



Parish of Preston

PRESTON PARISH COUNCIL

Minutes of the Parish Council Meeting Thursday 5th December 2025 at 8.00pm.

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

In Attendance: Lisa Lathane (Clerk and RFO)

- 5.1) (Agenda 1) To receive and accept apologies for absence**
None.
- 5.2) (Agenda 2) Chairman's Remarks**
The Chair welcomed everyone to the meeting and reminded members to declare any items of pecuniary interest and that they should listen to everyone's views.
- 5.3) (Agenda 3) Declarations of Interest**
None
- 5.4) (Agenda 4) To adopt minutes of the previous meeting**
These were adopted and were signed by the Chairman.
- 5.5) (Agenda 5) To consider matters arising from the previous minutes not on the agenda**
1. The Parish Council was advised to inform the resident who has an issue with blocked drains that they should contact the Housing Association themselves so that the exact details can be discussed.
 2. Cllr Clark informed the meeting that the pond work is to be carried out on the 10th December.
 3. The kerb work has been carried out along School Lane.
- 5.6) (Agenda 6) Comments from the general public and press (15 mins)**
None
- 5.7) (Agenda 7) County and District Update**
None.
- 5.8) (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 2025/2026 Budget.
 4. Members reviewed the draft budget for 2026/27 and made some changes. Members **AGREED** to consider a couple of budget items before the next item and defer agreement until the January meeting.
 5. Members deferred the decision on the precept until the January meeting.
- 5.9) (Agenda 9) Planning**
1. **To receive and consider responses to planning applications**
 - 25/02811/FPH – 3 Oakfields, Preston. Members **AGREED** to support this application.



- 16/02014/1 - Land West Of Cockernhoe / Land East Of Copthorne, Cockernhoe, Hertfordshire & 17/00830/1 - Land South And North West Of Cockernhoe And East Of Wigmore (Stubbocks Walk), Brick Kiln Lane, Cockernhoe, Hertfordshire. Members **AGREED** to object to the above applications based on our previous comments, and concentrating on the traffic and road system elements in particular. The Chair will draft a response and liaise with Cllrs via email.

2. To note decisions and appeals

- 25/01193/FP, Red Lion. Solar Panels. PERMISSION GRANTED
- 25/02160/FPH, 3 Oakfields, Preston, Hertfordshire, SG4 7FB. Erection of rear single storey garden room. PERMISSION GRANTED

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

Temple Dinsley: The Chairman has obtained the following information from Russell Prince:

- Phase 1 was getting Planning and Listed Building Consent which was achieved in July. Planning consent has secured the future of the site.
- Russell Prince has now moved on to Phase 2 which is to arrange funding for the project which is estimated to be £30 million. There are a variety of options for this:
 - The site with planning consent is being marketed, but not widely, by Knight Frank. A sale is possible but it could be a joint venture, part sale and part The Door.
 - Another company could do the work with Russell Prince involved in the background.
 - One company could do the new builds and another the renovation of the main building.
 - Russell Prince is negotiating with his bank to see if it will lend him the money
- The site is protected by the legal agreements. The section 106 commitments can't be changed and must be adhered to. If there was an outright new owner, they would have to agree with all the conditions and agreements already in place.
- There is 24/7 security on site. The Door continues to maintain the building and grounds. Temporary repairs are carried out as and when necessary. The building is kept dry and ventilated. The security guards check for damage.
- Before the main work can begin, there are over 100 conditions to be discharged with NHDC. This preparatory work is expected to take 6-9 months.
- Demolition of the Sports Hall can be done soon as it is a material operation. They are considering whether the sports hall can be dismantled and restructured but this has not yet been decided and nor has whether it can be sold.

Action: The clerk to respond to 3 Oakfields.

Action: The Chair to draft a response to the East of Luton planning applications



5.10) (Agenda 10) Assertion 10

1. Members reviewed and **AGREED** to adopt the IT Policy.
2. Members reviewed and **AGREED** to adopt the Freedom of Information Publication Scheme with minor changes made.
3. Members reviewed the criteria to meet Assertion 10 and agreed that the parish council meets all other than having a parish council owned website. Members **AGREED** to obtain quotes for a parish council owned website.

Action: The Chairman and Clerk to obtain quotes for a parish council owned website

5.11) (Agenda 11) Pavilion Working Party Update

1. The Chair reminded the meeting of the following:
 - The Pavilion Working Group (PWG) was set up by the Parish Council and they are working on our behalf to organise the pavilion project. The members of the PWG represent the Parish Council, the Cricket Club and the community.
 - Although the cricket club are the current sole users of the pavilion and they look after the ground, there is still a large cost to the Parish Council. The amount differs each year, according to what is required but on average it is between 15% and 32% of the precept. This financial year the estimate is that the pavilion will have cost the Parish Council £5344 which is 32% of the precept. This is partly due to two 5 yearly surveys being required.
 - We should note that the Parish Council doesn't spend money on any other group, apart from contributing £350 towards grass cutting at the church.
 - We should aim to have more community use of the pavilion, so that the costs are shared with other groups.
2. Members **NOTED** the report from the Pavilion Working Party.
3. Members reviewed the following resolutions:
 - Resolution 1 - To understand the potential for re-sited access to the recreation ground, which was raised in the village survey and would be of material impact on the possibility of year-round community use of the pavilion, as well as limiting ground damage and improving access during the construction phase, the PWG proposes that pre-application advice is sought from Highways to find out at an early stage whether a new access is viable. The Parish Council to consider this proposal.
Members **AGREED** to obtain pre-application advice.
 - Resolution 2 - Following discussion on the requirements and options for the pavilion, the PWG now needs to have initial consultations with an architect to produce provisional plans, including floor plans, dimensions and an informed view of the feasibility of new build or extension and estimated costs to be able to move the project forward. Quotes from three or four architects to be obtained for this initial work. Like for like quotes to be obtained in preparation for the PWG recommending one to take on the work at the next meeting in January. The Parish Council to consider this proposal.
Members **AGREED** to obtain quotes for this initial work.
 - Resolution 3 - Following the Parish Council's suggestion of making the survey comments available to the community, the PWG proposes that a summary of the comments be produced to be made available with the complete survey with a link provided in the February newsletter. The Parish Council to consider this suggestion.



Members **AGREED** to making the survey comments available to the community.

- Resolution 4 - The Village Hall Committee, Preston Primary School and St Martin's Church are advertising their recreational spaces to the community. The PWG suggest that this information is posted on a new section of the village website, if the organisations agree. The Parish Council to consider this suggestion.

Members **AGREED** that the above information is posted on a new section of the village website.

- Resolution 5 - To obtain a quote for VAT advice from the Parish Council VAT expert.

Members **AGREED** to obtain a quote for VAT advice.

Action: The Chairman will inform the PWG of these decisions so that the necessary quotes can be obtained.

5.12) (Agenda 12) Church Meadow Lease

The lease and the plan have now been signed by the Chairman and Vice Chairman and has gone to NHDC to be signed.

5.13) (Agenda 13) Chequers Lane pruning – to review and agree the quote of £250 to carry out the work of cutting back the verge to allow space for pedestrians

Members **AGREED** to accept the quote from Frank Gormill for this work. Cllr Page will prune the rose bush free of charge.

Action: The Chair to accept the quote from Frank Gormill

5.14) (Agenda 14) Pavilion and Recreation Ground

None.

5.15) (Agenda 15) Hertfordshire Highways Update

1. Traffic Data: It seems that the Highways data team is ahead of schedule as monitoring strips are across the roads in Preston, when they were scheduled for January. They are the first stage of monitoring speed and volume of traffic for a 20mph speed limit.
2. Templars Lane: With assistance from Highways, it has been established that Settle are responsible for Templars Lane. Photos of the state of the lane have been provided and the Chairman is following up to try to find out when the necessary work will be undertaken.
3. Back Lane: The Chairman has been informed that an Inspector has been out to the site but it is not possible to ascertain who is responsible so faults will have to be reported to Highways on the online system. She was also told that repairs were carried out recently. These were two small potholes at the corner of the Primary School and Oakfield..
4. Preston sign – the Chair will speak with Trevor Ward at Ringway about the missing Preston sign.

Action: Parish Councillors to liaise on reporting faults on Back Lane via the online system

Action: The Chairman to contact Trevor Ward about a new Preston sign.

5.16) (Agenda 16) Parish Paths Partnership

None.



5.17) (Agenda 20) Clerk's Report

The clerk informed the meeting that St Paul's Walden wish her to carry out FILCA (finance training) and are asking if the cost could be shared with all the clerk's parish councils. Members **AGREED** to the cost of £30.

5.18) (Agenda 21) Correspondence Received

None.

5.19) (Agenda 22) Matters for future consideration

Budget and precept

The meeting closed at 10.16pm.

Date and Time of next Meeting: Wednesday 22nd January 2026 at 8pm in the Village Hall.



Parish of Preston

ANNEX 1

Preston Parish Council PAYMENTS & RECEIPTS LIST

1 December 2025 (2025-2026)

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------------------------|------------|--------|----------------------|-----------|--------------------------------|------------------------------|----------|------------------|----------------|------------------|
| 46 | HMRC | 23/10/2025 | | Barclays Current Acc | P26-046 | Payment - HMRC PAYE Nat Ins | HMRC | Z | -49.13 | | -49.13 |
| 47 | Salary | 24/10/2025 | | Barclays Current Acc | P26-047 | Payment - Salary | Staff | Z | -505.82 | | -505.82 |
| 47 | Work From Home Allowance | 24/10/2025 | | Barclays Current Acc | P26-047 | Payment - Salary | Staff | Z | -26.00 | | -26.00 |
| 48 | HMRC | 30/10/2025 | | Barclays Current Acc | P26-048 | Payment - HMRC PAYE Nat Ins | HMRC | Z | -22.46 | | -22.46 |
| 49 | Winter Celebration Grant Spenx | 31/10/2025 | | Barclays Current Acc | P26-049 | Payment - Sainsburys order - w | Staff | Z | -89.00 | | -89.00 |
| 50 | Pension | 07/11/2025 | | Barclays Current Acc | P26-050 | Payment - Pension | NEST | Z | -78.34 | | -78.34 |
| 51 | School Lane Verge | 11/11/2025 | | Barclays Current Acc | P26-051 | Payment - Work to School Lane | Little Offley Landscapes Ltr | S | -1,150.00 | -230.00 | -1,380.00 |
| 52 | Domain / emails | 12/11/2025 | | Barclays Current Acc | P26-052 | Payment - Cybercheck and Dor | Zen Internet Ltd | S | -11.99 | -2.40 | -14.39 |
| 52 | Domain and Cybercheck | 12/11/2025 | | Barclays Current Acc | P26-052 | Payment - Cybercheck and Dor | Zen Internet Ltd | S | -16.49 | -3.30 | -19.79 |
| 53 | Winter Celebration Grant Spenx | 19/11/2025 | | Barclays Current Acc | P26-053 | Payment - Christmas Tree | Dane End Christmas Tree F | S | -125.00 | -25.00 | -150.00 |
| 55 | Salary | 26/11/2025 | | Barclays Current Acc | P26-055 | Payment - Salary | Staff | Z | -505.82 | | -505.82 |
| 55 | Work From Home Allowance | 26/11/2025 | | Barclays Current Acc | P26-055 | Payment - Salary | Staff | Z | -26.00 | | -26.00 |
| 54 | Water | 01/12/2025 | | Barclays Current Acc | P26-054 | Payment - Water | Castle Water | Z | -17.68 | | -17.68 |
| Total | | | | | | | | | -2,623.73 | -260.70 | -2,884.43 |



Parish of Preston

ANNEX 2

1 December 2025 (2025-2026)

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 01/12/2025 | | |
| | Cash in Hand 01/04/2025 | | 91,313.43 |
| | ADD Receipts 01/04/2025 - 01/12/2025 | | 21,306.74 |
| | | | 112,620.17 |
| | SUBTRACT Payments 01/04/2025 - 01/12/2025 | | 16,849.01 |
| A | Cash in Hand 01/12/2025 (per Cash Book) | | 95,771.16 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash | 01/12/2025 | 0.00 |
| | Barclays Current Account | 01/12/2025 | 5,389.10 |
| | Barclays Business 1 | 01/12/2025 | 0.00 |
| | Barclays Business 2 | 01/12/2025 | 0.00 |
| | Redwood 95 Day | 01/12/2025 | 81,338.71 |
| | Unity Instant Access | 01/12/2025 | 9,043.35 |
| | | | 95,771.16 |
| | Less unrepresented payments | | |
| | | | 95,771.16 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 95,771.16 |
| | A = B Checks out OK | | |

Pavilion Working Group report to Preston Parish Council 4 December 2025

The PWG has held 6 meetings.

Key points from the last meeting are:

- Voytek Zujla, a Preston resident who is a structural engineer, attended the meeting to support the PWG.
- The PWG noted the outcome of the last Parish Council meeting
- The PWG discussed requirements and options for the pavilion.
- The PWG now need initial consultations with an architect to be able to move forward.
- Provisional plans, including floor plans, dimensions and the feasibility of either a new build or extension with estimated costs are required.
- The PWG has noted the potential advantages of a new access into the recreation ground and would like to obtain pre-application advice from Highways to find out if this is a viable option.
- The PWG noted the Parish Council's suggestion to publish the survey comments. A summary will be made available in time for the February newsletter with a link to the complete survey.
- The PWG suggest that a new section of the village website is organised to indicate to the community when facilities are available and how they can be booked.

The PPC is requested to:

NOTE the contents of this update and consider the following resolutions.

a. Resolution 1

To understand the potential for re-sited access to the recreation ground, which was raised in the village survey and would be of material impact on the possibility of year-round community use of the pavilion, as well as limiting ground damage and improving access during the construction phase, the PWG proposes that pre-application advice is sought from Highways to find out at an early stage whether a new access is viable. The Parish Council to consider this proposal.

b. Resolution 2

Following discussion on the requirements and options for the pavilion, the PWG now needs to have initial consultations with an architect to produce provisional plans, including floor plans, dimensions and an informed view of the feasibility of new build or extension and estimated costs to be able to move the project forward. Quotes from three or four architects to be obtained for this initial work. Like for like quotes to be obtained in preparation for the PWG recommending one to take on the work at the next meeting in January. The Parish Council to consider this proposal.

c. Resolution 3

Following the Parish Council's suggestion of making the survey comments available to the community, the PWG proposes that a summary of the comments be produced to be made available with the complete survey with a link provided in the February newsletter. The Parish Council to consider this suggestion.

d. Resolution 4

The Village Hall Committee, Preston Primary School and St Martin's Church are advertising their recreational spaces to the community. The PWG suggest that this information is posted on a new section of the village website. The Parish Council to consider this suggestion.

e. Resolution 5

To ask for a quote for VAT advice from the Parish Council VAT expert.