



WHITTINGHAM PARISH COUNCIL
Agenda for Thursday 8th June 2023 at 7.15pm
in Goosnargh Village Hall – downstairs

1. APOLOGIES

2. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 11th MAY 2023.

The Chairman is required to sign the [attached Minutes as a true record.](#)

Members are also requested to NOTE the Minutes of the Annual Parish Meeting which will be approved in May 2024.

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 2020 (13)

4. PUBLIC PARTICIPATION

Members of the public wishing to raise matters in accordance with Standing Order 2020 (3f, 3g & 3h) 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.

Mr Spencer LCC's Green Travel Plan co-ordinator has been invited to the meeting to discuss the Travel Plan arrangements for the former Whittingham Hospital site.

5. 2022/23 INTERNAL AUDIT REPORT

A thorough Internal Audit has been carried out following the appointment of a new Internal Auditor. Several queries were raised which the Clerk has answered in full.

The Auditor's Report indicates that all of the control objectives have been met, however, it has been suggested that the Council considers an increase to the Fidelity Guarantee to cover its total balances bearing in mind that any risk to the Council is low due to the Audit controls in place. An increase to £500,000 will add approx. £125 to the insurance premium.

a) Members are required to approve the [attached Internal Audit Report.](#)

b) Members are required to consider whether to increase the Fidelity Guarantee to £500,000 bearing in mind that balances will drop as CIL funds are spent.

6. REVIEW OF FINANCIAL REGULATIONS

The Parish Council's financial procedures are based on a model document issued by the National Association of Local Councils in 2019. No changes are proposed to the current version which was adopted on the 8th February 2021; however, the Regulations should be checked and updated at the start of a new municipal year.

Members are required to review and approve the Council's adopted Financial Regulations - [attached](#)

7. GRANTS AND DONATIONS POLICY

The Parish Council has a Grants and Donations Policy which was last reviewed in June 2020. When discussing the Parish Plan, Members suggested amendments to include a requirement to add a plaque acknowledging the Parish Council's donation and a suggestion for the organisation to invite residents to a community event.

Members are requested to consider and adopt the attached Grants and Donations Policy.

8. FINANCIAL STATEMENT 1st – 31st May 2023

The Chairman is requested to verify that the finance and bank statements have been reconciled, noting that the 2022/23 VAT refund and the LCC PROW grant have been credited.

9. ACCOUNTS FOR PAYMENT AND RECEIPTS

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

DETAILS	PAYEE	AMOUNT	METHOD
MIN 23/24.17 Renewal of Insurance	BHIB	£843.76	BACS

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

DETAILS	PAYEE	AMOUNT	METHOD
Data Protection Renewal	ICO	£35.00	DD
Clerk Salary June	J Buttle	£602.36	BACs
Tax / National Insurance	HMRC	£150.40	BACs
E-On bill	E-On	£17.64	DD
Internal Audit Fee	S Wiseman	£125.00	BACS

10. PLANNING TRAINING COURSE

Cllr Marginson registered for a place on the LALC planning training course however, the zoom link was not received until 1hr before the event and Cllr Marginson was unable to attend. LALC have forwarded the training notes and have invoiced the Council £40.00 for the course.

Members are requested to advise whether the invoice should be paid.

11. FLAGSTONE QUOTE FOR REPAIRS

Under MIN 23/24.22 Members RESOLVED that the Clerk strive to obtain 3 quotes for the repairs to the Memorial flagstones at Beacon Drive.

Members are requested to consider and choose an option from the 3 quotes attached and confirm if the expense should be funded through CIL as an infrastructure improvement.

12. PARISH PLAN UPDATE

Members met as a working group on the 17th May 2023 to add suggested leads, dates and actions to the Parish Plan. An updated draft was emailed to Members on the 24th May 2023.

Members are requested to confirm

- a) the adoption date of the Parish Plan as the 8th June
- b) Cllr Marginson and Cllr Brooks as the lead roles on the development of sports and similar groups (Theme 2 / item 26) Cllr Clarke as the lead for safeguarding issues (Theme 3 / item 36) and Cllr Hall to explore re-establishing a group to look at cross parish infrastructure issues (Theme 6 item 59)
- c) The Clerk will ensure other actions are progressed by emailing key partners and inviting them to meetings / working groups in line with the 2023/24 forward plan.

13. FORWARD PLAN OF AGENDA ITEMS

The Clerk has responsibility for adding matters to the agenda but to ensure items are distributed evenly throughout the year, it was suggested that Members consider a forward plan.

Members are requested to consider the attached draft forward plan noting that the inclusion of new items / consultations such as the Local Plan will be outside the Clerk's control.

14. CIL BUSINESS PLAN

No new projects have been received and there have been no requests to release funds. An updated finance report is attached along with a copy of the Business Plan.

Members are requested to note any verbal updates on items on the CIL Business Plan and consider if any new items identified in the Parish Plan should be added.

The Clerk and Cllr Price will agree a date to meet Preston City Council to discuss how and when CIL monies are passed to the Parish Council.

15. SUMMER NEWSLETTER

The Summer Newsletter can be approved and issued after the July meeting. Suggested articles include the Annual Chairman's and Finance Reports, an update on the Parish Plan, launch of Whittwhat, update on CIL items etc.

Members are requested to consider any other articles for inclusion noting that the article may be written by Members.

16. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

Members are requested to NOTE any delegated representations.

17. NOTE NEW CORRESPONDENCE

Members may be requested to NOTE any new correspondence or items of concern received since the issue of the agenda.

18. DATE OF NEXT MEETING

Thursday 13th July 2023 at 7.15pm in Goosnargh Village Hall.

END