



WHITTINGHAM PARISH COUNCIL
Agenda for the Parish Council Meeting
on Tuesday 9th Sept 2025 at 7.15pm
in Goosnargh Village Hall
Please note the new date

1. APOLOGIES

2. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 10th JULY 2025.
The Chairman is required to sign the attached Minutes as a true record.

3. TO ACCEPT DECLARATIONS OF INTERESTS

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 & City Councillors and Mr Witter regarding Whitechapel Village Hall's CIL request. Item 9b.

5. 2024/25 CONCLUSION OF AUDIT

When comparing the 2023/24 salary with the 2024/25 salary, the variance was more than 15% due to alterations to the Clerk's hours and salary band approved in 2024. The Auditors requested an audit trail of the alterations which the Clerk provided. The 2024/25 audit has been concluded with no matters arising. The Statutory Conclusion of Audit notice has been published.

Members are required to consider the attached external auditor's report, noting that there are no items requiring attention and the £504 invoice has been paid.

6. FINANCIAL STATEMENT 1st – 31st August 2025

The following accounts were paid in August in accordance with Standing Order 2023 15 (xii).

The Chairman is requested to verify that the finance and bank statements up to the end of August have been reconciled.

DETAILS	PAYEE	AMOUNT	PAY REF
Postcrete stile fixing – Aug update	A Eccles	£41.94	Ref 59
Call out 50% deposit - MIN 53	Playdale	£90.00	Ref 60
Grounds maintenance - Aug Contract	Millars	£840.00	Ref 61
Football pitch 05.08.25 - Contract	Millars	£204.00	Ref 62
Woodland walk inspect - MIN 55	Greenbanks	£456.00	Ref 63
4 cases x 800 Dog bag refills	JRB enterprise	£130.26	Ref 64
2 x Goosnargh Green Benches MIN 95	Preston City	£1,175.00	Ref 65
2 x Cumeragh benches shade MIN 54	TDP Ltd	£1079.81	Ref 66
Call out 50% balance - MIN 53	Playdale	£90.00	Ref 67
Clerk Salary Aug + NJC rate update**	J Buttle	£1,797.92	Ref 68
PAYE	HMRC	£297.89	Ref 69
Employer Nat Ins	HMRC	£260.19	Ref 70
Pension	NEST	£97.65	Ref 71
Electric bill – Aug Contract	E-ON	£18.23	Ref 72
Replaced PROW signboard MIN 39	Small Sign Co.	£114.00	Ref 73
Lengthsman Aug 134 - Contract	Mark Cornforth	£540.00	Ref 74
Audit Fee (pay on receipt of invoice)	PKF Littlejohn	£504.00	Ref 75

** Further to MIN 24/25 149 where the Clerk's contract was amended to keep payments in line with the NJC pay scales, new rates were released in August resulting in an increase of £59.36 a month less tax and insurance. The pension payment has been updated to reflect the change.

7. ACCOUNTS FOR PAYMENT

Members are required to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	METHOD
Football pitch 19.08.25	Millars	£204.00	BACs
Grounds maintenance – Sept	Millars	£840.00	BACs
Football pitch 01.09.25	Millars	£204.00	BACs
Clerk Salary Sep	J Buttle	£1627.08	BACs
PAYE	HMRC	£231.29	BACs
Employer Nat Ins	HMRC	£224.57	BACs
Pension	NEST	£97.65	DD
E-On bill	E-On	£18.23	DD

8. PLAY AREA INSPECTION TRAINING

LALC are organising the **attached** a RPII Routine Inspectors Course for those wishing to carry out inspections of play areas. The course fee is £160 and there will be an additional cost of £140.00 for the candidate to take an optional RPII Routine Examination. For those not taking the exam, a certificate of attendance will be issued.

Millars inspect Cumeragh play area for damage, wear and tear when working in the area but it would be beneficial for the Parish Council to have a trained person available to carry out inspections particularly in winter when Millars are not on site. The Parish Lengthsman has indicated his willingness to attend the course and take the exam.

Members are requested to consider and confirm the expense.

9. COMMUNITY INFRASTRUCTURE LEVY - UPDATE ON CURRENT PROJECTS

Members are requested to consider the attached copy of the CIL Finance Plan and the updates on the CIL Business Plan.

a) GOOSNARGH VILLAGE GREEN – GYM EQUIPMENT

As Members are aware, Goosnargh Village Green is owned by Preston City Council and as such, they need to be satisfied with the layout and ease of maintenance of the proposed gym equipment. Officers have been assessing the options available and have requested the Parish Council's comments on the layout options, which will require grass matting at an additional cost.

The City Council is proposing to tender for different options so that a range of quotes can be provided, however, until the procurement quotes are received, there is no need to increase the ringfenced CIL amount.

Members are requested to comment on the layout options so that the City Council can finalise and submit the procurement tender.

b) WHITECHAPEL VILLAGE HALL

At the Nov 2024 meeting, it was explained that Whitechapel Village Hall Committee wished to improve the toilets at an estimated cost of £30,000. They were hoping to secure £20,000 from the lottery, leaving a shortfall of £10,000 to be funded from Whittingham's CIL.

At the July 2025 meeting, Members noted that the project costs had increased to £72,000 and included estimates for electrical work, an aluminium entrance, bar units, and decorative wall panels – none of which were included in the original presentation. The July Agenda submission is **attached** for reference.

Mr Witter of the Village Hall Committee has been invited to attend the meeting, explain the project in full and clarify the funding requested from Whittingham Parish Council.

Members are requested to consider the information provided and confirm if a CIL donation is to be awarded, based on the information and copy invoices attached.

c) WOODLAND WALK

Further to MIN 55, a tree survey has been carried out on the woodland walk. The survey indicates work is required in the region of £5,868. Comparative quotes are being sought. The quotes – along with future maintenance recommendations from LCC Treescapes - will be used to negotiate the purchase price of the land with Homes England. The final purchase price will be presented to Council for consideration.

Cllr Eccles has indicated that he wishes to be involved in the negotiations and Members are requested to advise if they also wish to be involved so that a meeting can be scheduled.

d) CUMERAGH PLAY AREA

Further to the annual play area inspection report, Playdale provided a quote to repair several pieces of equipment at a cost of £1,420.20. Members approved the quote by email as the repairs are required for the continued safety of the site. However, as the quote does not cover all of the issues raised in the annual inspection report, the Clerk has requested a full breakdown of Playdale's assessment along with clarification regarding the validity of the 15-year warranty.

Assuming the quote stands, Members are requested to formally approve the expense.

Discussions have taken place to prune the willow tunnel and remove the balancing logs. In addition, LCC have advised that they have jettied the highway gullies but can't find any issues which would relate to the flooding of the play area. Their view is that as the grassed area is not drained, the play area will always be susceptible to flooding. **It is suggested that the flooding is monitored over the winter to establish if additional drainage is required.**

e) MEMORIAL

At the May meeting, Members expressed a desire to enhance the area around the Memorial on Beacon Drive and under MIN 25/26.38 of the June meeting, Members resolved to add an article to the Newsletter to gather comments from residents. Notwithstanding the above, it has been suggested that the attached 'Tommy' silhouette is purchased.

Members are requested to consider the suggestion and decide whether to approve the purchase at estimated cost of £175.

If Members of the public are still present at this point of the meeting, items 11 and 12 which are primarily for noting, may be brought forward.

10. ST JOHN'S CHURCH – FEASIBILITY STUDY

Under the Public Bodies (Admission to Meetings) Act 1960 s1, Members of the public will be requested to leave before the consideration of the following item, as the matter relates to the terms and conditions of an Agreement.

A verbal update will be given on the procurement process, which saw the submission of several bids to develop a costed Feasibility Study to assess how St John's Church might be saved and used in the future. The bids have been assessed, evaluated and moderated.

Members are required to consider the information presented and confirm whether they wish to enter into an Agreement with the successful organisation.

As previously agreed, the conclusion of the procurement process and the administration of the Agreement will be overseen by Preston City Council.

11. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

Members are requested to note the delegated representations on the following summarised applications for August and September

06/2025/0710 single storey extension at 48 Norshaw Crescent.

06/2025/0815 vary plans on plots 6 & 8 at Dean Farm Warehouse, Pudding Pie Nook Lane

06/2025/0855 vary conditions and plans for a dwelling in parkland on land off Langley Lane.

06/2025/0902 Single storey rear extension at 854, Whittingham Lane, Broughton

12. NOTE NEW CORRESPONDENCE

Members are requested to NOTE the following items, in addition to any new correspondence or items of concern received since the issue of the agenda.

Alteration to a Public Right of Way (PROW)

As advised in August, LCC are proposing to alter a PROW which follows the perimeter of Goosnargh Oliverson's school field before crossing the Carroway Green housing estate. Further to the north, the PROW will be diverted to follow field edges rather than running across the middle of the field. In response to queries by Members, LCC have confirmed that the new PROW routes will be fully inspected and constructed, cleared of vegetation and way marked to the necessary standard before becoming the new legal public right of way. Old signage will be removed. The alteration does not affect the Parish Council promoted walks.

Homes England – Public Open Space

The delegated planning comments confirm that Barratts don't have approval to start work at the former hospital site, so Homes England remain responsible for the maintenance of the public open space. Following Facebook comments that the site is being neglected, they have responded as follows

- I must apologise for the condition of the cemetery. The site is in between contracts at the moment but I've instructed a contractor to carry out the landscape management of the area and they should have carried out grass cut across the site on Friday / Saturday last week. (*Bank Holiday weekend*)
- The pond area has been fenced off for safety reasons to prevent public access, due to the silt build up in the pond. There is vegetation growing through the fence that we will arrange to cut back to the fence line.
- Beyond the lake is a neglected orchard that has been allowed to go to rack and ruin. There are many apple trees all labelled with type. It's very sad because it could have been a wonderful community orchard. This area is outside Homes England's ownership, I believe the NHS still own it.

Preston Area Committee meeting (PAC)

The Government has set out its ambition to dissolve district councils and create a number of new unitary councils to deliver all local services through single authorities.

Further information is available on this link which residents and councillors are encourage to reply to. Local Government Review Public Survey: <https://www.givemyview.com/lancashirelgr>

As advised in August, the next Preston Area Committee meeting will be on Weds 24th Sept at 7.00pm. Adrian Phillips, Chief Executive of Preston City Council, will be attending the meeting to talk about devolution of district council services associated with the local government review.

LCC Parish and Town Council Conference

Lancashire County Council will be hosting the annual Lancashire Parish and Town Council Conference on Sat 1 Nov 2025 in The Exchange at County Hall, Preston beginning at 9.30am. An agenda and further information will be available in due course.

13. DATE OF NEXT COUNCIL MEETING

Thursday 9th Oct 2025 at 7.15pm in Goosnargh Village Hall.

END