



**WHITTINGHAM PARISH COUNCIL**  
**Agenda for the Parish Council Meeting**  
**on Thursday 12<sup>th</sup> Sept 2024 at 7.15pm**  
**in Goosnargh Village Hall – downstairs**

**1. APOLOGIES**

**2. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 11<sup>th</sup> JULY 2024.**  
**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 and City Councillors.

**City Cllr Steve Whittam has been requested to provide an update on his discussion with Clive Grunshaw (Police Crime Commissioner) regarding the use of GATSO cameras.**

**5. NO COLD CALLING ZONE / SIGNS**

At the July meeting, a request was made for “No Cold Calling” signs. The Clerk has established that Members may request stickers for residents to display in their homes or they can request that a No Cold Calling Area (NCCA) is set up - as detailed in the attached email.

**Members are requested to confirm if a NCCA is required - noting that it does not carry any legal weight - and if so, would the 20mph area provide sufficient coverage, bearing in mind the consultation requirement of a 50% response rate for the area covered.**

**If stickers only are required, Members are requested to confirm how many and determine how they will be distributed.**

**6. LCC HIGHWAY ISSUES**

At the July meeting, Members responded to a traffic calming consultation on Cumeragh Lane near to the entrance of the new Barratt estate. Whilst considering the consultation, safety concerns were expressed regarding the missing chevron sign at the sharp bend near the Camforth Hall Lane junction before the proposed traffic calming measures.

**a) Members are requested to note the attached reply from LCC Highways.**

After the July meeting, a complaint was received regarding parking on Church Lane. In response, suggestions were made for parking cones and double yellow lines. As parking concerns are covered under Theme 5 of the Parish Plan, the Clerk requested a reply from LCC prior to the Sept meeting.

**b) Members are requested to acknowledge LCC’s attached response regarding the use of traffic cones, double yellow lines and parking on Church Lane and outside the Post Office and advise of any further suggestions to try to resolve the parking concerns.**

## 7. COMMEMORATIVE TREE – GOOSNARGH VILLAGE GREEN

At the July meeting it was reported that a tree on the Church Lane side of the Village Green was suffering from Ash die back. The tree is the responsibility of the City Council who will inspect it and consider if it needs to be felled. It has been suggested that the tree is replaced with a commemorative tree in memory of serving Councillor Eddie Marginson. At the time of printing the Agenda, the City Council have not provided a quote for a replacement commemorative tree.

**Members are requested to consider the suggestion and confirm a budget for the tree and commemorative plaque. As this is an unbudgeted item, any expense will be financed from accrued bank interest.**

## 8. 2023/24 CONCLUSION OF AUDIT

As advised in June, the 2023/24 external Audit was subject to an intermediate level review. The Clerk responded to the additional questions and the Audit has been concluded with no matters arising. However, it was noted that a date had been omitted from section 2 of the AGAR. The Clerk will arrange for the conclusion of the Audit to be advertised by the 30<sup>th</sup> Sept deadline.

**Members are required to approve payment of the Audit invoice of £756.**

## 9. FINANCIAL STATEMENT 1st – 31<sup>st</sup> August 2024

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

## 10. ACCOUNTS FOR PAYMENT AND RECEIPTS

**a) Members are required to note and approve the following invoices already paid in accordance with Standing Order 2023 15 (xii)**

DETAILS	PAYEE	AMOUNT	METHOD
Pitch - Repairs to goal post	J Cummings	£58.37	Ref 49
July Grounds Maintenance	Nurture	£664.62	Ref 50
Delivery of Summer Newsletter	JPP Media	£156.00	Ref 51
Printing of Summer Newsletter	City Council	£276.25	Ref 52
Clerk Salary Aug	J Buttle	£1,522.11	Ref 53
PAYE	HMRC	£212.37	Ref 54
Employer Nat Ins	HMRC	£141.74	Ref 55
Pension	NEST	£88.55	Ref 56
E-On bill	E-On	£18.23	Ref 57
Pitch - Mowing 23/24 + 24/25	L Walling	£1584.00	Ref 58

**b) Members are required to approve the following accounts for payment**

DETAILS	PAYEE	AMOUNT	METHOD
Aug Grounds Maintenance	Nurture	£664.62	BACs
SPID solar panel, repairs & install	Traffic Technology	£2,298.00	BACS
Clerk Salary Sep	J Buttle	£1,522.11	BACs
PAYE	HMRC	£212.37	BACs
Employer Nat Ins	HMRC	£141.74	BACs
Pension	NEST	£88.55	DD
E-On bill	E-On	£18.23	DD

## 11. GOOSNARGH IN BLOOM

Goosnargh in Bloom went through to the second round of the Best Kept Village competition but did not make the final. Results for Individual entries - Tennis Club, Village Hall, Memorial Gardens, Trinity Methodist Church, Whittingham Bowling Club, Goosnargh Village Green and the bus shelters – will be announced in October.

When setting the 2024/25 budget, Members earmarked £500 towards Goosnargh in Bloom. A request has been received for £300 to replace the bedding plants with hardy plants over the winter months.

**Members are requested to consider the £300 funding request.**

## 12. BEACON DRIVE – CHRISTMAS TREE

Members are reminded that the Council has a package for Nuture to supply, erect, dress and remove a Christmas tree in accordance with health and safety standards and risk assessments.

Currently the tree is located on Beacon Drive, behind a hedge near the war memorial. Last year, Members expressed concerns that the lights were very dim and the tree was not a 'feature'. Nuture have suggested 2 options attached.

Option A is to leave the tree where it is but add new LED lights. Option B is to move the tree into the grassed area so that a bigger 'feature' tree can be erected each year.

**Members are requested to consider**

**A) Erecting a 16 foot tree in the same location, at an annual package cost of £510 - plus a single purchase of 1600 new LED lights at £840 = Total £1,350 + VAT**

**OR**

**B) installing new cabling and turf to the middle of the grassed area at a cost of £750 + VAT (to be financed through CIL as new infrastructure) and erecting a 20 foot tree in the new location, at an annual package cost of £740 - plus a single purchase of 2,000 new LED lights costing £1,050 = Total £1,790 + VAT**

If option B is preferred, at a later date, the cost may be reduced by planting a 'living tree' however, the growth is difficult to control and it may take time for the tree to become a 'feature'.

## 13. COMMUNITY INFRASTRUCTURE LEVY - BUSINESS PLAN

a) Update on existing issues

### GOOSNARGH VILLAGE GREEN – DRAINAGE / GYM EQUIPMENT

Under MIN 24/25.53a of the July meeting, it was resolved that the Clerk make enquiries to progress the gym equipment on the Village Green. It has since been established that the City Council have resolved to use funding from the UK Shared Prosperity Funding (UKSPF) to upgrade drainage on the Village Green. The Clerk has sent several emails to the parks section to request a meeting to discuss the matter but a date has not yet been agreed.

**Cllr Steve Whittam has been requested to progress the matter.**

### WOODLAND WALK

Homes England have not replied to any emails over the summer however, the Clerk will continue to raise the issue with them.

### PROW LEAFLETS

As stated at the July meeting, some final checks are required before the leaflets can be printed. Cllr Eccles checked the Pudding Pie Nook walk and sent additional information to the Clerk.

**Feedback is still required on the Cumeragh Canter walk.**

b) New Suggestion

### CUMERAGH PLAY AREA

Following a risk inspection of Cumeragh play area, it has been noticed that the balancing logs need replacing and the willow tunnel needs pruning. Nuture have been requested to action both items.

The play area has approx. half a dozen concrete benches with wooden slats which were repaired in 2017 at a cost of £323.62. The struts are beginning to rot and the benches are well past their lifespan. In addition, the Council considered a proposal to 'wet pour' the surface under the play tower, however, due to drainage concerns, bark chippings were used instead. These also have a short life span and will eventually need topping up.

**As the play area is now well used by children from Rogerson's Gardens, Members are requested to consider adding new benches and a wet pour surface under the play tower, to category 2 of the CIL Business Plan so that quotes can be obtained.**

#### **14. ST JOHN'S CHURCH**

Under MIN 24/25.41 of the June meeting, Members resolved that the Council delegate the fine tuning of the 'Invitation to Tender' to the Clerk and Cllr Price. As stated at the July meeting, the Clerk contacted several Councils to seek advice on the document and how to progress it.

The Procurement Officer at Preston City Council has suggested a few tweaks to ensure the document is aligned to the RIBA cycle and has also suggested that the evaluation of any submissions is broadened so that an unsuccessful bidder can't challenge a decision to appoint. Following his advice, the documents have been sent to the CEO of Preston City Council with a request that the Officer is granted some capacity to work on the project. If the request is granted, the final document may be advertised on the City Council procurement portal which will give bidders the assurance that it is compliant from a procurement perspective. The Officer has also offered to assist Members with the evaluation process and formalising a contract to be issued to the successful bidder.

**Although the CEO has not yet confirmed the City Council's involvement, Members are requested to confirm that this is an option they wish to pursue.**

#### **15. GOVERNMENT CONSULTATION – HOUSING DEMAND**

Members will be aware that due to the way housing numbers were calculated, the City Council recommended several applications in Whittingham for approval, because they did not have a 5 year housing supply based on the requirement of **507** homes pa.

Subsequently, the Government at the time decided that Councils could use the standard methodology for calculating housing need which brought the requirement down to **269** homes pa. Against this figure, in April 2023, the City Council could demonstrate a 12.6 year supply of housing.

The newly elected Government's proposals are to put the figure up to **662** homes pa.

In response to a query by the Clerk, the City Council have stated the proposal is only a consultation at this stage and they will issue a response in due course. However, if the Parish Council has a local concern, they should also consider responding. The closing date for comments is 24<sup>th</sup> Sept.

**Members are requested to consider the [Planning Consultation](#) and make any representations, noting that more information may be available at the Preston Area Committee meeting on the 11th Sept.**

#### **16. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY**

**Members are requested to confirm the delegated representations on the following summarized applications emailed in August and September**

**06/2024/0775** removal of affordable housing due to policy change **and**

**06/2024/0776** addition of garages to 5no. dwellings on land to the north of Inglewhite Road,

**06/2024/0821** single residential dwelling at North Lodge, Guild Park, Cumeragh Lane, Preston

**06/2024/0845** Extension to rear of Goosnargh Methodist Church, Whittingham Lane, Broughton.

**06/2024/0848** vary the walled garden and add a greenhouse to a manor house at Langley Lane,

**06/2024/0875** vary the approved plans for 4 dwellings at Civil Aviation, Whittingham Lane

**Members are requested to NOTE that there is no update on the enforcement investigation for the portacabins on Halfpenny Lane and 06/2023/1091 for 7 dwellings on the frontage of Ashes Farm at Halfpenny Lane has still not been determined.**

#### **17. 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.**

During August, the Clerk copied Members into correspondence from Electricity NW who wished to enter into a Wayleave Agreement to lay a cable under the Parish Council owned land at Cumeragh Village. The cable will now be laid under the access road.

Following the increase in scam emails purporting to come from Council members, Members are requested to consider if Cllr emails should include a standardised signature to increase authenticity. The same signature style would be used by all and could include the Council logo.

If Members agree this is a way forward, the Clerk will email some samples for Members to consider using.

Due to the absence of the Clerk for compassionate reasons and the number of items on the Agenda, consideration of the new Financial Regulations has been deferred to the Oct meeting.

**18. DATE OF NEXT ORDINARY COUNCIL MEETING**

**Thursday 10<sup>th</sup> Oct 2024 at 7.15pm** in Goosnargh Village Hall.

**END**