



**WHITTINGHAM PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**on Tuesday 9<sup>th</sup> Sept 2025 at 7.15pm**  
**in Goosnargh Village Hall**

**MEMBERS PRESENT**

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

**MEMBERS OF THE PUBLIC**

2 Police representatives  
Terry Witter – Whitechapel Village Hall  
Julie Dobson – Lower Ward resident  
Tricia Parker – Cumeragh Village resident    Cllr  
  
Mrs Julie Buttle - Parish Clerk

**APOLOGIES**

Parish Councillor Anthony Eccles.

**APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 10<sup>TH</sup> JULY 2025.**  
**MIN 25/26.64** 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 25/26.65** Members **RESOLVED** to adjourn the meeting for public participation.

The Chairman suggested that Mr Witter update the Council on Whitechapel Village Hall under the agenda item so that Members had the opportunity to ask questions immediately prior to making a decision. The suggestion was accepted.

PCSO Sue Quinn introduced herself and explained that she would be working alongside PCSO Ellie Burke. PCSO Quinn has worked in the police control room and stressed the importance of reporting all incidents using the 101 number or online. She stated that there were no calls logged for the area in August and she pledged to work with the Parish Council to ensure speeding and littering incidents are reported to the relevant authorities.

Julie Dobson and Trish Parker advised that they wanted to listen to the agenda items.

Cllr Woodburn asked if there was an update on whether the City Council would devolve assets to the Parish Council under the local government reorganisation proposals. The Clerk replied that the City Council Chief Executive would be attending Preston Area Committee to answer any questions as detailed under new correspondence.

The Clerk advised that planning applications indicate that Barratts are responsible for the maintenance of land to the south of the Taylor Wimpey estate. Barratts have been asked to confirm their future plans for the land to the Parish Council and contact a local resident to address a number of maintenance issues.

It was stated that a resident on The Square had objected to the use of weedkiller near his property. The Clerk suggested that the resident put the exact concerns and location in writing, so that the matter can be referred to the maintenance contractors.

As there was no further business, the meeting was reconvened.

**2024/25 CONCLUSION OF AUDIT**

Members noted that the 2024/25 external audit has been completed and the Statutory Conclusion of Audit Notice has been published.

**MIN 25/26.66** Members **RESOLVED** to note that the invoice has been paid and there were no matters arising. The Clerk was thanked for completing the additional work on the audit.

**9<sup>th</sup> Sept 2025 - Minutes**

## FINANCIAL STATEMENT 1st – 31<sup>st</sup> August 2025

**MIN 25/26.67** The Chairman verified that the finance and bank statements had been reconciled in August and Members **RESOLVED** to note and approve the following accounts which were paid in accordance with Standing Order 2023 15 (xii)

DETAILS	PAYEE	AMOUNT	PAY REF
Postcrete stile fixing – Aug update	A Eccles	£41.94	Ref 59
Call out 50% deposit - <b>MIN 53</b>	Playdale	£90.00	Ref 60
Grounds maintenance - <b>Aug Contract</b>	Millars	£840.00	Ref 61
Football pitch 05.08.25 - <b>Contract</b>	Millars	£204.00	Ref 62
Woodland walk inspect - <b>MIN 55</b>	Greenbanks	£456.00	Ref 63
4 cases x 800 Dog bag refills	JRB enterprise	£130.26	Ref 64
2 x Goosnargh Green Benches <b>MIN 95</b>	Preston City	£1,175.00	Ref 65
2 x Cumeragh benches shade <b>MIN 54</b>	TDP Ltd	£1079.81	Ref 66
Call out 50% balance - <b>MIN 53</b>	Playdale	£90.00	Ref 67
Clerk Salary Aug + NJC rate update**	J Buttle	£1,797.92	Ref 68
PAYE	HMRC	£297.89	Ref 69
Employer Nat Ins	HMRC	£260.19	Ref 70
Pension	NEST	£97.65	Ref 71
Electric bill – <b>Aug Contract</b>	E-ON	£18.23	Ref 72
Replaced PROW signboard <b>MIN 39</b>	Small Sign Co.	£114.00	Ref 73
Lengthsman Aug 134 - <b>Contract</b>	Mark Cornforth	£540.00	Ref 74
Audit Fee (pay on receipt of invoice)	PKF Littlejohn	£504.00	Ref 75

**MIN 25/26.68** Members noted that the NJC pay scales were updated in August and in accordance with MIN 24/25.149, the Clerk's salary and pension payments have been adjusted.

## ACCOUNTS FOR PAYMENT

**MIN 25/26.69** Members **RESOLVED** to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	METHOD
Football pitch <b>19.08.25</b>	Millars	£204.00	BACs
Grounds maintenance – Sept	Millars	£840.00	BACs
Football pitch <b>01.09.25</b>	Millars	£204.00	BACs
Clerk Salary Sep	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	£18.23	DD
Newsletter Delivery	JPP Media	£244.80	BACs

## PLAY AREA INSPECTION TRAINING

Members noted that LALC are organising a RPII Routine Inspectors Course. The course will ensure the Parish Lengthsman can carry out regular inspections of the play equipment and he has indicated that he is willing to attend and take the exam.

**MIN 25/26.70** Members **RESOLVED** to fund the £160 course fee and the £140 exam fee.

## COMMUNITY INFRASTRUCTURE LEVY – FINANCIAL UPDATES

**MIN 25/26.71** Members **RESOLVED** to approve the CIL Finance plan, noting that the invoice for the Cumeragh play area repairs has not yet been paid, due to the query detailed on the agenda.

**MIN 25/26.72** Further to a query relating to the repair of the Village Clock repair, it was **RESOLVED** that the Clerk would request an update, both on the repair and the total amount of funding raised.

## **COMMUNITY INFRASTRUCTURE LEVY – UPDATE ON CURRENT PROJECTS**

### **a) GOOSNARGH VILLAGE GREEN – GYM EQUIPMENT**

Members noted that City Council officers have been assessing several layout options for the proposed gym equipment on Goosnargh Village Green.

**MIN 25/26.73** Members **RESOLVED** to advise the City Council that they agreed with the officer's recommendation for option one. It is understood that the City Council will now commence the procurement process with final costs to be brought back to the Parish Council.

### **b) WHITECHAPEL VILLAGE HALL**

In Nov 2024, Members were informed of a project to improve the toilets at Whitechapel Village Hall. At the time, it was explained that the project may have an estimated shortfall of £10,000. Members resolved to add the project to the CIL Business plan - with MIN 24/25.96 clearly stating that no funding has been promised or proposed.

As detailed under public participation, the meeting was adjourned so that Mr Witter could provide a detailed explanation of the project.

In summary, Mr Witter explained that as the toilets were in the older part of the building, it became apparent that a 'quick fix' was not an option because additional work was required to address a leaking roof, damp, poor plumbing etc. The project was re-evaluated and additional work was agreed to include a new entrance, lobby, bar area, improved heating and insulation.

The alterations - including a contingency – meant that the cost increased to £72,000 – however, as £59,000 had been secured from other funding sources, work started during the summer holidays - to minimise disruption for hirers – leaving a potential shortfall of £13,000,.

In response to questions, Mr Witter advised that due to the nature of the quotes, it would be impossible to segregate the costs specifically relating to the toilets and he confirmed that the project would need to be scaled back if the Parish Council CIL donation was not received.

Members expressed concern that the Nov 2024 Minutes clearly stated that funding had not been promised or proposed and the original proposal related to a much smaller project. However, on balance, Members stated that they understood the rationale to complete the renovations as one project whilst the building was closed over the summer and it was acknowledged that Whitechapel Village Hall serves the local area well.

Before the project expanded, the shortfall was estimated to be £10,000, consequently, **MIN 25/26.74** Members **RESOLVED** to award £10,000 towards the renovations.

For clarity, as construction quotes have been provided and as the work is nearing completion, the matter will not need to be reported back to Council before the payment is released.

### **c) WOODLAND WALK**

Further to MIN 55, a tree survey has been carried out on the woodland walk, which indicates works are needed in the region of £5,868. This does not include any future maintenance or additional planting.

**MIN 25/26.75** Members **RESOLVED** that Cllr Eccles, Cllr Price and Cllr Carefoot attend a Teams meeting with Homes England, to negotiate the purchase price. A representative from Treescapes will also be invited to outline the future maintenance requirements.

### **d) CUMERAGH PLAY AREA**

Further to the annual play area inspection report, discussions have taken place to prune the willow tunnel and remove the balancing logs and Playdale have provided a quote to repair several pieces of equipment at a cost of £1,420.20. Members noted that the Clerk has requested a full breakdown of the repairs, along with clarification of the 15-year warranty.

**MIN 25/26.76** Assuming the quote stands, Members **RESOLVED**, to approve the expense.

Members also noted that LCC have advised that they can't find any issues with the highway drainage which would result in the play area flooding. Their view is that as the grassed area is not drained, the play area will always be susceptible to flooding.

**MIN 25/26.77** Members **RESOLVED** to monitor any flooding over the winter.

## **e) MEMORIAL**

At the May meeting, Members expressed a desire to enhance the area around the Beacon Drive Memorial and an article seeking ideas, was added to the summer newsletter. As a result of the article, the Clerk was requested to investigate the ownership / maintenance of the strip of land to the left of the memorial.

**MIN 25/26.78** Members **RESOLVED** to purchase 2 Tommy statutes (1 left and 1 right facing) at a cost of £350. The Parish Lengthsman will be asked to erect the statues.

*As members of the public were still present, it was RESOLVED that agenda items 11 and 12 be brought forward.*

## **PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY**

**MIN 25/26.79** Members **RESOLVED** to confirm they had no objections to the following summarised applications

**06/2025/0710** single storey extension at 48 Norshaw Crescent.

**06/2025/0815** vary plans on plots 6 & 8 at Dean Farm Warehouse, Pudding Pie Nook Lane

**06/2025/0855** vary conditions and plans for a dwelling in parkland on land off Langley Lane.

**06/2025/0902** Single storey rear extension at 854, Whittingham Lane, Broughton

Members **NOTED** the Sept planning comments which included a letter detailing concerns relating to the City Council's decision to approve a business expansion at Ashley Hall Farm and an explanation why 9 homes have been refused off Halpenny Lane with 7 homes at Ashes Farm, yet to be determined.

## **NOTE NEW CORRESPONDENCE**

### **Alteration to a Public Right of Way (PROW)**

Members noted that LCC are proposing to alter a PROW which follows the perimeter of Goosnargh Oliverson's school field before crossing the Carroway Green housing estate. It has been confirmed that the new route will be fully inspected, cleared of vegetation and way marked to the necessary standard before becoming the new legal public right of way. Signage along the old PROW will be removed. The alteration does not affect the Parish Council promoted walks.

## **Homes England – Public Open Space**

Homes England have advised that a contractor will carry out landscape management around St John's cemetery. They have also stated that the pond area has been fenced off for safety reasons due to silt build up. Vegetation growing through the fence will be cut back and the pond will eventually be managed in accordance with Barratts landscape management plan.

The neglected orchard beyond the pond is under the ownership of the NHS. Cllr Woodburn offered to contact them to see if the orchard can be opened to the public.

## **Preston Area Committee meeting**

The Government has outlined a proposal to dissolve district councils and create a number of new unitary councils to deliver all local services through single authorities. Further information is available on this link <https://www.givemyview.com/lancashirelgr> which residents and councillors are encouraged to reply to.

Parish Councillors can also discuss the plans with the Chief Executive of Preston City Council at the next Preston Area Committee meeting on Weds 24th Sept. Cllr Clarke and Cllr Carefoot confirmed their intention to attend. .

## **LCC Parish and Town Council Conference**

Lancashire County Council will be hosting the annual Lancashire Parish and Town Council Conference on Sat 1 Nov 2025 at County Hall, Preston. An agenda and further information will be available in due course.

## **ST JOHN'S CHURCH – FEASIBILITY STUDY**

Under the Public Bodies (Admission to Meetings) Act 1960 s1, Members of the public were requested to leave the meeting as the following item it relates to the terms and conditions of an Agreement.

In October 2023, the Parish Council produced a Concept Paper which expressed a desire to save St John's Church and bring it back into community use. The Concept Paper can be viewed on the Parish Council website.

In Sept 2024, Members resolved to work with the City Council to procure an organisation to develop a costed Feasibility Study to detail how the building might be saved and used in the future.

The procurement process has been completed and an organisation has emerged as the preferred bidder. Further details will be announced once the Agreement is signed.

**MIN 25/26.80** Subject to the conclusion of the procurement process and additional discussions with Homes England, who are currently assessing their own options to develop the building, Members **RESOLVED** to enter into an Agreement with the preferred bidder and set aside £50,000 of CIL monies towards the project.

## **DATE OF NEXT COUNCIL MEETING**

**Thursday 9<sup>th</sup> Oct 2025 at 7.15pm** in Goosnargh Village Hall.

**END**