

WHITTINGHAM PARISH COUNCIL



REMOTE MEETING AGENDA

Monday 8th JUNE 2020

1. CHAIRMAN'S INTRODUCTION, SOUND CHECK AND VOTING CONFIRMATION

2. APOLOGIES FOR ABSENCE

In accordance with current legislation, a remote meeting must still remain quorate. It is acknowledged, that as with any other meeting, not all Councillors may be able to participate. Apologies have been received from Cllr Rigby who will remain updated by paper copies.

3. APPROVAL OF THE MINUTES of the Parish Council Meeting held on 11th May 2020.

Members are required to approve the Minutes so they can be signed at the next face to face Council meeting in accordance with LGA 1972 Sch. 12 Part VI para 41 (1)

4. DECLARATIONS OF INTERESTS / WRITTEN DISPENSATIONS

Members are reminded of their responsibility to declare any interests in respect of matters contained in this 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 under the Code of Conduct.

5. PUBLIC PARTICIPATION

Members of the public wishing to observe this meeting have been given the opportunity to request a weblink from the Clerk. The Chairman will ask if there are any questions from the public, however, where possible, due to the time constraints of a remote meeting, **these should be submitted in advance by emailing the Clerk.**

6. ITEMS PENDING FOLLOWING POSTPONEMENT OF THE ANNUAL COUNCIL MEETING

- a. **Appointment of Representatives** to external groups – Members are requested to **NOTE** current appointments will remain in place until external meetings are resumed.
- b. **Standing Orders and Financial Regulations** NALC have issued updated versions and the Clerk is currently altering our documents to reflect the changes. Members are requested to **NOTE** the new documents will be issued shortly after the June meeting, for approval in July. Other Policies not covered by the new Standing Orders and Regulations will be added to the Agenda for review and approval as and when required.
- c. **Community Grants** Members awarded grants to various community events, which have all been cancelled due to Coronavirus. One of the events has stated that they may hold an event in the Autumn and have asked if the grant will still be awarded. In accordance with the grant Policy, payment should only be made if the events take place. **Members are requested to agree a statement to be issued to all this year's grant recipients.**

7. WEBSITE ACCESSIBILITY AND EMAIL ADDRESSES

New Website Accessibility Regulations come into force in Sept 2020. The Clerk has attended a training webinar to ensure our documents are compliant, but our website also needs to be upgraded to make it compliant with the new ratings. Our current web provider manages several Parish Council websites and has offered to upgrade us and transfer all existing documents over at a cost of £300. This is significantly cheaper than starting afresh with a new provider consequently **Members are requested to approve the upgrade expense.**

Members are also requested to indicate if they wish to have a Parish Council email address rather than using their personal / work address. This would improve GDPR compliance as the Information Commissioner may request access to emails held in a private email account. **Members are requested to confirm if they want to set up an individual Cllr email address (which they can chose whether to publish or not), or if they want an individual Cllr email address to be hosted and published on the website.**

8. PLANNING APPLICATIONS BEFORE COUNCIL

Due to the time constraints of a remote meeting, the Clerk is dealing with planning matters under **delegated authority** in accordance with current Standing Order 38b. Consequently, Members are requested to **NOTE** the following representations. Applications can be viewed at www.preston.gov.uk

06/2020/0410 2no. outbuildings and access track at Albin House, Cumeragh Lane. Albin House is a Grade 2 listed building. Whilst the development does not relate to the house itself, planners will need to determine if it affects the setting of the building. As you look at the site from Cumeragh Lane, the site forms a P shape with the proposed outbuildings being constructed in the 'circle' of the P which is to the rear and well away from the existing property. The outbuildings will accommodate a gymnasium and parking for the applicant's 9 cars which are currently stored off site. There are several trees bounding the site but the Arboricultural Impact Assessment shows the development will not have any adverse impact on these and they should help screen the development from Albion Cottage. **Delegated recommendation is to request a condition that the buildings should be for the private use of the residents of Albin House only, if minded to approve the application.**

06/2020/0453 Single storey rear extension following demolition of existing rear conservatory at Brabiner Cottage, Brabiner Lane, Preston.

The property has an existing semi-circular shaped conservatory to the rear. This will be demolished and replaced with a rectangular extension of a similar width. **Delegated representation is to leave to planning.**

06/2020/0459 Detached garage, workshop and garden store building following demolition of existing workshop and storage outbuilding at Greystock, Inglewhite Road.

The site is located on Inglewhite Road to the right of the Alston Arms as you approach the junction from Whittingham. The existing workshop and dog compound walls are located behind the house and as such, are screened from Inglewhite Road. The proposed building will still be located to the rear of the house, but it is more to the left and can be accessed from the existing drive. The design of the building is very similar to that of a small bungalow. There is a double garage door at the front but the side wall has a side door and windows either side. 6 windows are also included in the roof which seems excessive for a double garage, workshop and store. However, given that any change of use to a dwelling will require further consent, **delegated representation is to leave to planning** as regardless of the design, the building is intended to replace an existing structure.

06/2020/0467 Reserved matters application (namely appearance, landscaping, layout and scale) pursuant to outline planning permission 06/2018/0710 for 3no. dwellings and 1no. double attached garage following the demolition of existing outbuildings at Marlings Barn, Cumeragh Lane, Preston. The site could easily accommodate 4 or 5 dwellings but the principle of 3 new dwellings has been established by the outline consent which sought to erect 3 dwellings to replace 3 outbuildings. Plots 1 and 2 are for 2 x 5 bed roomed properties with the 5th bedroom located on the 2nd floor. Plot 3 is a much larger plot with 5 en-suite bedrooms and an upstairs sitting / dining room designed to benefit from the extensive views of the open countryside.

Delegated representation is to leave to planning.

06/2020/0504 Prior notification submission for change of use from agricultural building to 1no. dwelling at Marimar, Cumeragh Lane, Preston.

Marimar is a property set well back from Cumeragh Lane. The application relates to an existing structure which the applicant believes is suitable to be converted to a dwelling under permitted development. A prior notification application simply establishes if the planning department agrees the building is structurally sound and capable of conversion. Usual Policy criteria such as development in the open countryside will only apply if a planning application is required.

Delegated representation is to leave to planning.

The enforcement officer has been asked to investigate an alleged change of use of agricultural land to an extension of the residential curtilage at Glenville, Cumeragh Lane, Preston.

9. FINANCIAL STATEMENT

Once the May bank statements are received, the Clerk will email copies to confirm the statements have been reconciled with the accounts.

10. ACCOUNTS FOR PAYMENT

Members are requested to **NOTE** the following accounts already paid in accordance with standing order 28 (b) & (c)

E-On Electric	£12.38	DD	REF 14
ICO Data Protection	£40.00	CQ 1475	REF 15
Insurance	£707.25	BACS	REF 16
Stags Head Notice board	£120.00	BACS	REF 17
Tree Crowning M Hayes	£1,376.00	BACS	REF 18

Members are requested to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	REF
Viking Invoice Ink & Paper	Woodplumpton	£70.78	
June salary	Mrs J Buttle	£536.24	
Tax and Nat Ins	HMRC	£134.00	

11. BANKING PROCEDURES

Historically, the Parish Council has made payments by cheque with 2 Councillors required as signatories. During the current Coronavirus situation, Members have resolved to make some payments by BACS, however, as our account is not set up for on-line payments the Clerk is using telephone banking which is subject to unintentional error both by the Clerk and the telephone cashier. In order to comply with the revised Financial Regulations, BACS payments should be authenticated using a 2 step process whereby the Clerk keys the details in online with the final payment being checked and electronically authorised by 2 Councillors. Given that the account needs updating to include 2 new Cllrs, **Members are requested to confirm the addition of Cllrs Clarke and Woodburn as signatories to the account and confirm whether to permanently switch to an online account / electronic authorisation process.**

12. NEWSLETTER

Carrier Pigeon who deliver our Newsletter will start deliveries again from the 19th June so the Clerk has prepared a new edition of the Summer Newsletter. **Members are requested to consider the content and confirm that now is an appropriate time to issue it.**

A further edition can be issued late August / early September to remind residents to volunteer for community projects such as Keep Britain Tidy and the Best Kept Village entry next year.

13. DATE OF NEXT MEETING

The next meeting of the Parish Council will be **Monday 13th July 2020 at 7.15pm.**