

# WHITTINGHAM PARISH COUNCIL

## Annual Parish Council Meeting

The Annual Parish Council Meeting (AGM) of Whittingham Parish Council took place on the 14<sup>th</sup> May 2018 at Whittingham Sports & Social Club after the Annual Parish Meeting.

### Members:

Cllr Dave Hall  
Cllr Bernard Huggon  
Cllr Stan Hunter  
Cllr Harry Landless  
Cllr Alan Lewis  
Cllr Alex Meades  
Cllr Margaret Rigby

### Members of the public

The public left after the Annual Parish Meeting

Mrs Julie Buttle (Parish Council Clerk)

### ELECTION OF CHAIRMAN

Members noted that the current Chairman Cllr Lewis was elected in 2016 and his term of office is due to expire. Cllr Lewis asked if there were any nominations for the role and it was proposed that Standing Order 8 (b) be suspended to allow the reappointment of Cllr Lewis.

**MIN 01** As there were no other proposals, it was RESOLVED that Cllr Lewis be elected as Chairman unopposed. He duly signed the Declaration of Acceptance of Office.

### ELECTION OF VICE-CHAIRMAN

**MIN 02** Cllr Hall was proposed as Vice Chairman. As there were no other nominations, it was RESOLVED that Cllr Hall be elected as Vice-Chairman unopposed.

### APOLOGIES

Members were reminded that apologies are recorded in the Minutes but if a Councillor is absent for 6 consecutive months an apology must be approved prior to the 6 months elapsing. Members NOTED there were no apologies for absence.

### APPROVAL OF THE MINUTES of the meeting held on 9<sup>th</sup> April 2018

**MIN 03** It was RESOLVED that the Minutes of the April meeting be signed as a true record.

### TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS

Members were requested to check and update their notification of interest forms which are published on the Parish Council website. It was NOTED that Cllr Hall declared a personal and prejudicial interest in the item relating to Community Transport (as he is a volunteer driver) and the item relating to Goosnargh and Whittingham Heritage Group (as he is a Trustee). Cllr Hall requested to speak on both matters under public participation.

### APPOINTMENT OF REPRESENTATIVES

Members NOTED that a committee may be formed at any time during the municipal year.

**MIN 04** Members RESOLVED not to set up any committees at the Annual Parish Council meeting and confirmed the following appointments to outside bodies

- Whittingham Hospital Stakeholders, 1 member - Cllr Lewis
- Goosnargh Residents Group, 1 Member - Cllr Lewis
- Preston Area Committee, 3 members - Cllrs Hall, Lewis, Huggon
- Trustee to Goosnargh Village Hall, 1 Member - Cllr Landless
- Trustee to G & W United Charity, 1 Member - Cllr Meades
- Trustee to G & W Heritage Group, 1 Member - Cllr Hall

### ADMINISTRATION

**MIN 05** It was RESOLVED that meetings continue to take place at Sports & Social Club on the 2<sup>nd</sup> Monday of the month at 7.15pm.

**MIN 06** Members RESOLVED that they prefer to receive hard copies of the Agenda and supporting material with other documents / correspondence being forwarded by email.

**MIN 07** Members RESOLVED to renew the following items delegated to the Clerk under S101 of the Local Government Act 1972 :- continued

- Make routine decisions
- consult with the appropriate Parish ward Councillor before making 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

### **GENERAL DATA PROTECTION REGULATIONS**

The Clerk updated Members on the new GDP Regulations which come into force on the 25<sup>th</sup> May. Members were advised that the Clerk has attended a SLCC training course in London and has carried out a **Data Audit** which lists all the data held by the Parish Council, where it comes from and who it is shared with. Members considered the Privacy Policy Statement and confirmed that they understand their responsibility not to share personal data (including resident's contact details) with a 3<sup>rd</sup> party, which includes other Councillors.

- a) Members NOTED that they must obtain consent by email or provide a **Written Consent form** before sharing any personal data – which includes residents email addresses.
- b) Members NOTED that the Clerk's computer is passcode protected and all hand held devices (which are synchronised with the computer email / phone contact list) are screen protected. Members confirmed that their devices also comply with the technical requirements. **MIN 08** Members RESOLVED to publish the **Privacy Policy** on the Parish website.
- c) Members NOTED that any data breaches must be reported to the Information Commissioners Office within 72 hours and a **Template Breach** form is available from the Clerk.
- d) Members NOTED that the Clerk is currently working on the **Data Retention and Disposal Policy** and is going through all the emails and paper records to ensure compliance. Members confirmed that they understand the need to delete individual correspondence or personal contact details once a matter is completed.

### **PUBLIC PARTICIPATION**

It was RESOLVED that the meeting be adjourned for public participation.

Cllr Hall advised that he is a volunteer car driver for Community Transport and as such, he had a personal and prejudicial interest in the Community Transport Consultation, but he wished to exercise his right to comment under public participation. He stated that he carries out his duties as a volunteer without any reward and the service is invaluable to its users.

The proposed cuts will deprive residents of valuable health services leaving them isolated particularly in the rural area and he urged the Parish Council to oppose the funding cuts. Cllr Hall also stated that he was a Trustee to the GWHG and wished to support their grant request. As no other members of the public were present, it was RESOLVED that the meeting be reconvened.

### **CONSULTATION ON COMMUNITY TRANSPORT**

Members noted that Community Transport includes Dial-a-Ride, group transport, community car schemes, day trips and volunteering opportunities. The service is provided for eligible people who are not able to use mainstream public transport. LCC are proposing to reduce funding by a third which may mean loss, reduction and / or changes including fare increases. Members agreed that the service may be essential to residents wishing to access the hospital, doctors and other medical facilities – particularly as frequent travel by taxis is expensive from the rural area. Members recognise the financial pressures that the County Council is facing, but believe it would be wrong to cut a service which provides a valuable lifeline to eligible residents. **MIN 09** Members RESOLVED to oppose the funding cuts and suggested that the Council does more to promote and streamline the service to ensure that those who are dependent on the service, still have access a suitable form of community transport.

**Rural Crime** – Members noted that previous crime surveys suggest that crime in rural areas is under-reported. The Police and Crime Commissioner wishes to get a clear picture of the experiences of crime and policing in rural communities and a survey has been added to the Parish Council website for residents to get involved. **MIN 10** Members RESOLVED to reply to the survey by stating that rural crimes may be under reported partly due to the time taken to get a response from the police and partly due to the perceived lack of detection rates. Members acknowledge the requirement to allocate resources according to demands, but this approach leads to apathy where the public believe that rural areas will receive less priority and resources than those with a higher demand. Members added that residents are more likely to report crimes and share intelligence with a local beat officer.

#### **FOOTPATH ALTERATION AT CLAY LANE**

Members considered a letter from LCC which proposes the deletion of footpaths 4 and 68 and proposes the adoption of a 'claimed footpath' using a track along Old Clay Lane. Members stated that pedestrians use the 'claimed footpath' in preference to the public footpaths which run along the field boundary. **MIN 11** Members RESOLVED to raise no objection to the proposed 'claimed footpath' becoming the preferred route, providing it remains open to the public and is kept in a maintained and accessible condition.

#### **TO CONSIDER PLANNING APPLICATIONS BEFORE COUNCIL**

**Note** - Members are advised prior to the meeting that applications can be viewed at [www.preston.gov.uk](http://www.preston.gov.uk).

**06/2018/0370** 1no. dwelling and detached garage (pursuant to 06/2016/1075 to seek variation of condition no.1 "Approved Plans") St Anthonys , 734 Whittingham Lane, Broughton.

**MIN 12** Members RESOLVED to leave to Planning.

**06/2016/1039** 93 dwellings on land at (rear of Holme Fell), Goosnargh Lane, Preston.

**MIN 13** Members NOTED that it is now 8 months since the application went to Planning Committee and the S106 Agreement has still not been signed. Members RESOLVED that the Clerk contact the Planning Officer for an explanation of the delay and a request that the Director of Planning uses the Delegated Authority, granted by Planning Committee, to refuse the application on the grounds that the obligations which make the development acceptable, have not been legally secured.

#### **FINANCIAL STATEMENT 1ST APRIL – 30TH APRIL 2018**

The Chairman verified that that the accounts and bank statements have been reconciled.

#### **ACCOUNTS FOR PAYMENT AND RECEIPTS**

**MIN 14** Members NOTED the following payments awarded at the Annual Parish Meeting approved under MIN 97 and 157 of the 2017/18 financial year.

Goosnargh & Whittingham Whitsuntide Festival	£500	CQ1322
Goosnargh & Whittingham Agricultural Show	£250	CQ1323
Bowland Pennine Mountain Rescue	£150	CQ1324

Members NOTED receipt of the Precept and that a CIL payment has NOT been received for April. The Clerk has emailed the City Council for an update on commenced applications.

#### **NEWSLETTER**

**MIN 15** Members RESOLVED to approve a payment to the Clerk for producing the Newsletter (MIN 92 d Nov 2015) and authorised payment of the printing and delivery invoices as detailed in the payment schedule below.

Clerk Newsletter Production	Mrs J Buttle	£49.60	CQ 1325
Printing of the Newsletter	Preston City Council	£108.00	CQ 1326
Distribution of the Newsletter	Carrier Pigeon	£85.00	CQ 1327

#### **ACCOUNTS FOR PAYMENT**

**MIN 16** Members RESOLVED to approve the monthly direct debit payment of £24.00 for the website and approved the following accounts for payment

Clerk's May Salary*	Mrs J Buttle	£442.49	CQ 1328
May PAYE Contributions	HMRC	£110.80	CQ 1329

Members NOTED the Clerk's salary has been calculated using the new pay scale for 2018/19 and includes a back payment for April 2018.

### INTERNAL AUDIT REPORT 2017-18

**MIN 17** Members RESOLVED to approve the Internal Audit Report which found no issues arising. A full copy has been added to the Parish Council Website.

**MIN 18** Members RESOLVED to approve £85 to the Internal Auditor CQ1330.

Members NOTED that all the required documents will be sent to the external auditor and the dates for Electors Rights will be displayed on the website.

### 2018-19 INSURANCE

Members considered the policy cover, valuation of the Council's assets and £250,000 fidelity guarantee and confirmed that the Council's insurance requirements are satisfactory.

**MIN 19** Members RESOLVED to approve the renewal with BHIB CQ 1331

### GRANT REQUESTS

Members allocated £1,000 towards grants and donations for 2018/19 and noted that there is a remaining balance of £100. Having declared a prejudicial interest in one of the applications, Cllr Hall left the meeting at this point. Members considered 2 requests for financial donations,

**a) Goosnargh & Whittingham Heritage Group** - Members considered an email from the group which states that they have printed 100 booklets about the Whitsuntide Festival at a cost of £185. As they will be sold at £1 each, there will be a deficit of £85. The shortfall will be met from GWHG funds but a donation would be appreciated. A further print run is expected and a donation of £100 is requested. The booklets will be sold for a minimum donation of £1 - with any profits being allocated to the Festival Fund.

With regard to the deficit, Members considered condition 2 of the Grant Policy which states that *no grant activity should be undertaken before approval is given*. With regard to supporting a further print run, Members noted that any profits would be donated to the Festival Fund, which the Parish Council already supports financially.

**MIN 20** Members acknowledged the work of the Heritage Group, which has been financially supported on other occasions, but RESOLVED that on this occasion, the request did not meet the grant criteria.

**b) NW Air Ambulance** have written to the Parish Council stating that as they receive no government or lottery funding, they are reliant on donations and fundraising to support the service which attended 733 missions in Lancashire last year.

**MIN 21** Members acknowledged the work of the Air Ambulance but RESOLVED not to make a donation as it operates across Lancashire and the Parish Council has already made a contribution to the Bowland Pennine Mountain Rescue Team.

Cllr Hall re-joined the meeting and Cllr Landless left.

### TELEPHONE KIOSK

Members noted the necessary repairs to the telephone kiosk on Halfpenny Lane. Members stated that the kiosk had been adopted as a Heritage asset and should be retained as a traditional telephone kiosk. **MIN 22** Members RESOLVED to replace the 'telephone' signs and seek quotes for the painting and the repair of the lock.

### CIL UPDATE

Members noted the following updates on the CIL items carried forward to 2018/19.

- **Speed cameras** – LCC have replied that *a review of speed management activities is about to be undertaken with the police and this includes all aspects from speed enforcement, through use of SPID signs and dealing with complaints. One of the issues to be discussed is what types of permanent speed display signs will be allowed on the highway, which are the most effective and should they all have the smiling/frowning face display.* The email continues, *we have a number of requests at the moment similar to yours but can't progress anything until the discussions have been had and a policy put in place as to the way forward.*

- **Bus Service / Travel plans** – A reply has been received from LCC's Chief Exec, which states that the City Council is holding the £6,000 Travel Plan support contribution and the £28,058 highway improvement contribution for the Mosses development. LCC suggests that should the Parish Council have any ideas how the contributions could be used, LCC would be more than happy to discuss the options available. As the letter includes a named officer, Members requested that he be invited to the June meeting.

With regards to the Whittingham Hospital site, LCC have stated *we are aware that a Travel plan co-ordinator has not been appointed and we will be discussing this with City Council officers in due course*. Members expressed frustration that this matter has still not be resolved and suggested that the Clerk refer the letter back to the City Council.

- **Boundary signs** – Waiting for LCC to agree to the installation of the signs at the suggested locations
- **Circular walks** – The trails still need to be walked and assessed prior to any new leaflets being produced.
- **War Memorial surround** – Quotes for an enclosure / surround will be obtained.
- **Litter / dog bins** – an update on the delay was provided at the April meeting.
- **Allotments** – if the planning application is resubmitted, a note is on file to ensure the revised application includes allotment provision.

#### **NOTE NEW CORRESPONDENCE**

Members NOTED the Councillors and Clerks training / refresher courses to be held in July.

#### **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on **Monday 11<sup>th</sup> June 2018**.