



**WHITTINGHAM PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
TRINITY METHODIST CHURCH, WHITTINGHAM LANE  
THURSDAY 22<sup>nd</sup> MAY 2025 AT APPROX. 7.15PM  
AFTER THE ANNUAL PARISH MEETING at 6.30pm**

**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 2023 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 apologies given for the May meeting.**

**4 APPROVAL OF THE MINUTES of the meeting held on 10<sup>th</sup> April 2025**

**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 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.

**6 CO-OPTION VACANCY**

The vacancy in Lower Ward has been advertised in the notice boards and newsletter. It has also been posted on the Parish Council Facebook page and Your Goosnargh. Members are requested to **note** there have been no expressions of interest to date.

**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, 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** – Cllr Brooks was appointed as a link with the Sports & Social Club. *Enquiries are taking place to see if joint stakeholder meetings are still taking place.*
- **Preston Area Committee** – 3 Members - currently Cllr Hall, Cllr Clarke and Cllr Carefoot. *(Cllr Carefoot replaced Cllr Brooks and was appointed as Chairman of the Committee).*
- **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)*
- **Festival Procession** – All Members *(Chairman to wear Parish Council Chains)*

## **8 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
- spend small sums of money between meetings – currently not to exceed £100.  
**Members are requested to consider if an increase to £300 is necessary to cover the Lengthsman materials.** *(5.15 and 6.6 of the Financial Regs will need amending)*
- 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.**

## **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.

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.**

## 10 INFORMATION TECHNOLOGY POLICY

The new audit regime requires that Councils have an Information Technology (IT) policy.

**Members are required to adopt the attached IT Policy which confirms**

- a) that any electronic devices to which Council emails are sent, are password protected**
- b) any breach of a password or loss of an electronic device containing Council data is reported to the Clerk**
- c) correspondence and personal contact details must be deleted once a matter is completed.**

## 11 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 2025/26.**

**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 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.

Trinity Methodist Church have requested to attend the meeting to update the Council on the proposed kitchen extension - Item 19 – CIL Business Plan.

## 13 2024/25 INTERNAL AUDIT REPORT AND ANNUAL RETURN

The Clerk will present the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR)

Members are requested to **NOTE** that the 2024/25 carried forward balance includes the following outstanding invoices from 2024/25

- Preston City Council maintenance contribution at Goosnargh Village Green,
- Mr Walling mowing of Goosnargh football pitch
- Nurture Christmas tree and lights erected in 2024

**Members are required to**

**(a) approve the attached Internal Audit Report, completed in accordance with the Internal Audit checklist approved under MIN 24/25/160**

**(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.**

## 14 FINANCIAL STATEMENT 1<sup>ST</sup> – 30<sup>TH</sup> APRIL 2025

Members are requested to **NOTE** the April CIL receipt of **£20,158.72** and the Parish Precept of **£30,500**

**The Chairman is requested to verify that the finance and bank statements have been reconciled.**

## 15 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
Lengthsman maintenance materials	M Cornforth	£28.75	10
April Lengthsman Contract	M Cornforth	£720.00	11
May Grounds maintenance	Millars	£840.00	12
Spring Newsletter delivery	J P P Media	£216.00	13
Inscription on the Memorial	McMurray Brothers	£316.00	14
Electricity contract Beacon Drive	E-On	£17.64	15

Members are required to approve the following accounts for payment

2024/25 Goosnargh Green maintenance	Preston Council	£990.00
2024/25 Expenses & Mileage	J Buttle	£51.15
Spring Newsletter printing	Preston Council	£306.25
Ink - shared with Goosnargh	J Buttle	£62.51
Plants for the Memorial VE day	M Woodburn	£40.00
Clerk Salary May	J Buttle	£1521.67
PAYE	HMRC	£279.74
Employer Nat Ins	HMRC	£215.67
Pension	NEST	£93.45
May Lengthsman Contract (invoice due)	M Cornforth	£720.00
June Grounds Maintenance (Invoice due)	Millars	£840.00
Internal Audit Fee (invoice due)	S Wiseman	£150.00

## 16 2025/26 GRANT PAYMENTS

When considering the 2025/26 budget in Nov 2024, under MIN 24/25.103 Members increased the Longridge Agricultural Show donation to £250 and earmarked £500 towards Goosnargh & Whittingham Festival. £300 was also earmarked to Goosnargh & Whittingham in Bloom. As £40 has been claimed above, they have requested the balance of £260.

Members are requested to confirm and approve payment of the donations.

## 17 2024/25 INSURANCE POLICY

Clear Councils who provide the Council's insurance policy, have changed their underwriters from Aviva Insurance Limited to Ecclesiastical Insurance Office plc. A renewal quote has been received at a cost of £1,284.93 which is an increase of £204.48. The Clerk is checking to ensure the Policy has been provided on a like for like basis and is also checking alternative providers. A summary report will be presented to the Council.

Members are requested to consider the alternative options to be presented and select an insurance provider.

## 18 RENEWAL OF NALC / LALC MEMBERSHIP 2025/26 & CONFERENCE ATTENDANCE

The Parish Council subscribes to the National and Lancashire Association of Local Councils both of which provide training, advice and information on local and national policies. Further information is attached.

Members are requested to consider renewing the Membership at a cost of £630.89. which includes a £10 contribution to the administration of Preston Area Committee.

The Clerk has indicated a preference to attend the LALC conference on Saturday 7<sup>th</sup> June as the attached programme includes an update on GDPR, FOI, specific sector saving accounts and a presentation from LCC Treescapes who the Parish Council have been in contact with regarding the Woodland Walk.

Members are requested to advise if they wish to attend at a cost of £50 per person which may be discounted if more than 2 members attend.

## **19 CIL BUSINESS PLAN**

**Members are requested to note the blue updates to the attached CIL Business Plan.**

**Kitchen extension Trinity Methodist Church** – The Church have advised that they have received the majority of the quotes which they will email prior to the meeting. They are now in a position to commence the project and are seeking a donation of £65,000.

**Members are requested to consider if the donation should be granted and if so, should the amount be paid in instalments on production of the relevant invoices (as occurred with the Village Hall roof).**

**Woodland Walk** - Homes England have advised that their valuers, Thomas Lister, have looked at comparable transactions to purchase land for woodland use and they have provided a land value at £15,000 per acre. As the site is 1.5 acres in size, the value equates to £22,500.

Should Members approve the valuation and subsequent purchase of the land, the Parish Council may apply for grants and support from LCC Treescaping to maintain the land. The Clerk has also registered to attend a free webinar to understand tree risk management and insurance – details attached.

**Members are requested to consider whether they wish to proceed with the land purchase.**

**St John Church** – As stated on the April agenda, the Clerk spoke to the procurement officer who proposed further alterations to the Invitation to Quote before it could be added to the Procurement Portal. As the document had already been updated and altered by Cllr Price, the Clerk requested that the procurement officer explain the alterations directly to Cllr Price. Following the April meeting, Cllr Price confirmed that he has spoken to the officer and has updated the document again. He has also produced a draft Consultancy Agreement. Both documents are attached.

**Cllr Price is requested to advise if the City Council are progressing the matter and update the Council on the next steps.**

## **20 PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY**

**Members are requested to note the delegated planning comments for May.**

**Following the Planning Committee's request to defer a decision on Swainson House Farm - until a site visit has been held - Members are requested to note the attached reply from the Director of Planning.** The Clerk has requested an update on the 5 year supply which may influence the final decision following the site visit.

## **21 NEW CORRESPONDENCE**

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

## **22 DATE OF NEXT MEETING**

**Thursday 12<sup>th</sup> June 2025 at 7.15pm** - downstairs in Goosnargh Village Hall.