



WHITTINGHAM PARISH COUNCIL
Agenda for the Parish Council Meeting
on Thursday 9th Jan 2025 at 7.15pm
in Goosnargh Village Hall – downstairs

1. APOLOGIES

2. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 14^H NOV 2024.
The Chairman is required to sign the attached Minutes as a true record.

3. TO ACCEPT DECLARATIONS OF INTERESTS

The Localism Act provides that a Councillor may not participate in any discussion or vote on a matter, where they have a disclosable, pecuniary interest (DPI). As setting the Precept may result in a DPI for Members living in the Parish, Members are advised to complete a dispensation form, however as a 4-year dispensation was granted following the May 2023 elections, dispensations are not required this year.

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

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.

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

Mr Hickson and a representative from United Trinity Church will be attending to answer questions relating to 2 separate CIL funding requests - detailed under agenda item 13 C).

5. APPROVAL OF PAID INVOICES

Members are required to note and approve the following invoices paid during December.

DETAILS	PAYEE	AMOUNT	METHOD
Nov Grounds Maintenance	Nurture	£664.62	BACs
Clerk Salary Dec	J Buttle	£1,522.11	BACs
PAYE	HMRC	£212.37	BACs
Employer Nat Ins	HMRC	£141.74	BACs
Pension	NEST	£88.55	DD
E-On bill	E-On	£17.64	DD

6. FINANCIAL STATEMENT 1st – 31st Dec 2024

The Chairman is requested to verify that the finance and bank statements have been reconciled. The Unity Bank account has been opened and authorised signatories will receive log ins and passwords through the post. January payments will be deducted from the Co-op and the Unity account will be used from February, once the authorised signatories have been shown how to log in and authorise payments.

7. REVIEW OF 3rd QUARTER ACCOUNTS 2024 / 2025

Following the completion of the 3rd Quarter April – December 2024, Members are requested to consider the attached report detailing progress against budgeted items.

Invoices are due from Nurture regarding the installation of the dog bins and the erection of the Christmas tree and lights.

8. SLCC MEMBERSHIP

The Clerk's membership to the SLCC expires in February 2024. The annual cost is £240 which is split pro rata, based on the hours worked for each Council. As the Clerk works for Whittingham and Goosnargh, Whittingham's pro rata cost is £198.50

Members are requested to approve Membership to the SLCC.

9. NJC PAY INCREASE AND BACK PAY

The Clerk is employed subject to the National Joint Council (NJC) terms and conditions for Local Government staff. As advised in November, new pay scales were released which include back pay to be calculated from April 2024. However, the Clerk's contract of employment was updated in Feb 2024 and includes a new paragraph stating there is no obligation for the Council to match the pay agreement. It was resolved that the Clerk and Cllr Price consider the paragraph in question but due to holidays, sickness and the festive break, the matter has not been resolved and the Clerk used the old pay scales for the December salary.

A decision is now required as the January payments cannot be calculated.

As this item relates to a contract of employment, the matter may be deferred to the end of the meeting with members of the public being excluded.

10. JANUARY ACCOUNTS FOR PAYMENT

Members are required to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	METHOD
Dec Grounds Maintenance	Nurture	£664.62	BACs
New Cllr Training - A Eccles	LALC	£35.00	BACs
$\frac{3}{4}$ expenses Oct - Dec	J Buttle	£44.90	BACs
Jan Salary	J Buttle	See item 9	BACs
PAYE	HMRC	See item 9	BACs
Employer Nat Ins	HMRC	See item 9	BACs
Pension	NEST	See item 9	BACs

11. GROUNDS MAINTENANCE CONTRACT & LENGTHSMAN

In 2022, the Council combined all its maintenance duties into the **attached** Contract which was awarded to Nurture in 2023. It expires at the end of March 2025 but includes a rolling option to renew. The key elements are

- a) Grass cutting
- b) Weed spraying
- c) Hedge Cutting
- d) Weekly inspection of Cumeragh play equipment and trees
- e) Garden maintenance at Beacon Drive
- f) Inspection of itemised assets
- g) General maintenance tasks - including the upkeep of the PROW walks

Since 2022, the Council has also entered into a Licence with the City Council to maintain an informal football pitch on Goosnargh Village Green and following an entry in the Best Kept Village competition, additional maintenance tasks have been identified, many of which require minor but frequent attention. These were presented to the November meeting.

Under MIN 24/25.99 of the November meeting, Members resolved to research the role of a Parish Lengthsman / Handyman. Cllr Eccles circulated the **attached** email detailing the role of a Lengthsman in a neighbouring parish and the Clerk circulated the **attached** draft contract for a Lengthsman which was considered by the Council in 2022.

As the football pitch does not form part of the current maintenance contract, it is suggested that the existing mowing and line marking arrangements continued to be budgeted separately so that they can be assessed and managed depending on the usage of the pitch.

Members are requested to consider the above and determine if the maintenance arrangements should be split as follows

- Professional Grounds Maintenance Contract to cover **a, b, c**
- Preston City Council or a play company to carry out **d**
- Lengthsman / Handyman to cover **e, f, g**

If Members resolve to split the maintenance contract as detailed above, the Clerk will circulate a revised contract to Members prior to contacting professional companies for quotes. The quotes can be presented to the February meeting with a view to the new contract commencing in March.

If Members resolve to contract a handyman / Lengthsman, Members are requested to consider the rate of pay, scope of work, advertisement of the role and the recruitment process.

Due to time constraints within the Council meeting, it is suggested that the Lengthsman's appointment be delegated to a working group, with the final recommendations brought back to the February meeting, with a view to commencing the recruitment process in March so the applicant can start in April.

Members may be requested to confirm membership of the Lengthsman working group.

12. CONSIDERATION OF 2025/26 PRECEPT

At the November meeting, the Clerk presented a budget for £46,220 which was increased to **£46,310** to allow for the purchase of lamp post poppies (S137 expenditure). MIN 24/25.104

The Clerk has prepared a spreadsheet illustrating the predicted income, the approved budget and the suggested Precept for 2025/26.

The Precept is achieved by deducting the budget from the estimated income - noting that CIL interest should be spent on CIL related expenses rather than revenue costs.

Reserves should also be assessed annually as part of the Audit regime and should be relevant to the Council's size, situation and prepared budget plans. The Practitioner's Guide *states the smaller the authority, the closer the figure may be to 12 months expenditure.*

Members are required to consider the attached spreadsheet and set the 2025/26 Precept.

13. COMMUNITY INFRASTRUCTURE LEVY

The attached CIL Business Plan has been updated to reflect the current position on all items.

Members are requested to respond to the following matters

A) CATEGORY ONE – *quotes received and funding reserved*

PROW WALKS – Copies of the leaflets and way markers have been received.

Members are requested to confirm who should erect the way markers and where the leaflets should be displayed - bearing in mind hard copies can be downloaded from the website.

RECYCLED BENCHES

As advised in the 6th Dec update, the City Council's Parks development officer confirmed that the City Council would supply 2 benches for Goosnargh play area to be installed whilst the play area is closed for drainage repairs. They will invoice the Parish Council for the works, with the cost to come from CIL as agreed under MIN 24/25.95.

Members are requested to confirm that this is acceptable.

This leaves 2 benches to go outside the shops and 4 to go on Cumeragh play area. To avoid theft, the recycled benches need to be securely fastened to the ground.

Members are requested to **note** that further enquiries are taking place regarding the installation of the recycled benches, as the concrete benches at Cumeragh are positioned on grass and the cost may need to be revised if flags or a concrete base is required.

B) CATEGORY TWO – *pending more information, including cost confirmation*

WOODLAND WALK

Following the site meeting in November, Homes England are now considering whether the land can be transferred to the Parish Council instead of granting access by Licence – see 6th Dec update. However, it has been established that some of the land is due to be transferred to LCC in connection with the proposed primary school.

The Clerk attended a zoom meeting with LCC and Homes England on the 19th Dec and LCC advised that the land is actually surplus to their requirements. As a result, Homes England are prepared to withdraw the land from the transfer to LCC and will consider transferring the whole of the woodland path to the Parish Council – as detailed in the **attached** email. The Clerk is due to attend a further zoom meeting on the 6th Jan to ascertain how much the transfer will cost.

Subject to the cost involved, Members are requested to consider whether transfer / ownership of the land would be preferable to the Licence originally proposed.

GYM EQUIPMENT – GOOSNARGH VILLAGE GREEN

As advised in the 6th Dec email **attached**, the Clerk and Cllr Eccles met with the City Council to discuss the gym proposals at Goosnargh Village Green. They have agreed that we can utilise an area of the village green for outdoor gym equipment, on the understanding that the Parish Council will fund the design, purchase of the equipment and the installation. Once installed, the equipment will belong to the City Council and they will be responsible for the weekly inspections and maintenance.

It is understood that play companies will select the equipment and design the project based on a specified budget although additional funding may be required to place the equipment on a drained surface.

To comply with EN legislation regarding heights and safety use, Members are requested to a) confirm whether the equipment is aimed at children b) advise if they have an area of the park in mind and c) agree approx. how much CIL they wish to allocate to the project.

C) NEW CIL FINANCE REQUESTS

TRINITY METHODIST CHURCH

As detailed in the **attached** email, Trinity Methodist Church wish to request £65,000 CIL funds to extend the facilities and support the cost of a catering kitchen extension. As Members are aware, the kitchen is used to provide meals for the community and the extended facilities can be hired by community groups.

Members are requested to consider the request and determine if it should be entered into category one or category two of the CIL Business Plan.

GOOSNARGH CHURCH CLOCK

As detailed in the **attached** email, the village clock, which is located in the tower of Goosnargh Church, has stopped and needs to be repaired. In addition, it has to be wound up manually and a request has been submitted to use CIL funds to replace it with an automated version.

Members are requested to consider the request and determine if it should be entered into category two of the CIL Business Plan.

14. ST JOHN'S CHURCH

As advised in the 6th Dec update, the Clerk and Cllr Hall met the City Council's Procurement Officer who advised that the invitation to Tender needs to be more detailed in relation to what we are seeking to achieve and how we are going to evaluate any replies. Following the meeting, Cllr Hall suggested that he, the Clerk and Cllr Price meet to discuss the feedback but due to holidays, sickness and the festive break, the meeting has not taken place. Marketing details have not been received in relation to the Hermitage.

A meeting date needs to be agreed to discuss alterations to the tender document.

15. PLANNING APPLICATIONS & UPDATES

The National Planning Policy Framework (NPPF) was altered on the 12th Dec 2024. The City Council will be considering any policy changes in relation to the Local Plan which will be presented to a City Council meeting on 30 January 2025.

At the beginning of Dec, Stakeholders were advised of draft proposals relating to phases 3B, 3C and 4 of the former Whittingham Hospital site. Much of the development will be dictated by the outline planning consent, however the Clerk submitted a reply questioning

- the inclusion of 3 storey dwellings and how the development will be linked to the sewers,
- if the construction materials will be in keeping with the existing development
- the reduction of affordable homes from 30% to 14%
- the amount and type of equipment proposed in the play areas
- who will maintain the open space including the orchard and community growing area

An awareness event / leaflet drop was also requested to ensure that residents are aware of the full details of the application once it has been submitted. A reply has not been received.

Members are requested to confirm the delegated representation on the following summarised applications - [attached](#)

06/2024/0992 1no. replacement self-build dwelling at Norshaw Barn, Pudding Pie Nook Lane

06/2024/1120 2 new dwellings following demolition of 2 agriculture buildings east of Back Lane

06/2024/1154 Variation of approved plans at Dean Garage, Whittingham Lane,

06/2024/1188 New dormers and replacement windows at Estoril, 210 Whittingham Lane.

06/2024/1190 Self build dwelling on land to rear of Slaters Farm, 207 Whittingham Lane,

06/2024/1276 Prior notification for the installation of solar PVs at the Aldi Store, Whittingham

16. NOTE NEW CORRESPONDENCE

Following the submission of the cold calling areas, LCC have advised that as the zones are meant to cover a specific targeted area i.e Beacon Drive, Church Lane, Northgate etc, Whittingham Lane has been removed from the zone. The survey will be issued in January and needs to attract a 50% response in favour of the no cold calling proposal.

Members may also be requested to NOTE new correspondence received since the issue of the agenda.

17. SCHEDULED MEETING - DATE CHANGE

Due to a family commitment, the Clerk requests that Members consider an alteration to the date of the May 2025 meeting. The meeting is scheduled on the 8th May and, to allow time to write and issue the Agenda, the Clerk is proposing the meeting is moved to the **22nd May**. Unfortunately, the meeting cannot be held on the 1st May due to County Council elections.

18. DATE OF NEXT ORDINARY COUNCIL MEETING

Thursday 13th February 2025 at 7.15pm in Goosnargh Village Hall.

END