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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 19 September 2018

Members Present: Cllrs Bath (DBA), Taylor (JT), Dickinson (AD), Bentley (AB) and Hanson (GH). 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 Blackburn (DBL) and Cllr Crossley (BC).

Declarations of Interest None were necessary or made.

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 cutting of 2 parish fields - see Item 11.4a

Payment for plants for In Bloom - see item 11.4b

Payment for 6 monthly fire alarm service - see 11.4c

Payment for flowers for Parish's oldest resident (100 years) - see item 11.4d

Remembrance Day Service - see Item 6.3

Section 137 (Donation) Items

Bowers Allerton Mission - see item 11.4e

Allerton Bywater Church Committee - see item 11.4f

Donation to In Bloom towards Parish fun day - see 11.4g

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

There was nothing to discuss.

Agenda items – Action Points	Action By Date
<p><u>4. To receive/ approve the minutes of the meeting, held on Wednesday July 25th 2018</u> The minutes of the meeting held on Wednesday 25 July 2018 were approved and were signed by the Chair. The amended minutes of the meeting held on 27 June 2018, were signed by the Chair</p>	
<p>5. Matters Arising from the PCM Minutes of 25July 2018 not covered as separate Agenda items: There were no matters arising from the Minutes.</p>	
<p>6. To receive reports from: 6.1 Governance & Policy Development Working Group <u>Updated Code of Conduct</u> This has now been dealt with.. <u>Data Protection</u> - this is ongoing work in progress. Privacy notices are being worked on separately for Cllrs and staff. Various privacy notice ideas which could be added to PC Emails were circulated. After discussion Cllr Dickinson moved that the first one should be adopted, seconded by Cllr Taylor, motion carried.</p> <p>6.2 Village Hall Liaison Group No meetings had been held. AP: Cllr Bentley to arrange meeting.</p> <p>6.3 Property & Assets Maintenance Group Car Park - valuation, Tarmac cost etc. Discussion took place re. possibility of raking-off the big stones remaining , then re-surfacing with 10mm blue granite chips. AP: Cllr Bath to obtain quote.</p>	AB 31/10/18

<p>War Memorial Various email had been sent between Cllr Bath, CISWO and Emsleys solicitors. After discussion moved by Cllr Bath, seconded by Cllr Dickinson, motion carried that Parish Council go ahead with the transfer, Emsleys Solicitors dealing with it on behalf of the Council.</p> <p>Remembrance Day Service: This to take place on Sunday 11 November 2018. Clerk has contacted the oldest resident in the Parish, Mrs Lucy Lund (100), who has agreed to attend weather and health permitting. Vicar to be contacted, along with the School. Wreath to be ordered. Mr Ian Wallace to be approached re attending and giving a short address</p>	<p>DBA31/10/18</p>
<p>Estimates for further work to the Village Hall Repairs to coping stones etc. Cllr Bath to obtain estimates.</p>	<p>AP: Clerk to contact the above. JW31/10/18 AP: Cllr Bath to progress this DBA31/10/18</p>
<p>6.4 Village Hall Management Committee Meeting Meeting held on Tuesday 31 July. Minutes attached and copy sent to Cllrs. 6.4a Village Hall Car Park. Various email sent re. improvements to the car park. Cllr Bath suggested purchasing loads of granite chips to be spread after the removal of large stones from the Car park.</p>	<p>AP: Cllr Bath to make enquiries on price. DBA 31/10/18</p>
<p>6.5 Estates and Playgrounds 6.5a Glencoe Estate Cllr Bath reported that the play equipment is still in good condition 6.5b St Aidan's The playground is in working order. 6.5c. Whitehouse Estate. Cllr Bentley reported that the speed of traffic through the estate is bad 6.5d. Queen Street Estates Cllr Dickinson has contacted LCC, who stated that permission is not required to place a notice Board at Queen Street. The possible cost would be between £300 to £500. A decision is to be made regarding purchase. A local builder is to be contacted re. erection of the board when purchased.</p>	<p>AP: Cllr Dickinson to contact him AD31/10/18</p>
<p>6.5e. Little Preston – Virgin Media, Work has not yet commenced.</p>	
<p>6.6 Communication and Media 6.6.a Website Missing minutes to be sent to the Administrator</p> <p>6.6.b Social Media There was nothing to report.</p> <p>Newsletter.. Draft copies were circulated to Cllrs. The possibility of contacting local businesses to advertise in future Newsletters, which would help towards production cost, was suggested</p> <p>6.7 Swillington Educational Charity – Trustees Report. Cllr Taylor had forwarded email to Councillors re. request from Cricket Club. Nothing can be done with the money remaining in the Charities Bank Account until further details are available regarding winding up of the Charity.</p>	<p>AP: Clerk to deal with this.. JW31/10/18</p>
<p>7. To receive information on the following ongoing issues and decide further action where necessary. 7.1 Highway Matters – 7.1a) Safety on Whitehouse Lane & Traffic speeds through Gt Preston It was reported that cars are still speeding through the village, in spite of the road signs/humps. Discussion took place re. possibility of obtaining electronic speed awareness signs. Quotes on prices to be obtained. Moved by Cllr Bath, seconded Cllr Taylor and approved that Cllr Bentley should make enquiries. 7.1b) Whitehouse Lane Parking Issues (Grassed areas) This situation is being monitored.</p> <p>7.1c) Grass Verges and parking on footpaths</p>	<p>AP: Cllr Bentley to progress AB31/10/18</p>

<p>This is still happening. Cllr Hanson will continue to monitor the situation AP: Cllr Hanson progress this</p> <p>7.2 Leeds Little Library at Great Preston – update As there appears to be little or no interest, this item to be removed from future Agendas</p> <p>7.4 Police Crime Statistics Cllr Hanson obtained a list of figures for July which showed that there were seven reported crimes in the Parish..</p> <p>7.5 Memorial Plaque for Marjorie Goldthorpe There was nothing to report.</p> <p>7.6 Security matters - Metal Filing Cabinet, archiving of documents, use of galppc e-mails etc. After a number of attempts, the Clerk was unable to contact West Yorkshire Archives. After discussion it was decided to obtain another filing cabinet, to be used to store archive material. AP: Clerk to progress when cabinet is obtained.. Cllr Hanson reported that new email addresses are to be up and running, possibly by November AP: Cllr Hanson progressing this</p>	<p>AP31/10/18</p> <p>JW31/10/18</p> <p>GH31/10/18</p>
<p><u>8. To receive and consider any current planning proposals</u></p> <p>8.1 10/01412-14/03823RM Biffa Site-Footpath along the North West side of the Biffa site. This matter is still ongoing, awaiting further response from David Jones of LCC to recent email sent by Parish Council on 28 September, to which all Parish Councillors were copied in. AP: Cllr Bath progressing this.</p> <p>8.2 18/05620/TR Work to trees protected by tree preservation order at 31 Whitehouse Avenue, Preston. No objections received.</p> <p>8.3 18/05442/FU/E Remove existing glass conservatory roof and replace with tiled roof at 31 Hall Road, Little Preston (Cllr Blackburn had reported there were no complaints received from neighbours.)</p>	<p>DBA31/10/18</p>
<p><u>9. New Agenda Item</u></p> <p>9.1 Maintenance of trees on roadside and within the copse at the top of Wood Lane, near to the parking area. It had been reported that the area is massively overgrown. Some thinning of the trees at the top of Wood Lane is required, along with trees growing through the hedgerow. Local farmers to be contacted re ownership of land in question. AP: Cllr Bath to progress this</p> <p>9.2 Fracking Meetings. 3 Meetings had been held locally and an email re. the matter was received from YLCA. After discussion it was agreed that Parishioners should be kept informed either on notice boards, meeting Minutes, newsletter, etc. Moved by Cllr Bath, seconded Cllr Hanson and approved.</p> <p>9,3 Funding request from Cricket Club. After discussion it was agreed that no further action should be taken as the Parish Council are not in a position to support the project.</p> <p>9.4 Swillington/Great and Little Preston Beck A number of emails had been received re. this matter and although the beck in question borders the Parish it was agreed the responsibility lies with LCC and the appropriate land owners. This item to be left off future Agendas</p>	<p>DBA31/10/18</p>
<p><u>10. Environment – to receive reports and updates on the following</u></p> <p>10.1 In Bloom. Report of meetings. No meetings had been held. The In Bloom judging results have been received, Great and Little Preston have obtained Silver Gilt Award. Cllr Hanson moved In Bloom should be thanked for their hard work Cllr Hanson reported the fun day, which took place on 18th August was well attended (around 80 people were Present. Extra activities this year included bouncy castle, ice cream man, raffle, tombola etc. Parish Council wished to thank organisers and hoped there will be one next year.</p> <p>10.2 Peasecroft Wood. After discussion it was agreed that Cllr Bentley should approach voluntary groups to help with updating the Wood. AP: Cllr Bentley to progress</p> <p>10.3 St. Aidan’s Country Park. There was nothing to report..</p> <p>10.4 Wild flower Meadow off Fleakingley Lane and Parish field on Preston Lane - Cllr Bentley reported that the chicken mesh at the footbridge had been damaged - he removed and replaced</p>	<p>AB31/10/18</p>

<p>the damaged area. He also reported that someone had fallen. The path near to the first seat has quite a large dip which will become muddy after rain. Stone chippings and Extra soil required to fill it. Moved by Cllr Bentley, seconded Cllr Dickinson, approved. AP: Cllr Bentley to progress</p> <p>10.4a Parish Field on Preston Lane project A number of emails had been sent and received between Parish Council and Ward Cllrs, who stated that S106 money would be available and approved. 3 Quotes would be required - 2 already received, one more required Moved by Cllr Taylor, seconded Cllr Bentley, approved, Cllr Bath to obtain a third quote. AP: Cllr Bath to progress</p> <p>10.5 Public Rights of Way. There was nothing to report.</p> <p>10.6 Littering, fly-tipping and dog fouling. An old trailer had been dumped on the grass verge near to the Village Hall Car Park. Cllr Bath reported this to LCC, but in the meantime it had been removed The damaged litter bin near to the War Memorial has now been replaced. Dog fouling- Cllr Bentley reported that this is still an occasional problem. Cllr Bentley is to contact LCC Dog Warden regarding obtaining signs. AP: Cllr Bentley to progress</p>	<p>AB31/10/18</p> <p>DBA31/10/18</p> <p>AB31/10/18</p>														
<p>11 Finance - September 2018</p> <p>11.1 To receive and consider the financial accounts - Awaiting return of documentation from Littlejohns.</p> <p>11.2 Recommend payment of Clerks salary and expenses August and September August Salary £160.00 September £160.00</p> <p>11.3 August/September 2018 spend reconciled to Invoices/the parish council bank Statement. Un-audited Accounts produced and circulated by the Clerk.</p> <p>11.4 Agree payment items</p> <table border="0"> <tr> <td>11.4a cutting of 2 Parish Fields by Charles Hirst. moved Cllr Dickinson, seconded Cllr Bentley, approved.</td> <td style="text-align: right;">£500.00</td> </tr> <tr> <td>11.4b Cost of plants for In Bloom To consider increase of £150 at the next meeting.</td> <td style="text-align: right;">£850.00</td> </tr> <tr> <td>11.4c 6 monthly service of Fire Alarm £115.00 + £23.00 vat. Total</td> <td style="text-align: right;">£138.00</td> </tr> <tr> <td>11.4d Purchase of flowers for oldest resident (100 years) Section 137 Donations moved Cllr Bath, seconded Cllr Hanson, approved.</td> <td style="text-align: right;">£25.00</td> </tr> <tr> <td>11.4e Bowers Allerton Mission towards Remembrance garden</td> <td style="text-align: right;">£150.00</td> </tr> <tr> <td>11.4f Allerton Bywater Church Committee towards upkeep of Church-Yard.</td> <td style="text-align: right;">£150.00</td> </tr> <tr> <td>11.4g Preston Fun day</td> <td style="text-align: right;">£250.00</td> </tr> </table> <p>11.5 VAT reclamation position – Vat reclaimed, still awaiting response. Clerk to contact HMRC re. progress as new claim due AP: Clerk to progress</p> <p>11.6 To receive record of Credit Card purchases G&S Toilet Hire for Fun day. £80.00 + vat £16.00 Total £96.00 Enquiries were made at the Bank regarding increase of Credit Limit on the Card - Cllr Taylor is unable to do this, one of the Cheque signatories has to do this..</p>	11.4a cutting of 2 Parish Fields by Charles Hirst. moved Cllr Dickinson, seconded Cllr Bentley, approved.	£500.00	11.4b Cost of plants for In Bloom To consider increase of £150 at the next meeting.	£850.00	11.4c 6 monthly service of Fire Alarm £115.00 + £23.00 vat. Total	£138.00	11.4d Purchase of flowers for oldest resident (100 years) Section 137 Donations moved Cllr Bath, seconded Cllr Hanson, approved.	£25.00	11.4e Bowers Allerton Mission towards Remembrance garden	£150.00	11.4f Allerton Bywater Church Committee towards upkeep of Church-Yard.	£150.00	11.4g Preston Fun day	£250.00	<p>JW31/10/18</p>
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<p>12. To receive any other Correspondence & Communications and any further meetings/training attended by Members and the Clerk. LBA Link Route funding. LCC Leeds site Allocation Plan Clerks and Councils Direct.. Invitation to Outer East Community Committee meeting 2/10/18 Cllr Bentley to attend Request for information regarding grazing land. LCC Register of Electors, Notice of alteration. All other correspondence/communications received by Parish Councillors</p>															
<p>13. Matters for the Next Meeting Christmas lights Switch-on</p>															

14. Date of Next Meeting – to consider and agree dates of future meetings of the Council.

The Next meeting will be held on 31 October 2018.
Meeting closed at 8.45pm

Chair.....

Date.....