

Parish of Preston

PRESTON PARISH COUNCIL

Minutes of the Parish Council Meeting Thursday 8th September 2022 at 8.00pm.

Present Councillors Mrs J Clark
Miss A Marshall
Mrs P Stark
Mrs M Trinder (Chairman)

In Attendance Mrs L Lathane (Clerk and RFO)
One Member of Public

Due to the sad news of the death of Her Majesty Queen Elizabeth II the meeting held a 2 minutes silence in remembrance.

4.1) (Agenda 1) To receive and accept apologies for absence

Councillor Palmer and Councillor Morley sent apologies due to illness.

Councillor Burleigh sent apologies due to a prior engagement.

Members **AGREED** to accept the apologies.

4.2) (Agenda 2) Declaration of Interests

None.

The clerk reminded Councillors to complete updated Declarations of Interest and return to her as soon as possible if they haven't done so already.

4.3) (Agenda 3) To receive Chairman's Remarks and Urgent Items

A message has been drafted from the Parish Council, to put on the village website and to send out to the email database, in response to the death of Her Majesty Queen Elizabeth II. A message will be added to the Hertfordshire online Book of Remembrance.

4.4) (Agenda 4) Comments from the general public and press

None.

4.5) (Agenda 5) County and District Update

None

4.6) (Agenda 9) Planning

The Chair proposed to move this item up the agenda in order that the member of public could leave, should they wish, once it had been discussed. The members **AGREED** to the movement.

4.6.1: To consider any new planning applications

22/01915/LBC & 22/01914/FPH - Full Permission Householder & Listed Building Consent : Erection of detached double garage barn. Kiln Wood Cottage, School Lane, Preston, Hitchin, Hertfordshire, SG4 7SA.

Members **RESOLVED** to support the application.

One member of the public left the meeting.

4.6.2: To note decisions and appeals

- Formal Planning Consent was granted on Land Adjacent to Dungarvan on 14 July.
- 22/01453/FPH - 11 Chequers Lane, Preston, Hitchin, Hertfordshire, SG4 7TX. Alterations to roof including hip to gable roof extension, raising of roof ridge height, insertion of rear dormer window, and single storey rear extension (variation of planning permission 21/02812/FPH granted 10.02.2022). **PERMISSION GRANTED.**
- 21/03006/FPH & 21/03007/LBC - 1 Dower House, Hitchin Road, Preston, Hitchin, Hertfordshire, SG4 7TZ. Erection of single storey extension to the North-Eastern Elevation. **PERMISSION GRANTED**

4.6.3: To consider any other planning matters pertinent to the Parish Council

The Chairman has liaised with Osprey Homes regarding a change to plot 15 which makes the garden bigger and reduces “the alley way effect” of the communal area. This change does not need to be referred to NHDC.

Osprey Homes are working with NHDC regarding the numbering of the properties which will be a continuation of the Castlefield system.

It was **AGREED** that the Chair will speak to Osprey Homes about the possibility of signs being installed on Butchers Lane to warn of construction traffic.

Action: The Clerk will send a letter of support for the Kiln Wood Cottage application.

Action: The Chair to liaise with Osprey Homes.

4.7) (Agenda 6) To adopt minute of the previous meeting

These were adopted and were signed by the Chairman.

4.8) (Agenda 7) To consider matters arising not already on the agenda

None.

4.9) (Agenda 8) Finance

4.9.1: To authorise non-contractual payments and note payments to date

- Members noted the payments and bank reconciliation. This information can be seen in Annex 1.
- Members **AGREED** to authorise payment of £240 to PFK Littlejohn for the external audit.
- Member **AGREED** to move £233.52 to Business Premium Account No 1 to ensure £10,000 is ring-fenced to safeguard the Recreation Ground.

4.9.2: To review the budget 2022/2023

Members reviewed and accepted the budget.

4.9.3: Annual Governance and Accountability Review

The clerk has received the Completion of the limited assurance review for the year ended 31 March 2022. The Notice of conclusion of audit form will be placed on the website and noticeboard.

4.9.4: E.on Tariff

It was **AGREED** to stay on the Variable Business Tariff with E.on.

4.10) (Agenda 10) Wastes of the Manor Sale

The Chair has responded to two more representations.

4.11) (Agenda 11) Section 106 Payments

The Section 106 funding from the Castlefield development for the footpath projects and the information boards in Wain Wood has been invoiced for by the Parish Council ready to be

transferred from Osprey Homes to the Parish Council bank account so it can organise the work as convenient. An application will have to be made to NHDC to release the funding for the pavilion and playground equipment projects when it is required.

4.12) (Agenda 12) Pond Work

The pond was dredged on 22nd and 23rd August and all the silt removed from the site. Max Boreham will keep an eye on the water levels in the pond and return the vegetation to it once the levels are suitable.

The pond will next need to be dredged in 2032 with provision made for it in the budget.

4.13) (Agenda 13) Tree Work

14.13.1 Chequers Lane: It was suggested at The Preston Trust AGM that some trees be planted on the verge on Chequers Lane. The verge belongs to Highways and it is the Parish Council who would have to approach them if it agreed with this suggestion.

Members **RESOLVED** not to proceed with this proposal.

13.2 Diseased Fruit Tree in Church Meadow: Frank Gormill is willing to fell this tree free of charge. Members **AGREED** to accept his kind offer.

4.14) (Agenda 14) GDPR / Data Protection

4.14.1: To review and adopt updated GDPR / Data Protection Polices and Documents: Members **AGREED** to adopt the proposed policies and documents.

4.14.2: To review council email addresses: To follow guidelines set by the Annual Governance & Accountability Review, and the accepted GDPR / Data Protection polices the Clerk proposed that the council sets up council owned email addresses for all councillors. This will cost approximately £7.99 per month.

Members **AGREED** to proceed with council owned email addresses.

Action: The Clerk to organise the council email addresses.

4.15) (Agenda 15) Clerk's Report

None.

4.16) (Agenda 16) Playground Report

A member of the public has reported cracks in the wooden play equipment at Church Meadow, caused by the dry hot weather this year. Members **AGREED** to wait until the

Playground Inspection Reports are received before deciding what action may need to be taken. The situation will be monitored in the meantime.

4.17) (Agenda 17) Hertfordshire Highways Update

4.17.1: Highways Meeting: Councillor Marshall informed the meeting that there is a Highways Meeting taking place next week.

4.17.2: Road next to the Green: Councillor Marshall has heard back from Highways regarding the sub-standard road surfacing on this road. The defects will not affect the use of the road, and will not affect the life expectancy of the road surface. If it worsens they will come out to rectify it.

4.18) (Agenda 18) Parish Paths Partnership

4.18.1: Fallen Tree in Wain Wood: A tree had fallen over the permissive path in Wain Wood. Pilkington Farms Partnership organised the Gamekeepers to remove the tree from the footpath and this work is now completed.

4.19) (Agenda 19) Cricket Club Representation

4.19.1: Cricket Season: The season will end this weekend with the last friendly match. Councillor Burleigh will suspend the bin collection from the end of the month.

4.19.2: Memorial Stone: The memorial stone for Paul Constantinidi is now in place at the Recreation Ground. There was an unveiling of the stone at a Memorial Match on the 26th August.

Action: Councillor Burleigh to suspend the bin collection.

4.20) (Agenda 20) Correspondence received

None.

4.21) (Agenda 21) Matters for future consideration

Budget suggestions, Traffic Calming Measures, Ivy on the PHC wall.

The meeting closed at 9.30 pm.

Date and Time of next Meeting: Parish Council Meeting: Thursday 20th October 2022 at 8pm in the Village Hall.

ANNEX 1

Preston Parish Council - Summary Financial Report / Bank Reconciliation as at 19th July 2022**Community Account**

£

£

Bank Balance as at: 19th July 2022 £ 2,480.16

Payments authorised at meeting:

Date	Recipient		
21st July 2022	E.on	£	38.59
21st July 2022	Haze Cleaning Services Ltd	£	174.00
21st July 2022	NHDC - Refuse Collection	£	126.10
27th July 2022	Payroll	£	347.21
28th July 2022	Louis Harrington-Smith - Tree work	£	280.00
28th July 2022	Lisa Lathane - expenses	£	42.83
2nd August 2022	Oliver Russell Electrical Ltd - installation of Defib Cabinet	£	114.00
11th August 2022	NHDC - Church Meadow Rent	£	100.00
23rd August 2022	E.on	£	38.13
26th August 2022	Payroll	£	290.43
2nd September 2022	Max Boreham - Pond Maintenance	£	3,000.00
		<u>£</u>	<u>4,551.29</u>

Monies received:

Date	From		
2nd September 2022	Transfer from Business Account No 3	£	3,000.00
		<u>£</u>	<u>3,000.00</u>

Bank Balance as at: 6th September 2022 £ 928.87**Business Premium Account 1**Bank Balance as at: 19th July 2022 £ 9,766.48

Payments authorised at meeting:

Date	Recipient		
			<u>£0.00</u>

Monies Received

5th September 2022	Interest	£	3.01
		<u>£</u>	<u>3.01</u>

Bank Balance as at: 6th September 2022 £ 9,769.49

Business Premium Account 2

Bank Balance as at: 19th July 2022 £ 21,302.88

Payments authorised at meeting:

Date	Recipient	
2nd September 2022	Community Fund - Transfer	£ 3,000.00
		<u>£ 3,000.00</u>

Monies Received

£6.53

£ 6.53

Bank Balance as at: 6th September 2022 £ 18,309.41

Total bank balances £ 29,007.77

Business Premium Account 1 - Ring Fenced Funds

Recreation Ground Fund £ 9,769.49

Business Premium Account 2 - Ring Fenced Funds

Parish Council Long Term Stability	£ 5,000.00
Replacement of Clerk's Laptop and Printer	£ 1,500.00
Remaining for other projects	£ 11,809.41