



**WHITTINGHAM PARISH COUNCIL**  
**Agenda for Thursday 8<sup>th</sup> Sept 2022 at 7.15pm**  
**in Goosnargh Village Hall – downstairs**

**1. APOLOGIES**

- 2. APPROVAL OF MINUTES** of the Council meeting held on 14<sup>th</sup> July 2022.  
**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. 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)

**4. PUBLIC PARTICIPATION**

Members of the public wishing to raise matters in accordance with Standing Order 2020 (3g & h) 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.

Members of the Tennis Club have been invited to attend regarding the CIL funding quotes for floodlights. Invitations have also been sent to the Police, County and City Councillors.

**5. CIL BUSINESS PLAN UPDATES – NEW DESIGN**

Under MIN 22/49 of the July meeting, it was resolved that the Clerk and Cllr Price would redesign the CIL Business Plan into a clearer format.

**Members are requested to refer to the attached CIL Cover Paper and**

- a) adopt or amend the new format for the accounts and the circulation proposal**
- b) approve the 4 categories on the Business Plan**
- c) note the dated updates in the progress column. Attention will be drawn to matters where there has been no update for 10 months**
- d) agree that a matter will be closed after 12 months - unless the matter is dependent on others or Cllrs have a reason to keep it on the CIL Plan.**

For ease of reference, items requiring a decision will be listed separately on the Agenda.

**6. CIL BUSINESS PLAN – ITEM DECISIONS**

**6a) CAT 1 - GOOSNARGH VILLAGE HALL ROOF**

Cllr Marginson attended a pre-contract site meeting the Minutes of which are attached.

- Work will commence on the 7<sup>th</sup> Nov (4.1)
- The Village Hall car park will be closed with arrangements made for deliveries (7.1)  
This will affect the 10<sup>th</sup> November Council meeting.

It has been proposed that contractors' valuations will be sent to Cllr Marginson for checking. Once approved, Cllr Marginson will forward the valuations to the Clerk who will transfer the amount to the Village Hall bank account. (1.11 & 1.12)

Payments will be itemised on the CIL accounts and the Clerk will ensure the amount does not exceed the ring fence amount of £120,692.

**Members are requested to approve the above process for checking and releasing the funds.**

#### **6b) CAT 2 - TENNIS CLUB FLOODLIGHTING**

Tennis Club Flood lighting was added to the CIL Business Plan under MIN 22/51 along with quotes for the work – attached.

**Members are requested to confirm**

- a) **the amount of CIL to be awarded and**
- b) **how the funding should be released.**

#### **6c) CAT 2 – FOOTBALL PITCH & GYM PROPOSAL**

At the July meeting, the Working Group gave a verbal update regarding a meeting with the City Council's Parks Development Manager on the 26<sup>th</sup> April. Reference was made to an email which stated that the City Council were happy for the Parish Council to discuss preparatory works on the proposed football pitch so that details of the preparatory works, size of the pitch, specification of goalposts, sockets etc. could be considered further by the City Council

Cllr Marginson has drafted the attached information which has been submitted to the City Council for comments to enable them to consider if a licence can be granted for the pitch.

**Members are requested to note and comment on the submission.**

Prior to the 26<sup>th</sup> April meeting an email was received from the City Council's Parks Development Manager advising that the gym equipment must be external to the play area with the design being sensitive to the green and village surroundings. The May 2022 Minutes state the location will be considered by the Working Group.

Given that the gym equipment will also need a licence, **Members of the Working Group are requested to update the Council on any progress**, noting that any proposals must be included as an Agenda item in accordance with the Working Group's Terms of Reference.

#### **6d) CAT 2 – GATSO CAMERA AND TRAFFIC CALMING**

In response to a request for an enforceable GATSO camera, the Deputy Police Crime Commissioner stated the GATSO Policy was being reviewed with a report due in April.

The Clerk has requested a copy of the review but no information has been forthcoming.

In addition, in response to the CIL survey, residents requested traffic calming measures which could have been funded by developers if their planning appeals had been successful.

Under the new CIL Business Plan, the matter has moved from Cat 3 'dependent on others' to Cat 2 where the Parish Council needs to request further information in order to decide what can and can't be achieved.

**Members are requested to decide if they wish to invite the Deputy Police Crime Commissioner and or County Cllr Charlie Edwards to a future meeting to discuss speeding concerns and how to secure traffic calming proposals.**

#### **7. PARISH PLAN CONSULTATION**

Members were requested to key in the Parish Plan replies so that Cllr Price could analyse the data.

**Cllr Price is requested to update Members on the analysis.**

**Members are requested to consider the information and outline the next steps so that the Parish Plan can be updated and adopted with any new items being added to the CIL Business Plan.**

## 8. EXTERNAL AUDIT REPORT 2021/22

The Clerk has replied to queries on the external audit and the Auditor's report is expected prior to the meeting. Once received it will be circulated by email.

A Notice of Conclusion of Audit must be published before the 30<sup>th</sup> Sept.

**Members are required to consider and approve the Auditor's report, noting any matters arising and approve payment of the invoice.**

- If the report is not received prior to the meeting, Members are requested to confirm that the report can be noted and approved by email, with any matters arising being referred to the October meeting.

As payment of the Audit Invoice will also be 'time sensitive', Members are requested to delegate payment of the audit invoice to the Clerk.

## 9. EXTERNAL AUDIT ARRANGEMENTS FOR THE NEXT 5 YEARS

All local Authorities are required to appoint an external auditor and the Parish Council has 'opted in' to the central procurement regime with PKF Littlejohn being appointed as the Council's external auditor for the past 5 years.

As explained in the attached email, the contract has come to an end and Councils must be given the option to appoint an external auditor.

**Members are required to note the content of the email and resolve to continue with the SAAA sector led appointment regime.**

## 10. FINANCIAL STATEMENT 1st – 31<sup>st</sup> Aug 2022

The Chairman is requested to verify that the July and August finance statements were reconciled against the bank statements. Members are requested to note the second complaint against the Co-op has been upheld and £50 was credited to the bank account in August.

## 11. ACCOUNTS FOR PAYMENT AND RECEIPTS

**Members are requested to note and approve the following accounts already paid in accordance with Standing Order 2020 15 (xii)**

DETAILS	PAYEE	AMOUNT	METHOD
Clerk Salary Aug 2022	J Buttle	£560.73	BACs
Tax / National Insurance	HMRC	£140.00	BACs
E-On bill	E-On	£18.23	DD

**Members are required to approve the following accounts for payment**

Clerk Salary Sept 2022	J Buttle	£560.73	BACs
Tax / National Insurance	HMRC	£140.00	BACs
Engraving of Chairman's regalia	J Buttle	£25.00	BACs

## 12. CPRE MEMBERSHIP

**Members are requested to consider renewing Membership to the Campaign to Protect Rural England at a cost £36.00.**

## 13. LANPAC MEMBERSHIP

As explained in the attached email, Lancashire Partnership Against Crime (LANPAC) is a unique collaboration between Lancashire Constabulary, Lancashire Businesses and Public Services working together to reduce levels of crime and disorder across the county and in return for a £60 annual membership fee, the Council can take advantage of the highlighted benefits.

**Members are requested to consider whether to become an associate member of Lancashire Partnership Against Crime (LANPAC).**

#### 14. GROUNDS MAINTENANCE REVIEW

Under MIN 22/39 of the June meeting, it was resolved that the current play area and maintenance contracts be reviewed to consider if the inspection of PROWs and a handyman / Lengthsman role can be incorporated within the contracts.

In addition, Members need to consider how to manage / maintain the Village Green football pitch and gym area if the proposals are acceptable to the City Council.

Attached is a report detailing the current maintenance / contract arrangements which need to be renewed prior to March 2023.

**Members are requested to arrange a separate meeting to appraise the current arrangements and discuss how the arrangements can be altered to accommodate the above requirements.**

Notwithstanding the above, the annual safety inspection of Cumeragh play area is due.

Previously the inspection has been carried out by Wicksteed and the Inspectors are members of the Register of Play Inspector International Limited. The cost has been £60 + VAT = £72.00, however, this year's quote is £120.

**Members are requested to approve the increase and book the Inspection with Wicksteed.**

#### 15. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

**Members are requested to NOTE the delegated representations attached for August.**

**06/2022/0999** Reserved matters application (namely appearance, landscaping, layout and scale) pursuant to outline permission 06/2019/0773 for 40no. dwellings on land at Swainson House Farm, Goosnargh

**06/2022/1000** Reserved matters application (namely appearance, landscaping, layout and scale) pursuant to outline permission 06/2018/1356 for 26no. dwellings at land opposite Swainson House Farm, Goosnargh

**The above applications are not routine and Members are requested to consider a response to planning.**

The applications can be viewed on the City Council website. Copies of the plans will be brought to the meeting.

#### 16. OCTOBER NEWSLETTER

**Members are requested to**

- a) **Confirm the arrangements to lay a Remembrance wreath at the Parish Council Memorial at Beacon Drive and**
- b) **suggest other items for inclusion in the Autumn Newsletter a draft of which will be presented to the October meeting**

#### 17. NOTE NEW CORRESPONDENCE

The August update informed members of 3 road closures at Mill Lane, Whittingham Lane and Halfpenny Lane. LCC confirmed that the full weekend closure was required for Whittingham Lane however a new diversion route was agreed.

The Clerk has requested a copy of the road closure management plan and confirmation that the works be suspended over Christmas and New Year for the Halfpenny Lane closure (21st Nov - 13th Jan 2023) but this has not been received. A reminder email has been sent.

It has been established that Barratts are responsible for the maintenance of the hedge to the rear of Cameron Avenue and the City Council has intervened to get the hedge cut.

#### 18. DATE OF NEXT MEETING

**Thursday 13<sup>th</sup> Oct 2022 at 7.15pm** in Goosnargh Village Hall.