



**WHITTINGHAM PARISH COUNCIL**  
**Agenda for Thursday 11<sup>th</sup> Jan 2024 at 7.15pm**  
**in Goosnargh Village Hall – downstairs**

**1. APOLOGIES**

- 2. APPROVAL OF MINUTES of the Council meeting held on 30<sup>th</sup> Nov 2023.**  
**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 noting that there may be statutory restrictions on the right to participate and vote on that matter – see Standing Order 2023 (13)

Members living in the Parish have a disclosable, pecuniary interest in setting the Precept however, subject to Members disclosing the interest at the meeting, Members benefit from an exemption under paragraph 10(5)(vi) of the Code of Conduct.

**Members are required to disclose their interest by signing a dispensation form which will be brought to the meeting.**

**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.

**5. FINANCIAL STATEMENT 1st – 31<sup>st</sup> Dec 2023**

The Chairman is requested to verify that the monthly finance statement has been reconciled against the bank statements.

**6. REVIEW OF 3<sup>rd</sup> QUARTER ACCOUNTS 2023 / 2024**

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

Printing Nov Newsletter	Preston City Council	£177.50	Ref 73
November grounds maintenance	Nurture	£627.00	Ref 74
Clerk Salary Dec	J Buttle	£643.98	Ref 75
Tax / National Insurance	HMRC	£160.80	Ref 76
Employer Nat Ins	HMRC	£6.45	Ref 77
Beacon Drive electric 21.12.23	E-ON	£17.64	Ref 78

**Members are required to consider and approve the [attached 3<sup>rd</sup> Quarter accounts](#) detailing expenditure against budgeted items between April and December 2023.**

With regards to the budget balances, Members are requested to note that quotes for the tree survey have been requested. An update is requested for the donation to the Cumeragh Christmas tree – Min 23/24.109

**7. ACCOUNTS FOR PAYMENT AND RECEIPTS**

**Members are required to note and approve the following accounts for payments. Those with reference numbers have been paid**

Church Cooker & installation (CIL)	Goosnargh Methodist Church	£2,737.52	Ref 79
Grounds maintenance Dec	Nurture	£627.00	Ref 80
Xmas tree package Beacon Drive	Nurture	£594.00	Ref 81

Cumeragh Village Play Inspection	Wicksteed	£156.40	Ref 82
Oct – Dec clerk Expenses	J Buttle	£39.00	BACs
Clerk Salary Jan Sal (New hours)	J Buttle	TBA*	BACs
PAYE	HMRC	TBA*	BACs

The Clerk's salary is due for payment at the end of the month. Due to changes to the National Insurance contributions on the 6<sup>th</sup> January, the HMRC software has not yet been updated and the figures will be confirmed at the meeting.

#### 8. CUMERAGH VILLAGE PLAY AREA

The annual inspection of the Cumeragh Play area took place on the 12<sup>th</sup> December. The invoice has been paid as detailed in the accounts section and the report is **attached**.

**Whilst some maintenance is suggested, none of the repairs are a priority and Members are required to confirm if any works / repairs should be scheduled for 2024.**

#### 9. SIGNING OF THE CLERK'S REVISED EMPLOYMENT CONTRACT

Under MIN 23/24.67 of the July meeting, Members unanimously approved alterations to the Clerk's contract of employment with effect from 01/01/2024 and a revised contract of employment was approved by Council.

At the end of December 2023, NALC and SLCC released a revised contract which was circulated to Member Councils on the 4<sup>th</sup> Jan 2024. The update was forwarded to Council Members with the Agenda papers on 7<sup>th</sup> January.

As a temporary measure, the Clerk is proposing to sign the contract approved by Members and will work through the NALC changes with Cllr Price, with a view to bringing an updated 2024 NALC version to a future meeting.

**Members are requested to approve the proposal.**

#### 10. SLCC MEMBERSHIP & PURCHASE OF CHARLES ARNOLD BAKER BOOK

The Clerk's membership to the SLCC expires in February 2024. The Clerk has amended the membership to delete Woodplumpton and add Goosnargh. The cost of £229 has been split pro rata, with Whittingham's share totalling £183.20.

**Members are requested to approve the Membership payment.**

Procedural advice books, frequently used by the Clerk were purchased by Woodplumpton Parish Council and as such these have been returned.

Replacements required are Charles Arnold Baker 13<sup>th</sup> edition £137.00 and The Clerk's Manual 2023 edition £47.50.

**As these items can be funded from the 2023/24 training budget, Members are requested to approve the purchase.**

#### 11. CONSIDERATION OF 2024/25 PRECEPT

Under MIN 23/24.114 of the November meeting, Members resolved to approve a draft budget as £39,459. End of year expenditure estimates have since been increased to take into account the revised costs between now and the end of the financial year. None of the revisions have had an impact on the approved budget.

The Precept is achieved by deducting the 2024/25 budget from the estimated 2024/25 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.*

The Clerk has prepared a spreadsheet illustrating the predicted income, the approved budget and suggested Precept for 2024/25.

**Members are required to consider the attached spreadsheet and agree a Precept for 2024/25.**

## 12. 2024 CHRISTMAS LIGHTS BEACON DRIVE

Nurture were requested to check the Beacon Drive Christmas tree lights following concerns that they were very dim. A copy of their response is **attached** which includes an option to replace the lights or install a 20ft tree in the middle of the grassed area along with new cabling.

**Members are requested to consider the options and confirm a course of action noting that a quote has also been requested to supply a living tree in the grassed area.**

## 13. CIL BUSINESS AND FINANCE PLAN

Following the alterations to the Clerk's contract of employment, the Clerk will be able to prioritise the items on the CIL Business Plan. Consequently, updated reports will be provided to the February meeting. The fully itemised report will be circulated to Members in March in accordance with MIN 22/59a.

Members set an approximate amount of £2,700 for Goosnargh Methodist Church's cooker and installation. The actual cost was £2,737.52 as recorded under accounts paid. The Clerk used delegated authority to approve the difference.

**Members are requested to approve the additional £37.52.**

Members are requested to **note** that the £200 transfer to CVRA to purchase the CIL planters was declined by their bank account. CVRA are querying the matter with their bank.

St Mary's Church approached the Council for CIL funding to extend their burial land and in Aug 2023, based on advice from NALC, the Clerk advised that the request was not legally valid. NALC have now produced the **attached** Legal Topic note advising that the legal position has changed. The funding powers are discretionary and any new request for funding can be considered by the Council under the usual CIL process.

## 14. ST JOHN'S CHURCH COMMUNITY PROJECT

Under MIN 23/24.117 of the November meeting Members resolved that the Clerk send the Concept plan and the summary of the Homes England discussion to Brian at Safe Regeneration, to seek his views on how to proceed. This has been actioned and a reply has been promised in time for the meeting. The Clerk has also contacted Preston City Council to seek their comments in relation to the emerging Local Plan.

**Members are requested to consider the replies and confirm if a meeting is necessary to discuss the project and set up a Community Interest Company.**

## 15. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

**Members are requested to NOTE and approve the delegated representations attached.**

## 16. NOTE NEW CORRESPONDENCE

The A6 James Towers Way from the Garstang Road / Whittingham Lane roundabout will be closed overnight from 2000 hours until 0600 hours on **23rd March 2024 until 15th April 2024** for asphalt preservation works. The Diversion Plan is attached. Comments needed by 15<sup>th</sup> Jan.

There will be a temporary road closure on Whittingham Lane, Grimsargh on **16.01.24** to enable Openreach on behalf of British Telecom to carry out overhead asset maintenance works. The Diversion Plan will be available on the Parish website.

There will be a temporary road closure on Whittingham Lane, Grimsargh from **22/01/24 to 24/01/24** to enable Openreach on behalf of British Telecom to carry out cabling installation works. The Diversion Plan will be available on the Parish website.

There will be a temporary nightly road closure on Whittingham Lane, Goosnargh from **05/02/24 to 07/02/24** to enable the National Highways to complete bridge repair works. The Diversion Plan will be available on the Parish website

An email has been received regarding speeding concerns on Inglewhite Road. The resident has already emailed the Police Crime Commissioner with the concerns and the Clerk has informed her of the Parish Council's speeding measures to date.

## 17. DATE OF NEXT MEETING - Thursday 8th Feb 2024 at 7.15pm in Goosnargh Village Hall.

**END**