

Parish of Preston

PRESTON PARISH COUNCIL

Minutes of the Parish Council Meeting Wednesday 20th May 2026 at 7.00pm.

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

In Attendance: Lisa Lathane (Clerk and RFO)

1.1) (Agenda 1) Appointment of Chairman for civic Year 2026/27

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

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

The Chairman signed the acceptance of office.

1.3) (Agenda 3) Appointment of Vice Chairman for Civic Year 2026/27

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

1.4) (Agenda 4) Vice-Chairman's signing of the acceptance of office

The Vice-Chairman signed the acceptance of office.

1.5) (Agenda 5) To receive and accept apologies for absence

None.

1.6) (Agenda 6) Chairman's Remarks

The Chair welcomed everyone to the meeting and reminded members to declare any items of pecuniary interest.

1.7) (Agenda 7) Declarations of Interest

None

1.8) (Agenda 8) To adopt minutes of the previous meeting

Members **AGREED** to defer this item to the next meeting in order to add in further information to the minutes.

1.9) (Agenda 9) To consider matters arising from the previous minutes not on the agenda

None.

1.10) (Agenda 10) 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 2026/2027 Budget.
4. Members **AGREED** the Direct Debits for the 2025/2026 of
 - Zen – Email addresses and cyber check (to be stopped shortly due to new email system)
 - E.on – electricity for the Pavilion
 - HMRC for PAYE

- ICO
 - NEST Pension
- Regular Contractual Payments:
- Staff Salary
 - Work from home allowance
5. Members considered the eight applicable statements in the Annual Governance Statement 2025/26. Members **RESOLVED** to approve the Annual Governance Statement.
 6. Members reviewed the Accounting Statement for 2025/26. Members **RESOLVED** to approve the Annual Accounting Statement.
 7. Members **NOTED** the dates of the period for the exercise of public rights as the 1st July to the 11th August 2026.

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

1.11) (Agenda 11) Planning

1. **To receive and consider responses to planning applications**
 - 26/00941/LBC - Spindle Cottage Hitchin Road Preston Hitchin Hertfordshire SG4 7TZ. Install commemorative plaque to front elevation. Members **AGREED** to support the application.
2. **To note decisions and appeals**
None.
3. **To consider any other planning matters pertinent to the Parish Council**
None

Action: The Clerk to submit the Parish Council response on the commemorative plaque to NHDC.

1.12) (Agenda 12) Blue Plaque at Spindle Cottage

1. Members **AGREED** that the council would:
 - Be happy to be formally associated with the plaque.
 - Make a contribution towards the cost
 - Be happy for the initiative to be led jointly by the parish council and the Preston Trust.
2. Members **AGREED** that they didn't have any comment on the proposed plaque wording.

1.13) (Agenda 13) Church Meadow

1. Members **AGREED** to accept the quotation for the installation of playground equipment in Church Meadow, a cost of £43,312.36.
2. Members **AGREED** to decide nearer the installation date whether to accept the quote for grass protection.
3. All work is to be paid from ring fenced section 106 funding from the Castlefield and Back Lane developments.
4. The Chair and the Clerk will liaise regarding the release of the S106 funding from North Herts.

Action: The Chair to accept the quote for playground installation.

Action: The Chair and the Clerk to apply for the release of the S106 funding from North Herts.

1.14) (Agenda 14) Preston Village Day

Members **AGREED** to run a bottle tombola at Preston Village Day on the 12th September.

1.15) (Agenda 15) Pavilion Working Party

1. Members **NOTED** the report from the Pavilion Working Party.
2. Resolution 1 - To agree to obtaining pre- planning advice to enable the PWG to make a recommendation on the best option for the pavilion. The cost is £1631.12 excl VAT. Shared 50:50 with Preston Cricket Club, the cost will be £815.60 for each organisation.

Members voted:

For:	7
Against:	0
Abstained:	0

3. Resolution 2: To consider and agree to obtaining more detailed costings than the £190 basic costs as agreed at the last meeting and which have not yet been requested. Costings for a new build is £350 and £250 for an extension, a total of £600 + VAT. More detailed costings will give a better indication of potential funding requirements and will help towards making a decision on new build or extension. The Cricket Club has agreed to sharing the costs.

For:	7
Against:	0
Abstained:	0

4. Resolution 3: To agree to the organisation of an extraordinary meeting if not all the information is available to enable the PWG to make a recommendation on the way forward at the Parish Council meeting on Thursday 9 July.

For:	7
Against:	0
Abstained:	0

1.16) (Agenda 16) Matters for future consideration

Review of the Annual Parish Meeting, Review Standing Orders and Financial Regulations, Safeguarding Policy, Document Retention Policy, Decision making criteria, Pavilion Hire Advertising, Driving on the Recreation Ground, Vermin

The meeting closed at 7.40pm.

Date and Time of next Meeting: Thursday 9th July 2025 at 8pm in the Village Hall.

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ANNEX 1

Preston Parish Council PAYMENTS & RECEIPTS LIST

18 May 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
7	Salary	23/04/2026		Barclays Current Acc	P27-007	Payment - Salary	Staff	Z	-543.78		-543.78
6	HMRC	23/04/2026		Barclays Current Acc	P27-006	Payment - HMRC PAYE Nat Ins	HMRC	Z	-65.58		-65.58
8	Pension	08/05/2026		Barclays Current Acc	P27-008	Payment - Pension	NEST	Z	-79.65		-79.65
9	Pavilion Project	11/05/2026		Barclays Current Acc	P27-009	Payment - Pavilion Project - To	Maytree Landscapes	S	-1,150.00	-230.00	-1,380.00
11	Insurance	12/05/2026		Barclays Current Acc	P27-011	Payment - Insurance	Clear Insurance Managemen	Z	-996.62		-996.62
10	Domain and Cybercheck	12/05/2026		Barclays Current Acc	P27-010	Payment - Cybercheck and Dor	Zen Internet Ltd	S	-16.49	-3.30	-19.79
Total									-2,852.12	-233.30	-3,085.42

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ANNEX 2

18 May 2026 (2026-2027)

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 18/05/2026			
	Cash in Hand 01/04/2026		89,264.53
	ADD		
	Receipts 01/04/2026 - 18/05/2026		11,594.88
			100,859.41
	SUBTRACT		
	Payments 01/04/2026 - 18/05/2026		3,932.83
A	Cash in Hand 18/05/2026 (per Cash Book)		96,926.58
	Cash in hand per Bank Statements		
	Petty Cash 15/05/2026	0.00	
	Barclays Current Account 15/05/2026	8,951.10	
	Barclays Business 1 15/05/2026	0.00	
	Barclays Business 2 15/05/2026	0.00	
	Redwood 95 Day 15/05/2026	78,835.39	
	Unity Instant Access 15/05/2026	9,140.09	
			96,926.58
	Less unrepresented payments		
			96,926.58
	Plus unrepresented receipts		
B	Adjusted Bank Balance		96,926.58
A = B Checks out OK			