



**WHITTINGHAM PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
GOOSNARGH VILLAGE HALL
THURSDAY 12TH MAY 2022 AT APPROX. 7.15PM
AFTER THE ANNUAL PARISH MEETING**

1 ELECTION OF CHAIRMAN

Under the Local Government Act 1972 s15 (1), the first business of the Annual Parish Council meeting must be to appoint a Chairman.

As Cllr Hall has been in office since May 2019, attention is drawn to Standing Order 2020 5 (e) which states - *No person shall be nominated as Chairman if they have acted as Chairman of the Council for 2 years immediately prior to the Annual Parish Council Meeting.* Nominations may be proposed at the meeting. The above Standing Order may be suspended if no nominations are received, allowing Cllr Hall to remain in post.

Members are required to elect a Chairman for the next 12 months. The appointed Chairman is required to sign a Declaration of Acceptance of Office.

2 ELECTION OF VICE-CHAIRMAN

Members are requested to elect a Vice-Chairman for the next 12 months.

3 APOLOGIES

Members are reminded that apologies should be given in advance of the meeting and will be noted in the Minutes. If a Councillor is absent for 6 consecutive months, an apology must be approved by Council, prior to the 6 months elapsing or the Councillor will be disqualified.

Members are requested to note any given apologies.

4 APPROVAL OF THE MINUTES of the meeting held on 14th April 2022

The Chairman is required to sign the Minutes as a true record (Attached as item A4)

5 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)

At the start of each municipal year, Members are requested to check and if necessary, update their Notification of Interest Forms, which can be viewed on the Parish Council website. Any alterations made throughout the municipal year, must be submitted to the Clerk, to be forwarded to the Monitoring Officer **within 28 days** of the change occurring.

6 APPOINTMENT OF REPRESENTATIVES

Members are reminded that Parish Council Committees are subject to the same rules as Ordinary Council meetings. The meeting must be advertised, open to the public and Minutes must be taken. Committees can be formed at any time in the municipal year and are different to Working Groups. Currently no Committees are formed.

Members are requested to consider whether there is a need to form a Committee and if so, agree and appoint the number of Members and Terms of Reference.

Members are reminded that individual Councillors may attend external partnerships, agencies and community meetings but when doing so, **they must not make decisions, or support or object to a project on behalf of the Council.**

If a Councillor publicly expresses a personal opinion on a matter before it has been considered by Council, best practice would be to declare the matter at the next available Council meeting.

Members are requested to confirm the following appointments

- **Whittingham Hospital Stakeholders** - 1 Member (currently Cllr T Brooks)
- **Preston Area Committee** – 3 Members (currently Cllr Hall, Cllr Huggon or the Clerk)
- **Trustee to Goosnargh Village Hall** – 1 Member (currently Cllr M Woodburn)
- **Trustee to G & W United Charity** – 1 Member (currently Cllr D Hall)
- **Trustee to G & W Heritage Group** – 1 Member – (currently Cllr B Clarke)
- **Festival Procession** – Chairman (with Parish Chains) and all other members

7 ADMINISTRATION

Members are requested to confirm the following administrative / financial procedures

a) Meetings will be held downstairs at Goosnargh Village Hall on the **2nd Thursday of the month at 7.15pm.**

b) Items delegated to the Clerk under S101 of the Local Government Act 1972 include

- Make routine decisions
- Make delegated representations on planning applications between meetings
- deal with emergencies
- spend small sums of money - not to exceed £100
- grant a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

c) The Local Government (Electronic Communications) Order 2015 enables a Member to receive the Council summons by email. The Agenda Notice must still be displayed on the Notice Boards. When emailing residents and external agencies, it is good practice for Councillors to use an identifiable Parish Council email address rather than a personal one. Email addresses can be created and hosted through the Parish Council website provider e.g. Julie.Buttle@whittinghamparishcouncil.org.uk

The website host charges for this service but there are many benefits including compliance with the Freedom of Information Act and closure of an email address if the Councillor leaves the authority. No matter which email address is used, Members are reminded that when sending any correspondence on behalf of the authority, the authority's formal email address must be included in to ensure completeness of the authority's records.

Members are required to confirm whether they wish to continue to receive papers electronically and state a preference with regards to the email address to be used.

8 GENERAL DATA PROTECTION REGULATIONS

The Parish Council must comply with General Data Protection Regulations. Since the regulations came in to force in May 2018, many of the procedures are embedded in Council business. Members are requested to note that the Clerk maintains and updates a **Data Audit** sheet which lists all the data held by the Parish Council, where it comes from and who it is shared with.

a) In accordance with the Council's Privacy Policy Statement (which can be viewed on the Parish Council website) **Members are requested to verbally confirm that they understand that before sharing any personal data – which includes residents' email addresses - Members must obtain confirmation by email** or ask the resident to complete a Written Consent form which is available from the Clerk. **In considering this agenda item, Members are also reviewing the Privacy Policy Statement.**

b) Members are reminded that the Clerk's home computer is passcode protected and all hand-held devices, which are synchronized with the email & phone contact lists, are screen or password protected. **Members are requested to verbally confirm that their electronic devices also comply with the technical requirements.**

c) Members are reminded that the Clerk maintains a Data Retention and Disposal Policy and regularly ensures that emails and paper records are deleted to ensure compliance. **Members are requested to verbally confirm that they understand the need to delete individual correspondence and personal contact details once a matter is completed.**

9 MEMBER ALLOWANCE SCHEME

Members are permitted to claim a Travel and Subsistence Allowance if attending Parish Council events. Previously Members have adopted the same scheme as the City Council. Members may also request hard copies of documents from the Clerk or submit an Agenda item for the reimbursement of paper or ink. **Members are requested to confirm whether they wish to adopt an Allowance Scheme attached as Item 9.**

10 PUBLIC PARTICIPATION

Members of the public wishing to raise matters in accordance with Standing Order 2020 (3g & h), should raise them here. The length of the adjournment will be at the Chairman's discretion. **NOTE - Matters requiring a Council decision must be included as a specific Agenda item.**

11 2020/21 INTERNAL AUDIT REPORT

The Internal Audit report will not be available for the May meeting as the Internal Auditor has been taken ill. Whilst it is best practice to have the internal audit report completed before approving the Annual Governance Accountability Return, it is not a statutory requirement. Arrangements are being made for the Internal Audit to be completed elsewhere so that a report can be presented to the June meeting.

12 2020/21 ANNUAL RETURN

The Clerk will present the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR) Explanatory notes are **attached as Item 12.**

Members are required to

- (a) refer to the Internal Audit Checklist – approved at the March meeting
- (b) consider and approve Section 1 (Annual Governance Statement) by resolution in advance of approving the Accounting Statements.
- (c) consider and approve Section 2 (Accounting Statements) by resolution
- (d) ensure both sections are signed and dated by the person presiding at the meeting at which that approval is given.

13 FINANCIAL STATEMENT 1ST – 30TH APRIL 2022

The Chairman is requested to verify that the finance and bank statements reconcile. Members are requested to NOTE the April CIL receipt of **£115,043.31.**

14 2021/22 INSURANCE POLICY

The Parish Council insurance is due for renewal on the 1st June at a cost of £791.68. The existing insurers are BHIB and the cover will be the same as in previous years whereby a 'blanket price' is applied to assets. **Members are requested to approve the renewal cover unless a comparable quote can be obtained by the Clerk.**

15 ACCOUNTS FOR PAYMENT

Members are required to approve the following accounts awarded at the annual Parish meeting.

| DETAILS | PAYEE | AMOUNT | TYPE |
|------------|-----------------------------|---------|--------|
| Min 21/114 | Whittingham Festival | £500.00 | BACS |
| Min 21/139 | Longridge Agricultural Show | £250.00 | BACS |
| Min 21/160 | Goosnargh Little Show | £100.00 | Cheque |
| Min 21/161 | Bowling Club equipment | £510.00 | BACS |

Members are required to approve the following invoiced accounts for payment including the regular monthly direct debit of £27.60 to Easy websites.

| | | |
|-----------------------------------|---------------------|---------|
| Delivery of the Spring Newsletter | J P P Media | £114.00 |
| Ink cartridge contribution | Woodplumpton Parish | £35.58 |
| Clerk Salary May 2021 | J Buttle | £560.73 |
| Tax / National Insurance PAYE | HMRC | £140.00 |

Members are requested to approve the following accounts due for payment subject to the receipt of an appropriate invoice

| | | |
|-----------------------------------|----------------------|---------|
| SPID repair | Traffic Technology | £125.00 |
| Printing of the Spring Newsletter | Preston City Council | £115.00 |
| CIL expense- Benches | Bowling Club | £1,248 |

16 HOMES ENGLAND – FORMER HOSPITAL SITE

a) St John’s Church - Members attended a site meeting with Homes England at St John’s Church to discuss the potential of using the Church for business units linked to arts and culture, entertainment or other community uses. The cost of any renovation is likely to far exceed the income expected through CIL monies as the renovation will require specialist heritage work. Notwithstanding this, Members stated that they wished to explore development options further with Homes England and a further meeting was proposed.

Members are requested to agree a date for the meeting and consider any specific questions to be asked. Members are also requested to determine whether they wish the Clerk to make enquiries about conversion costs, grants and procedures to regenerate the building into a community asset. This work can be done during August which is traditionally a quieter time for routine Council business.

b) Woodland Walk – At the above meeting, it was established that whilst Homes England remain supportive of the proposal to create a woodland walk adjacent to Whittingham Lane, they require the Parish Council to fund and carry out the work. A contractor will need to be appointed and their method statements and risks assessments must be forwarded to Homes England who will provide a temporary Licence for the work to go ahead. All liabilities associated with the path will fall on the Parish Council.

c) Cemetery benches – The same principle applies to the benches in the Cemetery. The Parish Council may order and provide the benches but they must be installed in accordance with Homes England’s practices. Once installed, maintenance of the benches will be transferred to a land management company to be appointed by Homes England.

Members are requested to advise how they wish to proceed with both items.

17 CIL UPDATES

Members approved the CIL Finance report under **MIN 21/162** of the April meeting and work is continuing on the items listed on the CIL Business Plan.

Use of Goosnargh Village Green – **Members of the Working Group are requested to provide feedback from the meeting scheduled to take place on the 26th April.**

Goosnargh Village Hall Roof – The April Minutes confirm 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. A copy of the survey was emailed to Members on the 25th April but the quotes are not yet available. **Members are requested to advise if they have any comments or require any further information on the survey.**

Beacon Drive – Flowering trees – Further to **MIN 21/165** a consultation letter was delivered to homes on Beacon Drive. **Members are requested to consider the responses received and decide whether to progress the item.**

18 NEW CIL SUGGESTIONS – A new litter bin has been requested on Whittingham Lane near to the bus stop heading towards Guild Lodge. A previous request was rejected by the City Council as the pavements were considered to be too narrow, however, Applethwaite Homes have widened the pavement outside the new bungalows. **Members are requested to consider approaching Applethwaites to see if they will provide a bin, if not, the Members are requested to consider adding a bin to the CIL business plan - subject to confirmation that the City Council will empty it.**

19 CONSIDERATION OF REPLIES – TENNIS CLUB FLOOD LIGHTS

Further to **MIN 21/165** a consultation letter was delivered to homes on Beacon Drive.

Members are requested to consider the responses received and decide whether to support a proposal to extend the times of use of the floodlights.

20 PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

In order to focus on key business decisions and reduce the length of meetings, the Clerk is dealing with all routine planning matters under delegated authority with complex and non-routine applications being added to the agenda. **Members are requested to a) confirm that this should continue and b) note the delegated planning comments for May.**

Applications can be viewed at www.preston.gov.uk

21 PARISH PLAN

Members have held several meetings to refresh the Parish Plan and Cllr Dave Price circulated a Consultation draft to all Members on the 22nd April. **Members are requested to comment on the draft and arrange a date for a further meeting to sign off the consultation document and agree arrangements for the distribution and return of questionnaires.**

22 DATE OF NEXT MEETING – Thursday 9th June 2022 at 7.15pm - down stairs in Goosnargh Village Hall