



WHITTINGHAM PARISH COUNCIL
Agenda for Thursday 12th March 2026 at 7.15pm
in Goosnargh Village Hall – downstairs

1. APOLOGIES

- 2. APPROVAL OF MINUTES** of the Council meeting held on 12th Feb 2026.
The Chairman is required to sign the attached Minutes as a true record.

3. 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 noting that there may be statutory restrictions on the right to participate and vote on that matter – see Standing Order 2023 (13)

4. PUBLIC PARTICIPATION

Invitations to attend have been sent to the Police, County and City Councillors.

Members of the public wishing to raise matters in accordance with Standing Order 2023 (3e & g) should raise them here. This is a time limited session at the discretion of the Chairman.

NOTE: The Council cannot make a decision or support a scheme unless the matter has been included on the agenda.

5. PLANNING APPLICATIONS

Members are requested to approve the attached delegated planning comments for

06/2026/0171 Single storey rear and two storey side extension at Fairfield, Goosnargh Lane

and comment on the following summarised applications which are not routine

06/2026/0080 Reserved matters application (namely layout, scale, appearance and landscaping) following outline approval 06/2021/1674 at Sand Bank Estate, Cumeragh Lane

06/2026/0140 Outline planning application - access only – for 220 homes and a sports village on Land north of Inglewhite Road and west of Chipping Lane, Longridge

FORMER HOSPITAL SITE COMMENCEMENT

Following the approval of the Reserved Matters and discharge of planning conditions, Barratts have agreed to a day time site visit. Their available dates are 25th, 26th & 27th March. The replacement Clerk will be invited to attend.

Members are requested to confirm a date and time.

6. LITTER CAMPAIGN

The Parish is fortunate to have a dedicated group of volunteer litter pickers and Members are requested to **note** that Preston City Council is hosting a celebration event on the 20th March to thank them for their work. To attend the event, the volunteers **must** register on a link which is available from the Clerk and Cllr Woodburn.

In addition, Keep Britain Tidy is organising a “Cleanup Campaign” from 13 - 29 March 2026 which Parish Councils can pledge to join. <https://www.keepbritaintidy.org>

Participating Councils will need to advertise a ‘Community litter collection day’ and in return, they will receive branded litter collection bags. The City Council can be contacted to remove the collected litter from specified locations.

Members are requested to consider signing the pledge by advertising and joining a litter picking event on a specified date.

7. FINANCIAL STATEMENT 1st – 28th Feb 2026

The Chairman is requested to verify that the monthly finance statement has been reconciled against the bank statements.

8. APPROVAL OF INVOICES

Members are required to note and approve the following payments made since the February meeting.

Lengthsman Contract – February	M Cornforth	£450.00	REF 142
MIN 25/26.137 Cumeragh Drainage	A & D Drain Services	£480.00	REF 143
MIN 25/26.132c Council mobile no.	J Buttle	£9.00	REF 144
MIN 25/26.15 CIL payment	Trinity Methodist Church	£20,000	REF 145
MIN 25/26.15 CIL payment	Trinity Methodist Church	£20,986	REF 146

Members are required to approve the following payments

Beacon Drive Electric Bill – 17 th Mar	E-On	£12.35
Clerk Salary to end of Mar	J Buttle	£1627.08
PAYE	HMRC	£231.29
Employer Nat Ins	HMRC	£224.57
Nest Pension	NEST	£97.65
Microsoft Office subscription Oct - Mar	J Buttle	£34.96
Jan – Mar Clerk expenses / home allowance	J Buttle	£55.65

9. TRANSFER FROM PUBLIC SECTOR DEPOSIT FUND TO UNITY TRUST

To ensure interest is earned on CIL balances, they are held in a Public Sector Deposit Fund.

The **attached** CIL Account sheet confirms CIL Income in 2025/26 totalled **£22,778** and CIL expenses currently total **£63,854**. Additional expenses may be incurred late March / early April to pay the Trinity Church balance, the Woodland Walk valuation and the St John Feasibility Study – the costs of which are itemised on the CIL Business Plan.

Members are requested to sign the paperwork to transfer £80,000 from the CCLA Account to the Unity Trust account to ensure the expenses can be paid.

10. 2026/27 E-ON ELECTRICITY CONTRACT

The Council has a one-year fixed price plan with E-ON for the electric supply to the Beacon Drive Christmas tree. The contract needs renewing before the 12th April. There are no reduced rates for signing up to two or three-year fixed price plans.

Members are requested to renew the contract for April 2026

11. CIL BUSINESS PLAN

Members are requested to NOTE the latest updates on matters pending on the attached CIL Business Plan

Trinity Church – £40,986 has been released to cover the first invoice

Teens play area – The City Council will seek Cabinet approval on 15th April

Beacon Drive memorial area & Christmas tree – Apply marketing strategy for suggestions

Replacement play equipment - City Council seeking 3 quotes to be considered in April / May

PROW Walks – Cllr Eccles & Lengthsman to assess work required to create more routes

WOODLAND WALK

Members may recall that Thomas Lister's fees to value the land and prepare Heads of Terms totalled £3,750 + VAT. MIN 24/25.141 confirms that Members resolved to proceed with a valuation costing £1,750 + VAT. The land was subsequently valued at £22,500.

The CIL Business Plan confirms an invoice for the valuation has not yet been received.

Further to MIN 25/26.136 Cllr Eccles and the Clerk discussed the land value with Homes England in the hope a reduced price could be negotiated. Homes England have responded by asking if Members will consider the acquisition of the land for £22,500 – which will include HE's consultancy and legal costs. In other words, £22,500 less the £3,750 = £18,750.

Additional legal fees may be incurred to complete the transaction and additional quotes are being sought for this.

Members are requested to confirm if they wish to instruct Homes England to start preparing the Heads of Terms.

CUMERAGH DRAINAGE / PLAY TOWER

Under MIN 25/26.137 Members resolved to approve a quote for A & D Drains to undertake a CCTV survey of the drains to try to resolve the flooding issue. The survey revealed a blockage which requires further investigation work. The CIL Business Plan confirms that £20,000 was estimated for the drainage and the new surface to go under the tower, although this amount may need to be increased due to the increasing cost of new materials.

As that the drainage works need to be resolved before the new surface can be installed, Members are requested to confirm that up to £5,000 of the £20,000 can be spent on rectifying the drainage issues.

12. ST JOHN'S CHURCH COMMUNITY PROJECT

At the Feb meeting, Members **noted** that the next step is for Buttress to provide itemised costings for the options. An update is expected shortly.

13. 2025/26 END OF FINANCIAL YEAR - INTERNAL AUDIT REQUIREMENTS

The following documents are intended to demonstrate that the Council has considered the Effectiveness of its financial procedures, in addition to considering risks to the Council.

- **Internal Audit - Terms of Reference**
- **Risk Management Strategy**
- **Risk Management Register**
- **Asset Register and maintenance checklist**
- **Internal Audit Checklist**

In order to comply with Audit Requirements and Finance Regulations, Members are required to review the documents to ensure they are up to date and appropriate to the Council's requirement.

As in previous years, Members are also required to appoint Sandra Wiseman as the Council's Internal Auditor.

14. NOTE NEW CORRESPONDENCE

Members may be requested to note any new correspondence received.

The Clerk has been in touch with Millars regarding the commencement of the grass cutting contract and will be in touch with Mr Cummings regarding when the goal posts can be erected on Goosnargh Village Green.

Temporary road closures

- Langley Lane will be closed from its junction with Barton Lane to outside of 1 Ivy Cottages on the 13/03/26 to enable overhead structure works to take place
- Ashley Lane will be closed from Ashley House to its junction with Eaves Green Lane from 08.30 16th March – 16.30 on 17th March to allow telecom pole maintenance works to be carried out.

15. CLERK VACANCY

Under the Public Bodies (Admission to Meetings) Act 1960 s1, Members of the public may be requested to leave the meeting at this point as the following item relates to the conditions and appointment of a replacement Clerk.

Members will be updated regarding the applicants who were selected for interview at the beginning of March.

Members will be required to note the selection panel's comments and confirm the appointment, salary and start date of the successful applicant.

It is anticipated that the current Clerk will arrange an induction schedule prior to transferring the Council's documents, procedures, log in details etc. This process will commence w/c 16th March with the aim of completing the handover with the issue of the April agenda, however this period may be extended as resolved under MIN 25/26.132 dii)

The current Clerk will complete the 9th April agenda in conjunction with the replacement Clerk. Both Clerks will attend the April Meeting, where the replacement Clerk will sign a Contract of Employment before taking the April Minutes.

In accordance with MIN 25/26.132 diii) Mrs Buttle will complete the 2025/26 end of year audit and will present the Financial Statement to the 14th May Annual Parish Meeting.

16. BANK CONTACT DETAILS

The Unity Trust and CCLA accounts need to be altered to the new Clerk's details so that they can access the accounts from April. All alterations must be authorised on a submission form, with a covering letter, which must be signed in accordance with the existing mandates.

Eligible Members are requested to sign the submission forms and covering letters.

17. DATE OF NEXT MEETING

The next meeting is scheduled to take place on the **9th April 2026** at 7.15pm in Goosnargh Village Hall.

END