



**MINUTES OF THE MEETING OF GREAT AND LITTLE PRESTON PARISH COUNCIL
HELD ON WEDNESDAY 26TH SEPTEMBER 2012, IN THE ELDERS COMMUNITY
CENTRE, ST AIDANS ESTATE, AT 1830hrs**

MEMBERS PRESENT: Cllrs Wallace, Silvey, Crossley.
Also present was the Clerk.

1. TO ELECT VICE CHAIRMAN:

Cllr Silvey was nominated by Cllr Crossley, seconded by Cllr Wallace, motion carried.

2. TO RECEIVE APOLOGIES:

Apologies were received from Cllrs Webster and Bath.

3. LATE ITEMS FOR THE AGENDA:

a) Mazars – Invoice received for cost of External Audit Accounts for year ending 31/3/12. £155.00 plus £21.00 vat, total £186.00. This was accepted by the Parish Council as a late item.

4. DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS:

There were no declarations of Interest.

5. OPEN SESSION – Members of the public may raise any matters concerning the Parish:

As no members of the Parish were present at the meeting, there was nothing to discuss on this item.

6. TO CONFIRM THE MINUTES OF MEETING HELD ON 25TH JULY 2012:

Proposed by Cllr Crossley, seconded by Cllr Wallace, motion carried.

RESOLVED The draft minutes were accepted as a true record.

7. MATTERS ARISING FROM THE MINUTES OF 25TH JULY 2012: - information only.

RESOLVED There were no matters arising.

Councillor Liversidge entered the room and joined the meeting

8. VILLAGE HALL:

To receive report on roof repairs:

Cllr Crossley confirmed that Mr Paul Kelly had completed the repairs and had been paid for the work.

b) To receive report on Security Cameras

The Clerk reported that Mr Coates came on several occasions and work had been completed. It was reported that the equipment installed was of a high standard.

Camera activity is checked regularly by Mr. J. Winn and noted on comments form which is kept with the screen in a locked cupboard.

The Clerk informed Parish Council that one of the cameras is faulty and had been reported to Mr Coates, he is to come next week.

It was requested that he be asked what activates the cameras and how long they will run for.

9. ESTATES AND PLAYGROUNDS:

a) Glencoe – To receive report on condition and meeting with Aire Valley Homes and Continental Landscapes.

Meeting with Aire Valley Homes - Mr Chris Goshomi, to point out areas of improvement. Litter, overgrown shrub beds, tree pruning and a boarded-up property and several other complaints from residents were all noted to follow up by AVH.

Requested AVH remove tree stumps and level soil and residents keen to plant and take over maintenance of large plot near entrance. To follow up.

Playground was satisfactory.

9b) St Aidans

(i) Meeting with Aire Valley Homes – Mr Teddy Golding to point out areas of neglect. Grass cutting – St Aidans Road, a sheltered accommodation bungalow was regularly missed.

The Elders overgrown areas had all been done since a previous complaint.

The state of the gutters and exterior were pointed out to Mr Golding.

Complaint from neighbour of untidy garden on Church Street, resident already sent letter from AVH.

To follow up.

(ii) Incident in the playground on the night of 12/13 August. Youths camping in the play area had left a lot of litter and had defecated on one of the slides and the rotating dish. This was cleaned up and disinfected. Amongst the litter left was a takeaway slip with an address and phone number of the purchaser, dated 12 August 2012, time 2230. This was reported to the Police at Garforth, who quickly identified the purchaser and paid him a visit. The teenager admitted camping and ordering the takeaway, but obviously denied “making the mess” He gave the names of the three other campers.

RESOLVED PC Ian Hopkinson said he would visit all three and issue them with a warning. It was also suggested they advise the youths to stay away from St Aidans, as the residents were not very happy. All four youths live in Kippax.

The Parish Council would like to thank the resident next to the playground who provided hot water and cleaning materials.

(iii) To consider twice yearly engineering inspection of equipment at a cost of £50 per visit.

An independent playground engineer had contacted Cllr Wallace and informed him that the next inspection visit would be in December.

Proposed by Cllr Silvey to agree to the inspections, seconded by Cllr Crossley, carried.

RESOLVED. Cllr Wallace to make the arrangements.

Weekly inspections for September had been carried out by the Clerk and was thanked for her efforts.

Cllr Silvey offered to do the October inspections.

10. PARISH COUNCIL WEBSITE:

To receive updates.

Cllr Webster is still away and sent his apologies regarding the website and addresses, and the ordering of the replacement seat at Little Preston.

11. SWILLINGTON EDUCATIONAL CHARITY

To receive report of meetings (August and September) 2 meetings held.

Notes and Report attached to the minutes in the minute book.

12. HIGHWAY MATTERS:

a) Primary School – To receive report of any incidents.

There was nothing to report.

b) Roadworks – There are continuing road works on Queen Street until 7th October, the traffic lights remain in the same place.

c) Village Signs – To receive report on installation of 6 of the signs by LCC, apart from the one at Hollinhurst, which will be installed when work has finished in that area by the builder. Since the installation email has been received from permit department at LCC, complaining that permission had not been requested. Email forwarded to LCC department who surveyed, provided and installed the signs at the agreed sites. Awaiting response. It was agreed to defer payment until issue resolved

d) To receive LCC Highways Maintenance programme 2013-14 for Garforth and Swillington Ward. There is nothing in the programme for our Parish.

To receive update on Vehicle Activated Signs(VAS)

E mail from LCC in reply to requested update regarding VAS

Good Morning Councillor,

I've been chasing this up since you sent the email below, as I'd previously not had a response.

I managed to get a response from the S106/S278 team at the beginning of this month, and It seems the development closer to Allerton Bywater already has agreed on its S106 and S278 funds and their use, and have nothing available for further development, it seems these were agreed upon at the inception of the scheme quite some time ago.

However I have spoken with development control regarding the development close to the 60mph/30mph speed limit change, as that is currently undergoing the final stages of negotiation for its planning application. Although money has already been allocated for this site as well, they are as said still negotiating and our planning officer has said he will see if he can get a few grand more for a VAS.

He's requested details from myself on costs/surveys etc which I have supplied, and I am currently awaiting his response on if he has been able to secure funds.

I will contact you again when I hear back from him.

Chris Procter

Traffic Management East

13. TO RECEIVE PLANNING REPORTS AND UPDATES:

a) 11/01713 Kensington Place (Hollinhurst)

To receive report of addresses and post codes. Parish and precept implications.

All addresses have an LS26 8-- postcode, including those in Allerton Bywater. The first two houses to be built would be open as show houses on the 18th October.

b) 10/01412 Biffa Site

Work ongoing, nothing else to report.

Regarding S106 monies - £150.000 available from Kensington Place build, not triggered yet. Cllr Wallace to be informed.

Invitation received to Neighbourhood Planning event in Leeds on 8th October 2012.

14. NEW AGENDA ITEMS:

a) In response to request by Mrs Watson. The Chairman contacted Tom Smith with regard to St Aidans roads and footways. Mr Smith agreed to schedule a sweep midweek, when there were less cars obstructing the road. This was done a few days later.

In response to Mrs Watson's second request regarding advertising banners for Parish events. The Chairman searched the web and found BPS, a Swillington firm, did various sized printed PVC banners at reasonable prices.

RESOLVED To consider as and when the need arises.

b) To recommend order of 1x15ft Xmas Tree, 2 sets of bright white low vol. lights, installation and maintenance. Tree to be sited in the garden of 31 Berry Lane (opposite the Snooker Club) Total Cost £666.00.

Proposed Cllr Silvey, seconded Cllr Crossley, motion carried.

RESOLVED It was unanimously agreed to confirm the provisional order for the tree and lights at a cost of £666.00

It was also agreed to look at the possibility of having a 'switch on' time with a small Carol Service, accompanied by the members of Preston Players.

The Clerk to enquire possible grant from Outer East Area Committee small grant fund.

c) Complaints

i) To receive Chairmans report on recent complaints.

Following guidance and advice from YLCA the two complaints were dealt with and copies of the letters are attached in the minute book.

To date no further correspondence or communication has been received from either complainant.

RESOLVED Matters closed.

ii) To consider adopting new Code of Conduct for handling complaints.

Copies of proposed Code of Conduct for handling complaints given to members present. This was adapted to suit the PC from the model document issues by YLCA.

Standing Order number will be added at a later date.

It was agreed a second stage complaint would be heard by a special meeting of the Parish Council, as it would be difficult to form a separate committee due to availability of councillors.

RESOLVED It was unanimously agreed to adopt the code to take effect immediately.

d) To consider appointment of Councillor on Great and Little Preston C of E School Board of Governors.

Cllr Silvey agreed to take the place on the Board of Governors as the Parish Council representative. Proposed by Cllr Crossley, seconded Cllr Liversidge, motion carried.

RESOLVED Clerk to contact the School and inform them of decision giving Cllr Silvey's email address and to request copies of previous meetings minutes.

e) To consider producing a Christmas Newsletter

After discussion it was agreed to try and produce a newsletter in time for Christmas. It should be published on the web site and e mailed to as many residents as possible.

Clerk to contact Janet Purcell re. the printing.

15. ENVIRONMENT:

To receive reports.

a)Peasecroft Wood – Cllr Wallace met with Vicky Nunns and Bob Bradley of LCC Parks and Countryside

b)Hollinhurst Wood This was discussed at the meeting also. Mrs Nunns said she would make up a plan with regard to improving the wood and applying for S106 monies generated from the Hollinhurst development.

c) Footpaths

i) To receive reports on footpaths 4 and 5.

Cllr Crossley has not had a reply from Rosie Watts, but now that the farm fields have been cut, Cllr Crossley is willing to walk the footpaths herself to check the situation.

ii) To consider taking over maintenance contract for Public rights of way.

Swillington Parish Council have done this and it gives them more control over the way the work is done.

After discussion it was agreed that Cllr Wallace should email all Parish Councillors a copy of maintenance agreement, the matter to be discussed at the next meeting.

d) St Aidans Nature Park

Max Rathmell is looking into who owns the land where the copse of trees are on Astley Lane. Unofficially the locks have been removed on small gates at the nature park. When officially open, the park will be open 365 days per year. The dispute between the Cartwrights and Bob Nicholson has now been resolved. The next meeting is on 16th October.

e) Groundworks, Hedge and Grass Cutting.

Ward Cllrs had sent letters to selective households promising extra grass cutting.

Gulleys – reported, roadsweeping at St Aidans dealt with, Little Preston near to the garden centre, gully blocked but now cleared.

16. FINANCE: TO AUTHORISE PAYMENT OF.

a) Clerks Salary and expenses – declared at the meeting.

Clerks salary for August and September, plus expenses from 26th July until 26th September 2012.

Salary(2 months)	320.00	
Photocopying, stat. etc.	34.12	
Tel. rental and calls	38.93	vat. 7.79
Postage stamps	4.29	
Travel expenses	1.54	
	398.88	7.79
Plus Vat.	7.79	
Total	£406.67	

b) Village Hall ADT Fire and Security – Rental and maintenance of intruder alarm at the Hall. £351.17 plus £70.23 vat, Total £421.40 (Authorised by Chairman due to payment being required by 1st August 2012 and there being no meeting until 26th Sept.

c) Paul Kelly Roofing – Emergency repairs to Village Hall porch roof £380.00 (Authorised as above, work done during August)

d) Section 137 – Allerton Bywater Church Committee – Donation towards the upkeep of the Churchyard. £150.00

e) Section 137 – Bowers Allerton Mission – Donation towards upkeep of garden of remembrance £150.00

f) LCC Provision and installation of Village signs - £2400.00 plus vat, Payment in abeyance until positioning disputes are resolved.

g) Mazars, cost of External Audit of accounts - £155.00 plus £31.00 vat, total £186.00

h) Section 137 – Macmillan Cancer Care – donation of £50.00 in lieu of payment for Internal Audit of Accounts, at the request of Mr G. Haigh.

i) Heter Design – Supply and installation of cameras and equipment at the Village Hall £1675.00 plus £335.00 vat. Total £2010.00

RESOLVED listed payments to be paid with the exception of item f.

17 PUBLICATIONS AND CORRESPONDENCE

Clerk to inform the meeting.

a. HSBC Business Money Manager A/C Statement £10,725.48

b. HSBC - ditto - £7225.91

c. HSBC Community A/C Statement. £0.02

d. HSBC - ditto - £688.62

e. CISWO Rent Review for Car Park at the Village Hall, based on R.R.I. Invoice to be received lat March/Early April 2013. New rental will apply 27th March 2013 – 2018

f. CISWO letter re. their change of banking facilities

g. Groundwork, Bulb Bonanza, letter and application form for bulbs.

h. Audit Commission, appointment of new external auditor from 2012/13 – Littlejohn LLP

j. CPRE Countryside Voice.

k. LCC Emails re. Parish/Town Councils Seminar

- l. YLCA Leeds Branch, meeting 9th October 2012.
- m. Clerks and Councils direct
- n. W. Yorks Fire and Rescue Authority, Draft integrated risk management action plan 2013/14
- o. Rural Action Yorkshire, Training DVD re. planning.
- p. Rural Action Yorkshire, 'Celebrating Rural Life' at Whixley Village Hall 20/10/12
- q. St Gemma's letter and poster re. Art Exhibition
- r. CPRE 'Fieldwork' Autumn 2012
- s. Society of Local Council Clerks, leaflet.
- t. Parliamentary Constituencies Review, copy of letter concerning the above. Consultation will take place for 8 weeks until 10th December.

18. MATTERS TO REPORT (formerly Any other Business) To raise matters for discussion without decision or Agenda items for next meeting.

Cllr Silvey reported that a resident had raised concerns at the lack of good lighting on Wood Lane. Cllr Wallace to make enquiries and this matter to be an Agenda item for the next meeting.
Village Hall – formalising agreement between Parish Council and the Management Committee, to be an Agenda item for the next meeting

DATE OF NEXT MEETING 31ST OCTOBER 2012 AT 18.30 HRS.

ANY ITEM FOR AGENDA TO BE WITH THE CLERK 7 CLEAR DAYS PRIOR TO THE MEETING.

Meeting closed at 20.45 hrs

Chair.....

Date.....