

# WHITTINGHAM PARISH COUNCIL

## Annual Parish Council Meeting

The **Annual Parish Council Meeting (AGM)** of Whittingham Parish Council took place on **Monday 11<sup>th</sup> May 2015** after the Annual Parish Meeting at Goosnargh Village Hall, Preston.

**NOTE** – Before the commencement of the meeting, all Councillors present, confirmed they had signed the Declaration of Office following the Elections.

### **Members:**

Cllr Dave Hall (Chairman)

Cllr Margaret Rigby

Cllr Alan Lewis

### **Members of the public**

3 members of the public

Mrs Julie Buttle (Parish Council Clerk)

### **ELECTION OF CHAIRMAN**

Members NOTED Standing Order 8 (b) *No person shall be nominated as Chairman of the Council if they have acted as Chairman of the Council for 2 years immediately prior to the Annual Parish Council Meeting*, (adopted by Council on 12<sup>th</sup> Dec 2011).

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

### **ELECTION OF VICE-CHAIRMAN**

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

### **CO-OPTION**

Following the elections, electoral services advised that the vacant seats may be filled by co-option and the positions were advertised on the Notice Boards. A letter of application was received from Ruth Mills for the vacancy on Lower Ward. A copy of the letter was circulated to members prior to the meeting.

**MIN 03** As there were no other applicants it was RESOLVED that Ruth Mills be co-opted on to the Council. Cllr Mills duly signed the Declaration of Office.

### **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* by Council - prior to the 6 months elapsing. Apologies were recorded for Cllr Bernard Huggon and Cllr Stan Hunter.

### **APPROVAL OF THE MINUTES of the meeting held on 13<sup>th</sup> April 2015**

**MIN 04** It was RESOLVED that the Minutes be approved and signed as a true record.

### **DECLARATIONS OF INTERESTS**

Following the elections, Members were advised of the requirement to complete new 'notification of interest' forms relating to themselves and their partner or spouse. Interest forms must be returned to the Clerk to copy and forward to Member Services at the City Council within 28 days.

There were no declarations of interest for this meeting.

## **APPOINTMENT OF REPRESENTATIVES**

Members were reminded that Parish Council Committees are subject to the same rules as Council meetings in that the meeting must be advertised, open to the public and minutes taken. **MIN 05** It was RESOLVED that there was not a current need to establish committees but the option may be reconsidered during the municipal year.

Members noted that 3 members may be appointed to Preston Area Committee but there is no need for all 3 to attend. **MIN 06** It was RESOLVED that Cllr Hall would represent Whittingham at the Preston Area Committee with Cllr Lewis and Cllr Huggon as deputies. The Clerk will confirm that Cllr Huggon wishes to continue, if not, it was RESOLVED that Cllr Mills will attend as a deputy if needed.

Members noted an email from Mr Smyth regarding the appointment of Cllr Mills to the Village Hall Management Committee. The email states that according to the Village Hall Constitution, representatives need to attend 60% of meetings and as Cllr Mills has not fulfilled that requirement, she can't be re-elected - however when Cllr Mills was appointed in 2012, it was stated that a Constitution does not exist.

The Clerk advised that it was her understanding that all members of the Management Committee collectively fulfilled the role of Trustees and as such, the appointee would be bound by the activities of the Committee including financial and criminal liability if things go wrong. That said, the risks are significantly reduced if the Committee can demonstrate it has followed due process, policies and procedures.

Members stated that it was important for the Parish Council to have a Member on the Village Hall Management Committee especially as the Parish Council acts as Holding Trustee. Of those present, only Cllr Mills expressed an interest in being appointed to the role.

**MIN 07** In the absence of a Constitution, it was RESOLVED that Cllr Mills would continue as Trustee at Goosnargh Village Hall. It was further RESOLVED that the Clerk would advise Mr Smyth of the above decision, request a copy of the Constitution and clarify the situation with regard to the roles, responsibilities and liabilities of the Management Committee. Cllr Mills requested to be copied in to the correspondence.

**MIN 08** It was RESOLVED that Cllr Hunter would continue as Trustee to Goosnargh & Whittingham United Charity.

It was NOTED that the Council recently appointed Cllr Lewis as a member of the Stakeholder Liaison Group discussing the community facilities at the former Whittingham Hospital. Cllr Lewis confirmed he was happy to continue in the role. In response to a query, the Clerk advised that being a Trustee or Member of the Sports and Social Club should be declared on the Member Interest Form and should be declared as a personal interest when the Parish Council discusses arrangements for the Community Trust and the future of the sports and social facilities, however it is up to the individual member to decide whether or not the interest is prejudicial.

## **ADMINISTRATION**

Members were reminded that disability legislation requires the Council to make its meetings accessible to all. As the meetings are held in an upstairs room, the Agenda requests that attendees contact the Clerk in advance if they need assistance.

**MIN 09/** Members RESOLVED to

1. Continue to hold meetings in Goosnargh Village Hall on the 2<sup>nd</sup> Monday of the month at 7.00pm.
2. Receive a hard copy of the summons and supporting Agenda material by hand with other documents being forwarded by email where possible.

3. NOTE that the Council may make payments other than by cheque, providing the Council formally puts in place effective systems and arrangements compliant with proper practices. Members NOTED the framework for Safeguarding Public Money and NOTED that updated Financial Regulations will be brought to a future meeting.
4. Renew the following items delegated to the Clerk under S101 of the Local Government Act 1972
  - o Make routine decisions
  - o consult with the ward Parish Councillor before making representations on planning applications which can't be brought before the Council
  - o deal with emergencies
  - o spend small sums of money - not to exceed £100
  - o grant a dispensation to Members - in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

### **PUBLIC PARTICIPATION**

**MIN 10** It was RESOLVED that the meeting be adjourned for public participation.

A Wheatley and L King addressed the Council and explained that they were Secretary and Chairman of the recently formed Heritage Group. The Group has drawn up a constitution and will shortly be holding an inaugural meeting. The Heritage Group are interested in progressing the idea of a war memorial and were going to approach the school for some design ideas before realising that the Parish Council had already entered into correspondence with the Homes & Communities Agency for a memorial at Whittingham Hospital. The Heritage Group are keen to ensure that the memorial is not a building and requested that the Parish Council keep them copied in to any correspondence.

The support and enthusiasm of the Heritage Group was noted and the Chairman requested that the matter be placed on the next Agenda for Members to consider if the Parish Council wished to delegate the initial consultation stages of planning and designing the memorial to the Heritage Group with the Parish Council becoming involved in the latter decision making process.

It was noted that the Parish Council had earmarked £1,000 towards the memorial but concern was expressed that if a Heritage Grant was submitted, funding opportunities for other heritage groups would be reduced. The Clerk stated that the HCA were obliged to fund artwork as part of the S106 agreement, so it was unlikely that a heritage grant would be appropriate, but if the Heritage Group worked in partnership with the HCA as suggested, they would be able to express the above concerns.

It was requested that the Parish Council maintains contact with the Parochial Church Council who are also seeking funding. The Clerk advised that any requests received would be considered by the Parish Council but expenditure must be allocated in accordance with the appropriate statute. The Clerk stated she is happy to explain the statutes without prejudice to the final decision which would be made by the Council.

A resident advised that the City Council had been contacted regarding the inaccuracy of the plans submitted by Taylor Wimpey in respect of the planning application for new signs. It was also stated that a tree by the access road had been excessively pruned.

The Clerk was asked to provide information on how the Village Hall can apply for a directional street sign.

It was RESOLVED that the meeting be reconvened.

## **WHITTINGHAM HOSPITAL COMMUNITY FACILITIES BRIEF**

As previously reported, the HCA are preparing a briefing document to appoint consultants to progress the development of the sports and social facilities at the former Whittingham hospital site. Members had replied to the last draft by stating that unless the points mentioned by the Sports & Social Club were addressed, they remain a barrier to any progress. The Clerk and Cllr Smith met with the Chief Executive of Preston City Council in an attempt to move matters forward. During the discussion, it was confirmed that the need for a Community Trust was discussed in 2003 but this was prior to the new S106 agreement which allows the land to be developed in phases. A hard copy of the new S106 agreement has been requested along with a chronological sequence of events including confirmation that the developer has already paid some of the S106 monies.

**MIN 11** Members RESOLVED to defer making any further comments until the sequence of events have been received from the City Council.

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

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

**06/2015/0287** Prior notification submission for change of use from agricultural building to 1no. dwelling house at Suddell House, Brabiner Lane, Whittingham. Members NOTED the above application which was refused in February 2015 but has been re-submitted under new permitted development orders.

## **PREFERANCE TO LOCAL PURCHASERS – NEW DEVELOPMENT**

The City Council has stated that *they have applied a clause in S106 agreements giving priority to residents with a local connection but there is a limit to how long private developers will wait before finding a purchaser who meets that criteria.*

**MIN 12** Members RESOLVED that the Clerk contact the local developers to establish whether they were meeting this requirement and whether they are creating local jobs.

## **20mph AREAS**

**MIN 13** Members NOTED the accompanying documents regarding the enforcement of 20mph areas and RESOLVED to defer the item as Cllr Hunter put the matter on the agenda and was not present at the meeting.

## **DATA PROTECTION AND FREEDOM OF INFORMATION**

**MIN 14** Members RESOLVED to renew the Data Protection registration with the Information Commissioner

**MIN 15** As agreed under MIN 77 Members RESOLVED to reimburse half the travel cost for the data protection course that the clerk attended on behalf of Whittingham and Woodplumpton Parish Councils. Members NOTED that the Clerk will present a report on the course to a future meeting.

## **FINANCIAL STATEMENT 1<sup>st</sup> April – 30<sup>th</sup> April 2015**

The Chairman verified that the financial and bank statements have been reconciled. Correspondence has been received from the Co-op advising that interest will not be payable on the Council's current account with effect from 25<sup>th</sup> June. Interest will still be paid on the deposit account. **MIN 16** Members RESOLVED that enquiries are made about other banking options and noted that the Clerk will be bringing updated Financial Regulations to a future meeting.

## **INSURANCE**

**MIN 17** Members noted the insurance renewal information supplied by the Clerk and RESOLVED to renew the policy with Zurich at a cost of £771.51.

## **PLAY AREA RISK ASSESSMENT**

The Clerk advised that an annual inspection is due on the Cumeragh Village play area. The equipment was installed by Playdale and is inspected by the City Council – however the City Council has stated that some installation issues have not been satisfactorily resolved. The matter has been referred to Playdale who have confirmed in writing that the equipment is compliant with BS standards. Due to the above, the Clerk has advised that an independent company carries out the inspection.

**MIN 18** 3 quotes were supplied and Members RESOLVED to accept the quote by Wickstead. Members noted that the City Council had stated that the bark has settled and needs to be topped up. Members RESOLVED to address this if it is raised as a concern at the Annual Inspection.

## **LALC MEMBERSHIP**

Members noted the reply from LALC regarding the increase in fees and noted that membership may provide access to funds to assist with compliance with the transparency code. **MIN 19** Members RESOLVED to renew the LALC membership.

## **LALC TRAINING COURSES**

Members NOTED the LALC training workshops.

## **LALC ANNUAL CONFERENCE ATTENDANCE**

No Members were available to attend the LALC annual conference, however Members requested that the Clerk make enquiries about the purchase and operation of a defibrillator to be brought to a future meeting.

## **ACCOUNTS FOR PAYMENT AND RECEIPTS**

**MIN 20** Members RESOLVED to approve the following accounts for payment

Data Protection course - travel	£12.50	CQ 1124
Data Protection Renewal	£35.00	CQ 1125
Bark play area	£149	CQ 1126
Clerk's May Salary	£419.77	CQ 1127
May Tax Contributions	£49.80	CQ 1128
E – ON electric	£30.90	CQ 1129
Zurich Ins	£771.51	CQ 1130

## **CPRE AGM**

Members were unable to attend the CPRE AGM. The Clerk stated that she would try to attend on behalf of the Parish Council.

## **NAMING OF WHITTINGHAM HOSPITAL ROADS**

Members NOTED the approved road names for phase one of the Whittingham Hospital Site.

## **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on **Monday 8<sup>th</sup> June 2015** at **7.00pm** at Goosnargh Village Hall.

The Chairman was requested to attend the dedication of the bench in memory of Joe Birkby at Goosnargh Village Green and the Whitsuntide Festival.

**END**