



WHITTINGHAM PARISH COUNCIL
Minutes of the Parish Council Meeting
on Thursday 13th Nov 2025 at 7.15pm
in Goosnargh Village Hall – downstairs

MEMBERS PRESENT

Cllr Dave Hall - Chairman
Cllr Martin Carefoot
Cllr Lauren Chattein
Cllr Barbara Clarke
Cllr Dave Price
Cllr Michelle Woodburn

MEMBERS OF THE PUBLIC

2 x PCSOs – Ellie & Dan

Mrs Julie Buttle - Parish Clerk

APOLOGIES

Apologies were received from Cllr Anthony Eccles.

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 9TH OCT 2025.

MIN 25/26.102 Members **RESOLVED** that the Chairman sign the Minutes as a true record.

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

There were no declarations of interest.

PUBLIC PARTICIPATION

MIN 25/26.103 Members **RESOLVED** to adjourn the meeting for public participation.

The PCSO's confirmed that another PCSO will be joining the rural area in the New Year. It is hoped that a Community Beat Manager may also be appointed. It was confirmed that the PCSO's are still based in the town centre and need to travel to attend local incidents.

Crime remains low. The latest incidents include 1 burglary on West Lodge Road, 4 nuisance calls, 2 road traffic collisions (Langley Lane & Whittingham Lane) 4 reports of suspicious circumstances and 1 theft.

Cllr Chattein added that 2 vehicles had been stolen from Chingle Hall Crescent. The police advised that they can supply a pack to put car keys in, alternatively, residents can put their keys in a tin which blocks the signals allowing thieves access.

Incidents of anti-social behaviour were reported at the Tap & Tales. The PCSOs will visit to provide reassurance and advice on how to report the incidents.

Cllr Carefoot stated that surface water is an issue on Halfpenny Lane. 5 vans, a wagon and 6 men from LCC highways attended but they didn't do anything to resolve the concern. Cllr Carefoot advised that he has emailed and requested to speak to the Director of Highways who isn't replying to any messages.

The Clerk replied that Highways have altered their procedures for reporting highway related matters and Clerks no longer have the option to email Highways District Lead to request help with local concerns. Everything has to be reported via a My Services account and it was confirmed at the recent LCC Parish & Town Council Conference, that LCC are experiencing several teething problems. Consequently, the Clerk has referred several highway concerns to County Cllr Jones with a request that a site meeting is held with officers. Halfpenny Lane will be added to the list.

The Clerk informed Members of flooding and maintenance concerns at the Inglewood estate. The Clerk has requested further information from the resident who reported the issues, in the hope that a meeting can be arranged with Applethwaites - the developer and IPM - the company managing the open space on the estate.

As there were no other matters raised, the meeting was reconvened.

FINANCIAL STATEMENT 1st – 31st Oct 2025

In Oct 2023, the Parish Council received a donation from Goosnargh Golf Society to assist with the repair of the goal posts. The Clerk confirmed that the goal posts have been placed in storage over the winter and Members **NOTED** a further donation of £125.

Members also **NOTED** the October CIL income of £2,619.00.

The Chairman verified that the finance and bank statements have been reconciled and Members **NOTED** that the British Legion poppy cheque has not yet cleared.

ACCOUNTS FOR PAYMENT

MIN 25/26.104 Members **RESOLVED** to note and approve the following accounts already paid in accordance with Standing Order 2023 15 (xii).

DETAILS	PAYEE	AMOUNT	PAY REF
14 th Oct Football pitch mowing contract	Millars	£204.00	Ref 103
24 th Oct Parish Lengthsman contract	Mark Cornforth	£522.00	Ref 104
RPII Play inspection course (MIN 25/26.70)	LALC	£300.00	Ref 105
10 extra lamppost poppies (agreed by email)	Goosnargh PC	£30.00	Ref 106

MIN 25/26.105 Members **RESOLVED** to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	METHOD
Clerk Salary Nov	J Buttle	£1627.08	BACs
PAYE	HMRC	£231.29	BACs
Employer Nat Ins	HMRC	£224.57	BACs
Pension	NEST	£97.65	DD
E-On bill	E-On	£17.35	DD
A4 paper, ink & laminate pouches	Viking	£162.67	BACs
Microsoft Cloud Jul - Sep	J Buttle	£17.64	BACs
Village Green maintenance	City Council	£990.00	BACs

PARISH COUNCIL NEWSLETTER

The agenda explained that the Parish Council Newsletter was introduced in 2016 to inform residents of local concerns and projects relevant to the Parish Council and in line with good practice, it ensures that residents receive the Chairman's Annual Report, Financial information and links to the website which provides more detailed information on Parish Council matters and links to partner organisations such as the City Council, Police and Highways.

Members discussed that other parishes issued a glossier Newsletter which included community information not necessarily related to the Parish Council and Members agreed that whilst some residents prefer a hard copy of the Newsletter, others will feel more comfortable using the website and social media to access and read local news.

MIN 25/26.106a Members **RESOLVED** to approve the content of the Autumn / Winter Newsletter and agreed to advise the Clerk of any amendments by the 21st Nov so that the edition can be printed and delivered.

MIN 25/26.106b Members **RESOLVED** that whilst the Newsletter needs refreshing, its primary purpose should relate to Parish Council matters, with social and community information to be provided by WhitWhat. Cllr Price provided Members with a link to WhitWhat prior to the meeting and Members were requested to provide feedback to Cllr Price and Cllr Chattein.

MIN 25/26.106c Members **RESOLVED** that Cllr Chattein would use her marketing skills to redesign and refresh the format of the Newsletter – in addition, the Council will revisit its Communication Strategy to ensure information is presented in a variety of formats.

In the meantime, the Clerk requested that Cllr Chattein email her Facebook IP address, so that she can be added as an administrator on the Council's Facebook page.

GROUNDS MAINTENANCE CONTRACT

Members noted the agenda information which explained that Millars had been contracted to manage the grounds maintenance for one year and feedback from residents had been very complimentary. Mowing of the football pitch had been arranged separately, when the existing contractor pulled out without notice.

Members also noted that Millars have confirmed they are willing to continue with the Maintenance Contract and the football pitch mowing arrangements at the same rate during 2026

In response to a question, the Clerk stated that it was probably advisable not to combine the tasks into one Contract because the Parish Council needed continuity with the grounds maintenance and the use of the football pitch was subject to approval by the City Council.

MIN 25/26.107 Members **RESOLVED** to renew the Grounds Maintenance Contract and the separate pitch mowing arrangements with Millars, until the end of 2026, when the arrangements and costs will be reassessed.

CONSIDERATION OF 2026/27 BUDGET ITEMS

The Clerk presented a DRAFT budget which showed existing and estimated expenditure to the end of the financial year. It also included a list of items to be funded from CIL interest and the addition of £5,000 for marketing as suggested at the October meeting.

Members reflected on what was meant by 'marketing' and it was suggested that a Marketing Strategy should be developed – linked to the refresh of the Newsletter and the Communication Strategy mentioned in MIN 106c.

MIN 25/26.108 Members **RESOLVED** to agree a DRAFT budget of £51,522 subject to the approval of the Communication and Marketing strategies to be presented to the January meeting.

COMMUNITY INFRASTRUCTURE LEVY

a) CIL FINANCE PLAN

In accordance with MIN 22/59a, Members **NOTED** a full copy of the CIL Finance Report which lists CIL income and expenditure since CIL was first introduced in 2015. Members also **NOTED** the detailed expenditure list itemising all the projects which have benefitted from CIL.

b) CIL BUSINESS PLAN

Members **NOTED** the following updates on the pending items on the CIL Business Plan.

- **Christmas lights** – As the 2025 quote for the Christmas tree includes the supply of lights, the CIL expense to purchase replacement lights can be disregarded.
- **Gym equipment** - the City Council have advised that the Invitation to Quote will have a return date of the 28th Nov. Assuming the quotes are acceptable, the project will be presented to the City Council Cabinet for the works to be approved.
- **Playground equipment** – further to MIN 25/26.94 of the October meeting, the Clerk informed the City Council that the scale and quality of the play equipment seemed appropriate to the play area. The Parks Development Officer has replied that *alternative companies need to be approached due to the cost*. Hopefully this will not delay the installation, estimated to be before Easter.
- **Woodland Walk** – following the deferment of a decision on the new primary school due to transport concerns, the Clerk is trying to arrange a meeting with LCC to discuss if the Woodland Walk can increase pedestrian access. Discussions with Homes England have been put on hold as a positive response from LCC may assist the purchase.
- **Beacon Drive Memorial** – The Tommy Silhouette was temporarily placed on the grassed area and has been removed to protect it from damage or theft. Members will need to consider a permanent location as part of the plans to redesign the memorial area - noting that Community Gateway are not prepared to sell the land to the Council.

Shrubs to the left of the Memorial have been cut back but the trees to the rear require the services of an arboriculturist with specialist equipment. Cllr Eccles, the Lengthsman and the Clerk are securing quotes to progress this.

NEW CIL ITEM – PARISH WALKS

In 2019, the Parish Council inspected 6 circular walks, of varying length, along the Public Rights of Way. CIL was used to maintain, improve and advertise 2 walks which were solely in Whittingham Parish but walks crossing into Houghton and Goosnargh were not taken forward.

The Parish Plan vision refers to the Parish as one community, regardless of where people live and at the October meeting, the Chairman suggested that the remaining walks, falling partly outside the parish, should be added to the CIL Business Plan.

MIN 25/26.109 Members **RESOLVED** to add the walks to category 2 of the CIL Business plan so that they can be inspected and the potential costs identified.

ST JOHN'S CHURCH

Following the Oct Council meeting, a pre-contract meeting was held with Buttress who have a 16-week window to deliver the Feasibility Study. The pre-contract meeting highlighted a couple of 'interpretation differences' which were detailed in the notes circulated by Cllr Price.

Members noted that as the optional ecologist cost is not required, negotiations are taking place to provide additional imaging which can be used to provide a 'WOW' effect for potential funders.

The public consultation event took place on the 7th Nov and generated a lot of interest. The next step is for Buttress to produce a Report on the Preliminary Findings.

MIN 25/26.110 It was **RESOLVED** that the Preliminary Findings Report will be circulated by email, with an extra-ordinary meeting being called if any decisions are required.

PLANNING MATTERS

Members **NOTED** that no applications have been considered under delegated authority.

- a) **Swainson House Farm Appeal** – Members were informed that an appeal has been lodged against the refusal of application **06/2025/0182** for 95 dwellings and it was **NOTED** that the Parish Council's objection letter will be forwarded to the Planning Inspector.

The appellant's statement of case was circulated to Members, who **NOTED** that in addition to disputing the 5-year housing supply, the appellant has drawn attention to an appeal in Broughton which was allowed because the Inspector stated *that whilst the proposal would conflict with the adopted spatial strategy - it would not be inconsistent with the objectives of that spatial approach*.

MIN 25/26.111 Members **RESOLVED** to comment on the above points, delegating the response to the Clerk and Cllr Price who has opposed the application in a personal capacity.

- b) **Local Plan Hearing** – When considering the draft Local Plan, Members expressed concerns regarding the inclusion of 2 elderly people housing sites at Gorlands off Whittingham Road. Site specific matters will be discussed at Hearing likely to take place on Thurs 4th Dec at the Town Hall. Members noted that responses are likely to be generic rather than site specific but a place as been reserved for the Council to attend.

MIN 25/26.112 Members **RESOLVED** that subject to the Clerk's availability, the Clerk will represent the Council at the Hearing.

- c) **Proposed Whittingham Primary school** - LCC held a consultation event to seek views on how the proposed primary school will operate as an academy. An email has been received inviting the Council to nominate a representative to review the applications from academy sponsors and sit on the interview panel.

MIN 25/26.113 Members noted emails from Cllr Clarke and Cllr Chattein and **RESOLVED** to propose Cllr Chattein to the panel - noting Cllr Clarke's offer of assistance, based on her employment at a local secondary school.

d) Halfpenny Lane - Sports Village proposal

Under MIN 25/26.84 of the Oct meeting, Members resolved that the Clerk contact Longridge Town Council to ascertain their views on the Sports Village development. A reply has been received stating that the Town Council will not express a view as it may be conceived as pre-determination. Given that Longridge Town Council will not be determining the application, this seems unlikely however, the views of the Town Council remain unknown.

Members **NOTED** that a further approach will be made if an application is submitted.

NOTE NEW CORRESPONDENCE

Cllr Hall attended a meeting with Longridge Town Councillors to discuss Local Government Reorganisation. Cllr Hall informed the meeting that the CEO of Preston City Council has stated that the City Council is not yet in a position to discuss the transfer of assets. Instead, Cllr Hall requested that Longridge Town Council reconvene the 2019 cross-boundary partnership meetings which were held to discuss infrastructure issues affecting both Longridge and Whittingham.

The reserved matters application at the former hospital site was granted on the 30th October so the Clerk has contacted Barratts to request a meeting to follow up on the Council's planning comments particularly, the management of the open space and measures to ensure the new development pays tribute to the site history.

The Clerk informed Members that LCC have rejected the request for a pedestrian crossing on Cumeragh Lane due to the low number of recorded injury collisions.

In addition to the Parish Council's outstanding request to reduce Henry Littler Way to 20mph, a resident has requested double yellows at the junction with Cameron Ave. Neither can be actioned until Henry Littler Way has been adopted, so the Clerk has contacted LCC Highways and Taylor Wimpey for an update.

Cllr Carefoot, Cllr Chattein and the Clerk attended the Lancashire Town & Parish Council conference on Sat 1st Nov. The Clerk circulated an email detailing the key points and Members were reminded to reply to a consultation on the Lancashire Transport plan.

Cllr Clarke informed Members that the Heritage Group constitution was being revised and a new Chairman had been appointed. Contact details will be provided in due course.

DATE OF NEXT ORDINARY COUNCIL MEETING

Unless an extra-ordinary meeting is called regarding St John's Church, the next scheduled meeting of the Council will be on **Thurs 9th January 2026 at 7.15pm** in Goosnargh Village Hall.

END