

WHITTINGHAM PARISH COUNCIL

Annual Parish Council Meeting

The Annual Parish Council Meeting (AGM) of Whittingham Parish Council took place on the 13th May 2019 at Whittingham Sports & Social Club after the Annual Parish Meeting.

Members:

Cllr Dave Hall
Cllr Bernard Huggon
Cllr Margaret Rigby
Cllr Alex Meades – co-opted during meeting

Members of the public

6 members of the public (*2 former Parish Cllrs, 1 GWAOD, 1 re grant, 2 re Hosp application*)

Mrs Julie Buttle (Parish Council Clerk)

ELECTION OF CHAIRMAN

Under the Local Government Act 1972 s15 (1), the first business of the Annual Parish Council meeting must be to appoint a Chairman. The retiring Chairman Cllr Lewis presided.

MIN 19/01 Cllr Hall was proposed as Chairman and 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 and thanked Cllr Lewis for his work during his time on the Parish Council.

ELECTION OF VICE-CHAIRMAN

Members agreed to defer the appointment of a vice-Chairman until those seeking co-option had been appointed.

CO-OPTION

Following the uncontested elections, Electoral Services advised that the newly elected Members may fill 1 vacancy on Higher Ward and 3 vacancies on Lower Ward by co-option. Members considered a co-option request from Mr A Meades who lives in Higher Ward and served on the Parish Council between May 2017 and May 2019.

MIN 19/02 Members RESOLVED to co-opt Mr Meades to the Higher Ward vacancy and he duly signed the declaration of office.

Members noted that Mr H Landless who was recently elected to the City Council, requested to be co-opted to Lower Ward, however, as he has since been appointed to serve on the City Planning Committee, he has been advised that it would be better if he was not on the Parish Council. Members queried the advice and the Clerk stated that as a Planning Committee Member must declare a prejudicial interest if they publicly reach a decision on an application prior to the Planning meeting, Cllr Landless may have a conflict of interests if he participates at a Parish level which may mean he couldn't participate at City level.

MIN 19/03 Members RESOLVED that the 3 vacancies on Lower Ward be advertised in the Newsletter, website and Notice Boards as soon as possible with a view to considering any applications at the June meeting.

ELECTION OF VICE-CHAIRMAN

MIN 19/04 Cllr Meades was proposed as Vice Chairman. As there were no other nominations, it was RESOLVED that Cllr Meades 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 for the May meeting.

APPROVAL OF THE MINUTES of the meeting held on 8th April 2019

MIN 19/05 It was RESOLVED that the Minutes of the April meeting be signed as a true record. Further to the approval of the Minutes, Members requested that the Clerk progress the proposed meeting with Preston City Council as itemised under **MIN 163b**.

Further to **MIN 164**, Members noted that the Clerk has established that the Clinical Commissioning Group have produced a Capital development and estates strategy which identifies Preston East and Longridge as high priority for immediate action in respect of healthcare provision. The Clerk will contact the CCG to ask how they intend to meet the healthcare demand based on the new of new homes proposed in Whittingham Parish.

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

Members completed new notification of interest forms which will be forwarded to the City Council and published on the Parish Council website. Members were reminded that any alterations made throughout the municipal year, must be submitted to the Clerk, to be forwarded to the Monitoring Officer within 28 days of the change occurring.

APPOINTMENT OF REPRESENTATIVES

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

MIN 19/06 Members RESOLVED not to set up any committees at the Annual Parish Council meeting and confirmed the following appointments to outside bodies

- a. Whittingham Hospital Stakeholders – email to be sent requesting that information is sent directly to the Clerk until an appointment is made.
- b. Goosnargh Residents Group – an appointment will not be made unless the group approaches the Council for a Member to attend.
- c. Preston Area Committee, 3 members – Cllr Hall, Clerk and Cllr Huggon in reserve
- d. Trustee to Goosnargh Village Hall - 1 Member - Cllr Meades
- e. Trustee to G & W United Charity, 1 Member - Cllr Meades
- f. Trustee to G & W Heritage Group, 1 Member - Cllr Hall

ADMINISTRATION

MIN 19/07 Members RESOLVED that meetings continue to take place at Sports & Social Club on the 2nd Monday of the month at 7.15pm.

MIN 19/08 Members RESOLVED that they prefer to receive hard copies of the Agenda and supporting material with other documents / correspondence being forwarded by email.

MIN 19/09 Members RESOLVED to renew the following items delegated to the Clerk under S101 of the Local Government Act 1972

- Make routine decisions
- consult with a 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

Members were advised that the Clerk maintains and updates a **Data Audit** which lists all the data held by the Parish Council, where it comes from and who it is shared with.

- a) In accordance with the Council's **Privacy Policy Statement** (which can be viewed on the website) Members were reminded of their responsibility not to share personal data with a 3rd party, which includes other Councillors.

MIN 19/10 All Members confirmed that they understand that before sharing any personal data – which includes residents' email addresses - Members must obtain **confirmation by email** or ask the resident to complete a **Written Consent form** which is available from the Clerk

- b) Members were reminded that the Clerk's home computer is passcode protected and all hand held devices (which are synchronised with the computer email / phone contact list) are screen or password protected.

MIN 19/11 All Members verbally confirmed that their electronic devices comply with the above technical requirements.

- c) Members noted that the Clerk maintains a **Data Retention and Disposal Policy** and regularly ensures that emails and paper records are deleted to ensure compliance.

MIN 19/12 All Members verbally confirmed that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

Members were reminded that any data breaches must be reported to the Information Commissioners Office within 72 hours. A **Template Breach** form is available from the Clerk.

PUBLIC PARTICIPATION

MIN 19/13 It was RESOLVED to adjourn for public participation.

Those present were informed that the Goosnargh and Whittingham Against Over Development protest took place on the 11th May and was well covered by NW tonight who took various pictures of the village, interviewed residents and showed the houses not currently selling at the Taylor Wimpey site.

A member from Trinity Methodist Church addressed Council regarding the grant application to contribute to a weekend away for the youngsters. Members questioned if the other sponsors had been sought and the member confirmed that was not the case.

It was confirmed that the previous submission for the Hospital site was for 650 houses and the proposal is to increase it by 250 taking it to 900 homes. It was stated that traffic flows would be eased if they opened up the Haighton Green Lane but this is shown as a cycleway / footpath. It was noted that the application includes a Masterplan that shows a school on the NW boundary and residents who had to leave the meeting early, wished to express concerns regarding the amount of traffic that this will generate. Further concerns were expressed that the proposed school area is part of Gott Field which was intended to be protected from development. The above matters will be covered under the Agenda item.

It was stated that a car wing mirror has been broken on Halfpenny Lane and the Clerk was requested to prioritise the purchase and installation of the solar speed indicators.

A Romany sign was erected at Clay Lane but it is understood that it has now been removed.

It was reported that the telephone kiosk is unlocked and a plaque still needs erecting to say it is a Heritage Asset belonging to the Parish Council.

It was RESOLVED that the meeting be reconvened.

HOLME FELL – CONTOUR/SEDDONS COMMUNITY CHARTER

Members were informed that the Clerk has received an email stating that work has commenced at Holme Fell prior to the Contract Launch Event which was intended to provide the community with an opportunity *to learn about the scheme, what the developers hope to achieve, what opportunities exist and how suppliers and community groups can play a role in delivering key outcomes.* **MIN 19/14** Bearing in mind that the site impacts on Whittingham residents, Members RESOLVED that the Clerk contacts Goosnargh Parish Council to ensure they are happy for Whittingham Parish Council to monitor progress on the site and liaise with the City Council and Seddons regarding the enforcement of planning conditions.

TO CONSIDER PLANNING APPLICATIONS BEFORE COUNCIL

Note - Members are advised prior to the meeting that applications can be viewed at www.preston.gov.uk

06/2019/0144 Outline application for the erection of 1no. dwelling (all matters reserved) (pursuant to outline planning permission 06/2016/0581) at The Old Glasshouse, Pudding Pie Nook Lane, Preston. Members noted that the application is a reserved matters application to alter the elevations from those approved under **06/2018/0848**.

MIN 19/15 Members RESOLVED to leave to planning

06/2019/0365 Outline planning application seeking approval for access from Henry Littler Way and Cumeragh Lane for the development of up to 750 dwellings; the redevelopment of the Whittingham and Goosnargh Sports and Social Club and associated outdoor facilities; approximately 1.5 hectares of land reserved for the delivery of a primary school and associated development; redevelopment of the former waste water treatment works for up to three dwellings; landscaping, public open space and other on-site infrastructure (all other matters reserved) at Former Whittingham Hospital Site, Whittingham Lane, Whittingham.

Members noted the concerns expressed under public participation and also noted that the Clerk was unclear regarding whether the provisions of the old S106 agreement would be transferred to the new application and if not, how would this impact on the future charter for the Sports Club, the provision of allotments, affordable homes etc.

MIN 19/16 Due to the history and complexity of the application, Members RESOLVED that the Clerk request a meeting with PCC to discuss the application before submitting any comments.

06/2019/0437 Single storey rear extension at Woodvilla, Goosnargh Lane, Preston. Members noted that the extension was for a proposed dining area towards the rear of the property with the neighbouring property also extended.

MIN 19/17 Members RESOLVED to leave to planning.

MIN 19/18 The following applications were received after the Agenda had been published and it was RESOLVED that the Clerk would make representation under delegated authority.

- **06/2019/0492**, 493, 494 and 495 for a change of use from light industrial to dwellings at Daisy Dean, Inglewhite Road. As all of the properties were considered to be in Goosnargh Parish, no representation was made.
- **06/2019/0456** Broadfield, Inglewhite Road. Members objected to the principle of the development, but planning permission was granted. The scale and massing of the proposal do not appear to be excessive. No objections will be made.
- **06/2019/0521** Variation of plans at 37 Halfpenny Lane. The proposal seeks to vary the roof form due to budget reasons. No objections will be made.

06/2019/0465 Former allotments on Whittingham Road 9 dwellings

MIN 19/19 It was RESOLVED that the Clerk request an extension of time to allow the above application to be discussed at the June meeting.

INTERNAL AUDIT REPORT 2018 / 2019

Members noted that the Internal Audit Report quotes the 2018 carried forward figure and year-end balance. **MIN 19/20** It was RESOLVED that the report be amended and the alteration was initiated by the Chairman. A full copy of the report will be submitted to the external auditor and will be made available on the Parish Council Website. **MIN 19/21**

Members RESOLVED to approve the fee of £100 (**CQ 1404**) which has increased due to the additional work involved with CIL.

2018 / 2019 ANNUAL RETURN

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

MIN 19/22 Members reflected on the effectiveness of the system of internal control (presented to the March meeting) and RESOLVED to complete and approve the Annual Governance Statement which was signed by the Chairman and Clerk.

MIN 19/23 Members considered the end of year financial report and RESOLVED to approve the Accounting Statements which were signed and dated by the Chairman.

2019 / 2020 MAINTENANCE UPDATES

a) Goosnargh Village Green

In accordance with the 2019 / 20 budget Members NOTED that the City Council will be invoicing the Parish Council for £990 in respect of an 18% contribution towards the maintenance of Goosnargh Village Green.

b) Cumeragh Village Green / Beacon Drive

Members NOTED that Envirocare have entered the final period (year 3) for the contract at Cumeragh Village Green and Beacon Drive. A complaint was received that grass cutting did not commence until the 19th April and the Clerk has requested an additional cut prior to the Whitsuntide Festival on Sat 1st June.

c) Cumeragh Play Area

Members NOTED that Barton Grange have confirmed they will continue to undertake the weekly inspection and litter pick in accordance with the budget. **MIN 19/24** Members RESOLVED to request that Wicksteed Leisure carry out the Annual Inspection.

MIN 19/25 Members noted that the trees at Cumeragh need a safety inspection and RESOLVED that the Clerk appoint a contractor to inspect them.

FINANCIAL STATEMENT 1ST – 30TH APRIL 2019

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

ACCOUNTS FOR PAYMENT AND RECEIPTS

Members NOTED the following S137 payments awarded at the Annual Parish Meeting approved under MIN 105 of the 2018/19 financial year.

| | | |
|--|------|---------|
| Goosnargh & Whittingham Whitsuntide Festival | £500 | CQ 1402 |
| Goosnargh & Longridge Agricultural Show | £250 | CQ 1403 |

Members NOTED the April CIL payment of £24,347.28 and that the City Council has advised the Precept will be credited in May.

MIN 19/26 Members RESOLVED to approve the following accounts for payment including the regular monthly direct debit of £27.60 to Easy websites.

| DETAILS | PAYEE | AMOUNT | CHEQUE |
|-------------------------------|--------------------------|-----------|---------|
| Clerk Salary May 2019 | J Buttle | £536.24 | CQ 1405 |
| Tax / National Insurance | HMRC | £134.00 | CQ 1406 |
| Bench / Bin at Halfpenny Lane | Preston City Council | £1,010.27 | CQ 1407 |
| E-On bill | E-On | £26.10 | CQ 1408 |
| Data Protection | Information commissioner | £40.00 | CQ 1405 |

2019/20 INSURANCE POLICY

Members considered and confirmed that the Council's insurance requirements are satisfactory with particular regard to the policy cover, valuation of the Council's assets and the level of fidelity guarantee. **MIN 19/27** Members RESOLVED to renew the policy with BHIB Insurance Brokers at a cost of £677.61.

REQUEST FOR GRANT

MIN 19/28 Members RESOLVED to approve the donation request for £200 under S137 of the Local Government Act.

NEWSLETTER

Members NOTED that the Summer Newsletter will include an update on changes to the Parish Council Membership, an appeal for new Members, the Annual Chair and Finance Report and notification of the Whittingham Hospital application.

CIL UPDATE

Members NOTED the following updates in relation to CIL items.

Circular walks – Difficulties are still being experienced in finding a contractor to complete all the required work on the Public Rights of Way. Members noted that due to the amount of work involved, it may be necessary to prioritise one walk at a time with the leaflets being produced once all the work is completed. Cllr Meades stated that he may have a contact interested in the work and agreed to pass this to the Clerk.

Speed cameras – The Network Management Highway Engineer has inspected the proposed locations for the SPIDs and the Clerk is in the process of contacting affected residents and the landowner.

Village Green signs – PCC have been reminded of our request regarding by-laws and the introduction of new signs on Goosnargh Village Green.

NOTE NEW CORRESPONDENCE

Members indicated that they did not wish to attend LALC's Councillor training course in July.

DATE OF NEXT MEETING - Monday 10th June 2019 at Whittingham Sports & Social Club commencing at 7.15pm.