



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

**To be held on Wednesday 25 September 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:

A handwritten signature in black ink, appearing to read "S. Bath", written over a light blue rectangular background.

Mrs S. Bath Clerk to the Council & RFO.

AGENDA 25 September 2019 GALPPC MEETING

www.greatandlittlepreston-pc.org.uk

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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 31 July 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 25 July 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 Liaison Group (VHLG)

6.3 Property & Assets Maintenance group (PAMG)

6.3a Village Hall - Car Park

6.4 Village Hall Management Committee. Report of meeting

6.5 Estates and Playgrounds

6.5a. Glencoe Estate; **b.** St Aidan's; **c.** Whitehouse Estate; **d.** Queen's Street Estates. **e.** Little Preston

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

6.7 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)

7.1b Whitehouse Lane Parking Issues (Grassed areas)

7.2 Police Crime Statistics

7.3 Security matters - Metal Filing Cabinet, archiving of documents, New Email addresses

7.4 Defibrillator Cabinet and training

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

7.6 Changes in Parish Clerk position

8. To receive and consider any current planning proposals

8.1 19/04435/FU/E Single Storey modular extension to the existing modular classroom building at Great Preston

C Of E Primary School

8.2 19/05130/FU/E Two storey side extension at 24 The Grove, Little Preston

8.3 19/05426/FU/E Two storey extension to rear

9. New Agenda Items

9.1 Village Hall security camera quotes

9.2 Remembrance service wreath order

9.3 Discussion of Mobile phone, dongle and file backup for Parish Clerk

9.4 New Councillor Form

9.5 *Repair of Bench seats at the entrance to St Aidens estate*

9.6 *Gate to St Aidens playground/gate to Glencoe playground*

9.7 *Littlejohns external audit update*

9.8 *Approved gates*

9.9 *Christmas light switch-on*

9.10 *Village newsletter distribution*

9.11 *Land ownership*

9.12 Agenda format revision discussion

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 - Use of Parish Field - terms and conditions etc.

10.4b Wildflower Meadow actions

10.5 Public Rights of Way.

10.6 Littering, flytipping and dog fouling.

10.7 Christmas lights updates.

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

11.1 Year end Accounts

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

11.3 August/September 2019 spend reconciled to Invoices/ the parish council bank statements

11.3a Year End Accounts = Now Electronic. Accounting explanations

11.4 Agree payment for listed items

11.4a I.P.I Invoice 0752 (Independent Playground Inspections)

11.4b I.P.I Invoice 0766 (Independent Playground Inspections)

11.4c Printing of Parish Council Newsletter (invoice required)

11.5 VAT reclamation position (Quarterly reclaims)

11.6 To receive record of Credit Card purchases

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

Members and the Clerk.

12.1 Clerks and Councils Direct

12.2 Countryside Voice

13. Matters for the next Meeting.

13.1 To receive information regarding the VE day celebrations on 08/05/2020 and decide on future actions

13.2 To review the PC's internal controls and decide on further actions

13.3 To consider any necessary revision of the budget

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

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.