



**WHITTINGHAM PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
GOOSNARGH VILLAGE HALL
THURSDAY 11TH MAY 2023 AT APPROX. 7.15PM
AFTER THE ANNUAL PARISH MEETING**

1 ELECTION OF CHAIRMAN

Under the Local Government Act 1972 s15 (1), the first business of the Annual Parish Council meeting must be to appoint a Chairman. Nominations may be proposed at the meeting.

As Cllr Hall has been in office since May 2019, attention is drawn to Standing Order 2020 5 (e) which states - *No person shall be nominated as Chairman if they have acted as Chairman of the Council for 2 years immediately prior to the Annual Parish Council Meeting.*

If no nominations are received, Members may propose that the above Standing Order be suspended thereby allowing Cllr Hall to remain in post.

Members are required to elect a Chairman for the next 12 months. The appointed Chairman is required to sign a Chairman's Declaration of Acceptance of Office.

2 ELECTION OF VICE-CHAIRMAN

Members are requested to elect a Vice-Chairman for the next 12 months.

3 APOLOGIES

Members are reminded that apologies should be given **in advance** of the meeting and will be noted in the Minutes. If a Councillor is absent for 6 consecutive months, an apology must be approved by Council, prior to the 6 months elapsing or the Councillor will be disqualified.

Members are requested to note any given apologies for the May meeting.

4 APPROVAL OF THE MINUTES of the meeting held on 13th April 2023

The Chairman is required to sign the attached Minutes as a true record.

5 TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR 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 the right to participate and vote on that matter – see Standing Order 2020 (13)

As this is the start of a new municipal year following the 2023 elections, all Members are required to complete new notification of interest forms, which will be added to the Parish Council's website.

Any alterations made throughout the municipal year, must be submitted to the Clerk, to be forwarded to the Monitoring Officer **within 28 days** of the change occurring.

6 CO-OPTION VACANCY

Following the Parish Council elections on the 4th May 2023, a vacancy exists in Lower Ward. Mr Price, who served on the Parish Council from February 2022 until the May 2023 election, has requested to be co-opted to the vacancy.

Members are required to consider the co-option request. If approved, Cllr Price will be required to sign a Declaration of Office.

7 APPOINTMENT OF COMMITTEES / REPRESENTATIVES

Parish Council Committees are subject to the same rules as Ordinary Council meetings in that the meeting must be advertised, open to the public and Minutes must be taken.

Committees can be formed at any time and are different to informal Working Groups with no decision-making powers.

Members are requested to consider whether there is a need to form a committee and if so, agree and appoint the number of Members and Terms of Reference.

Members are reminded that individual Councillors may attend external partnerships, agencies and community meetings but when doing so, **they must not make decisions, or commit to, support or object to a project on behalf of the Council.**

If a Councillor publicly expresses a personal opinion on a matter before it has been considered by the Parish Council, best practice would be to declare the matter at the next available Council meeting.

Members are requested to confirm the following appointments

- **Whittingham Hospital Stakeholders** - 1 Member (*currently Cllr T Brooks*)
- **Preston Area Committee** – 3 Members (*currently Cllr Hall and the Clerk*)
- **Trustee to Goosnargh Village Hall** – 1 Member (*currently Cllr M Woodburn*)
- **Trustee to G & W United Charity** – 1 Member (*currently Cllr D Hall*)
- **Trustee to G & W Heritage Group** – 1 Member – (*currently Cllr B Clarke*)
- **Festival Procession** – Chairman wearing Parish Chains *and all other Members*

8 ADMINISTRATION

Members are requested to confirm the following administrative / financial procedures

a) Meetings will be held downstairs at Goosnargh Village Hall on the 2nd Thursday of the month at 7.15pm. (Standing Order 3a)

b) Items delegated to the Clerk under S101 of the Local Government Act 1972 include

- Make routine decisions on behalf of the Council
- Make delegated representations on planning applications between meetings
- deal with emergencies
- spend small sums of money - not to exceed £100
- grant a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

c) The Local Government (Electronic Communications) Order 2015 enables a Member to receive the Council summons by email but the Agenda Notice must still be displayed on the Notice Boards. When emailing residents and external agencies, it is good practice for Councillors to use an identifiable Parish Council email address rather than a personal one. Email addresses can be created and hosted through the Parish Council website provider e.g. Julie.Buttle@whittinghamparishcouncil.org.uk

The website host charges for this service but there are many benefits including compliance with the Freedom of Information Act and closure of an email address if the Councillor leaves the authority. No matter which email address is used, Members are reminded that when sending any correspondence on behalf of the authority, **the authority's formal email address must be included in to ensure completeness of the authority's records.**

Members are required to confirm that they wish to receive papers electronically and confirm whether they wish to have an identifiable Councillor email address.

9 GENERAL DATA PROTECTION REGULATIONS

The Parish Council must comply with General Data Protection Regulations. Since the regulations came in to force in May 2018, many of the procedures are embedded in Council business. Members are requested to note that the Clerk maintains and updates a **Data Audit** sheet which lists all the data held by the Parish Council, where it comes from and who it is shared with.

a) Members are required to consider and review the Council's Privacy Policy Statement which can be viewed on the Parish Council website.

Members are requested to verbally confirm that they understand that before sharing any personal data – **which includes residents' email addresses** - Members must obtain confirmation by email. Alternatively, the resident may complete a Written Consent form which is available from the Clerk.

b) Members are reminded that the Clerk's home computer is passcode protected and all hand-held devices, which are synchronized with the email and phone contact lists, are screen or password protected. Members are required to verbally confirm that their electronic devices also comply with the technical requirements.

c) Members are reminded that the Clerk maintains a Data Retention and Disposal Policy and regularly ensures that emails and paper records are deleted to ensure compliance. Members are requested to verbally confirm that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

10 MEMBER ALLOWANCE SCHEME

Members are reminded that when attending official Parish Council events, they may claim an allowance for travel and subsistence using the same rates adopted by the City Council. In addition, Members may also request hard copies of documents from the Clerk or submit an Agenda item for the reimbursement of paper or ink. **Members are required to confirm the adoption of the Allowance Scheme for 2023/24.**

11 ADOPTION OF STANDING ORDERS

Standing Orders are the 'rules' explaining how a Parish Council should be run. The National Association of Local Councils produces a 'model version' which was adapted to suit the Parish Council's needs in 2020. Standing Orders may be reviewed at any time, but is good practice to consider and review them following the election of a new Council. **Members are required to consider if the attached Standing Orders need any amendments.**

That concludes the governance procedures for the new municipal year.

12 PUBLIC PARTICIPATION

Members of the public wishing to raise matters in accordance with Standing Order 2020 (3g & h), should raise them here. The length of the adjournment will be at the Chairman's discretion. **NOTE - Matters requiring a Council decision must be included as a specific Agenda item.**

13 2022/23 INTERNAL AUDIT REPORT AND ANNUAL RETURN

As the Internal Audit report was still being processed when the agenda was issued, a copy will be forwarded by email. Whilst it is best practice to have the Internal Audit report completed before approving the Annual Governance Accountability Return, it is not a statutory requirement. If necessary, any comments may be approved in June.

If the report is circulated prior to the meeting, Members are required to consider any observations or recommendations.

The Clerk will present the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR) Explanatory notes relating to the figures are **attached**.

Members are required to

(a) note MIN 22/149 approving the Internal Audit Checklist

(b) consider and approve Section 1 (Annual Governance Statement) by Resolution in advance of approving the Accounting Statements.

- (c) consider and approve Section 2 (Accounting Statements) by Resolution
- (d) ensure both sections are signed and dated by the person presiding at the meeting at which that approval is given.

14 FINANCIAL STATEMENT 1ST – 30TH APRIL 2023

The Chairman is requested to verify that the finance and bank statements reconcile.

Members are requested to NOTE the April CIL receipt of **£83,039.08**

Due to a change in Councillors, Members are required to update the details of Councillors eligible to sign the bank mandates.

15 2023/24 INSURANCE POLICY

The Parish Council insurance is due for renewal on the 1st June at a cost of **£843.76**. The existing insurers are BHIB and the cover will be the same as in previous years whereby a 'blanket price' is applied to assets. **Members are requested to approve the renewal cover unless a comparable quote can be obtained by the Clerk.**

16 RENEWAL OF LALC MEMBERSHIP 2023/24

The Parish Council subscribes to the Lancashire Association of Local Councils. LALC provides training, advice and information on local and national policies. **Members are requested to consider renewing the Membership at a cost of £506.11.** This includes a £20 contribution towards the provision of a Secretary to Preston Area Committee.

17 ACCOUNTS FOR PAYMENT

Members are required to confirm and authorise payment of the following donation requests presented to the Annual Parish meeting.

PAYEE	AMOUNT	TYPE
Whittingham Festival	£500.00	BACS
Longridge Agricultural Show	£250.00	BACS

Members are required to approve the following accounts for payment including the monthly direct debit to Easy Websites

Website hosting & support	Easy websites	12mths @ £27.60
Repairs to Cumeragh playground	Playdale	£867.61
Clerk Salary May 2021	J Buttle	£602.36
Tax / National Insurance	HMRC	£150.40
Repair to Alston notice board	Longridge Locksmiths	£100.00
Correction of plaque wording	The sign maker	£40.09

18 REPAIRS TO COUNCIL ASSETS

Under MIN 22/136 of the February meeting, Members approved a repair to the roof tiles on Goosnargh Village Green bus shelter. As the repair had not been carried out when the Agenda was issued, **Members may be required to approve the invoice for payment.**

Under MIN 22/156 of the April meeting, quotes were to be sought for repairing the flagstones at the Memorial on Beacon Drive. **Members may be required to consider any quotes received.**

At the April meeting, Members noted that Nurture would be requested to clean the telephone kiosk on Halfpenny Lane, however a glass panel is broken and **Members are requested to approve the repair, likely to be financed under delegated authority.**

19 CIL UPDATES

Members approved the CIL Finance report under **MIN 21/154** of the April meeting.

Work is continuing on the items listed on the CIL Business Plan **attached** for information, however no invoices have been presented for payment and there are no new requests for consideration.

Members may be requested to note any verbal updates.

20 PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

In order to focus on key business decisions and reduce the length of meetings, the Clerk is dealing with all routine planning matters under delegated authority with complex and non-routine applications being added to the agenda.

Members are requested to a) confirm that this should continue and b) note the delegated planning comments.

Applications can be viewed at www.preston.gov.uk

Further to the April meeting, and email has been sent to Homes England requesting a progress update for the Sports & Social Club planning application.

21 DATE OF NEXT MEETING – Thursday 8th June 2023 at 7.15pm - downstairs in Goosnargh Village Hall