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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 25th September 2019

**Members Present:** Cllr. Taylor (Acting Chair), Cllr. Blackburn and Cllr. Dickinson  
**Also present:** Mrs S. Bath (New Clerk) and Mrs J Winn (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:** *Apologies were received from Cllr. Bath.*

**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.**

Agenda items – Action points	Action by date
<p><b>4. To receive/approve the minutes of the meeting held on 31 July 2019. (10.7 Email trail re. removal of trees at Wood Lane/Preston Lane) Acceptance proposed by Cllr. Dickinson, seconded by Cllr. Blackburn, resolved.</b></p> <p><b>4.1 To receive the Minutes of the Annual Parish Meeting held on 24<sup>th</sup> April 2019 <i>Action Point</i> – Mrs Winn to write and send draft to Cllr's by 1st October 2019.</b></p> <p><b>4.2 To receive and confirm the Minutes of the Annual Parish Council Meeting held on 15th May 2019 <i>Action Point</i> – Mrs Winn to complete and send to councillors by 1st October 2019.</b></p>	<p></p> <p>1/10/19</p> <p>01/10/19</p>
<p><b>5. Matters Arising from the PCM Minutes of 31st July 2019 not covered as separate Agenda items:</b> <i>Nothing to report.</i></p>	<p></p>

<p><b>6. To receive reports from:</b></p> <p><b>6.1 Governance &amp; Policy Dev. Working Group (GAPDWG)</b></p> <p><b>6.1a To receive and adopt Appraisal Procedures</b></p> <p><i>Cllr. Dickinson has been looking into this and has provided other Cllr's with information. <b>Action Point</b> – All Cllr's to review and comment on papers developed by Cllr Dickinson prior to October meeting in order to agree and adopt GALPPC Appraisal Procedures.</i></p> <p><b>6.1b To review the PC Agenda and consider suggested amendments.</b> <i>Cllr Dickinson had distributed proposals and response from YLCA regarding the Agenda and she discussed a new format for agenda and decisions including: new and late items should not be included in agenda. Only agenda items should be discussed. To be more specific on agenda items. Urgent requests and decisions – the chairman can call an emergency meeting. No matters arising matters should be included. A list of finance payments to be provided prior to meeting</i></p> <p><b>Action Point</b> – <i>All to go away, including Clerk and consider and finalise Agenda format at our October meeting.</i></p> <p><b>6.2 Village Hall Liaison Group (VHLG)</b></p> <p><b>Action Point</b> - <i>Cllr. Taylor will email quotes for security cameras to Mrs Winn and will arrange to meet group to discuss. Details of the quotes are as follows. Cllr Taylor will put forward recommendations to VHLG. Cllr Taylor received 4 quotes ; Entire system and wiring requires replacing; Cameras are positioned currently inappropriately (trees have grown around); Internal camera Quotes range from £2300 - £2900 +VAT . To consult VHLG with prices</i></p> <p><b>6.3 Property &amp; Assets Maintenance group (PAMG)</b></p> <p><i>Cllr. Bath has sent a report through to Cllr's.</i></p> <p><b>Action Point</b> – <i>Cllr's to review.</i></p> <p><b>6.3a Village Hall - Car Park</b>                      <i>No progress</i></p> <p><b>6.4 Village Hall Management Committee. Report of meeting</b></p> <p><i>Next VHLG meeting is 7<sup>th</sup> October 2019 – Cllr Taylor and Cllr. Blackburn are not available to attend. See 6.2 for further details.</i></p> <p><b>6.5 Estates and Playgrounds</b></p>	<p><i>Before Oct. meeting</i></p> <p><i>Before Oct. meeting</i></p> <p><i>ASAP</i></p>
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<p><b>6.5a. Glencoe Estate</b> After discussion regarding the gate to the playground Cllr's agreed that gate should remain as it is for safety reasons. Waste bin to remain outside of playground.</p> <p><b>6.5b. St Aidan's</b> Seats – Cllr. Dickinson contacted LCC Parks and Countryside regarding ownership – housing or highways potentially have jurisdiction. Site visit has taken place – full replacement £1000 + VAT. Agreed with a show of hands to let Cllr. Bath repair with wood purchased by GALPPC.</p> <p style="text-align: center;"><b>Action Point</b> - Cllr. Bath – to replace wood on seats</p> <p><b>6.5c. Whitehouse Estate</b> Nothing to report.</p> <p><b>6.5d. Queen's Street Estates</b> Nothing to report.</p> <p><b>6.5e. Little Preston</b> Cllr. Blackburn has reported overhanging bushes on Hall Road to Leeds City Council. Also received response from LCC that reported path outside the Elders, Great Preston has been swept but no mention from them of trees lifting the path. Trees are causing damage to pavements.</p> <p><b>6.6 Communication and Media –</b></p> <p><b>a) Website – Update</b> Cllr. Dickinson reports website is up to date.</p> <p><b>Action point</b> - Cllr. Dickinson to follow up with website administrator to ensure newsletter is displayed. Discussed possibility of adding a link to UCA meets to website to next agenda.</p> <p><b>b) Social Media</b> Discussion re Clerk becoming Facebook admin.</p> <p><b>6.7 Swillington Educational Charity – Trustees Report</b> Cllr's Blackburn and Taylor attended SEC meeting on 6th August and several grants have been made, including a minibus for Great Preston Primary school and individual grants to local residents. They will attend the next meeting on 22nd October.</p>	<p>ASAP</p>
<p><b>7. To receive information on the following on-going issues and decide further action where necessary.</b></p> <p><b>7.1 Highway Matters</b></p> <p><b>7.1a</b> Safety on Whitehouse Lane &amp; Traffic speeds through Great Preston</p> <p>(i) Speed Indicator Device (SID)</p>	

Discussion regarding potentially relocating (moving forward) SID to be seen earlier and changing programme to optimise impact.

**Action Point** – Cllr Bath and Cllr Taylor to progress this move.

### 7.1b Whitehouse Lane Parking Issues (Grassed areas)

Discussed previously - agreed to leave off future agendas

### 7.2 Police Crime Statistics

Cllr. Dickinson reported slight increase. Cllr Dickinson provided some details with a slight increase since last report, but the contract with the current statistical supplier to the Police has ended and currently no statistics are being provided. Cllr's agreed to **leave this item off the Agenda** until further statistics are available again.

### 7.3 Security matters - Metal Filing Cabinet, archiving of documents

- Cllr. Bath has acquired an additional filing cabinet to be located at Village Hall.
- Archiving and destructions of documents:

Mrs Winn is to ensure all the documents/papers etc. currently stored in her home are examined and either archived, filed in the lockable filing cabinets in the Village Hall or shredded and destroyed. Former councillor Elizabeth Crossley offered to assist but the responsibility stays with Clerk Janet Winn and must be totally completed before March 2020.

**Action Point** - Janet Winn to complete archiving, filing and destructions of old GALPPC documentation before March 2020.

**Action Point** - Mrs Winn to determine how to achieve the external archiving of relevant documents and report back her findings to the October meeting.

New Email Addresses All councillors to use the GALPPC email addresses and report any problems with login, use etc. A lack of storage memory on each address may prove problematic once everyone starts using these for Parish Council business.

**Action Point:** ALL Cllr's to use GALPPC email addresses

**Action Point:** Clerk Shelley Bath to contact email administrators to

discuss increasing size of mailbox memory.

March  
2020

<p><b>7.4 Defibrillator Cabinet and training</b> Ongoing – training to be arranged now holiday period over <b>Action Point</b> - Cllr. Bath to progress.</p> <p><b>7.5 Notice Boards replacements - Replacement of notice board on entrance to Whitehouse estate (south end)</b> Purchase of replacement notice board proposed by Cllr. Dickinson and seconded by Cllr. Blackburn, resolved. <b>Action Point</b> – Cllr. Bath to order new notice board.</p> <p><b>7.6 Changes in Parish Clerk position</b> New Parish Clerk announced as Mrs Shelley Bath from 1<sup>st</sup> September 2019. Present Parish Clerk, Mrs Janet Winn, will continue in a mentoring and reduced duties capacity until March 2020</p>	
<p><b>8. To receive and consider any current planning proposals</b></p> <p><b>8.1 19/04435/FU/E Single Storey modular extension to the existing modular classroom building at Great Preston C Of E Primary School</b> No action to be taken.</p> <p><b>8.2 19/05130/FU/E Two storey side extension at 24 The Grove, Little Preston</b> No action to be taken</p> <p><b>8.3 19/05426/FU/E Two storey extension to rear at 3 Queen Street, Great Preston</b> No action to be taken.</p>	
<p><b>9. New Agenda Items</b></p> <p><b>9.1</b> Village Hall security camera quotes      <i>Please refer to agenda item 6.2.</i></p> <p><b>9.2</b> Remembrance service wreath order      <i>Discussion re requirements of Remembrance Day service - ordering of the wreath, contacting of church for service, contact with Village Hall to book refreshments and contact with police for road safety.</i> <b>Action Point</b> - Clerk Shelley Bath to contact supplier re Wreath order ASAP. <b>Action Point</b> - Mrs Winn to contact Church and Village Hall ASAP.</p> <p><b>9.3</b> Discussion of Mobile phone, dongle and file backup for Parish</p>	<p>ASAP</p>

Clerk

**Action Point** - Clerk to price up 4g dongles/mobile phone contracts/ hard-drives.

**9.4 New Councillor Form**

As interest has been expressed by a member of the Parish to become a Parish Councillor, blank forms for completion as well as co-option forms, (also register of interest form), need to be available at the next meeting for signing.

**Action Point** – Mrs Winn to produce relevant new councillor forms for October meeting.

**9.5 Repair of Bench seats at the entrance to St Aidan’s estate**

See agenda item 6.5b.

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

See agenda item 6.5a.

**9.7 Littlejohns external audit update**

Query resolved by Cllr.

Taylor and Clerk

**9.8 Approved gates (for Parish field)**

Please refer to agenda

items 10.4a

**9.9 Christmas light switch-on**

As the 21st November date selected and organised conflicts with the Kippax Christmas Light Switch on, discussion took place regarding potential to change the date to the 28th November. As Cllr Bath, who organised the 21st November date, was not at the meeting it was agreed with a show of hands that Cllr Bath can make the final decision on the date after contacting relevant parties. **Action Point** – Cllr Bath to determine date of switch on after contacting relevant parties

**9.10 Village newsletter distribution**

Delivery completed – spare copies to be distributed to Great Preston Club and Elders the Primary School etc.

**9.11 Land ownership – adjoining Parish Field**

Discussion with Mark Dobson and other interested parties ongoing.

**Action Point** - Cllr Bath to progress.

**9.12 Agenda format revision discussion**

Please refer to

agenda item 6.1b.

ASAP

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

**10.1 In Bloom. Report of meetings**      *No meetings held recently.  
Results of judging received – Great and Little Preston have received Silver Gilt award.*

**Action Point** – *Mrs Winn to request In Bloom results report the results of the judging.*

**10.2 Peasecroft Wood**

*Cllr. Dickinson reported that path is overgrown and that some residents are encroaching over boundary into Parish Council land.*

**Action Point** – *Cllr. Dickinson to speak with Parks and Countryside to see if they can offer any advice.*

**10.3 St. Aidans Country Park**      *Nothing to report.*

**10.4 Wild flower Meadow off Fleakingley Lane and Parish field on Preston Lane**

**10.4a Parish Field project update.**

*A-frames can no longer be funded as per Vicky Nunns. Cllr. Taylor has sent all gate quotes to Vicky Nunns. Discussed using A-frames in an alternative place potentially Peasecroft Wood – to be discussed at October Meeting (to keep on Agenda) 3 quotes for top soil obtained. Best value one chosen and top soil has been put down in the parish field.*

*Use of Parish Field - terms and conditions etc. – no action to be taken (to remove from October agenda)*

**10.4b Wildflower Meadow actions** *To establish who will cut the grass*

**Action point** – *Cllr. Bath to clarify who will cut the grass.*

**10.5 Public Rights of Way**

**Action Point** - *Cllr Dickinson to arrange a date for walk with former*

*Cllr. Crossley.*

**10.6 Littering, fly-tipping and dog fouling.**

**a. Littering**      *Nothing to report.*

**b. Fly tipping**      *Nothing to report.*

**c. Dog Fouling**      *Nothing to report.*

**10.7 Christmas lights** *updates see above      Please refer to agenda item 9.9.*

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

*Discussed future expected expenditure.*

*Bank statement address requires changing to new Clerk.*

**Action Point** – Mrs Winn to ask HSBC what the requirements are in order to change.

**11.1** Year end Accounts

*Awaiting accounts back from Auditors. Agreed to discuss at October meeting – to add to agenda.*

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

*Salary August 2019 (paid prev.)*

£160.00

Expenses August 2019 -

*Letter sent to YLCA* £0.65

*Letter sent to Firescreen* £0.65

*Salary September 2019*

£160.00

Expenses September 2019 -

*Letter sent to IPI* £0.65

*Letter sent to IPI* £0.65

*Salary September (new Clerk)* £188.85

*Expenses September (new Clerk)* £2.70

**Total for September** **£354.15**

**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)**

*Agreed*

£84.00

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

*Agreed* £18.00

**11.4c Printing of Parish Council Newsletter (invoice required)**

*Copy of invoice still required.* **Action Point** - Cllr Taylor to check



<p><i>if she has received a copy.</i></p> <p><b>11.5 VAT reclamation position (Quarterly reclaims)</b>    <i>Payment received on 20<sup>th</sup> August 2019.</i></p> <p><b>11.6 To receive record of Credit Card purchases</b>    <i>None.</i></p>	
<p><b>12. To receive any other Correspondence &amp; Communications and any further meetings/training attended by Members and the Clerk.</b></p> <p>a. YLCA - Planning Training Events in September</p> <p>b. YLCA – White Rose Update (September Edition)</p> <p>c. YLCA - Free seminar on Community Led Housing for Town and Parish Councils</p> <p>d. NALC - Chief Executive's Bulletin (30<sup>th</sup> August and 17<sup>th</sup> September)</p> <p>e. NALC – Legal Topic Note 22 – Grievance and Disciplinary Procedures</p> <p>f. CPRE - Join the movement for a litter-free countryside</p> <p>g. Great and Little Preston - Review of AGAR part 3</p> <p>h. LCC - Quarterly review of Town and Parish Councillors Register of Interests</p> <p>i. West Yorkshire Police - PCC Newsletter - September 2019 Edition [OFFICIAL]</p> <p>j. YLCA - Consultation on Proposed Reforms to Permitted Development Rights to Support the Deployment of 5g and Extend Mobile Coverage</p> <p>k. NALC - Legal Topic Note 22: 'Disciplinary and Grievance Arrangements@ - Updates and revised templates</p> <p>l. NALC - Policy Consultation E-Briefing 09/19 - Independent Review Into Local Government Audit</p> <p>n. YLCA - YLCA Launches Webinar Training! – An Update on Topical Issues</p> <p>o. YLCA - Topical Issues - Free Session Confirmation</p> <p>p. YLCA - Great and Little Preston Parish Council - Welcome letter</p> <p>q. YLCA - Request for information from Maltby Town Council - Organising Remembrance Parade</p> <p>r. YLCA Request for information from Maltby Town Council - Organising Remembrance Parade (our ref :SEPT98)</p> <p>s. YLCA - Leeds Branch Meeting - Tuesday, 8 October</p>	



<p><i>t. YLCA - Training Events 13th and 14th November</i></p> <p><b>12.1 Clerks and Councils Direct</b> Clerk took copy.</p> <p><b>12.2 Countryside Voice</b> Cllr Dickinson took copy.</p>	
<p><b>13. Matters for the next Meeting.</b></p> <p><b>13.1 To receive information regarding the VE day celebrations on 08/05/2020 and decide on future actions</b> <i>Cllr Dickinson discussed considering being involved.</i></p> <p><b>13.2 To review the PC's internal controls and decide on further actions</b> <i>Cllr. Dickinson to clarify specific examples.</i></p> <p><b>13.3 To consider any necessary revision of the budget</b> Cllr Taylor to look at.</p>	
<p><b>14. Date of Next Meeting – to consider and agree date for the October Parish Council Meeting</b></p> <p><i>The next meeting will be held on Wednesday 30th October 2019 at 6:30 pm.</i></p>	

**Meeting closed at: 21:15 hrs**

Chair.....

Date.....