

Parish of Preston

PRESTON PARISH COUNCIL

Minutes of the Parish Council Meeting Thursday 23rd May 2024 at 7.30pm.

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

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

1.1) (Agenda 1) Appointment of Chairman for civic Year 2024/25

It was proposed by Cllr Clark and seconded by Cllr Morecroft that Cllr Trinder be elected as Chair for the ensuing year. The resolution was passed unanimously.

1.2) (Agenda 2) Chairman's signing of acceptance of office

The Chair signed the acceptance of office.

1.3) (Agenda 3) Appointment of Vice Chairman for Civic Year 2024/25

It was proposed by the Cllr Morecroft and seconded by the Chair that Cllr Clark be elected as Vice Chairman for the ensuing year. The resolution was passed unanimously.

1.4) (Agenda 4) To receive and accept apologies for absence

None.

1.5) (Agenda 5) Chairman's Remarks

The Chair thanked everyone for attending the meeting and informed attendees that the Working Group is audio recording the meeting which legislation allows them to do. The content of the recording will be used by the Working Group to write a report for NHDC.

The Chair requested that the Working Group provides a balanced representation of the proceedings and does not edit the recording in such a way that could lead to misinterpretation of the proceedings or which reflects only a single or particular point expressed at the meeting.

The formal record of this meeting will be the approved minutes taken by the Clerk to the Parish Council and approved by a vote of its members.

To ensure transparency, Cllr Burleigh will be making an audio recording of this meeting for the Parish Council. He will adhere to the same rules as the Working Group. This will be retained for 12 months and the Parish Council requests that the Working Group retains their recording for the same length of time.

1.6) (Agenda 6) Declarations of Interest

None

1.7) (Agenda 7) To adopt minutes of the previous meeting

These were adopted and were signed by the Chairman.

1.8) (Agenda 8) To consider matters arising from the previous minutes not on the agenda

The work on The Green was undertaken on Friday 10 May.

1.9) (Agenda 9) To consider items arising from the minutes of 18 April not already on the agenda
None.

1.10) (Agenda 10) To consider matters arising from the minutes of the Annual Parish Meeting
None.

1.11) (Agenda 12) 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 2024/2025 Budget.
4. Members **AGREED** the Direct Debits for the 2024/2025 of
 - Zen – Email addresses and cybercheck
 - E.on – electricity for the Pavilion
 - HMRC for PAYE
 - ICORegular Contractual Payments:
 - Staff Salary
 - Work from home allowance
5. Members considered the eight applicable statements in the Annual Governance Statement 2023/24. Members **RESOLVED** to approve the Annual Governance Statement.
6. Members reviewed the Accounting Statement for 2023/24. Members **RESOLVED** to approve the Annual Accounting Statement.

Action: The RFO to submit the audit return to the external auditor.

Action: The Chairman to write to Nick Broughton to thank him for doing the internal audit again.

1.12) (Agenda 12) To review Parish Council Policies

Members **AGREED** the policies with no changes. Members also **AGREED** that these policies would now be reviewed every 4 years when a new Council takes up office unless a change in legislation means they need to be reviewed sooner. The next review will, therefore, be in May 2027

1.13) (Agenda 13) Parish Council Survey and proposals for shop and coffee house at Pond Farm

1. Resolution A

After consideration of the results of the recent survey of Preston residents and all other available information, the Parish Council will support the Working Group's proposal for a shop and coffee house.

Proposer: Cllr Burleigh

Seconder: Cllr Hill

Votes for: One

Votes against: Six

Abstentions: None

2. Resolution B

After consideration of the results of the recent survey, and the proposed new site at Pond Farm, the Parish Council will apply for Section 106 funding, associated with the re-development of PHC for the Working Group's proposed shop and coffee house.

Proposer: Cllr Burleigh
Seconder: Cllr Hill
Votes for: One
Votes against: Six
Abstentions: None

3. Section 106

Following due diligence discussions with a planning officer, the Parish Council pointed out that although community facilities are normally eligible for section 106 funding, that is not necessarily the case when the building concerned is privately owned. In this situation, there will be more criteria and legal tests to be met.

The decision on which projects to put forward for section 106 funding rests with the Parish Council.

4. Parish Council meetings

The Parish Council can't continue spending a large amount of its meeting time on the proposed facilities so going forward, the Working Group can either send written updates on its progress to the Parish Council or take part in the 15 minute Comments from the Public section at Parish Council meetings. Whether the Working Group takes up one or both of these options is entirely up to them.

The Parish Council decided to withdraw items 13c, 13d and 13e from this agenda.

1.14) (Agenda 13) Planning

1. To receive and consider responses to planning applications

- 24/00867/FPH - Lychgate House, Church Lane, Preston. Part two storey and part single storey rear extension following demolition of existing rear Conservatory. First floor front extension and single storey side extension. Alterations to fenestration.

Members **AGREED** to support the application.

- 24/00928/PNR - Agricultural Building At The Rear Of Pond Farmhouse Charlton Road Preston. Change of Use of agricultural building to Community Shop (floorspace less than 150 sq metres).

The Parish Council noted that the proposed change of use is on the NHDC Planning Portal. The Parish Council also noted that Clarkson's Clause came into effect on 21 May.

2. To note decisions and appeals

- 23/01486/FPH - Brambles, Back Lane, Preston. Single storey rear extension with rooflights, single storey front extension, alterations to fenestration, materials, and hardstanding, addition of external flue and creation of new access. (Amended plans received 07/05/24). PERMISSION GRANTED.

- 3. To consider any other planning matters pertinent to the Parish Council**
None.

1.24 (Agenda 24) Matters for future consideration

Traffic issues, DriveSafe, Playground Quotes, Section 106

The meeting closed at 7.45pm.

Date and Time of next Meeting: Thursday 11th July 2023 at 8pm in the Village Hall.

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ANNEX 1

Preston Parish Council PAYMENTS & RECEIPTS LIST

21 May 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Newsletter Costs	09/04/2024		Barclays Current Acc	R25-001	Receipt - Newsletter Costs	St Martin's Church	Z	194.76		194.76
2	Precept	09/04/2024		Barclays Current Acc	R25-002	Receipt - Precept	NHDC	E	7,794.83		7,794.83
3	CTRSO Grant	09/04/2024		Barclays Current Acc	R25-003	Receipt - CTRSO Grant	NHDC	Z	93.84		93.84
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
4	Stationary	19/04/2024		Barclays Current Acc	P25-004	Payment - Clerk Expenses	Staff	Z	-5.77		-5.77
3	HAPTC Membership	19/04/2024		Barclays Current Acc	P25-003	Payment - Membership	HAPTC	Z	-282.07		-282.07
4	VAT Reclaim	22/04/2024		Barclays Current Acc	R25-004	Receipt - VAT Reclaim	HMRC	Z	1,835.47		1,835.47
5	Electricity	23/04/2024		Barclays Current Acc	P25-005	Payment - Electricity	E.on	L	-129.61	-6.48	-136.09
8	Salary	25/04/2024		Barclays Current Acc	P25-008	Payment - Salary	Staff	Z	-470.37		-470.37
7	Insurance	25/04/2024		Barclays Current Acc	P25-007	Payment - Insurance	Clear Insurance Managemen	Z	-764.87		-764.87
6	HMRC	25/04/2024		Barclays Current Acc	P25-006	Payment - HMRC PAYE Nat Ins	HMRC	Z	-46.40		-46.40
9	Work From Home Allowance	25/04/2024		Barclays Current Acc	P25-009	Payment - Work From Home Al	Staff	Z	-26.00		-26.00
10	Domain / emails	13/05/2024		Barclays Current Acc	P25-010	Payment - Cybercheck and Dor	Zen Internet Ltd	S	-6.49	-1.30	-7.79
10	Cybercheck	13/05/2024		Barclays Current Acc	P25-010	Payment - Cybercheck and Dor	Zen Internet Ltd	S	-10.00	-2.00	-12.00
11	Grounds maintenance	14/05/2024		Barclays Current Acc	P25-011	Payment - Green Fertilisation	Trinity Lawn Care	Z	-150.00		-150.00
Total									7,785.83	-58.08	7,727.75

Parish of Preston

ANNEX 2

21 May 2024 (2024-2025)

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 21/05/2024			
	Cash in Hand 01/04/2024		97,891.65
	ADD		
	Receipts 01/04/2024 - 21/05/2024		9,918.90
			107,810.55
	SUBTRACT		
	Payments 01/04/2024 - 21/05/2024		2,191.15
A	Cash in Hand 21/05/2024 (per Cash Book)		105,619.40
	Cash in hand per Bank Statements		
	Petty Cash	21/05/2024	0.00
	Barclays Current Account	21/05/2024	7,752.11
	Barclays Business 1	21/05/2024	10,138.60
	Barclays Business 2	21/05/2024	87,728.69
			105,619.40
	Less unrepresented payments		
			105,619.40
	Plus unrepresented receipts		
B	Adjusted Bank Balance		105,619.40
	A = B Checks out OK		