



WHITTINGHAM PARISH COUNCIL
Agenda for Thursday 14th March 2024 at 7.15pm
in Goosnargh Village Hall – downstairs

1. APOLOGIES

- 2. APPROVAL OF MINUTES** of the Council meeting held on 8th Feb 2024.
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)

4. CO-OPTION PROCEDURE

The deadline for anyone wishing to request an election in respect of the vacancy for Higher Ward passed on the 8th March. As no requests for an election have been received, the Council may co-opt someone to fill the vacancy. Details regarding how to apply for co-option will be added to the Notice Boards, Website, Facebook and Parish Newsletter.

5. PUBLIC PARTICIPATION

Invitations to attend have been sent to the Police, County and City Councillors.

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.

At the February meeting, Members considered a leaflet regarding an Emergency Radio Area Link (ERAL) which allows responders and authorised partners to communicate with each other during an emergency via a common radio network. **Chris Shuttleworth will give a brief presentation on ERAL and will answer any questions.**

6. EMERGENCY RADIO AREA LINK

The **attached** leaflet explaining ERAL states that the supply, setting up and training in the use of the equipment will be funded, but an ongoing commitment is required in terms of ownership, taking part in prearranged tests and a financial contribution to cover ongoing maintenance costs.

Members are requested to consider the information presented during public participation and determine if they wish to be involved in the project - noting that any financial commitment will need to be detailed on a future agenda.

7. 2023/24 END OF FINANCIAL YEAR - INTERNAL AUDIT REQUIREMENTS

In order to comply with Audit Requirements and Finance Regulations, **Members are required to review the following attached documents ensuring they are up to date, appropriate to the Council's requirements and are detailed enough to show that the Council has considered the financial procedures, audit requirements and risks.**

Internal Audit - Terms of Reference

- A. Risk Management Strategy**
- B. Risk Management Register**
- C. Asset Register and maintenance checklist**
- D. Internal Audit Checklist**

Members are also required to approve Sandra Wildman as the Council's Internal Auditor

As advised by email, Members are requested to **note** that the Clerk is trialling an electronic accounting package from Scribe - a company who provides software specifically designed for Parish Council accounts and audits. If the package is user friendly, the intention is to subscribe to the package with the aim of moving towards an electronic audit in 2024/25.

8. CUMERAGH VILLAGE TREE INSPECTION

The 2023/24 budget includes provision for the Parish Council owned trees at Cumeragh Village to be inspected and maintained. The trees have been inspected at a cost of £360 + VAT and the inspection report is **attached**.

Members are requested to consider the report, approve the removal of the high-risk limb from T5 and approve the crown reduction and removal of damaged branches from the other 2 medium risk trees at a cost of £1,410 + VAT.

9. FINANCIAL STATEMENT 1st – 29th February 2024

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

10. ACCOUNTS FOR PAYMENT AND RECEIPTS

Members are required to note and approve the following accounts for payments

Clerk Salary March	J Buttle	£1313.97	BACs
PAYE	HMRC	£420.51	BACs
Employer Nat Ins	HMRC	£141.74	BACs
Nest Pension	NEST	£88.55	DD
Feb 2024 Maintenance	Nurture	£627.00	BACs
Jan – March expenses	J Buttle	£50.48	BACs
Electricity Beacon Drive	E-On	£17.05	DD

11. 2024/25 E-ON ELECTRICITY CONTRACT

The Council has a one-year fixed price plan with E-ON for the electric supply to Beacon Drive Christmas tree. The contract needs renewing before the 14th April. A one or two year fixed price plan will result in a standing charge of 56p with usage charged at 65p per kwh. If the Council signs for a 3-year contract, the usage drops to 24.5p per kwh (based on 8th March quote)

Members are required to renew the contract and confirm the preferred term.

12. 2023/24 END OF FINANCIAL YEAR - CIL FINANCE REPORT

In accordance with MIN 22/59a, **attached** is the full finance report listing all income and expenditure to date. Members are requested to **note** that the retention fee for the Village Hall roof has still not been requested.

Members are requested to approve the CIL Report and a transfer of £175,000 to the CCLA investment account.

13. CIL BUSINESS PLAN

Attached is a copy of the CIL Business Plan with updates provided on ongoing projects.

Members are requested to **note** that 1st Goosnargh Scouts have asked PWA Planning Consultants to prepare a planning application for the joint scout / tennis building.

St John Church – Further to the Working Group meeting with Safe Regeneration on 20th Feb, Homes England have arranged a site visit on the 19th March for those on the Working Group to look inside the building. Members have also been forwarded an email explaining that the visit may provide an opportunity to produce an Inspection Report and CAD drawings which can be used to design a concept scheme and masterplan for any proposed use.

Members are requested to confirm that CIL funds should be used to finance the documents which will be essential to the move the project forward.

14. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

Members are requested to NOTE and approve the delegated representation [attached](#).

Further to the email sent on 28th Feb 2024, Members are requested to advise if they wish to respond to the Consultation proposing changes to permitted development rights.

15. 80th ANIVERSARY OF THE D DAY LANDINGS

The 6th June will be the 80th Anniversary of the D Day landings and several Beacons will be lit at 21:15 hrs as a token of the "Light of Peace". The "Beacons Champion" wishes to get towns, villages and cities involved to proudly "Light up Lancashire". More information is on the website - www.d-day80beacons.co.uk

Members are requested to advise if they wish to get involved, bearing in mind the Council will be responsible for the safety of any lit beacon.

16. KING'S PORTRAIT

Parish Councils may apply for a free, framed portrait of HM The King to celebrate His reign.

As the Parish Council does not have a public building, Members are requested to consider applying for the portrait to be displayed in Goosnargh Village Hall if they wish.

17. NOTE NEW CORRESPONDENCE

Members may be requested to note any new correspondence received.

18. DATE OF NEXT MEETING

Thursday 11th April 2024 at 7.15pm in Goosnargh Village Hall.

END