



WHITTINGHAM PARISH COUNCIL
Agenda for Thursday 12th Jan 2023 at 7.15pm
in Goosnargh Village Hall – downstairs

1. APOLOGIES

2. APPROVAL OF MINUTES of the Council meeting held on 10th Nov 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)

Members living in the Parish have a disclosable, pecuniary interest in setting the Precept (Agenda Item 15) 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.

Affected Members are required to disclose their interest verbally, as dispensation forms have already been approved until the May 2023 elections.

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 financially support a scheme unless the matter has been included as a specific item on the agenda.

As usual, an invitation to attend the meeting has been have been sent to the local police representatives, County and City Councillors.

Andy Pratt, Deputy Police Crime Commissioner and Chairman of the Lancashire Road Safety Partnership has been invited to the meeting to discuss speeding concerns and to update Members on the review into the provision of yellow, enforceable GATSO cameras.

At the November meeting, Members also stated that they wish to discuss concerns regarding the lack of police officers in the parish and the distance covered by the PCSO without a dedicated police vehicle – see public participation March 2022.

Longridge Town FC have requested to attend the meeting in relation to a CIL funding request to help them change the original bulb floodlights to LED floodlights.

5. CIL BUSINESS PLAN – UPDATES AND ADDITIONS

The CIL Finance Report and Business Plan - **attached** - have been updated to reflect the completion of various items and resolutions taken under **MIN 22/94** of the November meeting.

A PDF of the email exchange with Longridge Town FC regarding the CIL funding request for LED floodlights is **attached**. The email states the Club has received 2 quotes for the lights however, the quotes have not been forwarded and the Club is yet to provide evidence of their financial status which will help Members decide if the request should be funded in part or in full.

Members are requested to consider the request and determine if the item should be added to the CIL Business Plan as a Category 2 item - where further information is requested, with no funding currently reserved or promised.

6. CIL BUSINESS PLAN – FINANCE

a) Members resolved to ring fence **£12,240** towards the Tennis Club floodlights under MIN 22/61. An invoice was received for **£11,880** leaving a balance of £360. During public participation at the November meeting, the Tennis Club requested that the £360 balance be transferred to the Tennis Club to pay for an isolation unit to the feeder pillars.

The Clerk advised that a written request and quote for the isolation unit should be presented as an agenda item for Members to consider formally and Members resolved to transfer the invoiced amount of £11,880 under MIN 22/98.

Members are requested to consider the quote for the isolation unit, if available and confirm if a further transfer should be made.

b) Members approved the proof of the PROW map and leaflets under MIN 22/95 of the November meeting - subject to Cllr Marginson's confirmation that the walks are easy to follow. Notwithstanding the above, Whittingham Environmental Working Group (formed to delivered the actions in the 2005 Parish Plan) have advised that they have over £1,100 in an old account which they wish to donate to the Parish Council for the upkeep of the walks. The money accrued from the sale of the original walk leaflets and the intention was to use it to finance the printing of future leaflets.

Members are requested to confirm their appreciation of the donation and acknowledge that the amount will be put towards any maintenance issues on the circular walks.

7. GROUNDS MAINTENANCE CONTRACT REPLIES

Further to MIN 22/79 the revised Grounds Maintenance contract for 2023/24 was issued to six companies however only 3 quotes have been received.

Members are required to consider the attached details and determine if there is sufficient information for the contract to be awarded.

Part C of the revised contract includes general maintenance of the Council's assets and it has been reported that the bus shelter outside the Stag's Head needs disinfecting as it often smells of beer and urine. A local resident has volunteered to clean the shelter, providing the Council compensates him for the purchase of bleach etc.

As the above has health & safety implications, Members are requested to request that the bus shelter is cleaned / disinfected under part C of the maintenance contract and also establish if the bus shelter is covered by CCTV so a sign can be erected.

8. CUMERAGH VILLAGE PLAY AREA

As stated in the November Minutes, the annual inspection of the Cumeragh Play area took place on the 24th November. The Invoice has been paid and a copy of the report is **attached**.

Members are requested to note that the equipment was installed in 2014 and an email is on file from Playdale the manufacturers, stating *we do not deem that a secondary safety chain is necessary on the Team Swing. The bearing(s) wear relatively slowly and can be routinely easily inspected.*

Members are requested to ask Playdale to check the swing and roundabout fixings and quote for any repairs.

In addition to the above, Members are requested to request a quote for the timber repairs, fungi treatment and moss removal under Part C 3 of the Maintenance Contract.

9. REVIEW OF 3rd QUARTER ACCOUNTS 2022 / 2023

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

Cllr Rigby - acrylic sign	The Sign Maker	£47.61	BACS
Clerk Salary Dec	J Buttle	£602.36	BACs
Tax / National Insurance	HMRC	£150.40	BACs

Members are required to consider and approve the attached 3rd Quarter accounts detailing expenditure against budgeted items between April and December 2022.

Members are requested to **note** that invoices are outstanding in respect of the printing for the Parish Plan consultation, the erection of the Christmas tree and the printing of the Autumn Newsletter.

10. FINANCIAL STATEMENT 1st – 31st Dec 2022

The Chairman is requested to verify that the bank and finance statements have been reconciled

11. JAN 2023 ACCOUNTS FOR PAYMENT

Members are required to approve the following accounts for payment

Oct – Dec expenses	J Buttle	£39.00	BACs
Clerk Salary January	J Buttle	£602.36	BACs
Tax / National Insurance – employee	HMRC	£150.40	BACs

12. SPID SERVICE AND REPAIR

As reported at the November meeting, data could not be downloaded from the SPID device on Whittingham Lane and Traffic Technology were called out to check and service all 3 devices at a cost of £660 – which does not include the repair of the SPID which has been taken away for further checks.

As the devices were purchased through CIL, Members are requested to confirm that the expense should be financed from the CIL interest income.

13. SLCC MEMBERSHIP

SLCC Membership is based on the Clerk's combined salary for both Whittingham and Woodplumpton parishes and equates to £118 each. If the Clerk worked solely for Whittingham parish, the membership would be £146.

Members are requested to renew the Clerk's membership to the Society of Local Council Clerks jointly with Woodplumpton Parish Council.

14. PLANNING TRAINING COURSE

Cllr Price has indicated he wishes to attend the LALC planning training course. The 23rd Feb course is fully booked but places are available on the 25th April.

Members are requested to approve the course fee of £40 per participant.

15. CONSIDERATION OF 2023/24 PRECEPT

Under MIN 22/106 of the November meeting, Members resolved to approved a DRAFT budget totalling **£32,098**. Increases on last year's figures are highlighted in green boxes. Expenditure figures have been altered to reflect the December balances and the end of year estimates have been increased by £113 to include a National Ins contribution, planning training course and minor increases to fees. Estimated income has also been added for 2023/24.

Based on the end of year estimates, the Council is likely to have Reserves of **£35,299** at the end of 2022/23. Reserves should 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.*

As stated above, expenditure has been agreed at **£32,098** with the option to increase the budget from the Reserves as detailed in green text on the **attached** report.

Expenditure, less the estimated income of **£5,150** would require a Precept of £26,948, however in view of the level of Reserves, the Clerk has suggested setting the Precept at **£24,000** which will reduce the Reserves **£32,351** (- £2,948) in line with JPAG guidance.

Members are required to consider the above suggestion and agree a Precept for 2023/24.

Note - As income plus the Precept should not exceed the budget, the maximum Precept will be £26,948 and anything lower than £24,000 will result in a further reduction in the Reserves.

16. WHITTINGHAM FESTIVAL 2023/24 DONATION REQUEST

The **attached** donation request has been received.

Members are requested to consider the request and approve a £500 donation which will be paid from the 2023/24 accounts.

17. LCC BUDGET CONSULTATION

Attached is a document detailing LCC's budget proposal. Proposed changes are listed in the template summary with the service impact detailed under the numbered template reference. Attention is drawn to H002 a reduction to the gritted network and H005 a reduction in the frequency of grass flail cutting from 4 to 3.

Members are requested to consider the document and advise of any comments.

18. TULKETH SECONDARY & COTTAM HALL PRIMARY SCHOOL CONSULTATIONS

Further to the Preston Area Committee meeting, LCC are consulting on the provision of 2 NW Preston schools - a new secondary school at the former Tulketh High School site and a new primary school at Cottam Hall. The Clerk queried the proposals in relation to Whittingham and was advised that LCC are still intending to consult on a new primary school in the Whittingham area however a date for the consultation is yet to be confirmed.

Members are requested to consider if a response is necessary.

19. LOCAL PLAN CONSULTATION

The Preferred Options on the Local Plan are available for comments until 24th Feb 2023. None of the appeal development sites have been included in the sites to be developed – appendix 2. Specific policies relating to development in the Whittingham / Goosnargh area will be the subject of a second consultation planned for summer 2023.

Members are requested to consider if they have any comments on the preferred option consultation.

20. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

Members are requested to NOTE the delegated representations attached for Nov & Dec.

21. NOTE NEW CORRESPONDENCE

Members may be requested to note any new correspondence received since the agenda was issued.

22. DATE OF NEXT MEETING - Thursday 9th February at 7.15pm in Goosnargh Village Hall.