



WHITTINGHAM PARISH COUNCIL
Annual Parish Council Meeting - Tues 4th May 2021
at 7.15pm by Zoom using the link below

<https://us05web.zoom.us/j/81753421562?pwd=elhhaUp6WkpINXVsSHpxZDdYbExyQT09>

CHAIRMAN'S INTRODUCTION, SOUND CHECK AND VOTING PROCEDURE

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. **Members are required to elect a Chairman for the next 12 months.** The appointed Chairman will be required to sign a Declaration of Acceptance of Office as soon as practicable after the meeting.

2 ELECTION OF VICE-CHAIRMAN

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

3 CO-OPTION

Members will be aware the Parish Council has 2 vacancies which may be filled by co-option. Members are requested to note that Mr T Brooks of Lower Ward has requested to be co-opted to the Lower Ward vacancy. A copy of his application has been emailed to Members. Mr Brooks will be invited to say a few words in support of his application.

Members are required to consider the co-option request. If approved Mr Brooks will be required to sign a declaration of office after the meeting.

Following the deaths of Parish Councillor Rigby and war veteran Gerard Rogerson (who unveiled the Parish Council memorial on Beacon Drive), Members stated they wished to arrange a fitting memorial. Due to the time constraints of a remote meeting, Members are **not** being requested to discuss the arrangements now - just advise if they had anything in mind and when they would like the matter adding to the Agenda.

4 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.**

5 APPROVAL OF THE MINUTES of the meeting held on 12th April 2021

The Chairman is required to sign the Minutes as soon as practicable after the meeting

6 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 his right to participate and vote on that matter – see Standing Order 2020 (13)

At the start of each municipal year, Members are requested to note the requirement to check and update their Notification of Interest Forms, which can be viewed on the 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.

7 APPOINTMENT OF REPRESENTATIVES

Members are reminded that Parish Council Committees are subject to the same rules as Ordinary Council meetings so 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. 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 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 emails via the Clerk*)
- **Preston Area Committee** – 3 Members (*currently Cllr Hall, Cllr Huggon or the Clerk*)
- **Trustee to Goosnargh Village Hall** – 1 Member (*currently Cllr Meades*)
- **Trustee to G & W United Charity** – 1 Member (*currently Cllr Meades*)
- **Trustee to G & W Heritage Group** – 1 Member – (*currently vacant*)

8 ADMINISTRATION

Members are requested to confirm the following administrative / financial procedures

a) Subject to Covid regulations and risk assessments, meetings will be held downstairs at **Goosnargh Village Hall on the 2nd Thursday of the month at 7.15pm.**

b) 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. As all Members are on email, **Members are requested to confirm they are happy to receive the papers electronically.**

c) **Members are requested to renew the following items delegated to the Clerk** under S101 of the Local Government Act 1972

- Make routine decisions
- Make delegated representations on planning applications
- 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

9 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 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

b) Members are reminded that the Clerk's home computer is passcode protected and all hand-held devices (which are synchronised 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.

10 PUBLIC PARTICIPATION

The electronic link to the meeting is published on the Agenda. Members of the public wishing to raise matters in accordance with Standing Order 2020 (3g & h), should raise them here, **however, it would be helpful if the public could inform the Clerk of their intention to participate in advance of the meeting**

11 PLANNING APPEALS / 5 YEAR SUPPLY UPDATE

Members are requested to NOTE that the Whittingham appeals commenced on the 13th April with arguments for and against the developments being given on either side. It is not known when a decision will be reached, especially as it is understood that Ben Wallace MP has requested that the decisions be reviewed by the Secretary of State.

From the Parish Council's perspective, it was disappointing that Highways stated that the roads and accesses are suitable for the proposed traffic increase, so if the developments do go ahead, the Council will need to work closely with highways and the developers to ensure specific concerns are addressed through CIL monies.

12 PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

Due to the time constraints of a remote meeting, the Clerk is dealing with routine planning matters under delegated authority in accordance with Standing Order 2020 (15 xiv).

Members are requested to NOTE the delegated representations submitted in April.

13 CIL UPDATES

Members approved the CIL report under **MIN 20/124** of the April meeting and work is continuing on the items on the Business Plan. Members may recall that the risk assessment showed that the bark needs topping up at Cumeragh play area and Members were considering a new safety surface to reduce long term costs. The quotes were put on hold as the play area flooded in the winter and the Clerk has been trying to get a quote for drainage works. A summary of the drainage comments has been circulated to Members.

As a satisfactory drainage solution cannot be found, Members are requested to consider how to move forwards especially as the play area is now a trip hazard due to the lack of bark. Wicksteed quoted £1,980 to top it up but Barton Grange stated that the retaining boards were not deep enough to retain the levels and quoted £5,000 to dig out the existing pit, put in deeper retaining boards and fill the bark to a sufficient depth. A durable new safety surface would cost in the region of £6,500 however, poor drainage may affect the long-term success of the safety surface. **Members are requested to consider topping up the bark to make the play area safe until a longer-term solution can be agreed.**

14 SPEED DEVICES (SPID)

The southbound SPID on Halfpenny Lane is not connecting to the Bluetooth control pad so the data can't be downloaded. Traffic Technology have recommended returning the device to their service centre for inspection and repair at a cost of £125 – however, this means disconnecting the device and returning it when the problem could just be a loose wire. As it is a 'specialist' piece of equipment it is unlikely that an appropriate contractor can be found to look at it. An alternative would be for an engineer to visit the site and inspect and repair it in situ – but this will cost approx. £625.00. **Advice from Members is requested.**

15 2020/21 INTERNAL AUDIT REPORT

If the Internal Audit Report is received, Members are requested to approve the Internal Audit Report and approve the payment to the Internal Auditor. A full copy of the report will be submitted to the external auditor and will be made available on the Parish Council Website.

16 2020/21 ANNUAL RETURN

If the Internal Audit Report is received, the Clerk will present the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR), **Members will be requested to**

(a) consider the findings of the effectiveness of the system of internal control (presented to the March meeting)

(b) approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

(c) consider and approve the Accounting Statements by resolution and

(d) ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

17 FINANCIAL STATEMENT 1ST – 30TH APRIL 2021

The Chairman is asked to verify that the finance and bank statements are reconciled.

18 2021/22 INSURANCE POLICY

The Parish Council insurance is due for renewal on the 1st June at a cost of £715.03. The existing insurers are BHIB and the cover will be the same as in previous years – including a fidelity guarantee of £250,000. **Members are requested to delegate acceptance of the renewal to the Clerk.**

19 ACCOUNTS FOR PAYMENT AND RECEIPTS

Members are requested to NOTE the April CIL payment of **£46,183.77**.

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

DETAILS	PAYEE	AMOUNT
Printing of the Spring Newsletter	Preston City Council	£115.00
Delivery of the Spring Newsletter	J P P Media	£85.00
A4 paper & hand sanitizer	Woodplumpton Parish	£10.71
Clerk Salary May 2021	J Buttle	£551.07
Tax / National Insurance	HMRC	£137.60
E-On bill	E-On	£12.79

20 PAYMENTS OF GRANTS

Members are requested to consider any grant requests following the Annual Parish Meeting and consider if a donation should be made to the Bowland Pennine Mountain Rescue as per the request letter circulated to Members.

21 DATE OF NEXT MEETING – Thursday 10th June at 7.15pm - down stairs in Goosnargh Village Hall - subject to Covid news and risk assessments