



**WHITTINGHAM PARISH COUNCIL**  
**Minutes of the Meeting held on**  
**Thursday 10<sup>th</sup> March 2022 at 7.15pm**  
**in Goosnargh Village Hall**

**MEMBERS PRESENT**

Cllr Dave Hall - Chairman  
Cllr Tony Brooks  
Cllr Barbara Clarke  
Cllr Bernard Huggon  
Cllr Eddie Marginson  
Cllr Dave Price  
Cllr Michelle Woodburn

**MEMBERS OF THE PUBLIC**

PCSO Julie Anyon  
Mr Peter Pemberton – Secretary, Village Hall Trust  
  
Mrs Julie Buttle – Parish Clerk

**APOLOGIES** County Councillor Whittam

**APPROVAL OF MINUTES** of the meeting held on **10<sup>th</sup> February 2022.**

**MIN 21/134** it was RESOLVED that the Chairman sign the Minutes as a true record.

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

**MIN 21/135** Cllr Woodburn declared a pecuniary interest in the donation to the Queen's Platinum Jubilee event as she is a member of Goosnargh Village Hall Management Committee who organised a community meeting, resulting in the submission of the grant request.

**APPOINTMENT OF A HANDYMAN**

As the item related to the terms of a contract, Members RESOLVED to defer this item to the end of the meeting under the Public Bodies Admission to Meetings Act 1960.

**PUBLIC PARTICIPATION**

**MIN 21/136** It was RESOLVED that the meeting be adjourned for public participation.

The Chairman opened the meeting and referred to the current situation in Ukraine, noting that the Parish Council has suggested via its Facebook page, that residents wishing to donate, do so through the City Council or local collection points. Residents wishing to help in other areas such as the housing of refugees, may be signposted to the appropriate agencies once more details are known.

PCSO Julie Anyon explained that the police were responding to crimes in the area. Recent incidents include thefts, the taking of a car at Halfpenny Lane and a burglary at Goosnargh Village Store. CCTV is being looked at but the key message was for residents to report all incidents or suspicious activity. In an emergency call 999; to report an incident call 101 and for reassurance on local matters, PCSO Anyon can be contacted on **07815 449032** when she is on duty. These contact details will be added to the Parish Council Newsletter, Website and Facebook page. Whilst the police attend crime incidents, PCSO Anyon informed Members that there are difficulties in the PCSO accessing a car to arrange follow up visits especially as the rural area is a big area to cover. It was confirmed that the police speed enforcement camera has been active in the area and the PCSO's and Specials are receiving training on the use of speed equipment. PCSO Anyon was thanked for her attendance.

Mr Pemberton explained that a meeting took place on the 1<sup>st</sup> Feb to discuss a co-ordinated approach to holding a community event to mark the Queen's Platinum Jubilee in addition to the Whittingham Festival. A 'Picnic on the Green' was suggested and Mr Pemberton was present to request a financial donation from the Parish Council towards the event.

He explained that the event would need public liability insurance and a named organisation to be the 'lead player' in organising the event. Ideally this would be the Festival Committee as they have experience in planning such events, but as they do not meet until later in the month, there is uncertainty regarding whether they will take on the role. Mr Pemberton confirmed that it was not a role the Village Hall Committee could take on and it was questioned whether the Parish Council could provide the public liability insurance and be the 'lead player'.

As the matter was included as an agenda item, Mr Pemberton was thanked for attending and was invited to stay whilst the agenda item was discussed.

Cllr Woodburn suggested that a street on the Barratts estate be named after Beatrice Blackhurst who supported welfare issues concerning women and children. She was also the founding member of the Sailors and Soldiers free buffet. The Clerk will forward the suggestion to the City Council who allocate street names.

Concern was expressed regarding the height and length of the willow tunnel at Cumeragh play area. The Clerk referred to an agreement confirming that Cumeragh Village Association are responsible for its maintenance and any concerns should be referred to them. The structure was inspected in Oct 2021 with a recommendation to cut back the 'overhanging foliage' which has been actioned.

A proposal to plant flowering trees on Beacon Drive will be added to the April agenda.

It was RESOLVED that the meeting be reconvened.

### **THE QUEEN'S JUBILEE CELEBRATION – Public Liability**

Members discussed Mr Pemberton's comments during public participation and the Clerk advised that whilst the Council has public liability insurance, it would only be valid for Parish Council organised events which would mean the Parish Council actively organising the event, including writing the necessary risk assessments and having key contacts available on the day. Members stated that as the Festival Committee had experience in organising such events, they would be better placed to organise the event or assist a residents' association who could apply for a community event insurance package, with specimen risk assessments.

**MIN 21/137** Members **RESOLVED** that as they did not have the expertise in running a community event or preparing the risk assessments, they couldn't take the lead role.

### **GRANT REQUESTS**

Members noted that any grant awarded to the Jubilee event would need to be paid into the bank account of the lead organisation and further details would be required regarding what the donation would be spent on. Members also noted the grant condition stating that grants will not be permitted to exceed 20% of the total budget allocation as detailed on the agenda.

**MIN 21/138** Members confirmed that they supported the principle of the Jubilee event and **RESOLVED** to waive the grant condition so that £500 can be awarded, subject to the above and the terms of the grant policy.

**MIN 21/139** Subject to the terms of the grant policy, Members **RESOLVED** to approve £250 to the Goosnargh and Longridge Agricultural Show (Handicraft, Baking and Preserves sub-committee) which will enable youngsters to exhibit produce and receive awards / certificates for their entries.

### **USE OF GOOSNARGH VILLAGE GREEN (CIL)**

Members noted the reply from the City Council regarding the working group's suggestions for Goosnargh Village Green. As the City Council is still requesting a 'landscape architect produced plan' and an 'engineered sports pitch drainage system', it is assumed that they have 'misunderstood' that the intention is to simply make better use of the public open space, by marking out the existing pitch and adding goal posts, for informal use by local youngsters - not to provide a pitch for organised match days. The City Council suggestion to locate the gym equipment outside the play area was noted.

**MIN 21/140** it was **RESOLVED** that a City Council representative be invited to a Working Group meeting to ensure they fully understand the proposal and if necessary, clarify why additional drainage is still necessary. Different options for the gym equipment will also be discussed.

### **ADDITIONAL LIGHTING ON GOOSNARGH VILLAGE GREEN (CIL)**

The City Council have confirmed that they are happy to work with the Parish Council to improve the lighting situation around the Tennis Courts.

**MIN 21/141** It was **RESOLVED** that Cllr E Marginson liaise with the City Council regarding the type / number of lights and the installation / maintenance with a report on the details and cost to be brought back to the Parish Council.

### **WHITTINGHAM CEMETERY BENCHES & WOODLAND WALK (CIL)**

Members noted Home's England's intention to issue a temporary Licence granting permission for the Parish Council to provide the metal benches at the cemetery, prior to the responsibility passing on to a grounds management company. The same Licence will be used to create the woodland walk; however, the Parish Council would need to retain liability for its long-term maintenance, which will be an additional budget expense.

**MIN 21/142** Members RESOLVED that the Clerk complete the Licence and return it to Homes England. Once the path has been created, maintenance costs will be added to the budget.

### **UPDATE ON SPEEDING ISSUES**

Cllr Brooks was thanked for attending a zoom meeting on the Community Road Safety Partnership and confirmed he would apply to register as a volunteer. The Clerk confirmed the GATSO Policy review will be added to the next agenda once it is received.

### **FEB 2022 FINANCE STATEMENT**

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

**MIN 21/143** Members RESOLVED to approve the following invoice already paid in accordance with Standing Order 2020 15 (xii)

New Councillor training x 2	LALC	£70.00	BACS	
-----------------------------	------	--------	------	--

### **2021/22 PAY AWARD**

The Chairman checked the Clerk's calculations in respect of the 2021/22 pay award.

**MIN 21/144** Members RESOLVED to approve that 11 months backpay should be applied to the revised March salary in accordance with the NJC agreement.

### **ACCOUNTS FOR PAYMENT**

**MIN 21/145** Members RESOLVED to approve the following accounts for payment

Mar salary (new rates) + back pay	Mrs J Buttle	£662.33	BACS
Mar PAYE Clerk	HMRC	£170.95	BACS
Employer National Ins contribution	HMRC	£13.29	BACS
Beacon Drive electric	E-On	£8.66	DD

### **QUEENS GREEN CANOPY**

Due to short time scales preventing the matter being added to the agenda, Members gave their consent to erect a tree for the Queen's Green Canopy campaign by email.

**MIN 21/146** Member RESOLVED to ratify the cost of the tree at £400 + VAT. The tree has been planted and it was agreed that Cllr E Marginson would take a photograph and arrange for the Jubilee plaque to be secured.

### **2022/23 E-ON ELECTRICITY CONTRACT**

**MIN 21/147** Members RESOLVED to renew the fixed price plan with E-ON for the electric supply to Beacon Drive Christmas tree for a one-year term.

### **2020/21 INTERNAL AUDIT REQUIREMENTS**

Members noted the revised Terms of Reference and following documents which had been produced in preparation for the 2021/22 internal audit.

- A. Risk Management Strategy
- B. Risk Management Register
- C. Council's Asset Register

**MIN 21/148** Members RESOLVED to approve the revised Internal Audit Checklist (**APP D**) and confirmed that the above documents were up to date. Members also RESOLVED to approve Mr Slade as the Council's Internal Auditor, noting that a change may be necessary next year due to the revised Internal Audit procedures.

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

**MIN 21/149** Members RESOLVED to approve the delegated planning comments, also noting that the Clerk had queried the commencement date of application **06/2020/0007** for 5 dwellings north of Inglewhite Road. If the application has commenced, then a CIL payment is due.

### **NOTE NEW CORRESPONDENCE**

Members noted that the Clerk has requested that LCC prune a hedge along Inglewhite Road following the receipt of an anonymous letter.

The Chairman advised that he would be attending the Goosnargh & Whittingham United Reform Charity meeting on the 11<sup>th</sup> March.

### **APPOINTMENT OF A HANDYMAN**

As the agenda item related to the terms and conditions of a proposed work contract, Members had resolved to move the above item to the end of the meeting to allow the matter to be discussed without the public present, in accordance with Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960.

Members considered a list of tasks which could be completed by a Parish Handyman. It was agreed that the tasks need further consideration and quantifying in terms of the hours required and how the role will be administered. **MIN 21/150** it was RESOLVED that Cllr D Price, Cllr E Marginson and Cllr M Woodburn discuss the requirements in more detail with a view to producing a job and person specification which can be emailed to all.

### **DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Thursday 14<sup>th</sup> April 2022 at 7.15pm.**  
The Clerk noted a request for Member photo's to be taken and added to the website.