

WHITTINGHAM PARISH COUNCIL

The **Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020** came into force on the 4th April 2020.

Regulation 2 of the above Regulations enables local councils to hold remote meetings until May 2021 or earlier, if Government rules are relaxed.

The ability to hold remote meetings does not apply to the **Annual Parish meeting of electors** and this meeting has **currently been suspended**. Those due to attend the meeting to receive grant donations were advised in April.

The remote meeting is primarily to process **urgent or statutory items**. Other matters normally covered at the Annual Parish Council meeting will be **carried forward** until normal meetings resume.

With the above in mind, Regulation 4 of the above Regulations provides that where an appointment is required to be made at the Annual Parish Council meeting, the appointment may continue until the next annual meeting – meaning **the current Chairman will remain in place until an Annual Parish Council meeting is held** (possibly next year) - unless the Council decides to elect a replacement earlier.

WHITTINGHAM PARISH COUNCIL

MINUTES OF THE REMOTE MEETING MON 11TH MAY 2020

MEMBERS PRESENT

Cllr Dave Hall - Chairman
Cllr Barbara Clarke
Cllr Bernard Huggon
Cllr Alex Meades
Cllr Michelle Woodburn

APOLOGIES FOR ABSENCE

Apologies were received from Cllr Rigby who is being updated through paper copies of the Agenda and Minutes.

APPROVAL OF THE DECISIONS TAKEN BY EMAIL IN APRIL 2020

MIN 20/01 Members RESOLVED that the Minutes of the email decisions taken in April were an accurate record and may be signed by the Chairman.

DECLARATIONS OF INTERESTS / WRITTEN DISPENSATIONS

There were no declarations in respect of items on the May Agenda.

APPOINTMENT OF REPRESENTATIVES

Existing appointments will be **carried forward** until the next face to face meeting.

ADMINISTRATION

The review of the Administrative procedures - including updated Standing Orders and Financial Regulations will be **carried forward** until the next face to face meeting.

GENERAL DATA PROTECTION REGULATIONS

The requirement to acknowledge an individual Member's compliance with GDPR procedures will be **carried forward** until the next face to face meeting.

PUBLIC PARTICIPATION

Members of the public were given the opportunity to observe the meeting via a weblink but no requests were received.

TO CONSIDER PLANNING APPLICATIONS BEFORE COUNCIL

Members were reminded that the Clerk is dealing with planning matters under delegated authority in accordance with Standing Order 38b.

MIN 20/02 Members RESOLVED to note :-

- a. The enforcement officer is investigating the felling of trees and storage of containers at Inglewhite Road in connection with 5 dwellings approved under **06/2020/0007**

- b. The Agent has queried our objection to 5 dwellings at the Radar site at Whittingham Lane **06/2020/0051** stating that the City Council pre-application advice suggested the land was infill and brownfield. The Clerk replied that the Parish comments are based on Local Plan Policies not pre-application comments which we are not consulted on.
- c. Application **06/2018/0638** for 10 self-build dwellings off Langley Lane has been refused. The Officer's report confirms the adoption of the MOU for 410 homes and reiterates that following the decision in South Ribble, planning decisions are being taken in accordance with the Local Plan.

06/2020/0403 outline application for 2 dwellings on land adjacent 28 Church Lane, Goosnargh. This is a re-submission of 06/2016/1166 which was approved in May 2017. At the time, Members considered the site to be infill within an existing settlement and resolved not to object. The same will apply to the re-submission.

INTERNAL AUDIT REPORT 2019/20

The Clerk has processed the Accounts in accordance with the usual timescales and they have been inspected by the Internal Auditor.

MIN 20/03 Members RESOLVED to approve the Internal Audit Report and noted that there were no matters arising.

2019/20 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN. (AGAR)

Full details relating to the end of year financial report and completion of the Annual Governance and Accountability Return were scanned and issued with the Agenda. Due to the remote nature of the meeting, the Clerk will post the documents to the Chairman for signature and return.

MIN 20/04 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 will be signed by the Chairman and Clerk.

MIN 20/05 Members considered the end of year financial report and RESOLVED to approve the Accounting Statements which will be signed and dated by the Chairman.

Members NOTED that once the above are signed, they will be submitted to the External Auditors. The 30-working day period for the public to exercise their rights to examine the accounts, will not start until the 1st Sept 2020 in accordance with Statutory Instrument 2020/404. This will be advertised on the website.

2019/20 COMMUNITY INFRASTRUCTURE LEVY – ANNUAL report

MIN 20/06 Members RESOLVED to approve the CIL Master Log of income / expenditure and the CIL Business Plan detailing completed and ongoing CIL projects The CIL Annual Report will now be compiled and issued to the City Council.

Members noted that as there are only 2 items on the CIL Business Plan - the ongoing commitment to re-issue the walk leaflets and the cross-boundary suggestion to contribute towards a traffic survey – an article on CIL expenditure **will be carried forward** to be included in the next edition of the Parish Newsletter. A suggestion for additional CCTV and the provision of cycle racks have already been received and noted.

PROW / Circular walks – Members NOTED that the circular walks along the Public Rights of Way have been inspected and discussions commenced regarding the necessary repairs. The contract to carry out the repairs were subsequently put on hold due to the work required on planning applications however it will now be resumed at the earliest opportunity.

With the above in mind, Members considered a letter from Lancashire County Council inviting the Parish to apply for a £500 grant to carry out minor maintenance, way marking and vegetation clearance on the PROW routes.

MIN 20/07 Members RESOLVED that the Clerk should apply for the grant.

FINANCIAL STATEMENT 1st – 30th April 2020

The finance and bank statements to the end of April have been reconciled by the Clerk. Members NOTED the April 2020 CIL payment of **£8,967.62**

ACCOUNTS FOR PAYMENT

- a) Under MIN 20/127 of the March meeting Members resolved to renew the E-On contract for 1 year. The Clerk has secured a cheaper rate through Direct Debit.
MIN 20/08 Members RESOLVED to approve future payments by Direct Debit.
- b) Members NOTED that as HMRC will not accept the April payment by BACS (Ref 7) CQ1469 will be issued.
- c) The April Update informed Members that the LALC renewal is £491.99 an increase of £36.00 from last year. The Clerk advised new Members on the benefits of LALC.
MIN 20/09 Members RESOLVED to renew the LALC Membership - CQ 1470.
- d) In accordance with the website accessibility legislation, the Clerk needs to attend a training webinar on creating website accessible PDF's.
MIN 20/10 Members RESOLVED to approve £18 course fees noting that £18 will also be paid by Woodplumpton Parish Council.

MIN 20/11 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
May Electric Bill	E-On	£15.93	DD
Internal Audit Report	Mr L Slade	£100.00	CQ 1471
SLCC Training Webinar	Woodplumpton PC	£18.00	CQ 1472
Clerk Salary May 2020	J Buttle	£536.24	CQ 1473
Tax / National Insurance	HMRC	£134.00	CQ 1474

INSURANCE POLICY RENEWAL 20/21

Members NOTED that the Parish Council insurance policy is due for renewal on the 1st June. The quote is £707.25 and an alternative quote has been requested from Zurich.

MIN 20/12 Members RESOLVED to delegate the renewal to the Clerk and authorise payment by BACs.

DELEGATED / EMAIL DECISIONS

Members NOTED that a member of the former Environmental Group has mentioned that the Notice Board at the Stags Head needs a thorough sanding, sealing and varnishing.

MIN 20/13 The Notice Board was a joint consideration between the Parish Council and the Environment Group and under delegated authority, the Clerk has accepted their quote to do the works for £120.

Barton Grange have commenced the Grass Maintenance Contract for the next 3 years in accordance with MIN 20/126. Members NOTED they also have an annual contract to carry out a risk assessment / litter pick at Cumeragh play area which is part of the Grass Maintenance Contract.

MIN 20/14 Members RESOLVED to also renew the litter picking / risk assessment contract for the next 3 years - noting that the 2 contracts will run concurrently but will not be combined.

The Agenda outlined a request from a non animal circus wishing to hold an event on Goosnargh Village. Hire of the Village Green is managed by the City Council who wish to know if the Parish Council will support the idea as a community event.

MIN 20/15 Members RESOLVED to support the idea in principle providing the Clerk

- Obtains references from other Lancashire Parishes where the event has been held
- seeks reassurances from the organisation that the event will be restricted to local people to reduce parking concerns
- seeks reassurances from the City Council that their hire terms will ensure the hirer makes good any damage to the Village Green.

DATE OF NEXT MEETING - Monday 8th June 2020 (likely to be a remote meeting)