

# Parish of Preston

## PRESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting Thursday 13<sup>th</sup> July 2023 at 8.00pm.

**Present:** Councillors: Sharon Anderson, Julie Buckland, Matt Burleigh, Jane Clark, Andy Hill, Ali Morecroft, Margaret Trinder (Chairman)

**In Attendance:** Nine members of the public and Lisa Lathane (Clerk and RFO)

**2.1) (Agenda 1) To receive and accept apologies for absence**

District Cllr Claire Strong sent her apologies.

**2.2) (Agenda 2) To receive Chairman's Remarks and Urgent Items**

The Chairman welcomed everyone to the meeting. Members were reminded to make Declarations of Pecuniary Interest, if appropriate.

**2.3) (Agenda 3) Declarations of Interest**

Cllr Buckland declared an interest in Item 10, specifically the planning application at The Brambles.

**2.4) (Agenda 4) To adopt minutes of the previous meeting**

These were adopted and were signed by the Chairman.

**2.5) (Agenda 5) To consider items arising not already on the agenda**

The clerk contacted NHDC regarding the outstanding Section 106 funding from the Castlefield Development. The reason we haven't had it yet is that the agreement was set up differently to the Land Adjacent to Dungarvan. NHDC will hold the funding until we request it ready to spend on the named project.

**2.6) (Agenda 6) Community Facilities**

1. Members of the Community Facilities Working Group attended the meeting and shared the latest proposals for the project.

(a) The proposed development is a shop, café, new village hall and a community market garden on the Altham's Field site.

(b) The hall will be large enough to mark out a badminton court, which is large enough for many other community activities to take place in it.

(c) The shop would concentrate on selling locally produced items and produce grown in the market garden.

(d) The project would be set up as a Community Business Society which could then apply for grants.

(e) Residents of the parish would be offered the opportunity to buy shares in the project. Each shareholder would have one vote each in the running of the project.

(f) Consultation events will be run to share information with the village residents. The first one is being held on the 20<sup>th</sup> July in the Village Hall.

(g) The Working Group would like the vehicular access to the site to be from School Lane but has not yet discussed this with Highways.

(h) The Parish Council was asked if it would allow a pedestrian access to the facilities over Crunnells Green. The Chairman explained that this is Wastes of the Manor and registered Town and Village Green so she would have to look into the legislation to see if it was possible.

2. Parish Councillors and members of the public asked questions of the Working Group.

3. As a result of being contacted by a number of people opposed to the project, who wanted the Parish Council to ensure their voices were heard, members **AGREED** to run their own survey in the autumn, after the consultation events, to ascertain the residents views on the project.

**Action: The Chairman to find out if a pedestrian access over Crunnells Green is possible.**

**2.7) (Agenda 7) Comments from the general public and press (15 mins)**

1. The Chairman has been asked by a resident if more Horses and Cyclists signs could be put up around the village for safety. It was **AGREED** to look at the situation again once new residents have moved into the new developments in the village.
2. The clerk will liaise with Cllr David Barnard on his work on reducing speeds in villages to 20mph.

**Action: Clerk to liaise with Cllr David Barnard on his 20mph work.**

**2.8) (Agenda 8) County and District Update**

None.

**2.9) (Agenda 9) 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 2023/2024 Budget.
4. Members **RESOLVED** not to take out Cyber Insurance as we're a small parish council and have security measures built into how we work already.
5. Members considered the quote for chairs for the Village Hall, to be funded by Section 106 funding already secured. Cllr Clark has found similar chairs with a longer lifetime guarantee and slightly cheaper. Members **RESOLVED** to inform the Village Hall Committee of the suggestion and to accept either the quote of £2725.20 for 60 x KI Hatton stacking chairs or the alternative.
6. The new chairs when bought are not to be used on the Village Green for community events. Cllr Clark will look into storage in the village for the old chairs so that they can continue to be used.
7. Members **RESOLVED** to use the proceeds of the Tombola on Village Day for payment towards the set up of the VETS scheme.
8. Members **RESOLVED** to accept the quote of £450 from Louis Harrington-Smith for hedge cutting on Chequers Lane if it can be done as soon as possible. If he is not able to fit it in soon then it was **AGREED** to accept the quote of £400 from Avalon.

**Action: Cllr Clark to look for accessible storage for the old Village Hall chairs.**

**Action: The Chairman to liaise with the Village Hall Committee on which chairs to order.**

**Action: Cllr Clark to liaise with Louis Harrington-Smith regarding the hedge cutting.**

**2.10) (Agenda 13) Planning**

1. **To receive and consider responses to planning applications**

<p>23/00790/LDCLB 10 Ladygrove Mews, Hitchwood Lane Lawful Development Cert Listed Building : Crack in Stairwell wall to be repaired.</p>	<p>Members <b>AGREED</b> to support the application.</p>
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<p><i>Cllr Buckland answered questions on this application but did not take part in the vote.</i></p> <p>23/01486/FPH</p> <p>The Brambles, Back Lane, Preston, Hitchin, Hertfordshire, SG4 7UJ</p> <p>Full Permission Householder : Alterations to exterior brickwork, cladding, fascias, doors and windows, single storey front/side extension and infill front (south elevation) extension and insertion of no.2 rooflights to existing rear roofslope.</p>	<p>Members <b>AGREED</b> to support the application.</p>
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**2. To note decisions and appeals**

None.

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

- (i) To consider the street name for the Land Adjacent to Dungarvan  
Members considered the proposed street name of Earls Walk and **AGREED** it was not suited to the village, with no link to the area. It was **AGREED** to request that the street name be Oakfield due to the protected Oak on the site. The clerk will report back to NHDC on this decision.
- (j) Land adjacent to Dungarvan:
  - (i) NHDC has agreed that the heat pumps can be changed from ground source to air source for this development.
  - (ii) Elivia Homes have applied to remove some trees near the site. They had asked if we would like a couple of others trees to be removed at the same time. The trees in question do not belong to the parish council. We will ask Elivia Homes to apply to remove them as they have the others.
- (k) Update on PHC
  - (i) The Door UK completed the purchase of PHC on the 30<sup>th</sup> May.
  - (ii) Two houses on the edge of the site have been put on the market in their current state.

**Action: The clerk to respond to the planning applications on behalf of the parish council.**

**Action: The clerk to respond to NHDC regarding the street name for the Land Adjacent to Dungarvan**

**Action: The Chairman to liaise with Elivia Homes regarding the trees**

**2.11) (Agenda 11) Playground Report**

The Chairman reported that she had looked at the equipment in both playgrounds in the last week and had not found any issues.

**2.12) (Agenda 12) VETS Update**

1. The volunteers undertook training on Thursday 6 July.
2. The agreement has been submitted to the Community Heartbeat Trust asking for the system to go live on August 1st.
3. Flyers explaining the system will be distributed with the August newsletter with spare copies for occupants of the new dwellings
4. Members considered the quotes for 300 flyers and **AGREED** to accept the quote of £46.50 + VAT from Graphix Ltd.

**2.13) (Agenda 13) Church Meadow Update**

1. The Chairman has been told by the Senior Estates Manager that because of staff shortages it will be at least another month before anyone will look at the construction plans for the path through Church Meadow. The plan was submitted on 17 April.
2. The Chairman has contacted District Councillor Claire Strong to ask what NHDC is doing to address staffing. Claire Strong has agreed to look into this matter on behalf of the Parish Council.

**2.14) (Agenda 14) Clerk's Report**

1. The clerk requested contact details for all Cllrs that will be shared only within the council.
2. The clerk informed the meeting that we are holding a lot of funding that is earmarked for specific projects. Advice is that funds over £85k shouldn't be held in one bank. Due to the difficulties setting up parish council bank accounts it was suggested that we attempt to move projects on so that some of those funds are used.

**2.15) (Agenda 15) Hertfordshire Highways Update**

A road closure notification has been received by the clerk for Chequers Lane. The stretch just before Templars Lane will be closed for utility works. The closure notice will come into operation from the 10<sup>th</sup> August for a period of 18 months. Details of when it will happen in that time frame will be advertised on the roadside ahead of the closure.

**2.16) (Agenda 16) Parish Paths Partnership**

1. A tree has come down over a footpath in Wain Wood. Pilkington Farms Partnership (PFP) have organised that the Gamekeeper remove the tree.
2. Cllr Clark has chased Tom Duffin of PFP again regarding the new cycling signs to go up in Wain Wood.
3. Hertfordshire County Council has mown the bridleways.

**2.17) (Agenda 17) Cricket Club Representation**

1. The hot water tank in the pavilion has 2 elements and the top booster element is not working. Three plumbers have been to visit and have pointed out that removing the element may split the tank so a new one will be needed. The work will be done after the end of the cricket season in early September. The cost will be split 50:50 between the Parish Council and the Cricket Club.
2. Members **RESOLVED** to accept the slightly more expensive quote from Herts Plumbing of £1131.00 as he has knowledge of the plumbing system at the Pavilion.
3. The septic tank is booked in to be emptied on the 28th July.

**Action: The Chairman will liaise with Herts Plumbing to accept their quote.**

**2.18) (Agenda 23) Correspondence received**

None.

**1.24) (Agenda 24) Matters for future consideration**

The meeting closed at 10.05pm.

**Date and Time of next Meeting:** Thursday 7<sup>th</sup> September 2023 at 8pm in the Village Hall.

# Parish of Preston

## ANNEX 1

11 July 2023 (2023-2024)

### Preston Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
14 Insurance	17/05/2023		Barclays Current Acco	P24-014	Insurance	BHIB Councils Insurance	E	768.72		768.72
15 Laptop Virus Protection	17/05/2023		Barclays Current Acco	P24-015	Kaspersky Virus Protection	Lisa Lathane	E	44.99		44.99
16 Salary	23/05/2023		Barclays Current Acco	P24-016	Salary	Staff	E	407.94		407.94
17 Electricity	24/05/2023		Barclays Current Acco	P24-017	Electricity	E.on	L	92.43	4.62	97.05
18 Work From Home Allowance	24/05/2023		Barclays Current Acco	P24-018	Work From Home Allowance	Staff	E	26.00		26.00
20 Cybercheck	12/06/2023		Barclays Current Acco	P24-019	Cybercheck	Zen Internet Ltd	S	10.00	2.00	12.00
21 Domain / emails	12/06/2023		Barclays Current Acco	P24-020	Domain and emails	Zen Internet Ltd	S	6.49	1.30	7.79
19 Recreation Ground Maintena	15/06/2023		Barclays Current Acco	P24-018	Replacement gates	Jarrett Fencing	S	546.45	109.29	655.74
22 Refuse Collection	20/06/2023		Barclays Current Acco	P24-021	Refuse Collection	NHDC	E	96.30		96.30
23 Electricity	21/06/2023		Barclays Current Acco	P24-022	Electricity	E.on	L	88.57	4.43	93.00
27 Fire Inspection	28/06/2023		Barclays Current Acco	P24-026	Fire Inspection	Fire Guard Services	S	75.00	15.00	90.00
25 Salary	28/06/2023		Barclays Current Acco	P24-024	Salary	Staff	E	248.62		248.62
26 Work From Home Allowance	28/06/2023		Barclays Current Acco	P24-025	Work From Home Allowance	Staff	E	26.00		26.00
24 S106 VH Kitchen	28/06/2023		Barclays Current Acco	P24-023	S106 Village Hall Kitchen	SK Services Ltd	E	4,475.00		4,475.00
<b>Total</b>								<b>6,912.51</b>	<b>136.64</b>	<b>7,049.15</b>

11 July 2023 (2023-2024)

### Preston Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
6 Interest	05/06/2023		Barclays Business 1	R24-006	Bank Interest	Barclays Bank	E	20.89		20.89
7 Interest	05/06/2023		Barclays Business 2	R24-007	Bank Interest	Barclays Bank	E	123.03		123.03
8 Misc Income	03/07/2023		Barclays Current Acco	R24-008	Village Day Tombola Proceeds	Cllr Margaret Trinder	E	205.50		205.50
9 Misc Income	05/07/2023		Barclays Current Acco	R24-009	Coronation Refund	Coronation Committee	E	68.90		68.90
<b>Total</b>								<b>418.32</b>		<b>418.32</b>

# Parish of Preston

## ANNEX 2

11 July 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: \_\_\_\_\_

	<b>Bank Reconciliation at 11/07/2023</b>		
	Cash in Hand 01/04/2023		52,375.69
	<b>ADD</b> Receipts 01/04/2023 - 11/07/2023		67,292.90
			119,668.59
	<b>SUBTRACT</b> Payments 01/04/2023 - 11/07/2023		8,921.78
<b>A</b>	<b>Cash in Hand 11/07/2023</b> (per Cash Book)		<b>110,746.81</b>
	Cash in hand per Bank Statements		
	Petty Cash	11/07/2023	0.00
	Barclays Business 2	11/07/2023	96,836.57
	Barclays Business 1	11/07/2023	10,038.88
	Barclays Current Account	11/07/2023	3,871.36
			<b>110,746.81</b>
	Less unrepresented payments		
			110,746.81
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>110,746.81</b>
	<b>A = B Checks out OK</b>		