



WHITTINGHAM PARISH COUNCIL
Agenda for Thursday 10th March 2022 at 7.15pm
in Goosnargh Village Hall - following a closed
meeting in relation to a refresh of the
Parish Plan commencing at 6.45pm.

1. APOLOGIES

- 2. APPROVAL OF MINUTES** of the Council meeting held on 10th Feb 2022.
The Chairman is required to sign the Minutes as a true record.

3. DECLARATIONS OF INTERESTS / WRITTEN DISPENSATIONS

Members are reminded of their responsibility to declare any interests in respect of matters contained in the agenda. A Councillor with a disclosable pecuniary interest or any other interest, as set out in the Council's Code of Conduct, is subject to statutory restrictions on his right to participate and vote on that matter – see Standing Order 2020 (13)

4. APPOINTMENT OF A HANDYMAN

Members have been requested to provide a list of tasks which could be completed by a Handyman / Lengthsman contracted by the Parish Council. Additional tasks may be added following the earlier meeting regarding the Parish Plan.

A draft contract / job specification has been drawn up by the Clerk and Members are requested to confirm whether this meets their requirements. Following the advertisement of the role in the Autumn edition of the Parish Newsletter, 3 enquiries were received, however only 1 person has stated they are still interested in the role. **Members are requested to confirm if they wish to advertise the position again or hold an interview for the position.** *As personal details and the terms of a contract will be discussed, Members of the Public will be excluded until the matter has been concluded - alternatively, depending on the time, the matter may be deferred to the end of the Parish Council meeting.*

5. PUBLIC PARTICIPATION

Members of the public wishing to raise matters in accordance with Standing Order 2020 (3g & h), should raise them here. **NOTE:** The Council cannot make a decision or support a scheme unless the matter has been included a specific agenda item.

The PCSO has been invited to the meeting to give some reassurance regarding an increase in local crime incidents.

Mr Pemberton of the Village Hall Management Committee has requested to attend the meeting in relation to agenda item 7.

6. THE QUEEN'S JUBILEE CELEBRATION – Public Liability

At the end of the January meeting, reference was made to the Queens Platinum Jubilee celebrations and it was questioned if residents could hold a picnic on Goosnargh Village Green. The query was referred to the City Council who have since advised that the event would require Public Liability Insurance. It was also noted that the Whittingham Festival is scheduled to take place during the Jubilee weekend and a stakeholder meeting was arranged on the 1st Feb.

An email was received asking if the Parish Council would be the 'lead player' and underwriter which would mean the Parish Council actively organising the event, including writing the necessary risk assessments and having key contacts available on the day. The Clerk has provided details of Event Insurance which offers a bespoke service to community organisations which may resolve the issue. If not, **Members are requested to confirm whether they are prepared to be the 'lead player' and underwriter for the event.**

7. GRANT REQUESTS

£1,500 was allocated for community events in the 2021/22 budget. Current approved expenditure totals £300 to Bowland Mountain Rescue (MIN 21/21) and £360 to the Tennis Club consumer unit (MIN 21/123) leaving a balance of £840 to be added to the £1,000 allocated in the 2022/2023 budget.

£500 has already been awarded to the Whittingham Festival (MIN 21/114) leaving a balance of **£1,340**. Further to Agenda item 6, the Festival Committee and the Village Hall Management Committee are working together to host the jubilee picnic event and they have submitted a request for a donation of **£500** to help pay for entertainers and ancillary costs which are not yet known; however, the request states details of expenditure will be provided.

In addition, as in previous years, the Handicraft, Baking and Preserves sub-committee of the Goosnargh and Longridge Agricultural Show, would like to request a grant of **£250** to assist with exhibition costs. **Members are requested to consider the grant requests in accordance with the Grant Policy which can be viewed on the Parish Council website.**

8. USE OF GOOSNARGH VILLAGE GREEN (CIL)

Under MIN 21/124 of the February meeting, Members resolved to support in principle the CIL suggestions for Goosnargh Village Green as proposed by the Working Group. The suggestions included re-instating the football pitch, adding adult gym equipment to the play area and creating a car park area with electric charging points on land to the north of the tennis courts. The City Council has provided feedback on the proposals which has been forwarded to Members. **Members are requested to consider the reply and identify the next steps for the Working Group - which should include proposals for how the football pitch will be maintained and hired.**

9. ADDITIONAL LIGHTING ON GOOSNARGH VILLAGE GREEN (CIL)

Further to MIN 21/126 of the February meeting, the City Council have confirmed that they are happy to work with the Parish Council on ideas to improve the lighting situation around the Tennis Courts, however they have confirmed that the capital aspect of installing the lights, should be financed through the Parish Council's CIL monies. **Members are requested to appoint a Councillor to meet with a representative of the City Council to discuss what is required so that costs and details of the proposed lights can be brought to a future meeting.**

10. WHITTINGHAM CEMETERY BENCHES & WOODLAND WALK (CIL)

With regards to the Parish Council's requests to install metal benches and create a woodland walk on land belonging to Homes England, they have replied that the best short-term solution would be to grant a 6-month licence for both. A longer-term solution can then be agreed for the woodland path, with Homes England requiring the Parish Council to retain liability for its maintenance. **Members are required to note that this will not be a CIL expense and it will need to be added to the Parish Council's budget.** With regards to the benches, Homes England will take on their maintenance, with responsibility eventually passing on to a grounds management company, currently being established between Barratt and Homes England.

Homes England have provided a copy of the general licence which has been forwarded to Members. **Members are requested to confirm that they agree to the Licence arrangement and confirm that they understand the commitment involved, in terms of public liability, completion of risk assessments and longer-term maintenance for the woodland path.**

Other CIL matters – Further to the February meeting, an email was sent to LCC regarding the appeal from the Scouts. The City Council has confirmed that the items on the Tennis Club Business Plan can be financed through CIL and quotes for the roof repair (priority 2 on the Business Plan) have been requested. There has been no update regarding the repairs to the cricket club pavilion and the Clerk is still waiting for the sign company to complete the map for the noticeboard / leaflets for the Parish walks.

11. UPDATE ON SPEEDING ISSUES

Further to MIN 21/120, Cllr Brooks attended a zoom meeting on the Community Road Safety Partnership and his notes were issued with the agenda. Members are requested to note that people can volunteer for [Community Road Watch on this link](#)

Members are reminded that a policy review is being held on the use of enforcement cameras and this is due in April. Members wishing to volunteer for Community Road Watch are required to update their members interest forms once the application is approved.

12. FEB 2022 FINANCE STATEMENT

The Chairman is requested to verify that the February finance and bank statements have been reconciled. **Members are required to approve the following invoices already paid in accordance with Standing Order 2020 15 (xii) and**

New Councillor training x 2	LALC	£70.00	BACS	
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13. 2021/22 PAY AWARD

The National Joint Council has agreed a 1.75% pay increase applicable from 1st April 2021. The Clerk is employed for 12 hours a week which represents an increase of £144.65 per annum / £12.05 per month. **Members are required to approve 11 months backpay of £132.55 to be added to the revised March salary which is subject to Tax and National insurance.**

14. ACCOUNTS FOR PAYMENT

Members are required to approve the following accounts for payment

Mar salary (new rates) + back pay	Mrs J Buttle	£662.33	BACS
Mar PAYE Clerk	HMRC	£170.95	BACS
Employer National Ins contribution	HMRC	£13.29	BACS
Beacon Drive electric	E-On	£8.66	DD

15. QUEENS GREEN CANOPY

The City Council was awarded Champion City Status as part of the Queen's Green Canopy campaign and a letter was received inviting Parishes to be involved in the national campaign by planting an iconic tree in the Parish. As Members have previously expressed an interest in planting trees, the Clerk expressed an interest in the scheme and full details were emailed to Members. Due to the timescales involved, consent was given by email. **Members are now required to ratify the cost of £400 + VAT.** The City Council has provided a plaque to identify the tree and **Members are requested to confirm the arrangements for erecting this.**

16. 2022/23 E-ON ELECTRICITY CONTRACT

The Council has a one-year fixed price plan with E-ON for the electric supply to Beacon Drive Christmas tree. The contract needs renewing before the 14th April. **Members are required to renew the current arrangements and confirm the preferred term.**

17. 2020/21 INTERNAL AUDIT REQUIREMENTS

In order to comply with Audit Requirements and Finance Regulations, **Members are required to review the emailed documents** and confirm that they are up to date and appropriate to the Council's requirements.

- A. Risk Management Plan and Policy Statement
- B. Risk Management Assessment Register
- C. Council's Asset Register

Members are also required to approve Mr Slade as the Council's Internal Auditor and comment on the **Terms of Reference** and suggested **Methodology for Internal Control**. The audit procedures are summed up in the **Effectiveness of the Internal Audit** which should show that the Council has considered the financial procedures, audit requirements and risks.

18. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

To reduce the time spent in meetings post Covid, the Clerk is dealing with routine planning matters under delegated authority in accordance with Standing Order 2020 (15 xiv). **Members are requested to confirm the representations for January.**

19. NOTE NEW CORRESPONDENCE

Members may be requested to **NOTE** any updates on current matters / new correspondence received since the issue of the agenda.

- Further to an anonymous letter, the Clerk has submitted a hedge pruning request to LCC for Inglewhite Road.

20. DATE OF NEXT MEETING

Members are requested to confirm the date of the next meeting as **Thursday 14th April 2022 at 7.15pm.**