding-up of the charity.</p>	<p>BC28/11/18</p> <p>DBA28/11/18</p> <p>JAW28/11/18</p> <p>AB28/11/18</p> <p>AD28/11/18</p>
<p><b>7. To receive information on the following ongoing issues and decide further action where necessary.</b></p> <p><b>7.1 Highway Matters –</b> <b>7.1a) <u>Safety on Whitehouse Lane &amp; Traffic speeds through Gt Preston</u></b> Cllr Bentley had a meeting with Roger Cann of LCC Highways. They walked through the village. Several possible measures could be considered, bearing in mind budget constraints. Pedestrian crossing near to the Village Hall car park, rumble strips approaching the village, speed Indicator device on 2nd lamppost coming in to the village on Whitehouse Lane (this would have to be funded by the Parish Council - possibly £3000, unless funding obtained) <b>AP Cllr Bentley to progress</b></p> <p><b>7.1b) <u>Whitehouse Lane Parking Issues (Grassed areas)</u></b> Cllr Bath reported that residents of only one property are parking cars on the grass. The situation is to be monitored.</p> <p><b>7.1c) <u>Grass Verges and parking on footpaths</u></b> Parish Council will continue to monitor the situation.</p> <p><b>7.2 Police Crime Statistics</b> There was nothing to report</p> <p><b>7.3 Memorial Plaque for Marjorie Goldthorpe</b> This matter is ongoing.</p> <p><b>7.4 Security matters - Metal Filing Cabinet, archiving of documents, use of galppc e-mails etc.</b> Asset documents relating to land owned by Parish Council - Clerk to contact Emsleys to find out if they still hold original asset documents on behalf of the Parish Council <b>AP Clerk to progress</b></p>	<p>AB28/11/18</p> <p>JW28/11/18</p>

<p>New email addresses are to be up and running, possibly by November Cllr Hanson is dealing with this matter</p> <p style="text-align: right;">AP Cllr Hanson to progress</p>	<p style="text-align: right;">GH28/11/18</p>
<p><b><u>8. To receive and consider any current planning proposals</u></b></p> <p><b>8.1 10/01412-14/03823RM Biffa Site-Footpath along the North West side of the Biffa site.</b> Cllr Bath is having problems in contacting David Jones of LCC, AP Cllr Bath progressing</p> <p><b>8.2 18/06140/FU Demolish existing s/storey side/rear construction, part two storey, part s/storey Side/rear extension, s/storey side extension, new chimney to side, bay window to front at 10 Whitehouse Avenue Great Preston.</b> No objections received.</p> <p><b>8.3 18/06673/TR Emergency works to protected trees, sited at 31 Hall Road, Little Preston.</b> No objections received.</p> <p><b>8.4 18/06634/TR Work to trees protected by Tree Preservation order at 33 Whitehouse Avenue, Great Preston.</b></p>	<p style="text-align: right;">DBA28/11/18</p>
<p><b><u>9. New Agenda Item</u></b></p> <p><b>9.1 Maintenance of trees on roadside and within the copse at the top of Wood Lane, near to the parking area.</b> Cllr Bath reported that some work is needed on various trees - an Ash tree at the top of Fleakingley Lane has a large dangerous branch, and some in the copse at the top of Wood Lane are overcrowded, along with those in the Scout Area;. After discussion it was agreed that Askham Bryan College be contacted, to see if someone might attend a site visit to discuss matters. AP Cllr Bentley to progress</p> <p><b>9.2 Fracking Meetings.</b> An email regarding the shutting down of fracking operations in Lancashire was sent to Cllrs by Cllr Blackburn. A film night was held on Monday 1 October 2018 at Edward V11 Working Men's Club</p> <p><b>9.3 Christmas lights, etc.</b> An email had been received from Pat Huffer of LCC regarding requirements. After discussion it was agreed that the Clerk should contact her, mentioning the quality of previous lights had not been great. AP Clerk to progress</p> <p>After discussion it was agreed that Cllr Bentley would contact Village Hall Management Committee and In Bloom re. contributing towards lights at the Village Hall. AP Cllr Bentley to progress</p> <p>The switch-on is to take place on Thursday 6 December, 6pm automatically at Little Preston and 6.30 manually at Great Preston.</p> <p>Jackie at the New Inn to be contacted re. refreshments, AP Cllr Bath to progress</p> <p>Cllr Crossley to contact Preston Players regarding their attendance to play Carols AP Cllr Crossley to progress</p>	<p style="text-align: right;">AB28/11/18</p> <p style="text-align: right;">JW28/11/18</p> <p style="text-align: right;">AB28/11/18</p> <p style="text-align: right;">DBA28/11/18</p> <p style="text-align: right;">BC28/11/18</p>
<p><b><u>10. Environment – to receive reports and updates on the following</u></b></p> <p><b>10.1 In Bloom.</b> Report of meetings. No meetings held, next meeting will be on 7 November 2018, including AGM</p> <p><b>10.2 Peasecroft Wood.</b> Nothing to report</p> <p><b>10.3 St. Aidan's Country Park.</b> An email had been received from RSPB regarding a half marathon on 21 October 2018/ Cllr Taylor reported that the path is now improving..</p> <p><b>10.4 Wild flower Meadow</b> off Fleakingley Lane and Parish field on Preston Lane - Cllr Bentley reported that with some help from Mr Stephen Bath and his mini tractor, he filled in the dip in the Ground near the raised path, using waste soil from Wood End Nurseries, plus some gravel. Also some work Was done around the end bench.</p> <p><b>10.4a Parish Field on Preston Lane project</b> Cllr Bath to initiate/progress the Project, supported by Cllrs. AP Cllr Bath to progress this</p> <p>Cllr Bentley reported that after an approach was made to LCC and Ward Councillors, an assurance was made that remaining S106 monies of £1066 could be provided.. Vicky Nunns of LCC has recently agreed to provide funds for the project final total of £1396.74</p> <p><b>10.5 Public Rights of Way.</b> It was agreed that footpath No. 5 should be walked again. This will be on Thursday 8 November at 9.30am. Meet and Village wheel on Whitehouse Lane.</p> <p><b>10.6 Littering, fly-tipping and dog fouling.</b> It was reported that some litter picking had taken place along Whitehouse Lane, possibly by LCC workmen. After discussion regarding dog fouling it was agreed that Cllr Bentley should contact the Dog Warden. AP Cllr Bentley to progress</p> <p><b>10.6 HS2 Phase 2b - Autumn 2018 Consultations</b></p>	<p style="text-align: right;">DBA28/11/18</p> <p style="text-align: right;">AB28/11/18</p>

<p>An email was sent to Councillors from Cllr Blackburn regarding various meetings to take place, as published in the Yorkshire Evening Post. An email was also received regarding Consultations taking place during November. Cllr Hanson to be contacted, regarding placing dates of meetings on the Parish Council website.</p>	
<p><b>11 Finance - October 2018</b></p> <p><b>11.1 To receive and consider the financial accounts</b> Accounts now signed-off by PKF Littlejohn and Invoice received.</p> <p><b>11.2 Recommend payment of Clerks salary and expenses October 2018</b> Salary £160.00</p> <p><b>11.3 September/October 2018 spend reconciled to Invoices/the parish council bank Statement.</b> Un-audited accounts were circulated by the Clerk</p> <p><b>11.4 Agree payment items.</b> 11.4a 60 tonnes of road plantings for V.H. Car Park. £360.00 + £72.00 vat. Total £432.00 11.4b PKF Littlejohn External Audit fee. £200.00 + £40.00 vat Total £240.00 Cost of producing Newsletters. £200.00</p> <p>Receipts. Northern Powergrid, Wayleave payment. £9.47</p> <p><b>11.5 VAT reclamation position</b> (Quarterly reclaims) Previous claim received, next quarterly payment to be claimed. <span style="float: right;">AP Clerk to progress this</span></p> <p><b>11.6 To receive record of Credit Card purchases</b> Emsleys Solicitors, fees for transfer of land at Preston Lane (War memorial) £505.00 + vat £101.00 + Land registry fees £23.00 Total £629.00</p>	<p>JW28/11/18</p>
<p><b>12. To receive any other Correspondence &amp; Communications and any further meetings/training attended by Members and the Clerk.</b></p> <ul style="list-style-type: none"> <li>a. Email from YLCA re. death of Cllr Doug Morley. Sent to Cllrs.</li> <li>b. NALC Chief Exec's bulletin x 2, sent to Cllrs.</li> <li>c. Newsletter, W.Y Police, sent to Cllrs.</li> <li>d. CPRE Update sent to Cllrs.</li> <li>e. YLCA 11th Edition Local Council Admin. Now available to order.</li> <li>f. Northern Restoration, High pressure cleaning service.</li> <li>g. LCC Updated Key Cases, Garforth/Swillington Ward.</li> <li>h. Letter of thanks from Betty Starmer for Donation to Bowers Allerton Chapel/</li> </ul> <p>YLCA Branch Meeting 9/10/18, Cllrs Dickinson and Blackburn were unable to attend. East Leeds Community Committee meeting 2/10/18, Cllr Bentley attended, details of which were emailed to Cllrs. YLCA Training event 15/11/18</p>	
<p><b>13. Matters for the Next Meeting</b> 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 28 November 2018.  
Meeting closed at 8.55 pm

Chair.....

Date.....