

WHITTINGHAM PARISH COUNCIL
Parish Council Remote Meeting - Monday 11th May 2020

The **Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020** came into force on the 4th April 2020.

Regulation 2 of the above Regulations enables local councils to hold remote meetings until May 2021 or earlier, if Government rules are relaxed.

The ability to hold remote meetings does not apply to the **Annual Parish meeting of electors** and this meeting has **currently been suspended**. Those due to attend to receive grant donations were advised in April.

The Remote meeting is primarily to process **urgent / statutory items** on the Agenda. Matters normally covered at the Annual Parish Council meeting will be **carried forward** until normal meetings resume.

With the above in mind, Regulation 4 of the above Regulations provides that where an appointment is required to be made at the Annual Council meeting, the appointment may continue until the next annual meeting – meaning **the current Chairman will remain in place until an Annual meeting is held** (possibly next year) - unless the Council decides to elect a replacement earlier.



REMOTE MEETING AGENDA
Monday 11th MAY 2020

1. APOLOGIES FOR ABSENCE

In accordance with current legislation, remote meeting must remain quorate.

It is acknowledged, that as with any other meeting, not all Councillors may be able to participate and apologies have been received from Cllr Rigby who will continue to receive the paper copies of the Agenda and Minutes.

2. APPROVAL OF THE DECISIONS TAKEN BY EMAIL IN APRIL 2020

Members are required to confirm that the Minutes of the decisions taken by email in April are an accurate record 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)

3. DECLARATIONS OF INTERESTS / WRITTEN DISPENSATIONS

Members are reminded of their responsibility to declare any personal / prejudicial or disclosable pecuniary interest in respect of matters contained in this agenda. If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

4. APPOINTMENT OF REPRESENTATIVES

Existing appointments will be **carried forward** until the next face to face meeting.

5. ADMINISTRATION

The review of the Administrative procedures - including updated Standing Orders and Financial Regulations will be **carried forward** until the next face to face meeting.

6. GENERAL DATA PROTECTION REGULATIONS

The requirement to acknowledge an individual Member's compliance with GDPR procedures will be **carried forward** until the next face to face meeting.

7. PUBLIC PARTICIPATION

Members of the public wishing to observe the 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, but due to the nature of the meeting, **these should be submitted in advance.**

8. TO CONSIDER PLANNING APPLICATIONS BEFORE COUNCIL

The Clerk is dealing with planning matters under delegated authority in accordance with Standing Order 38b. Consequently, Members are requested to note

- a. The enforcement officer has been asked to investigate the felling of trees and storage of containers at Inglewhite Road in connection with 5 dwellings approved under **06/2020/0007**
- b. The Agent has queried our objection to 5 dwellings at the Radar site at Whittingham Lane **06/2020/0051** stating that the City Council pre-application advice suggested the land was infill and brownfield. I have replied that we base our comments on Local Plan Policies not pre-application comments which we are not consulted on.
- c. Application **06/2018/0638** for 10 self-build dwellings off Langley Lane has been refused. The Officer's report confirms the adoption of the MOU for 410 homes and reiterates that following the decision in South Ribble, planning decisions are being taken in accordance with the Local Plan.
- d. **06/2020/0403** outline application for 2 dwellings on land adjacent 28 Church Lane, Goosnargh. This is a re-submission of **06/2016/1166** which was approved in May 2017. At the time, Members considered the site to be infill within an existing settlement and resolved not to object. The Clerk will adopt the same stance.

9. INTERNAL AUDIT REPORT 2019/20

Under normal circumstances, the end of year accounts must be certified, considered and approved by Council by no later than 29 June, however, due to the Coronavirus situation, the External Auditors have confirmed that this date has been extended to **Friday 31st July**. The Clerk has processed the Accounts in accordance with the usual timescales. **Members are requested to approve the Internal Audit Report and approve the payment to the Internal Auditor.**

10. 2019/20 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN. (AGAR)

The Clerk will present the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR), **Members are requested to**

- (a) consider the findings of the effectiveness of the system of internal control (presented to the March meeting MIN 20/128)
- (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.

Once the above are approved and signed, they will be submitted to the External Auditors. Statutory Instrument (SI 2020/404) confirms that the 30-working day period for the public to exercise their rights to examine the accounts, will not start until the 1st Sept 2020. This will be advertised on the website.

11. 2019/20 COMMUNITY INFRASTRUCTURE LEVY – ANNUAL REPORT

Attached is the **CIL Master Log** of income and expenditure and a copy of the **CIL Business Plan** detailing completed and ongoing projects. **Members are requested to approve the documents so that the CIL report can be issued to the City Council.**

As can be seen on the Business Plan, there are only 2 items for consideration this year. One is the outstanding commitment to re-issue the walk leaflets – see update below – and the other is the Cross Boundary suggestion to contribute towards a traffic survey. Consequently, we need to **carry forward** the inclusion of a CIL article in the next edition of the Parish Newsletter. A suggestion for additional CCTV has been noted.

Circular walks – Leaflets exist promoting walks along the Parish Public Rights of Way. In 2018 Members expressed a desire to republish the leaflets using CIL monies. The walks were inspected in 2019 and a list of repairs were drawn up. The Clerk started discussions with an individual to renovate the paths but a minor works contract needed to be drawn up which was put on hold due to the work required on planning issues.

12. FINANCIAL STATEMENT 1ST – 30TH APRIL 2020

The finance and bank statements to the end of April have been reconciled by the Clerk. Members are requested to NOTE the April 2020 CIL payment of **£8,967.62**

13. ACCOUNTS FOR PAYMENT

- a) Under MIN 20/127 of the March meeting Members resolved to renew the E-On contract for 1 year. The Clerk has secured a cheaper rate through Direct Debit and **Members are requested to approve future payments by Direct Debit.**
- b) Members are requested to **note** that HMRC will not accept the April payment by BACS (Ref 7) so a cheque needs to be issued - CQ1469
- c) The April Update also informed Members that the LALC renewal is £491.99 an increase of £36.00 from last year and needs to be paid by cheque - CQ 1470. **Members are requested to confirm the renewal.**
- d) In accordance with the website accessibility legislation, the Clerk will attend a training webinar on 28.05.2020 on creating accessible PDF's. **Members are requested to approve £18 course fees with £18 also to be paid by Woodplumpton.**

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

As the AGAR needs to be signed by the Chairman, the Clerk will deliver the AGAR and the cheque book to the Chairman / Cllr Rigby for signatures.

DETAILS	PAYEE	AMOUNT	CHEQUE
Internal Audit Report	Mr L Slade	£100.00	CQ 1471
SLCC Training Webinar	Woodplumpton PC	£18.00	CQ 1472
Clerk Salary May 2020	J Buttle	£536.24	CQ 1473
Tax / National Insurance	HMRC	£134.00	CQ 1474

14. 2020/21 INSURANCE POLICY

The Parish Council insurance is due for renewal on the 1st June the quote is £707.25.

The Clerk is waiting for a quote from Zurich and **Members are requested to delegate the renewal to the Clerk and authorise payment by BACs.**

15. DELEGATED / EMAIL DECISIONS

The Notice Board at the Stags Head was a joint consideration between the Parish Council and the Environmental Group who have mentioned that it needs a thorough sanding, sealing and varnishing. The works can be done for £120. The Clerk was aware the works needed doing and has accepted the quote under **delegated authority.**

In accordance with **MIN 20/126**, Barton Grange have commenced the Grass Maintenance Contract for the next 3 years. They also have an annual litter picking / risk assessment contract for Cumeragh play area. They have requested that this is also awarded on a 3-year basis and **Members are requested to email their approval** – noting that the 2 contracts will run concurrently but will not be combined.

Members may recall an enquiry from a *small, family orientated, non animal circus visiting Goosnargh Village Green for a weekend in late July. The company is a very small outfit with the big top measuring just 23m in diameter and together with our affordable ticket price of just £9 and £7, we believe we provide a great community event geared towards young families with primary / junior age children - meaning we shy away from late evening performances.*

The event has obviously been put on hold, but before agreeing to a new date, the City Council wishes to know whether

the Parish Council supports the idea as a community event,

it may cause a parking issue in the village

it will clash with any other late summer autumn village activities

Please comment on the above points by email and conclude with a YES or NO vote on whether the event should be encouraged.

16. DATE OF NEXT MEETING - Monday 8th June 2020

Venue and process to be confirmed.