



**WHITTINGHAM PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
GOOSNARGH VILLAGE HALL  
THURSDAY 14 MAY 2026 AT APPROX. 7.15PM  
AFTER THE ANNUAL PARISH MEETING at 6.30pm**

- 1 ELECTION OF CHAIR** Under the Local Government Act 1972 s15 (1), the first business of the Annual Parish Council meeting, is to appoint a Chair. Nominations may be proposed at the meeting.

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

- 2 ELECTION OF VICE-CHAIR**

**Members are requested to elect a Vice-Chair 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.

- 4 APPROVAL OF THE MINUTES of the meeting held on 9 April 2026**

**The Chair 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 2023 (13)

**Members are reminded to check and update their notification of interest forms, which can be viewed on the Parish website [whittinghamparishcouncil.org.uk/councillors](http://whittinghamparishcouncil.org.uk/councillors)**

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.

#### **APPOINTMENTS 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, commit, 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 Site Development** – 1 Member.
- **Preston Area Committee** – 3 Members - currently Cllr Hall, Cllr Clarke and Cllr Carefoot.

- **Trustee to Goosnargh Village Hall** – 1 Member (*currently Cllr Woodburn*)
- **Trustee to G & W United Charity** – 1 Member (*currently Cllr Hall*)
- **Trustee to G & W Heritage Group** – 1 Member – (*currently Cllr Clarke*)
- **Preston Youth Forum** – 1 Member
- **Festival Procession** – All Members (*Chairman to wear Parish Council Chains*)

## 6 ADMINISTRATION

**Members are requested to confirm the following administrative / financial procedures**

a) Meetings will be held downstairs at Goosnargh Village Hall on the **2<sup>nd</sup> 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
- deal with emergencies
- authorise urgent payments up to £100. Larger amounts to be approved by email.
- 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 Councillors to receive the Agenda summons by email but the Agenda Notice must still be displayed on the Notice Boards.

**Members are required to confirm that they are happy to receive papers electronically.**

## 7 GENERAL DATA PROTECTION REGULATIONS

The Parish Council must comply with General Data Protection Regulations. Since the regulations came into 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.

Members are requested to consider and review the Council's Privacy Policy Statement which can be viewed on the Parish Council website. **Members are required to verbally confirm that they understand that before sharing any personal data – which includes residents' email addresses - Members must obtain confirmation by email or request that the resident completes a Written Consent form - available from the Clerk.**

Members are also reminded that when sending any correspondence on behalf of the authority, **the authority's formal email address [clerk@whittinghamparishcouncil.org.uk](mailto:clerk@whittinghamparishcouncil.org.uk) must be included to ensure completeness of the authority's records.**

## 8 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 Preston 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 2026/27.**

**That concludes the governance procedures for the new municipal year.**

## 9 PUBLIC PARTICIPATION

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 Chair.

## 10 2025/26 INTERNAL AUDIT REPORT AND ANNUAL RETURN

Para 2.4 of Financial Regulations confirms that the council must review the Effectiveness of its System of Internal Control, before approving the Annual Governance Statement. The 2025/26 review was carried out in March under Min 25/26.154

The Council's procedures have been scrutinized by the internal auditor in accordance with the checklist presented to the March meeting.

Following the completion of the Internal Audit, Mrs Buttle (as the Clerk and RFO for 2025/26) will present the Annual Governance and Accountability Return (AGAR)

**Members are required to**

**(a) approve the attached Internal Audit Report.**

**(b) consider and complete 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.**

## 11 FINANCIAL STATEMENT 1<sup>ST</sup> – 30<sup>TH</sup> APRIL 2026

Members are requested to **NOTE** the April CIL receipt of **£3,282.13** and the Parish Precept of **£31,500.00**.

## ACCOUNTS FOR PAYMENT

**Members are required to note and approve the following invoices already paid in accordance with Standing Order 2023 15 (xii)**

DETAILS	PAYEE	AMOUNT	REF
April Grounds Maintenance	Millars	£840.00	5
Mowing of Football Pitch	Millars	£240.00	6
Purchase of Mobile Phone	EE	£548.32	7
Mobile Phone SIM Top Up for Mrs Buttle	EE	£10.00	8
ILCA course for Mr Thorpe	SLCC	£168.00	9
SCRIBE Financial Management System	Starboard Systems Limited	£501.60	10
Clerk Salary April (& part of March)	M R Thorpe	£2073.84	11
PAYE	HMRC	£258.80	12
Employer NI	HMRC	£316.39	13
Pension	NEST	£36.25	14
Former Clerk Salary – April	J Buttle	£1247.82	15
PAYE	HMRC	£55.52	16
Employer NI	HMRC	£136.23	17
Lengthsman – April	Aspect Gardening	£741.00	19

## 12 CIL BUSINESS PLAN UPDATES

## 13 PLANNING APPLICATIONS

Application Number: 06/2026/0183

Proposal: Permission in principle for up to 9no. dwellings

Site Address: Land to the east of Pudding Pie Nook Lane, Goosnargh, Preston, PR3 2JL

**14 NEW CORRESPONDENCE**

Members may be requested to **note** any new correspondence received since the agenda was published.

**15 DATE OF NEXT MEETING**

Thursday 12<sup>th</sup> June 2025 at 7.15pm.