



WHITTINGHAM PARISH COUNCIL
Minutes of the Council meeting held on
Thursday 14th March 2024 at 7.15pm
in Goosnargh Village Hall – downstairs

MEMBERS PRESENT

Cllr Dave Hall - Chairman
Cllr Tony Brooks
Cllr Martin Carefoot
Cllr Michelle Woodburn

MEMBERS OF THE PUBLIC

City Cllr Stephen Whittam
2 representatives regarding the emergency radio link

Mrs Julie Buttle – Parish Clerk

APOLOGIES

Apologies were received from Cllr Dave Price and Cllr Barbara Clarke.
Apologies were also noted from County Cllr Sue Whittam.

APPROVAL OF MINUTES of the Council meeting held on **8th Feb 2024**.

MIN 23/24.152 Members **RESOLVED** that the Chairman sign the Minutes as a true record.

TO ACCEPT DECLARATIONS OF INTERESTS

There were no declarations in relation to items on the agenda.

CO-OPTION PROCEDURE

The City Council confirmed that as no requests for an election have been received, the vacancy on Higher Ward can be filled by co-option.

MIN 23/24.153 Members **RESOLVED** to advertise the vacancy on the Parish Notice Boards, Website, Facebook page and Newsletter.

PUBLIC PARTICIPATION

MIN 23/24.154 Members **RESOLVED** to adjourn the meeting for public participation.

Members received a presentation regarding an Emergency Radio Area Link (ERAL) funded by the Government. In summary, a base set and radio antenna will be installed in a central location and will only be activated in the event of a major incident. The equipment will run without power for 7 days and will not be impacted by a poor signal. Trained volunteers will be issued with hand held radios and power packs to communicate with the emergency services and connect to other communities to co-ordinate requests for tradesmen or respond to requests for food, toiletries, sleeping equipment etc. The communication hub will also be able to provide updates to the local community on how the incident is progressing.

In response to questions, it was stated that if ERAL was installed in a central location, members of community groups such as the Round Table, Scouts and First Responders could be trained to use the equipment and in the event of an incident, they would report to the installation point. If there are no incidents, then the equipment can be moved and repurposed.

It was confirmed that Preston City Council and the Lancashire Resilience Forum work with City and County Councillors to understand the needs of local communities and these are fed into the County Council's Emergency Plan. The representatives were thanked for their presentation.

Cllr Whittam stated that the Head of Parks Development had requested details of any improvements required in Preston Rural East. Members suggested

- Tidy the area at the back of the play area on Goosnargh Village Green
- Maintenance of the trees at the back of the tennis club
- Work in partnership with the Parish Council to improve the drainage at Cumeragh Village Green play area

Cllr Whittam also stated that County Cllr Susan Whittam wished to remind attendees that she may provide grant support to community projects. Cllr Whittam will check if the grant is just for community groups or if the Parish Council can apply.

Cllr Woodburn stated that whilst Goosnargh Parish Council had declined to match the £250 donation to the Best Kept Village project, GW in Bloom were progressing plans for a joint entry. The Clerk explained that Goosnargh Parish declined the request because they had already agreed to finance a new Parish Noticeboard because the 2023 BKV Report had stated that the old one was in poor condition.

Cllr Carefoot reported a car accident at the junction of Halfpenny Lane and Cumeragh Lane and concerns were expressed regarding the quantity and size of the traffic using the junction, in addition to the narrow width of the pavements. The Clerk stated that an email had also been received on behalf of concerned residents. It was agreed that the Clerk should contact LCC Highways and County Councillor Swarbrick (LCC Cabinet Member for Highways) to ask if the junction can be improved. Traffic lights and bollards were suggested.

It was noted that the police were not present and Members requested that the Clerk ask them to provide feedback on the following items and attend the next meeting

- Hit and run involving a jogger on Langley Lane
- Details of the accident at Halfpenny Lane
- Reports of an increase in farm and construction plant theft in the rural areas
- Number of times the speed gun has been used in the parish

Concerns were expressed that potholes are not being filled properly as cold tarmac is being used which is not sealed and washes out as soon as it rains. The Clerk will pass the concerns on to Highways.

As there were no other matters raised, it was **resolved** that the meeting be reconvened.

EMERGENCY RADIO AREA LINK

MIN 23/24.155 Further to the ERAL presentation, Members **resolved** that they did not wish to apply for the radio equipment, however the Clerk was requested to contact the City and County Councils to request a copy of their Emergency Plan with a view to creating a local version which could link into the WhitWhat project which will provide residents with contact details of local activities.

2023/24 END OF FINANCIAL YEAR - INTERNAL AUDIT REQUIREMENTS

Members noted the Terms of Reference and the following appendices which had been produced in preparation for the 2023/24 internal audit.

APP A. Risk Management Strategy

APP B. Risk Management Register

APP C. Council's Asset Register

MIN 23/24.156 Members confirmed that the above documents were up to date and **RESOLVED** to approve the Internal Audit Checklist (**APP D**) appointing S Wiseman as the Internal Auditor.

Members **noted** that the Clerk and Cllr Price will look at the documents again to assess the likelihood of risk, against the impact of risk, with a view to ranking the risks from high to low scores, so that Members can see whether the Council is mitigating the things needed. The Clerk has scheduled the working for July / August.

Members also **noted** that the Clerk is trialling an electronic accounting package from Scribe with the intended aim of moving to electronic accounts and audit in 2024/25.

CUMERAGH VILLAGE TREE INSPECTION

Members considered the inspection report and noted the recommendation to remove a high-risk limb from T5 and crown reduce and remove damaged branches from 2 medium risk trees.

MIN 23/24.157 Members **RESOLVED** to accept the quote of £1,410 + VAT for the above works.

Before instructing the contractor to commence, the Clerk will check if the report can be added to the website and will issue a leaflet to residents around the Square to advise them that the works will take place and provide a link to the report on the website.

FINANCIAL STATEMENT 1st – 29th February 2024

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

ACCOUNTS FOR PAYMENT AND RECEIPTS

MIN 23/24.158 Members **RESOLVED** to note and approve the following accounts for payments

Clerk Salary March	J Buttle	£1313.97	BACs
PAYE	HMRC	£420.51	BACs
Employer Nat Ins	HMRC	£141.74	BACs
Nest Pension	NEST	£88.55	DD
Feb 2024 Maintenance	Nurture	£627.00	BACs
Jan – March expenses	J Buttle	£50.48	BACs
Electricity Beacon Drive	E-On	£17.05	DD

2024/25 E-ON ELECTRICITY CONTRACT

MIN 23/24.159 Members noted the fixed price plan for the E-ON electric supply at Beacon Drive Christmas and **RESOLVED** to approve a one year contract.

2023/24 END OF FINANCIAL YEAR - CIL FINANCE REPORT

Members **noted** that the Clerk has submitted a further request for the CIL Demand Notices which are required to predict CIL income. Cllr Price has volunteered to work with the Clerk to incorporate the information in to the CIL Spreadsheets.

MIN 23/24.160 Members **RESOLVED** to approve the CIL Finance Report and **RESOLVED** to approve a cheque transfer of £175,000 to the CCLA investment account to reduce the CIL balance in the Council's current account.

CIL BUSINESS PLAN

Members **noted** the following updates on the CIL Business Plan

- the retention fee for the Village Hall roof (itemised in the March 2023 MINS) has not been requested however it was reported that the invoice will be forwarded soon.
MIN 23/24.161 Assuming the amount is as expected, it was **RESOLVED** that the Clerk will arrange the payment.
- Burnley Council have agreed to design and produce the PROW sign boards and leaflets
- The dog bag dispensers have been ordered
- at 1st Goosnargh Scouts have asked PWA Planning Consultants to prepare a planning application for the joint scout / tennis building.

MIN 23/24.162 Members **RESOLVED** to approve a quote of £2,952 for the complete refurbishment of the Halfpenny Lane telephone kiosk.

ST JOHN'S CHURCH

The Clerk confirmed that an internal site visit will take place on the 19th March. The visit will provide an opportunity to produce an Inspection Report and CAD drawings which can be used to design a Concept Scheme and Masterplan which are considered essential to the move the project forward.

MIN 23/24.163 Members **RESOLVED** that CIL funds should be used to finance the Inspection Report and CAD Drawings.

Following the site visit a further meeting will be arranged with Safe Regeneration and the architect to discuss the site findings and consider the content of a feasibility study. Members confirmed the 27th March as an acceptable date but stated a preference for an evening meeting. The Clerk will confirm the details in due course.

PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

MIN 23/24.164 Members **RESOLVED** to NOTE and approve the delegated planning representation.

Members considered a Planning Consultation proposing changes to permitted development rights which allow buildings to be demolished and replaced by flats or single detached dwellings.

MIN 23/24.165 Members **RESOLVED** to reply to the consultation suggesting that upward development in rural areas should be limited to 2 storey and the building footprint of a replacement dwelling should be no more than 50% of the existing structure. It was also suggested that the proposed restrictions could be relaxed to allow the demolition of pre 1930 farm buildings.

80th ANIVERSARY OF THE D DAY LANDINGS

Members **noted** that several Beacons will be lit at 21:15 hrs on the 6th June to commemorate the 80th Anniversary of the D Day landings, however as the Parish Council does not have a Beacon no further action was proposed.

KING'S PORTRAIT

Members were informed that Parish Councils may apply for a free, framed portrait of HM The King to celebrate His reign.

MIN 23/24.166 Members **RESOLVED** to apply for the portrait to be displayed in Goosnargh Village Hall.

NOTE NEW CORRESPONDENCE

Cllr Hall advised that he had attended a meeting of the Goosnargh & Whittingham United Charity on the 12th March to discuss funding support for eligible residents of the Parish.

The Clerk is working on the Parish Newsletter to be issued in April and Members were requested to submit any relevant articles.

DATE OF NEXT MEETING

The date of the next meeting will be on **Thursday 11th April 2024 at 7.15pm** in Goosnargh Village Hall.

END