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2019 PARISH COUNCIL MEETING

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 30th October 2019

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

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.

Apologies for absence: *Cllr. Taylor (Vice Chair), Mrs Winn (Clerk)*

Declarations of Interest: *None declared.*

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.

No late items.

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

- *Member of public raised concerns over trees outside the Elders and roots affecting footpath - **Action Point** – Cllr Bath to raise with Cllr Dobson.*
- *Member of public raised better signage needed for the Elders – **Action Point** – Cllr Bath to raise with Cllr Dobson.*
- *Member of public raised concern over VH car park – **Action Point** - Cllr Bath to email member of public re Village Hall Car park.*

Agenda items – Action points	Action by date
<p>4. To approve the minutes of the meeting held on 25th September 2019 <i>Cllr Dickinson proposed, Cllr Blackburn seconded - RESOLVED</i></p> <p>4.1 To receive the Minutes of the Annual Parish Meeting held on 24th April 2019 <i>Mrs Winn circulated to Councillors on 1st Oct 2019 - RESOLVED to receive these minutes, which will be approved at the next Annual</i></p>	13/11/19

<p><i>Parish Meeting.</i></p> <p>4.2 To receive and confirm the Minutes of the Annual Parish Council Meeting held on 15th May 2019 – awaiting from Mrs Winn – <i>Action Point</i> – Mrs Winn to circulate to Cllr’s no later than 13th November 2019.</p>	
<p>5. Matters Arising from the PCM Minutes of 25th September 2019 not covered as separate Agenda items: <i>Nothing to report.</i></p>	
<p>6. To receive reports from:</p> <p>6.1 Governance & Policy Dev. Working Group (GAPDWG)</p> <p>6.1a To receive and adopt Appraisal Procedures <i>Cllr. Blackburn proposed acceptance, Cllr. Dickinson seconded – RESOLVED</i></p> <p>6.1b To review the PC Agenda and consider suggested amendments <i>Cllr. Blackburn proposed, Cllr Bath seconded – RESOLVED to trial the amended Agenda.</i></p> <p>6.2 Village Hall</p> <ul style="list-style-type: none"> • <i>Discussion of Security camera quotes – RESOLVED unanimously to accept the quote of £2900.00 from CIS Ltd, Kippax to replace the security cameras at the Village Hall. This was deemed to be the best value for money and provided the latest specifications available. Proposed by Cllr. Bath, seconded by Cllr. Blackburn.- Action Point – Cllr. Taylor to arrange</i> • <i>Cllr. Bath suggested that the Village hall outside security light needs to be repositioned to provide more coverage. Proposed by Cllr. Dickinson, seconded by Cllr. Blackburn and RESOLVED to contact Burgess Electrical to attend to this work as soon as possible. Action Point – Cllr. Bath to arrange</i> <p>6.2a Village Hall Liaison Group (VHLG) <i>Cllr Bath and Cllr Taylor presented details on security cameras. VHMG to contribute £1000 security cameras, £1000 towards Christmas Lights and £400 towards the Defibrillator</i></p> <p>6.2b Village Hall - Car Park <i>Planings are required every year to maintain the car park. Cllr Bath proposed 20 tonnes with a possibility of an additional 20 tonnes required. Cllr Dickinson seconded. RESOLVED to maintain the level of the car park with the stated amount of planings, on a regular basis. Action Point – Cllr Bath to organise planings.</i></p>	<p>27/11/19</p> <p>27/11/19</p> <p>Nov. 2019</p> <p>27/11/19</p>

<p>6.2c Village Hall Management Committee. Report of meeting <i>No representative -</i> Action Point – Cllr Bath to ask for a report to be emailed to Clerk</p> <p>6.3 Property & Assets Maintenance group (PAMG) <i>See item 6.2a</i> <i>Cllr. Bath reported that it would be advisable to try to book the contractors to attend to the gable end work in the next quarter, with a view to commencing work in the second quarter of next year.</i></p> <p>6.4 Estates and Playgrounds</p> <p>6.4a. Glencoe Estate <i>Nothing to report – remove from future Agenda</i></p> <p>6.4b. St Aidan’s Estate <i>No docs for playground – Action Point – Cllr Bath to follow up and acquire documentation</i></p> <p>6.4c. Whitehouse Estate <i>Nothing to report – remove from future Agenda</i></p> <p>6.4d. Queen’s Street Estates <i>Nothing to report – remove from future Agenda</i></p> <p>6.4e. Little Preston <i>Nothing to report – remove from future Agenda</i></p> <p>6.5 Communication and Media –</p> <p>a) Website – Update <i>Up to date</i></p> <p>b) Social Media <i>Up to date</i></p> <p>6.6 Swillington Educational Charity – Trustees Report <i>Update given of meeting on 22nd October</i></p>	<p>27/11/19</p>
<p>7. To receive information on the following on-going 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</p> <p>(i) Speed Indicator Device (SID) movement Action Point – Cllr Bath to arrange for SID to be moved and reprogrammed.</p> <p>(ii) Place order for next SID - RESOLVED <i>to acquire a new SID device, to be placed on Astley Lane, in the next 1 year plan and financial year. As no legal power to provide this item is available to the PC, the finance will be from S137 monies. Action point – Cllr Bath to place order</i></p> <p>7.1b Preston Lane Parking Restrictions</p>	<p>27/11/19</p> <p>27/11/19</p>

<p>Action Point – Cllr Bath to email and request extending hours of restrictions.</p> <p>7.2 Security matters - Metal Filing Cabinet, archiving of documents <i>Filing cabinet system up and running and located Village Hall</i></p> <p>7.3 Defibrillator Cabinet and training <i>Ongoing – training to be arranged now holiday period over -</i> Action Point - Cllr. Bath to progress.</p> <p>7.4 Notice Boards replacements - Replacement of notice board on entrance to Whitehouse estate (south end) <i>Notice board delivered to Cllr Taylor -</i> Action Point – Cllr Bath to organise replacement.</p> <p>7.5 New Email Addresses <i>All to use GALPPC email</i></p> <p>7.6 Remembrance service Action Point – Clerk to confirm with Vicar that police have been notified, confirm if the Village Hall is booked, to acquire a list of names, to ensure that is there enough copies of the service and to arrange bugler.</p> <p>7.7 Christmas light switch-on <i>Posters are displayed on notice boards and advertised on Facebook. More Christmas carol sheets may be required –</i> Action Point – Clerk to ask Mrs Winn for carol sheet to print more copies. <i>Food for Christmas Lights event - Cllr Blackburn proposed, Cllr Bath seconded –</i> RESOLVED unanimously to pay the Food bill (£130) at the New Inn on night of switch on.</p> <p>7.8 Discussion of Mobile phone, dongle and file backup for Parish Clerk <i>No separate hard-drive, mobile phone and 4g dongle required. Clerk proposed home expenses of £5 p.m. for use of home electricity, broadband, mobile phone and hard-drive.</i></p> <p>7.9 New Councillor Forms <i>Not required as no new Cllr's as yet</i></p> <p>7.10 Land ownership – adjoining Parish Field <i>Discussion with Mark Dobson and other interested parties' ongoing -</i> Action Point - Cllr Bath to progress.</p>	<p>27/11/19</p> <p>Nov. 2019</p> <p>ASAP</p> <p>Nov. 2019</p> <p>Ongoing</p>
<p>8. To receive and consider any current planning proposals <i>No planning applications</i></p>	
<p>9. New Agenda Items</p>	

<p>9.1 Xero Payroll Addition <i>Additional £5 per month for payroll – Cllr Bath proposed, Cllr Blackburn seconded – RESOLVED to proceed with this.</i></p> <p>9.2 Closure of the deposit account leaving the current account and card account <i>To keep open and use deposit account as a reserves account.</i></p> <p>9.3 Payment to Small Contractor terms. <i>Cllr. Bath hoped that the PC would be making payments within 30 days where possible.</i></p> <p>9.4 Fundraising <i>Discussed ways of raising funds.</i></p> <p>9.5 Redefining Cllr roles</p> <p>9.6 To receive information regarding the VE day celebrations on 08/05/2020 and decide on any future actions <i>To look into feasibility of a firework display.</i></p> <p>9.7 To review the PC’s internal controls and decide on further actions <i>Discussed budget tracking and reporting quarterly. Bank reconciliation checks at meetings – print out breakdown of transactions from Xero to compare with bank statements and cheque stubs.</i></p>	
<p>10. Environment – to receive reports and updates on the following</p> <p>10.1 In Bloom. Report of meetings <i>Silver Gilt award certificate framed and displayed at Village Hall.</i></p> <p>10.2 Peasecroft Wood <i>Title deeds obtained – remove from Agenda.</i></p> <p>10.3 St. Aidan’s Country Park <i>Nothing to report – remove from Agenda.</i></p> <p>10.4 Wild flower Meadow off Fleakingley Lane and Parish field on Preston Lane</p> <p>10.4a Parish Field project update <i>Nothing to report – remove from agenda.</i></p> <p>10.4b Wildflower Meadow actions <i>Nothing to report – remove from agenda.</i></p> <p>10.5 Public Rights of Way <i>Footpath 5 to walk in spring.</i></p> <p>10.6 Littering, fly-tipping and dog fouling.</p> <p>a. Littering <i>Nothing to report – remove from agenda.</i></p>	

b. Fly tipping *Nothing to report – remove from agenda.*

c. Dog Fouling *Nothing to report – remove from agenda.*

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

11.1 Year-end Accounts

Received completion letter on 4th Oct 2019. Displayed docs on website and notice boards.

Cllr Bath writing procedure for submission requirements.

11.2 Recommend payment of Clerks salary and expenses for August/September 2019

a. Shelley Bath Salary 25th Sept – 29th Oct 2019

£377.12

b. Mileage Expenses Oct 2019

£2.70

c. Janet Winn Salary October £160.00

£160.00

d. Expenses Oct 2019 – A4 Pouches

£3.00

e. Cllr Dickinson travel expenses (YLCA meeting)

£13.05

Total

for October ***£555.87***

11.3 Sept/Oct 2019 spend reconciled to Invoices/the parish council bank statements

11.4 Agree payment for listed items

a. FPK Littlejohn LLP (External Audit for YE Accounts 31st March 2019)

£280.00

b. JM Haulage (Plainings for VH car park) - invoice will be next month

0.00

c. G&LP In Bloom for planting in 2019/20

£1000.00

d. S. 137 - A B Church Committee donation for churchyard up-keep

£150.00

e. S. 137 - Bowers Row Chapel donation for grounds up-keep

£150.00

f. Hydro Fire Ltd

£115.00

Total for October £1,695.00

11.5 VAT reclamation position (Quarterly reclaims) *No reclaims reported*

11.6 To receive record of Credit Card purchases *No credit card purchases reported*

11.7 Income

Cheque received with thanks from Northern Powergrid - Wayleave £9.47

Cheque received with thanks from Woodend Nurseries £218.00

Cheque received with thanks from the New Inn £218.00

Cheque received with thanks from Station Road Motors £218.00

Cheque received with thanks from Great & Little Preston Village Hall £1,000.00

Total Income/Receipts for

October £1,633.47

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

a. NALC - Chief Executive's Bulletin - 27 September

b. WYP - PCC Newsletter - October 2019 Edition [OFFICIAL]

*c. HMRC - STRF:**EMPREG_CharComm (KMM70226881115977L0KM)*

d. YLCA - Internal Auditors

e. YLCA - Important Consultation for the Parish Sector

f. YLCA Branch Meeting dates, venues and speakers Autumn 2019

g. YLCA - White Rose Update October Edition

h. PKF Littlejohn LLP - WY0033 2018/19 AGAR Section 3 External Auditor Report

i. YLCA - Chairmanship Training Events

j. YLCA - Finance related training sessions at Aston Hall Hotel, Aston, Just off the M1

k. YLCA - Training in Freedom of Information Act 2000 and General Data Protection Regulation

l. Training for Clerks - Experienced Clerks Day - Tuesday, 22 October

m. YLCA - White Rose Update Mid October



<p><i>n. New forthcoming Key Decision: Making Leeds a Living Wage City</i></p> <p>12.2 Post received</p> <p><i>a. Clerks and Councils Direct September Issue Clerk took copy.</i></p> <p><i>b. HMRC letter re PAYE</i></p>	
<p>13. Matters for the next Meeting <i>a. SLCC membership</i></p>	
<p>14. Date of Next Meeting – to consider and agree date for the November Parish Council Meeting</p> <p><i>The next meeting will be held on Wednesday 27th November 2019 at 6:30 pm.</i></p>	

Meeting closed at: 21:15 hrs

Chair.....

Date.....