



## WHITTINGHAM PARISH COUNCIL

### Agenda for Thursday 8<sup>th</sup> Feb 2024 at 7.15pm in Goosnargh Village Hall – downstairs

**The Chairman will express condolences on behalf of the Parish Council following the very sad death of serving Councillor Eddie Marginson. A minute's silence will follow.**

Following the meeting, the Clerk will inform the City Council of the vacancy and the procedure to be followed will be displayed on the Parish notice boards.

#### 1. APOLOGIES

2. **APPROVAL OF MINUTES** of the Council meeting held on 11<sup>th</sup> Jan 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. 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.

Goosnargh Trinity Methodist Church have requested to attend the meeting to provide more information on a planning application they will be submitting to extend the Church kitchen.

The Council may ask questions and comment on the attached proposal but the Council's final comments will be made when the formal planning application is presented to Council.

#### 5. FOOTBALL PITCH MAINTENANCE

Councillor Marginson was the primary lead regarding the management of Goosnargh Village football pitch. The Clerk has contacted all the contractors associated with maintaining, marking and mowing the pitch last year, partly to ensure that they are willing to continue during 2024/25 and partly to ensure the pitch will be at its best during the spring / summer.

**To ensure that the pitch is ready for use, Members are requested to consider the maintenance requirements and agree when the goal posts should be re-erected.**

#### 6. GROUNDS MAINTENANCE CONTRACT

The attached grounds maintenance contract was reviewed and approved in Oct 2022 and the Contract was awarded to Nurture in January 2023. The contract commenced on the 3<sup>rd</sup> week in March and has a rolling option to renew. Whilst there have been no complaints regarding the grass cutting service, the Clerk has had to chase paperwork and photographs relating to the play inspections and shrubbery maintenance. The Clerk has contacted Nurture (for comments on the renewal) and other organisations to establish if they can offer the service required.

**Members are requested to consider any replies and determine if the rolling option to renew should be activated for 2024/25.**

#### 7. CIL FINANCE PLAN

Members are requested to note the attached 2023/24 CIL finance report.

The full finance report listing all income and expenditure to date, will be circulated in March in accordance with MIN 22/59a.

Members are requested to **note** that the Clerk met with City Council officers on the 19<sup>th</sup> January to discuss the administration of CIL monies and is pleased to report that they will now notify the Council when the CIL Demand Notice is issued. This should make it easier to predict CIL income rather than it being retrospective. The Clerk is currently cross-referencing planning applications with historic Demand Notices to create a spreadsheet of predicted CIL income.

Members are requested to **note** that the £200 transfer to CVRA for the planters is still pending due to a problem with the CVRA bank account and the retention fee for the Village Hall roof has not been requested.

## 8. CIL BUSINESS PLAN

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

**Members are requested to advise if there are any other locations for the cycle racks.**

Members are requested to **note** that the Clerk attended a Mapping Nature and Communities roadshow on the 29<sup>th</sup> January which sought to identify a) how access to nature can be increased in various environments and b) the opportunities and challenges organisations face in achieving the increase e.g. agreement of landowners and long-term maintenance.

The information collected will be used to inform the Lancashire Local Nature Recovery Strategy. The Parish Council already has ideas to increase access to nature and is fully aware of the difficulties in taking schemes forward but the event did not provide any solutions. Hopefully this will be covered once all the challenges have been recorded. However, it was a good networking opportunity and the Clerk has approached new contacts to design the PROW maps and leaflets.

Members are reminded that in addition to the £500 grant for the upkeep of PROWs, the Council applied for a £300 biodiversity grant for work with communities to provide nest boxes, bird feeders, hedgehog houses, bat boxes, plant wildflowers etc. The scheme was advertised in the summer 2023 Newsletter but no ideas have come forward. (see agenda item 13)

**Members are requested to consider how to generate more ideas to spend the grant.**

## 9. FINANCIAL STATEMENT 1st – 31<sup>st</sup> Jan 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 - subject to a decision relating to agenda item 16.**

Clerk Salary Feb (24hrs)	J Buttle	£1313.97	BACs
PAYE	HMRC	£420.51	BACs
Employer Nat Ins	HMRC	£141.74	BACs
Nest Pension	NEST – calculation <b>attached</b>	£88.55	DD
January 2024 Maintenance	Nurture	£627.00	BACs

## 11. CUMERAGH VILLAGE TREE INSPECTION

The 2023/24 budget includes provision for Parish Council owned trees to be inspected and maintained at Cumeragh Village. The Clerk has met a tree contractor on site and the trees have been inspected at a cost of £360 + VAT.

**Members are requested to approve payment of the inspection costs. A full report of the findings will be presented to Council who may be required to authorise any pruning or maintenance.**

## 12. BEST KEPT VILLAGE COMPETITION (BKV)

Paperwork has been received for the 2024 Best Kept Village competition and Members may recall the intention to submit a joint entry for Goosnargh Village with Goosnargh Parish Council as well as entries for Higher Ward and Cumeragh Village. The closing date for entries is **30<sup>th</sup> March**.

A BKV group has been formed and a meeting was held on the **1st of Feb** to discuss an action plan of what needs doing. The BKV group have requested a donation of £250 each from both Goosnargh and Whittingham Councils for materials, plants etc.

**Members are requested to consider the donation request of £250**

### **13. HEDGEHOG SUPPORT**

The **attached** leaflet has been sent to all Parishes to support the decline in Hedgehogs. The leaflet explains that a Parish Council may purchase a box of 50 hedgehog shaped fence surrounds to be made available to residents to enable hedgehogs to pass through residential fences.

**Members are requested to consider whether to purchase one or more boxes at £150 each and determine how they can be made available to residents. If approved, the amount may come from the biodiversity grant or it may be recorded as a S137 expense as there is no statutory provision for the expense.**

### **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. Brian has advised that he visited the site with the development director and agrees the site has the potential to be a great community/retail/leisure facility. Unfortunately despite several emails and phone calls Safe Regeneration are yet to provide some dates to meet up to discuss the project further.

**Members are requested to confirm their availability to meet and discuss the project with a view to setting up a Community Interest Company.**

### **15. PARISH PLAN – Theme 3**

Members are requested to note the **attached** leaflet regarding the Emergency Radio Area Link (ERAL) in Lancashire. ERAL allows responders and authorised partners to communicate with each other during an emergency via a common radio network. ERAL is the preferred backup communication when normal modes are disrupted e.g. loss of power or mobile phone systems.

The objective would be that community groups could support emergency responders, in the dissemination of information both “warning and informing” and providing “situational awareness” before, during and after an incident.

Supply, setting up and training relating to 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. The equipment may differ depending on location but may include a base station and/or handheld radios and a fixed or portable antenna and an alternative power source.

**Members are requested to advise if they are interested in the project, if so, the Clerk will arrange for a presentation to be given, to establish more details, including costs.**

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

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

### **17. ARCHBISHOP TEMPLE EXPANSION**

Lancashire County Council's Cabinet have issued a consultation to permanently expand Archbishop Temple Church of England High School, to admit 55 additional pupils to each year 7 with effect from September 2025. This would allow a permanent increase in the Published Admission Number (PAN) from 155 to 210 places from September 2025, gradually increasing the number of places in the school from 775 to 1050. This would be enabled by internal remodelling within the existing building and additional build on the school site.

**Members are requested to advise if they have any comments on the proposals.**

**18. NOTE NEW CORRESPONDENCE**

**Members may be requested to note any new correspondence received.**

*The following matter relates to the terms, conditions and signing of an Employment contract, consequently members of the public may be excluded under the Public Bodies (Admissions to Meetings Act 1960*

**19. REVISED HOURS AND SIGNING OF THE CLERK'S REVISED EMPLOYMENT CONTRACT**

Cllr Price has circulated the **attached** paper regarding the Clerk's revised hours.

As reported at the January meeting NALC and SLCC released a revised contract of employment for Clerks. As the Clerk's contract needs updating to reflect the change in hours it MIN23/24.128 resolved that an updated version of the contract be brought to this meeting for approval and signature – **attached**.

**Members are requested to confirm the Clerk's hours and approve the contract of employment which will be signed by the Clerk and the Chairman.**

**20. DATE OF NEXT MEETING**

**Thursday 14th March 2024 at 7.15pm** in Goosnargh Village Hall.

**END**