



WHITTINGHAM PARISH COUNCIL

Agenda for Thursday 9th June 2022 at 7.15pm in Goosnargh Village Hall – downstairs

1. APOLOGIES

2. APPROVAL OF MINUTES OF THE COUNCIL MEETING HELD ON 12th MAY 2022.

The Chairman is required to sign the Minutes of the Meeting as a true record.

Members are requested to NOTE the Minutes of the Annual Parish Meeting which will be approved in May 2023.

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.

5. INTERNAL AUDIT REPORT

At the May meeting, Members were informed that the Internal Auditor had been taken ill and an alternative Auditor had been approached to complete the Internal Audit. This has now been completed with no causes for concern, however, quarterly budget reports should be signed at the meeting and dual authorisation should be in place for all electronic payments.

Members are required to approve the Internal Audit report and fee of £125.00.

The Audit will now be forwarded to the External Auditor. As agreed under **MIN 22/12** the exercise of Public Rights will take place from 13th June to the 22nd July 2022.

6. UPDATE TO BANK SIGNATORIES AND ONLINE BANKING

Cllr E Marginson and Cllr D Price were co-opted towards the end of the financial year.

Members are requested to confirm their addition to the Co-op bank mandate. Online security tokens will also be requested for the approval of online payments.

7. FINANCIAL STATEMENT 1st – 31st May 2022

The Chairman is requested to verify that the finance and bank statements have been reconciled, noting that the 2021/22 VAT refund and the Parish Precept have been received.

8. ACCOUNTS FOR PAYMENT AND RECEIPTS

Members are requested to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	METHOD
CIL expense – Bowling Club Benches	KBS Depot	£1,320.00	BACS
Clerk Salary June 2021	J Buttle	£560.73	BACs
Tax / National Insurance	HMRC	£140.00	BACs
E-On bill	E-On	TBC	DD

9. QUEEN'S JUBILEE PLAQUE

There is a plaque, mounted on a stone on Goosnargh Green in recognition of trees planted to commemorate the Queen's Golden Jubilee. The plaque is looking rather tired. **Members are requested to approve a replacement to be mounted on the stone in an upright position.**

10. LCC PARISH CHARTER

Following on from the Lancashire County Council Parish & Town Council conference last year, LCC has created a Charter which sets out how we can work together better. The Charter was recently ratified by LCC's Cabinet and they have requested that it is discussed and, if appropriate, ratified at Parish Council meetings.

Members are requested to consider the Charter and comment on any of the bullet points identifying practices Parish Councils will be required to perform.

11. PARISH PLAN CONSULTATION

A working group meeting was held on the 23rd May to discuss the arrangements for issuing the Parish Plan consultation. At the meeting, it was suggested that the consultation and questionnaire should be printed and posted to approx. 1200 homes on the electoral register. The estimated costs associated with this are as follows

DETAILS	PAYEE	AMOUNT
Printing 2 x 1200 booklets	Preston City Council	Approx. £635
C5 Envelopes 3 x 500	Viking Direct	£88.17
Address Labels	Viking Direct	£41.99
Postage	Whistle or PO	To be confirmed

Members are requested to approve the above costs and agree a date to meet, add labels to the envelopes and insert the consultation ready for posting.

12. CIL BUSINESS PLAN

Members are requested to note that the City Council 'mismatched' CIL monies in March 2022 and a further payment of £31,383.95 is owed to the Parish Council. This will be paid in June. An updated finance report is attached along with a copy of the Business plan.

Members are requested to note the payment and any verbal updates on items on the CIL Business Plan.

13. GOOSNARGH VILLAGE HALL ROOF

MIN 21/164 confirms that Members were reluctant to commit a financial amount to the roof repairs until Members had seen the structural survey and quotes for the repair. These have been received and have been circulated to Members. Further to **MIN 22/21** Cllr Marginson has also discussed the roof options with the Village Hall Chairman and circulated an email to all on the 20th May. A further letter from the Village Hall is attached regarding the total project cost and a potential grant application to the LEF.

Members are requested to consider the information presented and determine if they are in a position to confirm an amount to be donated to the Village Hall roof repairs

14. HOMES ENGLAND - ST JOHN'S CHURCH, WOODLAND WALK & CEMETERY BENCHES

Under MIN 22/19 of the May meeting it was RESOLVED that the Clerk would ask Homes England to attend a working group meeting to see what help they can provide in developing a business plan to renovate St John's Church. The meeting has been arranged for the 8th June. At the same meeting, Members will discuss how to progress the woodland walk and benches at the cemetery.

Members are requested to reflect on the matters discussed and identify the items to be progressed by the Parish Council.

15. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

To reduce the time spent in meetings post Covid, the Clerk is dealing with routine planning matters under delegated authority in accordance with Standing Order 2020 (15 xiv).

Members are requested to NOTE any delegated representations.

16. APPOINTMENT OF A LENGTHSMAN

Members of the public may be excluded under the Public Bodies (Admission to Meetings) Act 1960 to enable Members to consider the terms and conditions of a contract.

Under MIN 21/150 of the March meeting, it was RESOLVED that Cllr D Price, Cllr E Marginson and Cllr M Woodburn would discuss the handyman job requirements in more detail with a view to producing a draft contract / job specification. Cllr Price subsequently circulated a discussion paper relating to a Work Description and Conditions of Contract for Parish Lengthsman Services which included references to LCC indemnities and arbitration in the event of a dispute. As LCC's involvement with the Lengthsman's Scheme has been replaced by the Public Rights of Way Local Delivery Scheme, these references needed to be checked.

LCC have replied that any employment / use of a contractor would be a matter for individual parish / town councils to decide. However, guidance on the tasks to be carried out on Public Rights of Way is included in the criteria stipulated in the 'Opt in Letter'. A copy of last year's letter is attached for information.

Members are requested to reconsider the discussion paper alongside the information in the Public Rights of Way Local Delivery Scheme letter with a view to finalising the documents, confirming the hourly rate for the role and agreeing a recruitment process.

17. NOTE NEW CORRESPONDENCE

Members may be requested to NOTE any new correspondence or items of concern received since the issue of the Agenda.

18. DATE OF NEXT MEETING

Thursday 14th July 2022 at 7.15pm in Goosnargh Village Hall.

END