



**WHITTINGHAM PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN GOOSNARGH VILLAGE HALL
ON THURSDAY 11TH MAY 2023**

The Annual Parish Council Meeting took place on the 11th May 2023 after the Annual Parish Meeting. The Clerk confirmed that all Members had signed their Declarations of Office and the Chairman extended a warm welcome to Cllr Martin Carefoot who was elected unopposed to Higher Ward in the May 2023 elections.

MEMBERS PRESENT

Cllr Dave Hall - Chairman
Cllr Tony Brooks
Cllr Martin Carefoot
Cllr Barbara Clarke
Cllr Eddie Marginson
Cllr Dave Price.
Cllr Michelle Woodburn

MEMBERS OF THE PUBLIC

Mrs Julie Buttle – Parish Clerk

ELECTION OF CHAIRMAN

Members noted that the current Chairman Cllr Hall was elected in 2019 and his term of office is due to expire. Cllr Hall asked if there were any nominations for the role and as none were received, it was proposed that Standing Order 2020 5(e) be suspended to allow the reappointment of Cllr Hall.

MIN 23/24.01 Members RESOLVED that Cllr Hall be elected as Chairman unopposed. He duly signed the Declaration of Acceptance of Office.

ELECTION OF VICE-CHAIRMAN

MIN 23/24.02 Members RESOLVED that Cllr Marginson be elected as Vice Chairman unopposed.

APOLOGIES

Members were 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. It was NOTED that there were no apologies for absence.

APPROVAL OF THE MINUTES of the meeting held on 13th April 2023

MIN 23/24.03 Member RESOLVED that the Minutes of the April meeting be signed as a true record.

TO ACCEPT DECLARATIONS OF INTERESTS

Following the 2023 elections, Members updated their notification of interest forms, which will be added to the Parish Council's website. Members were reminded that any alterations must be submitted to the Clerk, to be forwarded to the Monitoring Officer within 28 days of the change occurring. Members were also reminded that a Councillor with declared interests may be subject to statutory restrictions on the right to participate and vote on that matter.

It was NOTED that there were no declarations of interest made in respect of the May meeting.

CO-OPTION VACANCY

Following the May 2023 elections, a vacancy exists in Lower Ward.

MIN 23/24.04 Members RESOLVED to co-opt Mr Dave Price, who had served on the Parish Council since Feb 2022, to the vacancy. Cllr Price duly signed his Declaration of Office.

APPOINTMENT OF COMMITTEES / REPRESENTATIVES

Members NOTED that Committees are subject to the same rules as Council meetings in that the meeting must be advertised and open to the public, with Minutes being taken.

MIN 23/24.05 Members RESOLVED not to set up any committees at the Annual Parish Council meeting but noted that they may be formed at any time during the municipal year.

Members were reminded that individual Councillors may attend external partnerships, agencies and community meetings but when doing so, they must not make decisions, or commit to, support or object to a project on behalf of the Parish Council.

If a Councillor publicly expresses a personal opinion on a matter before it has been considered by the Parish Council, best practice would be to declare the matter at the next available Council meeting.

MIN 23/24.06 Members NOTED that the Chairman and Members may represent the Parish Council in the Festival procession and RESOLVED to confirm the following appointments

- **Whittingham Hospital Stakeholders** - *Cllr Brooks and Cllr Marginson*
- **Preston Area Committee** – *Cllr Hall, Cllr Brooks and Cllr Clarke*
- **Trustee to Goosnargh Village Hall** – *Cllr Woodburn*
- **Trustee to G & W United Charity** – *Cllr Hall*
- **Trustee to G & W Heritage Group** – *Cllr Clarke*
- **Festival Procession** – Chairman wearing Parish Chains and all other Members

ADMINISTRATION

a) MIN 23/24.07 Members RESOLVED that meetings will be held downstairs at Goosnargh Village Hall on the 2nd Thursday of the month at 7.15pm. (Standing Order 3a)

b) MIN 23/24.08 Members RESOLVED that the following items be delegated to the Clerk under S101 of the Local Government Act 1972

- Make routine decisions on behalf of the Council
- Make delegated representations on planning applications between meetings
- deal with emergencies
- authorise urgent payments up to £100. Larger amounts may be approved by email.
- grant a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

c) MIN 23/24.09 It was RESOLVED that Members would continue to receive the Council summons by email to an approved email address to be hosted through the website.

Members NOTED that the Information Commissioners Office recommends that the authority's formal email address must be copied in to correspondence for completeness of the authority's records.

GENERAL DATA PROTECTION REGULATIONS

MIN 23/24.10 It was RESOLVED that the Council and its Members will comply with Data Protection Regulations due to the following

a) Members verbally confirmed that they understand the need to obtain confirmation from the sender before sharing personal information, which includes residents' email addresses. Members noted that a written consent form is available from the Clerk.

b) Members verbally confirmed that their electronic devices comply with security requirements.

c) Members verbally confirmed that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

MEMBER ALLOWANCE SCHEME

MIN 23/24.11 Members RESOLVED to adopt an allowance scheme for attending events outside the Parish using the City Council's approved rates. Members also noted that they may request hard copies of documents from the Clerk or submit an agenda item for the reimbursement of paper or ink.

ADOPTION OF STANDING ORDERS

Standing Orders are the 'rules' explaining how a Parish Council should be run. Members noted that the National Association of Local Councils produces a 'model version' of the Standing Orders which were adapted to suit the Parish Council's needs in 2020.

MIN 23/24.12 Following a proposal by Cllr Price, Members RESOLVED to amend Standing Order 3 (x) to read "*A meeting shall not exceed a period of 2hrs. Agenda items falling outside that time limit will be deferred until the next meeting*".

PUBLIC PARTICIPATION

MIN 23/24.13 It was RESOLVED that the meeting be adjourned for public participation in accordance with Standing Orders 2020 (3f 3g & 3h).

Members noted a complaint emailed to the Clerk regarding parking at Goosnargh Village Hall. Cllr Woodburn, who is a member of the Village Hall Committee, stated that the hire terms do state that cars should not park on the pavement however, in view of the complaint, the Village Hall Committee will ensure that bollards are made available. Where cars are parked inconsiderately, a photograph can be sent to the police using their [Operation Snap](#) weblink.

Concerns were expressed that Preston City Council have only cut the edges of Goosnargh Village Green – not the centre. The whole area needs to be cut properly prior to the Parish Council maintaining the football pitch area. Concerns were also expressed for the Whittingham Festival to be held on the 3rd June. The Clerk will speak to City Cllr Landless who requested that officers address the issue last time.

2022/23 INTERNAL AUDIT REPORT AND ANNUAL RETURN

Members NOTED that as the Internal Auditor had been taken ill, the Internal Audit report was not available. Whilst it is best practice to have the Report completed before approving the Annual Governance Accountability Return, it is not a statutory requirement. A new auditor has been contacted and the Report should be available for the June meeting.

The Clerk presented the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR)

MIN 23/24.14 Members reflected on the effectiveness of the system of internal control at the March meeting and RESOLVED to complete and approve the Annual Governance Statement which was signed by the Chairman and Clerk.

MIN 23/24.15 Members considered the end of year financial report and RESOLVED to approve the Accounting Statement which was signed and dated by the Chairman.

Members NOTED that the period for the exercise of public rights would follow the dates suggested by the external auditor which are Mon 5th June to Fri 14th July 2023.

FINANCIAL STATEMENT 1ST – 30TH APRIL 2023

The Chairman verified that the finance and bank statements had been reconciled. Members noted the April CIL receipt of **£83,039.08**

MIN 23/24.16 Due to a change in Councillors following the May elections, it was RESOLVED that Cllr Huggon be removed from the bank account with Cllrs Marginson, Price and Carefoot being added as signatories.

2023/24 INSURANCE POLICY

Members noted that the Parish Council insurance is due for renewal on the 1st June at a cost of **£843.76**. A cheaper quote has been obtained from Zurich, however this does not include extra insurance cover for the trees or a replacement Clerk.

MIN 23/24.17 As the renewal will need to be in place prior to the June meeting, Members RESOLVED that the Clerk contact Zurich to establish if the extras can be added and contact BHIB to see if Zurich's quote can be matched. If not, the policy will be renewed at £843.76

RENEWAL OF LALC MEMBERSHIP 2023/24

The Parish Council subscribes to the Lancashire Association of Local Councils who provide training, advice and information on local and national policies.

MIN 23/24.18 Members RESOLVED to renew the Membership at a cost of £506.11 which includes a £20 contribution towards the provision of a Secretary to Preston Area Committee.

ACCOUNTS FOR PAYMENT

Members noted that a representative from the Longridge Annual show was not present at this year's or last year's Annual Parish Meeting. Members remain supportive of the event, however, as attendance is a requirement of the Grant and Donation Policy, it was proposed that the amount awarded be reduced to £200.00.

MIN 23/24.19 Members RESOLVED to confirm and authorise payment of the following donation requests presented to the Annual Parish meeting.

PAYEE	AMOUNT	TYPE
Whittingham Festival	£500.00	BACS
Longridge Agricultural Show	£200.00	BACS

MIN 23/24.20 Members RESOLVED to approve the following accounts for payment including the monthly direct debit to Easy Websites

Website hosting & support	Easy websites	12mths @ £27.60
Repairs to Cumeragh playground	Playdale	£867.61
Clerk Salary May 2021	J Buttle	£602.36
Tax / National Insurance	HMRC	£150.40
Repair to Alston notice board	Longridge Locksmiths	£100.00
Correction of plaque wording	The sign maker	£40.09

REPAIRS TO COUNCIL ASSETS

Under MIN 22/136 of the February 23 meeting, Members resolved that the roof tiles needed repairing on Goosnargh Village Green bus shelter.

MIN 23/24.21 Members RESOLVED to approve the Invoice for £290.00.

Further to MIN 22/156 of the April 23 meeting, a quote of £4,150 has been received to repair the flagstones at the Memorial on Beacon Drive.

MIN 23/24.22 Members RESOLVED that the Clerk strive to obtain 3 quotes. As the area is a trip hazard, it was agreed that the quote be accepted if a cheaper quote can't be obtained.

At the April meeting, Members noted that Nurture would be asked to clean the telephone kiosk on Halfpenny Lane, however it has been established that a glass panel is broken.

MIN 23/24.23 Members RESOLVED that the Clerk order a new panel engraved with the initials WPC. Members also noted that Cllr Carefoot offered to clean the exterior of the kiosk.

CIL UPDATES

Members approved the CIL Finance report under MIN 22/154 of the April meeting and NOTED that there were no invoices or new requests for consideration.

The City Council has sent a draft Heads of Terms for the agreement in relation to the football pitch, however, it was noted that the location plan needs amending.

MIN 23/24.24 Members RESOLVED that the Clerk sign and return the Heads of Terms once a new location plan has been received and agreed by Cllr Marginson.

PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

In order to focus on key business decisions and reduce the length of meetings, the Clerk is dealing with all routine planning matters under delegated authority with complex and non-routine applications being added to the agenda.

MIN 23/24.25 Members RESOLVED to approve the delegated planning comments for May.

Members NOTED that the design process for the Whittingham Sports & Social Club planning application is taking longer than expected and the reserved matters application has been delayed to Autumn 2023.

DATE OF NEXT MEETING

Members NOTED that the next scheduled meeting of the Parish Council will be **Thursday 8th June 2023 at 7.15pm** - downstairs in Goosnargh Village Hall

It was confirmed that Members will meet as a working group on the 17th May to agree the final comments on the Parish Plan and discuss how to take forward the renovation of St John's Church.