



**WHITTINGHAM PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
ON THURSDAY 12TH MAY 2022
IN GOOSNARGH VILLAGE HALL**

The Annual Parish Council Meeting of Whittingham Parish Council took place on the 12th May 2022 after the Annual Parish Meeting.

Members:

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

Members of the public

3 members of the public
(*Goosnargh Tennis Club*)

Mrs Julie Buttle (*Clerk to the Parish Council*)

ELECTION OF CHAIRMAN

Members noted that the current Chairman Cllr Hall was elected in 2019 and his term of office is due to expire. Cllr Hall asked if there were any nominations for the role and as none were received, it was proposed that Standing Order 2020 5(e) be suspended to allow the reappointment of Cllr Hall.

MIN 22/01 It was RESOLVED that Cllr Hall be elected as Chairman unopposed. He duly signed the Declaration of Acceptance of Office.

ELECTION OF VICE-CHAIRMAN

MIN 22/02 It was RESOLVED that Cllr E Marginson be elected as Vice Chairman unopposed.

APOLOGIES

Members were reminded that apologies should be given in advance of the meeting and are recorded in the Minutes but if a Councillor is absent for 6 consecutive months an apology must be approved prior to the 6 months elapsing.

Members NOTED an apology from Cllr D Price, PC Takhar and County Cllr S Whittam.

APPROVAL OF THE MINUTES of the meeting held on 14th April 2022

MIN 22/03 It was RESOLVED that the Minutes of the April meeting be signed as a true record.

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

Members were requested to check and update their notification of interest forms which are published on the Parish Council website. Members were reminded that any alterations must be submitted to the Clerk, to be forwarded to the Monitoring Officer **within 28 days** of the change occurring.

Cllr B Clarke declared a personal interest in the item relating to the floodlights as her husband is a member of Goosnargh Tennis Club.

APPOINTMENT OF REPRESENTATIVES

Members NOTED that Committees are subject to the same rules as Ordinary Council meetings in that the meeting must be advertised and open to the public, with minutes being taken.

MIN 22/04 Members RESOLVED not to set up any committees at the Annual Parish Council meeting but noted that they may be formed at any time during the municipal year.

Members were reminded that individual Councillors may attend external partnerships, agencies and community meetings but when doing so, they must not make decisions, or support or object to a project on behalf of the Parish Council. If a Councillor publicly expresses a personal opinion on a matter before it has been considered by Council, best practice would be to declare the matter at the next available Parish Council meeting.

MIN 22/05 Members RESOLVED to confirm the following appointments and noted that the Chairman and Members may represent the Parish Council in the Festival procession.

- **Whittingham Hospital Stakeholders** - 1 Member - *Cllr T Brooks*
- **Preston Area Committee** – 3 Members - *Cllr Hall, Cllr Huggon or the Clerk*
- **Trustee to Goosnargh Village Hall** – 1 Member - *Cllr M Woodburn*
- **Trustee to G & W United Charity** – 1 Member - *Cllr D Hall*
- **Trustee to G & W Heritage Group** – 1 Member – *Cllr B Clarke*

ADMINISTRATION

a) MIN 22/06 It was RESOLVED that meetings will be held downstairs at Goosnargh Village Hall on the 2nd Thursday of the month at 7.15pm

b) MIN 22/07 It was RESOLVED that the following items be delegated to the Clerk under S101 of the Local Government Act 1972

- Make routine decisions
- Make delegated representations on planning applications between meetings
- deal with emergencies
- spend small sums of money - not to exceed £100
- grant a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

c) MIN 22/08 It was RESOLVED that Members would continue to receive the Council summons by email. Members noted that it is good practice for Councillors to use an identifiable Parish Council email address rather than a personal one but agreed to use their existing emails on the understanding that the authority's formal email address must be included to ensure completeness of the authority's records.

GENERAL DATA PROTECTION REGULATIONS

MIN 22/09 It was RESOLVED that the Council and its Members will continue to comply with the Data Protection Regulations due to the following

- a)** Members verbally confirmed that they understand the need to obtain confirmation from the sender before sharing personal information, which includes residents' email addresses. Members noted that a written consent form is available from the Clerk.
- b)** Members verbally confirmed that their electronic devices comply with the security setting requirements.
- c)** Members verbally confirmed that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

MEMBER ALLOWANCE SCHEME

MIN 22/10 Members RESOLVED to adopt the allowance scheme which will apply when attending events outside the Parish. Members also noted that they may request hard copies of documents from the Clerk or submit an Agenda item for the reimbursement of paper or ink.

PUBLIC PARTICIPATION

Members of the tennis club requested feedback on the consultation regarding the floodlighting. The Clerk stated that whilst there had been a few objections, the majority of replies supported the proposal. The Clerk referred to a reply from a former player who represented Great Britain and a reply which asked if the cost could be reduced. A Councillor referred to an objection that stated play had continued beyond the 21.00pm deadline which caused concern that the 22.00 would also be extended.

The tennis club representatives replied that a timer can be used to switch off the lights and their intention is to finish matches at 21.45 to allow officials time to cover the lights and secure the area. In response to another query it was confirmed that the lights will shine down on to the court to reduce light pollution.

As there were no further matters raised, Members RESOLVED to conclude public participation and bring forward the agenda item relating to the floodlights.

CONSIDERATION OF REPLIES – TENNIS CLUB FLOOD LIGHTS

Prior to the meeting, Members were forwarded copies of the consultation replies and a summary table confirming the majority were in support of the proposal.

MIN 22/11 Members RESOLVED to support the proposal to use the lights until 22.00 for up to 12 days a year and also RESOLVED to send the summary of the replies to the planning department, should a planning application be submitted.

2020/21 INTERNAL AUDIT REPORT

Members noted that the Internal Audit report was not available as the Internal Auditor had been taken ill. Whilst it is best practice to have the internal audit report completed before approving the Annual Governance Accountability Return, it is not a statutory requirement. A replacement has been appointed and his report will be available for the June meeting.

MIN 22/12 Members RESOLVED that the period for the exercise of public rights would follow the dates suggested by the external auditor which are Mon 13th June to Fri 22nd July 2022.

2020/21 ANNUAL RETURN

The Clerk presented the end of year financial report and the Annual Governance and Accountability Return. (AGAR)

MIN 22/13 Members reflected on the effectiveness of the system of internal control at the March meeting and RESOLVED to complete and approve the Annual Governance Statement which was signed by the Chairman and Clerk.

MIN 22/14 Members considered the end of year financial report and RESOLVED to approve the Accounting Statement which was signed and dated by the Chairman.

FINANCIAL STATEMENT 1ST – 30TH APRIL 2022

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

MIN 22/15 Members noted the April CIL receipt of £115,043.31 and RESOLVED to transfer £150,000 to the CCLA account.

2021/22 INSURANCE POLICY

Members noted that the Council's current insurers are BHIB who offer a 'blanket price' for assets which is based on the size of the Parish. Renewal is due on the 1st June at a cost of £791.68. The Clerk is comparing the cost against other providers.

MIN 22/16 As the renewal will need to be in place prior to the June meeting, Members RESOLVED to approve the renewal unless a different company can reduce the premium.

ACCOUNTS FOR PAYMENT

MIN 22/17 Members RESOLVED to approve the following accounts for payment. The amounts were approved during 2021/22 (see Minute numbers) to be awarded at the May Annual Parish meeting from the 2022/23 accounts.

DETAILS	PAYEE	AMOUNT	TYPE
Min 21/114	Whittingham Festival	£500.00	BACS
Min 21/139	Longridge Agricultural Show	£250.00	BACS
Min 21/160	Goosnargh Little Show	£100.00	Cheque
Min 21/161	Bowling Club equipment	£510.00	BACS

MIN 22/18 Members RESOLVED to approve the following accounts for payment including the regular monthly direct debit of £27.60 to Easy websites.

Delivery of the Spring Newsletter	J P P Media	£114.00
Ink cartridge contribution	Woodplumpton Parish	£35.58
Clerk Salary May 2021	J Buttle	£560.73
Tax / National Insurance PAYE	HMRC	£140.00
E-On	Electric Beacon Drive	£15.37

HOMES ENGLAND – FORMER HOSPITAL SITE

St John’s Church - Members attended a site meeting with Homes England to discuss the potential of using St John’s Church for business units linked to arts, culture, entertainment or other community uses. Homes England confirmed that they have spent approx. £70,000 on the building to prevent water ingress but they have no firm proposals regarding how the listed building can be renovated. The cost of any renovation is likely to far exceed the income expected through CIL monies, however, Members expressed a desire to work with Homes England to see what can be achieved as they must have had experience of similar projects in other areas of the country.

MIN 22/19 It was RESOLVED that the Clerk would ask Homes England to attend a working group meeting to see what help they can provide in developing a business plan to renovate the building whilst making sure the proposals are in keeping with the area. It was stated that it is not the Parish Council’s intention to ‘own’ the project, it wants to be a catalyst to make the changes happen.

Cllr Brooks stated that he had a contact with links to a former mill in Ribchester which is being used as an art studio. He will contact him for advice and during August, the Clerk will look at funding and grant opportunities to regenerate the building into a community asset.

MIN 22/20 Members expressed a desire to discuss the proposal to install benches at the cemetery and create a woodland walk at the same meeting. In particular, if the woodland walk can be created, would it be appropriate for a Woodland Trust to be formed to look after the future maintenance – perhaps with homes England as a named partner.

CIL UPDATES

Members approved the CIL Finance report under **MIN 21/162** of the April meeting and work is continuing on the items listed on the CIL Business Plan. In addition Members noted the following updates.

Use of Goosnargh Village Green – Members of the Working Group met with an officer from the City Council and agreed that the football pitch would be ‘low key usage’ and as such, it may be enough to install a verti drain rather than a more complex system. This will be looked into by the working group. It was noted that the tennis club have offered to store the goal posts if needed. It was also agreed the gym trail equipment would be for children, not adults and it needs to be located outside the play area. Again alternative locations will be looked at by the working group.

Goosnargh Village Hall Roof – The April Minutes confirm that Members were reluctant to commit a financial amount to the roof repairs, until Members had seen the structural survey and quotes for the repair. A copy of the survey was emailed to Members on the 25th April but the quotes are not yet available. Cllr Marginson noted that the survey referred to a metrotile system and questioned if all the quotes would be based on that when other roofing options were available.

MIN 22/21 It was RESOLVED that Cllr Marginson should contact Mr Pemberton to discuss the matter further with a view to informing the Parish Council if the metrotile system / quotes would be good value for money.

Beacon Drive – Flowering trees

MIN 22/22 Members considered the consultation replies regarding flowering trees on Beacon Drive and RESOLVED not to progress the matter. Instead Members were asked to consider creating a flower display / floral arrangement welcoming people to the village. The Clerk requested a location plan identifying where the arrangement could go so that LCC can be approached to see if the location is acceptable.

NEW CIL SUGGESTIONS

A new litter bin has been requested on Whittingham Lane near to the bus stop heading towards Guild Lodge.

MIN 22/23 It was RESOLVED that the Clerk would contact Applethwaite's who have widened the footpath to serve the new bungalows to see if they will provide a bin. The Clerk will also contact the City Council to confirm it will be emptied.

PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

MIN 22/24 Members RESOLVED that the Clerk should continue to process planning applications under delegated authority which was introduced during Covid.

MIN 22/25 Members RESOLVED to approve the delegated comments for May.

PARISH PLAN

MIN 22/26 Members RESOLVED to hold a further meeting on Mon 23rd May to agree the consultation draft of the Parish Plan and discuss and agree the arrangements for printing, distributing and returning the questionnaires.

DATE OF NEXT MEETING

The next meeting will be on **Thursday 9th June 2022 at 7.15pm in Goosnargh Village Hall.**