



OFFICIAL NOTICE OF A MEETING OF THE GREAT & LITTLE PRESTON PARISH COUNCIL

To be held on Wednesday 30th October 2019 In The Elders Community Centre, St
Aidan's Estate, Great Preston at 6.30 pm

Members of the Council are summoned to attend this meeting. Meetings are open to Press and public. The
Press and public may only speak during the 15 minutes public forum Open Session.

Authorised Signature:

Mrs S. Bath Clerk to the Council & RFO

AGENDA 30th October 2019 GALPPC MEETING

www.greatandlittlepreston-pc.org.uk

1. CHAIRMANS 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.

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.

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

*Each Parishioner will be allowed a maximum of 5 minutes to speak to the Parish Council. Thereafter any member of
the Press or Public remaining for the duration of the meeting are silent observers and must not take part in any
question, answer or discussion.*

4. To approve the minutes of the meeting held on 25th September 2019.

4.1 To receive the minutes of the Annual Parish Meeting held on 24th April 2019

4.2 To receive and confirm the Minutes of the Annual Parish Council Meeting held on 15th May 2019

5. Matters Arising from the PCM Minutes of 25th September 2019 not covered as separate Agenda items:

6. To receive reports from:

6.1 Governance & Policy Dev. Working Group (GAPDWG)

6.1a To receive and adopt Appraisal Procedures

6.1b To review the PC Agenda and consider suggested amendments

6.2 Village Hall

6.2a Village Hall Liaison Group (VHLG)

6.2b Village Hall Car Park

6.2c Village Hall Management Committee - report of meeting

6.3 Property & Assets Maintenance group (PAMG)

6.4 Estates and Playgrounds

6.4a. Glencoe Estate; b. St Aidan's; c. Whitehouse Estate; d. Queen's Street Estates. e. Little Preston

6.5 Communication and Media – a) Website Update b) Social Media

6.6 Swillington Educational Charity – Trustees Report

7. To receive information on the following on-going issues and decide further action where necessary.

7.1 Highway Matters

7.1a Safety on Whitehouse Lane & Traffic speeds through Gt Preston –

(i) Speed Indicator Device (SID) (ii) Place order for next SID

7.1b Preston Lane parking restrictions

7.2 Security matters - Metal Filing Cabinet, archiving of documents

7.3 Defibrillator Cabinet and training

7.4 Notice Boards replacements - Replacement of notice board on entrance to Whitehouse estate (south end)

7.5 New Email Addresses

- 7.6 Remembrance service
- 7.7 Christmas lights switch-on
- 7.8 Discussion of Mobile phone, dongle and file backup for Parish Clerk
- 7.9 New Councillor forms
- 7.10 Land ownership – adjoining Parish Field

8. To receive and consider any current planning proposals

9. New Agenda Items

- 9.1 Xero Payroll Addition
- 9.2 Closure of the deposit account leaving the current account and card account
- 9.3 Payment to Small Contractor terms
- 9.4 Fundraising
- 9.5 Redefining Cllr roles
- 9.6 To receive information regarding the VE day celebrations on 08/05/2020 and decide on any future actions
- 9.7 To review the PC's internal controls and decide on further actions

10. Environment – to receive reports and updates on the following

- 10.1 In Bloom. Report of meetings
- 10.2 Peasecroft Wood
- 10.3 St. Aidans Country Park
- 10.4 Wild flower Meadow off Fleakingley Lane and Parish field on Preston Lane
 - 10.4a Parish Field project update.
 - 10.4b Wildflower Meadow actions
- 10.5 Public Rights of Way.
- 10.6 Littering, flytipping and dog fouling.

11. Finance – September/October 2019 To receive and consider the financial accounts

- 11.1 Year end Accounts
- 11.2 Recommend payment of Clerk's salary and expenses for September/October 2019
- 11.3 September/October 2019 spend reconciled to Invoices/ the Parish Council bank statements
- 11.4 Agree payment for listed items:
 - 11.4a FPK Littlejohn LLP (External Audit for YE Accounts 31st March 2019
 - 11.4b Plainings for VH car park
 - 11.4c G&LP In Bloom for planting in 2019/20
 - 11.4d Allerton Bywater Church Committee donation for churchyard up-keep (under section 137)
 - 11.4e Bowers Row Chapel donation for grounds up-keep (under section 137)
- 11.5 VAT reclamation position (Quarterly reclaims)
- 11.6 To receive record of Credit Card purchases
- 11.7 Income
- 11.8 To consider any necessary revision of the budget

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

- 12.1 Emails received
- 12.2 Post received

13. Matters for the next Meeting.

14. Date of Next Meeting – to consider and agree date for the November Parish Council Meeting Wednesday 27th November 2019 at 6:30 pm

*Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later).
However a copy of the full recording protocol and Code of practice for use by Third Parties is available from the Clerk.*