

Parish of Preston

PRESTON PARISH COUNCIL

Minutes of the Parish Council Meeting Thursday 20th April 2023 at 8.00pm.

Present: Councillors: Mrs J Clark, Mr M Burleigh, Miss A Marshall, Mr J Morley, Mrs P Stark, Mrs M Trinder (Chairman)

In Attendance: Five members of public, District Councillor Claire Strong and Mrs L Lathane (Clerk and RFO)

9.1) (Agenda 1) To receive and accept apologies for absence
None.

9.2) (Agenda 2) Declaration of Interests
None.

9.3) (Agenda 3) To receive Chairman's Remarks and Urgent Items
Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest.

9.4) (Agenda 4) Comments from the general public and press
None

9.5) (Agenda 5) County and District Update
District Councillor Claire Strong addressed the meeting. The Boundary Report was expected but has been delayed due to some additional legal advice being required. It is now expected in May.

*Members **AGREED** to move Agenda Item 10 and Agenda 9cii up the agenda.*

9.6) (Agenda 10) Update on plans for village shop and café
Alison Jeffers addressed the meeting:

1. Three sites have been under consideration, and NHDC has stated that the preferred site is the Altham field opposite PHC. The owners are happy to proceed, offering the site at a Peppercorn rent.
2. The project will follow the Community Right to Build scheme which NHDC are supportive of.
3. A Community Organisation needs to be formed with a Chair, Secretary and Treasurer. A notice will be placed in the newsletter asking for people to nominate themselves if they are interested in any of these roles.

9.7) (Agenda 9cii) Update on PHC

1. The Chairman reported on her meeting with Russell Prince of The Door UK.
2. PHC has been bought outright by a company called The Door which specialises in Listed Building refurbishment projects and the legal process is underway.
3. Historic England will be closely involved in the project ensuring all works are carried out sensitively to the history of the buildings and site.
4. At present The Door does not know how many homes the project will provide.
5. There will be discussions between The Door and the Parish Council in regard to Section 106 monies further down the line.

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

These were adopted and were signed by the Chairman.

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

Volunteer Emergency telephone System: There are now enough volunteers to make the system viable. The Chairman is organising a suitable training date.

Action: The Chair to organise a training date for the VETS Scheme.

9.10) (Agenda 8) Finance

1. Members noted and authorised the payments and bank reconciliation shown in Annex 1.
2. Members authorised the signing of the bank reconciliation shown in Annex 2.
3. Members **NOTED** the final 2022/2023 Budget.
4. Members **NOTED** that the final accounts are with Nick Broughton for the internal audit.
5. Members **NOTED** the 2023/2024 Budget.
6. Members **AGREED** to appoint BHIB as the Insurers for the next 3 years. The annual premium will be £768.72.
7. Members **AGREED** to look further into Cyber Insurance.
8. Members **AGREED** to pay the clerk £26 per month Working From Home Allowance from April 2023.

Action: The Chairman to accept the insurance quote from BHIB.

9.11) (Agenda 9) Planning

1. To receive and consider responses to planning applications

None.

2. To note decisions and appeals

None.

3. To consider any other planning matters pertinent to the Parish Council

(a) Land Adjacent to Dungarvan:

- (i) Work has started on The Land Adjacent to Dungarvan. The Chairman has met with the Construction Manager.
- (ii) The Chair asked that all properties on Back Lane receive letters and Crunnells Green House and Dynsley Field, not just near neighbours. Some neighbours have met the Construction Manager to discuss their concerns
- (iii) The Chairman has flagged up potential damage to verges. The Construction Manager says they'll contact residents straightaway if any damage is caused.
- (iv) Discharge of conditions and non-material amendments
 1. Agreed:
 - Samples of materials - application agreed so 4 houses will have buff bricks and slate tiles
 - Landscaping which is a reduction in the amount of hedging between the site and existing dwellings.
 2. Not yet agreed
 - Air source heat pumps instead of ground source
 - Drainage strategy

Members **AGREED** to object to the change to air source heat pumps.

- (v) Now work has started the Parish Council can check Section 106: when it is available and how to claim.

- (b) The two roundabout planning applications linked to the East of Luton Development have been put on hold until the Masterplan is in place.
- (c) The Chairman suggested, and Members **AGREED**, that the two developers should be contacted and asked not to work on Saturday 6 May when the Coronation will be taking place so that local residents can watch on TV without being disturbed by construction noise.

Action: The clerk to object submit comments objecting to the change to air source pumps.

Action: The Chairman to contact the developers about working on Saturday 6 May.

9.12) (Agenda 11) To agree way forward in regards to Co-Option of Parish Councillors

- 1. One resident has **AGREED** to put themselves forward for co-option at the next meeting, and another is considering it.
- 2. Co-Option will be put on the agenda at the next Parish Council meeting on the 18th May.
- 3. This leaves the Council with potentially one vacancy and members will consider residents to approach in regard to being co-opted.

9.13) (Agenda 12) Playgrounds

No issues were reported.

9.14) (Agenda 13) Church Meadow

- 1. The section of land which the Church Committee would like to be reserved for an extension of the burial ground when it is required has been indicated on the plan of the field, as provided at the last meeting. The plan has been submitted to NHDC (see item 2 below).
- 2. Construction details of the path and a scaled plan of the field have been sent to NHDC for their agreement
- 3. New lease: Enquiries are being made with NHDC as to whether equipment can be replaced without another lease being required.
- 4. Members **AGREED** to request a 999 year lease.

9.15) (Agenda 14) Coronation Tree

- 1. Members **AGREED** to the planting of the Coronation Tree on the Wastes of the Manor near the memorial bench.
- 2. Members **AGREED** to, in principle, the installation of an appropriate information board on Parish Council land providing details of trees in the vicinity.
- 3. Members **AGREED** to taking on the responsibility of the maintenance of the tree.

9.16) (Agenda 15) Clerk's Report

None.

9.17) (Agenda 16) Hertfordshire Highways Update

- 1. The road works for the installation of the electrical cabling was completed well and on time. There are a few areas which need to be reinstated and the Parish Council will liaise with Osprey Homes on these items.
- 2. There is a worsening dip in the road by Crunnells Green. Cllr Marshall will report to the Highways team.
- 3. A resident has asked the Parish Council to report an overgrown hedge that is overhanging the road. Members **AGREED** that the Chairman will speak to the residents in the first instance requesting that the hedge is cut back.

Action: The Chairman to contact Osprey Homes about the damage caused by the electrical works.

Action: Cllr Marshall to report the dip in the road to Highways

Action: The Chairman to contact the residents about their hedge

9.18) (Agenda 17) Parish Paths Partnership

The No Cycling sign in Wain Wood is on the list of the Countryside and Rights of Way Team to replace.

9.19) (Agenda 18) Cricket Club Representation

1. Members **AGREED** to accept a quote from Jarrett Fencing of £655.74 to replace the gate at the compound.
2. The Shutter Service was undertaken on Monday 17 April with a small repair made to one of the shutters.
3. PAT testing is booked for Friday 28 April.
4. Cllr Burleigh has re-started the Bin Collection from next week. The first cricket match of the season will be on the 22nd April.

9.20) (Agenda 19) Correspondence received

The clerk was copied in to an email from a resident of Castlefield to Osprey Homes complaining about inconsiderate parking outside their property and site staff speeding when leaving the site. Osprey Homes has responded apologising and promising to deal with the issue.

9.21) (Agenda 20) Matters for future consideration

Quote for cutting back the hedge on Chequers Lane, Cyber Security

The Chairman thanked Cllr Marshall, Cllr Morley and Cllr Stark for their time and work on the Parish Council, as they are not standing for the next term. The Chairman made special note of Cllr Stark who has been a Parish Councillor for 26 years.

The Chairman also congratulated Cllr Clark for being chosen to attend the Coronation Garden Party at Buckingham Palace, for Services to the Community.

The meeting closed at 10.00pm.

Date and Time of next Meeting: Annual Parish Meeting: Thursday 27th April 2023 at 8pm in the Village Hall.

Parish of Preston

ANNEX 1

18 April 2023 (2022 - 2023)

Preston Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
59 Salary	27/02/2023		Barclays Current Acco	P23-059	Salary	Staff	E	334.78		334.78
60 Coronation	08/03/2023	08 March 8.12	Barclays Current Acco	P23-060	Coronation Celebration	Preston Trust	E	200.00		200.00
61 Cybercheck	13/03/2023		Barclays Current Acco	P23-061	Cybercheck	Zen Internet Ltd	S	10.00	2.00	12.00
62 Domain / emails	13/03/2023		Barclays Current Acco	P23-062	Domain and emails	Zen Internet Ltd	S	6.49	1.30	7.79
63 Electricity	21/03/2023		Barclays Current Acco	P23-063	Electricity	E.on	L	71.74	3.59	75.33
64 ICO Registration	22/03/2023		Barclays Current Acco	P23-064	ICO Renewal	Information Commissioner's	E	35.00		35.00
65 Newsletter Costs	24/03/2023		Barclays Current Acco	P23-065	Newsletter Costs	Preston Trust	E	233.14		233.14
66 Salary	27/03/2023		Barclays Current Acco	P23-066	Salary	Staff	E	348.42		348.42
Total								1,239.57	6.89	1,246.46

18 April 2023 (2023-2024)

Preston Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 HAPTC Membership	04/04/2023		Barclays Current Acco	P24-001	Membership	HAPTC	E	244.16		244.16
2 Boundary Fence	04/04/2023		Barclays Current Acco	P24-002	Boundary Fence Installation	Frank Gormill	E	276.42		276.42
2 Boundary Fence	04/04/2023		Barclays Current Acco	P24-002	Boundary Fence Installation	Frank Gormill	S	119.65	23.93	143.58
3 Domain / emails	12/04/2023		Barclays Current Acco	P24-003	Domain and emails	Zen Internet Ltd	S	6.49	1.30	7.79
4 Cybercheck	12/04/2023		Barclays Current Acco	P24-004	Cybercheck	Zen Internet Ltd	S	10.00	2.00	12.00
5 Shutter Service	18/04/2023		Barclays Current Acco	P24-005	Shutter Service	Royal Industrial Doors	S	225.00	45.00	270.00
Total								881.72	72.23	953.95

Preston Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
2	CTRSO Grant	06/04/2023		Barclays Current Acco	R24-002	CTRSO Grant	NHDC	E	89.02		89.02
1	Precept	11/04/2023		Barclays Current Acco	R24 - 001	Precept	NHDC	E	6,592.00		6,592.00
3	VAT Reclaim	14/04/2023		Barclays Current Acco	R24-003	VAT Reclaim	HMRC	E	581.99		581.99
Total									7,263.01		7,263.01

18 April 2023 (2022 - 2023)

Preston Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
16	Interest	06/03/2023		Barclays Business 1	R23-016	Bank Interest	Barclays Bank	E	12.42		12.42
17	Interest	06/03/2023		Barclays Business 2	R23-017	Bank Interest	Barclays Bank	E	50.76		50.76
18	Locality Budget Grant	15/03/2023		Barclays Current Acco	R23-018	Locality Budget Grant	Hertfordshire County Council	E	310.00		310.00
Total									373.18		373.18

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Parish of Preston

ANNEX 2

18 April 2023 (2023-2024)

Preston Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 18/04/2023		
	Cash in Hand 01/04/2023		52,375.69
	ADD		
	Receipts 01/04/2023 - 18/04/2023		7,263.01
			59,638.70
	SUBTRACT		
	Payments 01/04/2023 - 18/04/2023		953.95
A	Cash in Hand 18/04/2023 (per Cash Book)		58,684.75
	Cash in hand per Bank Statements		
	Petty Cash	18/04/2023	0.00
	Barclays Business 2	18/04/2023	41,693.54
	Barclays Business 1	18/04/2023	10,017.99
	Barclays Current Account	18/04/2023	6,973.22
			58,684.75
	Less unrepresented payments		
			58,684.75
	Plus unrepresented receipts		
B	Adjusted Bank Balance		58,684.75
	A = B Checks out OK		