

Parish of Preston

PRESTON PARISH COUNCIL

Minutes of the Parish Council Meeting Thursday 18th April 2024 at 8.00pm.

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

In Attendance: Lisa Lathane (Clerk and RFO)

- 9.1) (Agenda 1) To receive and accept apologies for absence**
Cllr Anderson sent her apologies due to work commitments. Cllr Strong sent her apologies due to a Full Council meeting.
- 9.2) (Agenda 2) To receive Chairman's Remarks and Urgent Items**
Members were reminded to make Declarations of Pecuniary Interest, if appropriate.
- 9.3) (Agenda 3) Declarations of Interest**
Cllr Burleigh declared a personal interest in Agenda Item 17.
- 9.4) (Agenda 4) To adopt minutes of the previous meeting**
These were adopted and were signed by the Chairman.
- 9.5) (Agenda 5) To consider matters arising not already on the agenda (information only)**
The Working Group changed its proposal to 2 locations: the old tennis court at PHC and Back Lane. The Parish Council survey was amended to reflect this change.
- 9.6) (Agenda 6) Comments from the general public and press (15 mins)**
None.
- 9.7) (Agenda 7) County and District Update**
None.
- 9.8) (Agenda 8) Planning**
- 1. To receive and consider responses to planning applications**
None.
 - 2. To note decisions and appeals**
24/00327/FPH - The Lodge at Temple Dinsley has been granted consent.
24/00046/FPH – 5 Dower House has been granted consent.
 - 3. To consider any other planning matters pertinent to the Parish Council**
Issues with recording Parish Council comments on the planning portal have recently been brought to the attention of the Chairman. If an extension is granted to allow applications to be discussed at meetings, the portal has closed so the Clerk has to send comments directly to the planning officer. Members **AGREED** that planning applications will continue to be considered individually and each case responded to.

9.9) (Agenda 9) Finance

1. Members **NOTED** and **AUTHORISED** the payments and bank reconciliation shown at the end of the minutes.
2. Members **AGREED** to the signing of the Bank Reconciliation.
3. Members **NOTED** the final 2023/2024 Budget.
4. Members reviewed and **AGREED** the Asset Register.
5. The clerk informed the meeting that the end-of-year accounts and AGAR information has been handed over to the internal auditor.

9.10) (Agenda 10) To review and agree parish council meeting dates for 2024/2025.

Members reviewed the dates and **AGREED** to the schedule for the upcoming year.

Action: The clerk will book the village hall for the agreed dates.

9.11) (Agenda 11) Information Boards

1. Cllr Hill presented a mock-up of the information boards for Wain Wood.
2. Members **AGREED** that Cllr Clark will ask a local artist to sketch flowers that can be found in the wood.
3. Cllr Hill will take comments on sizing back to the board designer.

Action: Cllr Clark to liaise with the local artist.

Action: Cllr Hill to feed back comments to the board designer.

Cllr Anderson arrived.

9.12) (Agenda 12) Tree Work on School Lane and Back Lane

1. The Parish Council **AGREED** to accept a quote of £220 from Louis Harrington-Smith to remove the stump left after felling a tree on School Lane.
2. Cllr Clark has spoken with Max Boreham regarding the trees on Back Lane. His suggestions include cutting the ivy at the base of trees so it dies off, thinning out the area and perhaps pollarding some of the larger trees. Forming a hedge would be possible in part of the area but not all of it.

The area belongs to the Pilkington estate and they would be happy to discuss suggestions for taking this forward with the Parish Council.

Members **AGREED** that Cllr Clark will speak to Max Boreham to find out an approximate cost to carry out this work.

Action: The Chair to accept the quote from Louis Harrington-Smith.

Action: Cllr Clark to liaise with Max Boreham re costings for Back Lane.

9.13) (Agenda 13) Village Hall Update

1. Preston Nursery School is closing in July after over 30 years so the village hall will be available for bookings throughout the week. The Chairman and Clerk are working with the Village Hall Committee to help establish new systems, including online booking.
2. There will be a notice in the next newsletter to inform the wider community of the new arrangements.
3. The Village Hall Committee has declined a request from the Working Group for the village hall to be used as a pop up shop on a trial basis as it will prevent other groups from using the hall.

4. The Parish Council **AGREED** that it would pay for bookings for anything it arranged other than Parish Council meetings, for example First Aid Courses

9.14) (Agenda 14) To review and agree quotes to replace the gate post at Church Meadow
R J Dawes has quoted £60 for the replacement gatepost and £100 to fit it. Members **AGREED** to accept this quote.

Action: The clerk to accept the quote from R J Dawes.

9.15) (Agenda 15) Playground Report
None.

9.16) (Agenda 16) To review playground quotes and agree next steps

1. Members considered quotes for Church Meadow and **AGREED** to accept the higher one of £34,932.81 with the following changes: The Oberon with custom low trail.
2. The Chair will query the options on ground protection to ascertain if it is required.
3. The Chair will contact NHDC regarding the new lease and whether work can start before the lease is agreed.
4. Members **AGREED** to wait until after the Pavilion extension is determined before decisions are made regarding play equipment on the Recreation Ground.
5. Cllr Clark will assess the area where brambles have been removed at Church Meadow to ascertain what further work needs to be done to make it into a picnic area.

Action: The Chair to liaise with Sovereign on the decisions made and the queries discussed above.

Action: Cllr Clark to assess the area where brambles have been removed.

9.17) (Agenda 17) To discuss an extension at the Pavilion and agree next steps

1. The Cricket Club have sent over their initial thoughts on what is required from the new extension.
2. Cllr Morecroft will measure the current space at the Pavilion.
3. Members discussed ideas to make it a more community based space, maybe focussing on sports.
4. Changing rooms need to be reconfigured.
5. The Chair will respond to the cricket club with initial thoughts including the fact that the communal space needs to be larger than they have stated.

Action: The Chair to liaise with the Cricket Club

9.18) (Agenda 18) Section 106 – to discuss possible projects

1. Discussed possible options. Members **AGREED** to base Section 106 requests on basic headings such as 'Increasing Biodiversity' but there will be some specific items included too.
2. Russell Prince will be organising drop-in sessions on 30 May and 1 June, at the Village Hall for residents to look at the plans for PHC, before the planning application goes in.

9.19) (Agenda 19) To discuss work required at the Green and agree next steps
Trinity Lawn Care have quoted £150.00, including VAT, to treat The Green, the area near the well and the area at the top of Church Lane with the footway going across it with a balanced fertiliser. Members **AGREED** to accept the quote.

Action: The Chair to accept the quote from Trinity Lawn Care.

- 9.20) (Agenda 20) Village Day – to discuss whether to run a Bottle Tombola**
Members **AGREED** to run a Bottle Tombola on Village Day.

Action: The Chair will inform The Preston Trust of this decision.

- 9.21) (Agenda 21) Clerks Report**
None.

9.22) (Agenda 22) Hertfordshire Highways Update

1. Crash Barrier on Hitchin Road: Hertfordshire Highways will not provide a barrier on this bend because there are no records of personal injury in the last 3 years but they suggested we contact our County Councillor about it. The Clerk has contacted County Councillor David Barnard to ask if a crash barrier could be installed using his Highways Locality Budget.
2. Subsidence on Crunnells Green: One large pothole has been filled in but no action taken to date on the subsidence. This has been reported again via the online system.

9.23) (Agenda 23) Parish Paths Partnership

Cllr Clark addressed the meeting:

1. David Clark has removed a leaning tree on the Tatmore Loop.
2. Cllr Clark will contact the Rights of Way Officer regarding the damaged kissing gate near Reeves Cottage.

9.24) (Agenda 24) Cricket Club Representation

1. The annual shutter service was undertaken by Royal Doors on 15 April.
2. Cllr Burleigh has restarted the waste removal service for the Pavilion now that the Cricket season has started.

- 9.25) (Agenda 25) Correspondence received**
None.

- 9.26) (Agenda 26) Matters for future consideration**
Section 106

The meeting closed at 10.20pm.

Date and Time of next Meeting: Extraordinary Meeting Wednesday 24th April 2024 at 8pm in the Village Hall

Parish of Preston

Financial Information

Preston Parish Council PAYMENTS & RECEIPTS LIST

16 April 2024 (2023-2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
88	Clerk expenses	08/03/2024		Barclays Current Acc	P24-087	Payment - Clerk Expenses	Staff	Z	-54.66		-54.66
89	Domain / emails	12/03/2024		Barclays Current Acc	P24-088	Payment - Cybercheck and Dor	Zen Internet Ltd	S	-6.49	-1.30	-7.79
89	Cybercheck	12/03/2024		Barclays Current Acc	P24-088	Payment - Cybercheck and Dor	Zen Internet Ltd	S	-10.00	-2.00	-12.00
90	Electricity	21/03/2024		Barclays Current Acc	P24-089	Payment - Electricity	E.on	L	-134.75	-6.74	-141.49
91	ICO Registration	22/03/2024		Barclays Current Acc	P24-090	Payment - Admin	Information Commissioner'	Z	-35.00		-35.00
92	Newsletter Costs	25/03/2024		Barclays Current Acc	P24-091	Payment - Newsletter Costs	Preston Trust	Z	-389.52		-389.52
93	Salary	25/03/2024		Barclays Current Acc	P24-092	Payment - Salary	Staff	Z	-422.07		-422.07
94	Work From Home Allowance	25/03/2024		Barclays Current Acc	P24-093	Payment - Work From Home Al	Staff	Z	-26.00		-26.00
Total									-1,078.49	-10.04	-1,088.53

Preston Parish Council PAYMENTS & RECEIPTS LIST

16 April 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Precept	09/04/2024		Barclays Current Acc	R25-002	Receipt - Precept	NHDC	E	7,888.67		7,888.67
1	Newsletter Costs	09/04/2024		Barclays Current Acc	R25-001	Receipt - Newsletter Costs	St Martin's Church	Z	194.76		194.76
1	Domain / emails	12/04/2024		Barclays Current Acc	P25-001	Payment - Cybercheck and Dor	Zen Internet Ltd	S	-6.49	-1.30	-7.79
1	Cybercheck	12/04/2024		Barclays Current Acc	P25-001	Payment - Cybercheck and Dor	Zen Internet Ltd	S	-10.00	-2.00	-12.00
2	Shutter Service	16/04/2024		Barclays Current Acc	P25-002	Payment - Shutter Service	Royal Industrial Doors	S	-225.00	-45.00	-270.00
Total									7,841.94	-48.30	7,793.64

Parish of Preston

16 April 2024 (2024-2025)

Preston Parish Council

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

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

Bank Reconciliation at 16/04/2024			
	Cash in Hand 01/04/2024		97,891.65
	ADD Receipts 01/04/2024 - 16/04/2024		8,083.43
			105,975.08
	SUBTRACT Payments 01/04/2024 - 16/04/2024		289.79
A	Cash in Hand 16/04/2024 (per Cash Book)		105,685.29
	Cash in hand per Bank Statements		
	Petty Cash 16/04/2024	0.00	
	Barclays Current Account 16/04/2024	7,818.00	
	Barclays Business 1 16/04/2024	10,138.60	
	Barclays Business 2 16/04/2024	87,728.69	
			105,685.29
	Less unrepresented payments		
			105,685.29
	Plus unrepresented receipts		
B	Adjusted Bank Balance		105,685.29
	A = B Checks out OK		