

LONG PRESTON PARISH COUNCIL

THURSDAY 3RD SEPTEMBER 2015

MINUTES

Present: Cllrs Goodall (Chairman), Inglis, Kay, and Sturgess

In attendance: Gillian Muir (Parish Clerk & RFO) and 4 members of the public

1. Opening and Public Participation

In order to prevent the meeting over-running, the Chairman will check progress at 9.15pm. If the meeting is running late, councillors will decide if it should continue beyond 9.30pm. A member of the public praised the parish council for the part it played installing new benches, the new stone sign on Kayley Hill and the repair of potholes. The Chairman praised Long Preston Heritage Group for their time and effort installing the new stone village sign. Those present were assured that rubble/debris left over from the installation of benches has been moved.

2. Apologies and reasons for absence: Cllrs Tyrer and Morley

3. Code of Conduct and Disclosable Pecuniary Interests

- a. A discussion took place regarding the form of words used for declaring interests in the code of conduct and the agenda.

RESOLUTION: the Clerk will check the wording of the heading for Appendix A in the NALC template code of conduct.

- b. The Chairman declared an interest in item 12: planning application C/57/703A for 6 Back Green, Long Preston. Cllr Sturgess no longer has an interest to declare in Long Preston Playing Field Association.
- c. No requests were made for dispensations in connection with items on this Agenda.

4. Confidential agenda items - none

5. Minutes of the council meeting held on 2nd July 2015

The Chairman referred to a statement given at the July meeting regarding communications between Cllr Sturgess and the Clerk and the resolution made in an effort to reduce the workload of the Clerk. After consultation with the Monitoring Officer, the Chairman reported that the resolution should be rescinded and removed from the draft minutes as proper procedure for this resolution was not followed. The Chairman apologised to Cllr Sturgess.

Once the amendment was made, Council **RESOLVED** that the minutes of the Long Preston Parish Council meeting held on 2nd July 2015 should be approved and signed by the Chairman, Cllr Goodall, as a true and accurate record of the meeting.

6. Issues relating to Craven District and North Yorkshire County Councils, the Yorkshire Dales National Park Authority, the Police, Parish Council Representatives to External Bodies

Correspondence from the Hospital of James Knowles was noted. Parish Council Representatives from the charity declined the invitation to attend the parish council meeting to discuss ways of working together. The charity believes that its trustees do not have to report to a third party. Councillors expressed their disappointment with the response and tone of the letter but agreed that communications should remain open in case the charity required the help or support from the parish council in the future.

6.1 Long Preston Playing Field Association LPPFA

Cllr Kay reported that LPPFA has a new committee in place. Due to a lack of financial reserves, Cllr Kay requested a donation from the parish council to fund grass cutting for the remainder of the season. The estimated cost was discussed.

RESOLUTION: a donation of £360 will be made to LPPFA for grass cutting under the Local Government (Miscellaneous Provisions) Act 1976, Section 19. Cllr Kay will keep the parish council informed of the organisation's financial situation.

6.2 Superfast broadband, Church Street

NYnet has responded to the parish council's concerns regarding superfast broadband provision for Church Street. NYnet outlined its intention to connect premises as part of the phase 2 programme. Church Street residents have been informed. A general discussion took place regarding communication issues residents have had with NYnet.

7. Web and mobile phone based communications

There have been no mobile phone communications. Cllr Kay confirmed that Woodchip Computers is no longer providing the council's website hosting or email services. A free service is temporarily hosting the website, however, usage is limited. After researching various options, Cllr Kay recommended moving to 5Quid Host, a provider that charges £5 per month.

RESOLUTION: arrangements will be made for the council's website to be hosted by 5Quid Host

8. Finance regulations

The Clerk presented new, draft finance regulations to the council. The proposed regulations are more detailed and better clarify proper practice as outlined in the current edition of Governance and Accountability for Local Councils: a practitioner's guide. Councillors agreed to make slight amendments to regulations relating to budget forecasting and control, banking arrangements and payment instructions. Procurement will no longer be required for the grass cutting, lengthsman and street lighting maintenance contracts but will take place for public works/services contracts with an estimated value of £25,000 or more to comply with Public Contract Regulations 2015.

RESOLUTION: the Clerk will make the necessary amendments to the finance regulations and present them for approval at the next meeting.

A member of the public left the meeting.

9. Parish Maintenance and Assets

9.1 Street Lighting

- a. **RESOLUTION:** street lights at the West End Bungalows (SL043), Back Lane (SL007 and SL008), Station Road (SL040) and Moor Lane (SL029) will be replaced / installed at an estimated cost of £3222 plus VAT. Funds from the anonymous donation will be used to pay for this work. The Clerk will place the order with North Yorkshire County Council.
- b. **RESOLUTION:** The Chairman and Cllr Kay will conduct a condition survey of street lighting to consolidate any necessary repair works.

9.2 Village green 'no parking' signs: this item was held over to the October meeting.

9.3 Village green grass cutting contract: this item was held over to the October meeting.

9.4 Benches

A general discussion took place about purchasing, cost and the need to consult with all interested parties regarding location of new benches. A bench will soon be installed on Moor Lane. Benches have been fitted on Magna Green and Kayley Hill. A concern was raised that the

bench on Kayley Hill obscures the village stone sign. Long Preston Heritage Group will liaise with the parish council on this issue to determine if the bench needs re-positioning.

9.5 Parish lengthsman tasks

Tasks completed in July and August were reviewed.

RESOLUTION: the following tasks were approved for September:

- Sorting and testing Christmas tree lights for Maypole Green
- Installation of bench on Moor Lane
- Provision of an estimate to repair the council notice board
- Review the position and, if necessary, re-locate bench on Kayley Hill

Expenditure and budget for lengthsman tasks will be reviewed at the October meeting.

A member of the public left the meeting.

10. Meeting dates for 2016: this item was held over to the October meeting.

11. Finance

11.1. RESOLUTION: authorised payment of accounts as outlined in the finance statement dated 3rd September. This included:

| | | | |
|------------------------|------------------------------------|----------|-----------------|
| E.ON | Electricity, 1st July | £ | 78.10 |
| E.ON | Electricity, 1st August | £ | 80.70 |
| Horton Landscaping Ltd | Grass cutting, July | £ | 499.99 |
| Brian G Box | Lengthsman duties, July | £ | 331.00 |
| Brian G Box | Lengthsman duties, August | £ | 183.00 |
| iprint ltd | 10 x A4 'no parking' signs | £ | 240.00 |
| Derek Pye Plant Hire | Installation of stone village sign | £ | 321.60 |
| Gillian Muir | Clerk's expenses, July & August | £ | 22.87 |
| Total | | £ | 1,757.26 |

11.2. The finance statement dated 3rd September was reviewed and approved.

11.3. The Clerk outlined new legislation regarding workplace pensions. Every employer with at least one member of staff must automatically enrol employees who are eligible for workplace pensions. The deadline for implementation for Long Preston Parish Council is 1st January 2017. The Clerk will make enquiries on how to set up a pension scheme.

11.4. The Clerk was nominated as the point of contact to receive communications from the pension regulator

11.5. Other financial matters

- i. A cheque was received from Long Preston Heritage group to cover the net cost of installing the stone village sign.
- ii. A donation of £300 was received from the Over 70s group towards the cost of a bench. The Clerk will thank the group for their kind donation.
- iii. A loan re-payment of £890.97 will be made by direct debit to the Public Works Loan Board on 15th September.
- iv. Horton Landscaping submitted an invoice for grass cutting in August.

RESOLUTION: payment of £544.99 was approved.

12. Planning applications and issues

12.1 Application: C/57/703A Full planning permission for erection of first floor rear extension to provide additional bedroom, single storey side extension to provide sitting room and conversion of kitchen back to former use as a garage, 6 Back Green, Long Preston.

The Chairman did not participate in the discussion or vote on this matter. Council had no objections to this application.

13. Correspondence

13.1. YDNPA Parish Forum – the Chairman will attend this meeting on Wednesday 7th October.

13.2. NYCC Highways will carry out carriageway treatment works between the post office and Kell Well Beck in 2016-17.

13.3. A request has been made by the Long Preston Water Trust for a copy of the email referenced in item 15.b of the parish council meeting on 14th May 2015. Cllr Inglis was unable to locate the relevant email. The Clerk will contact LPWT to explain the situation and apologise.

14. Items of information & proposals for future meetings

No matters were raised.

15. Date of the next meeting

RESOLUTION: the date of the next meeting was confirmed as Thursday 1st October 2015, 7.30pm at Long Preston Village Hall.