



# WHITTINGHAM PARISH COUNCIL

## Minutes of the meeting held on Thursday 14<sup>th</sup> July 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

City Cllr Harry Landless  
City Cllr Stephen Whittam  
Mrs Julie Buttle – Parish Clerk

### APOLOGIES

Cllr Woodburn gave advance notice that she would be late. She arrived at Agenda item 12 relating to the CIL Business Plan. Apologies were also noted from representatives of Goosnargh Tennis Club and County Councillor Sue Whittam.

### APPROVAL OF MINUTES of the meeting held on 9<sup>th</sup> June 2022.

**MIN 22/40** 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

There were no declarations of interest, however, Members were informed that the City Council have randomly selected Cllr Marginson's Member Interest Form for a review.

### PUBLIC PARTICIPATION

**MIN 22/41** It was RESOLVED that the meeting be adjourned for public participation.

The Chairman thanked Members for attending the Longridge Agricultural Show and referred to other shows taking place in the local area.

Further to the zoom consultation on Preston's Tree Strategy (emailed to Members on the 4th July), Cllr Stephen Whittam referred to a consultation asking organisations and residents to complete a survey to understand people's views about trees. The Clerk confirmed the survey will be added to the Parish Council's Facebook page and website.

Members expressed views that new developments were 'soulless' in terms of trees and additional planting and it was questioned how the Parish Council can influence the content of the Local Plan and when it would be released for consultation.

Cllr Landless replied that the planning committee do look at estate layouts in detail and the Local Plan will include a section on trees and climate change. The best way to influence the content, is to reply to the consultation which is likely to be issued in November depending on reports being completed by other bodies and consultants.

Cllr Landless will also request that Officers revisit the demand for housing as new estates are still being approved despite the City Council having a 5yr housing supply. Concern was also expressed that many of the homes being built are not truly affordable and developers are claiming that the 30% affordable homes requirement is no longer viable. This situation will only worsen if additional conditions are applied regarding tree planting and climate change.

Reference was made to land banking and Cllr Landless was requested to establish if the Government's suggestion that applications will lapse if they are not commenced in an approved time scale, will be taken forward in the Local Plan.

Cllr Landless asked if there were any policing concerns in the Parish as City Councillors have been given an opportunity to raise concerns with Superintendent Bushell.

Members advised that they were still waiting for the feedback on the use of GATSO cameras which Deputy Police Crime Commissioner Andy Pratt, outlined to an Area Committee meeting in September 2021. Concerns were also expressed that the rural area is too large for one PC to cover - especially as the PCSO does not always have access to a vehicle. The Clerk also asked Cllr Landless to seek reassurances that the Police will continue to attend Parish Council meetings as part of their community engagement role.

Cllrs Landless and Whittam were thanked for attending and the meeting was reconvened.

### **FINANCIAL STATEMENT 1st – 30th June 2022**

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

Further to MIN 22/30, Members signed forms to authorise the addition of Cllr Price and Cllr Marginson on the accounts. Members also noted that the Clerk had submitted a further complaint to the Co-op regarding the account administration.

### **REVIEW OF 1<sup>st</sup> QUARTER ACCOUNTS**

Members noted the increase in CIL interest and the progress against the budgeted items following the completion of the 1<sup>st</sup> Quarter. Attention was drawn to the unbudgeted expense for the printing and postage of the Parish Plan survey however, the cost will be covered by reserves and a surplus in the 2021/22 accounts when editions were postponed due to Covid. Similarly, the grants & donations account shows an overspend due to the amount brought forward at the end of 2021/22.

**MIN 22/42** Members RESOLVED to approve the quarterly analysis which was signed by the Chairman.

### **MEMBER ALLOWANCE CLAIM**

**MIN 22/43** Further to MIN 22/10 where Members resolved to adopt an allowance scheme to reimburse Councillors for Council related expenses, Members RESOLVED to approve a payment of £39.99 to Cllr Marginson for a black ink cartridge.

### **ACCOUNTS FOR PAYMENT AND RECEIPTS**

**MIN 22/44** Members RESOLVED to approve the following accounts for payment

<b>DETAILS</b>	<b>PAYEE</b>	<b>AMOUNT</b>	<b>METHOD</b>
Clerk's utilities & parish mileage April - June	J Buttle	£64.65	BACs
Clerk Salary July 2022	J Buttle	£560.73	BACs
Tax / National Insurance	HMRC	£140.00	BACs
E-On bill	E-On	£17.64	DD
1 <sup>st</sup> Quarter Play area inspection & litter pick	Barton Grange	£402.00	BACs
April - June grass cutting contract	Barton Grange	£1560.00	BACs
Box of A4 Paper (½ to be reimbursed from W/P)	Viking Direct	£23.85	BACs

### **PARISH PLAN CONSULTATION**

Members noted that 58 replies have been received. The replies were divided between Members to be keyed in. Once completed, Cllr Price will produce an analysis report which can be used to determine if the results can be discussed at the September meeting or if an additional meeting is required in August.

**MIN 22/45** Members RESOLVED to approve the following amounts for payment.

<b>DETAILS</b>	<b>PAYEE</b>	<b>AMOUNT</b>
C5 Envelopes 3 x 500	Viking Direct	£78.05
Address Labels	Viking Direct	£37.19
1150 x .68p Postage	J Buttle	£782.00

## **QUEEN'S JUBILEE PLAQUE**

Under MIN 22/32 Members resolved to consider a replacement plaque to mark the location of the trees planted on Goosnargh Green to commemorate the Queen's Golden Jubilee. Members noted the plaque details circulated by the Clerk but felt 6 x 4 was too small.

**MIN 22/46** Members considered the size of a computer tablet and RESOLVED that a 9 x 6 or 12 x 8 plaque would be more appropriate, with the cost being delegated to the Clerk in accordance with 4.1 of the 2021 adopted Financial Regulations.

**MIN 22/47** Members RESOLVED that the shields on the Charman's regalia should be engraved with the cost being delegated to the Clerk in accordance with 4.1 of the 2021 adopted Financial Regulations.

## **PUBLIC RIGHTS OF WAY (PROW) LOCAL DELIVERY SCHEME 2022/23.**

Under MIN 22/39 of the June meeting, Members resolved that the inspection of PROWs, village maintenance and play area inspections should be considered collectively, when the grounds maintenance contracts are reviewed in September / October.

Notwithstanding the above, Members noted that LCC have published details of the PROW Local Delivery scheme for 2022/23 which includes an additional grant to undertake biodiversity projects.

**MIN 22/48** Members RESOLVED to opt in to both schemes with a view to considering what projects to undertake when the maintenance arrangements are discussed.

## **CIL BUSINESS PLAN**

Members noted that the CIL Business Plan has been updated to show the latest information on ideas currently being processed.

Members noted that the Council is required to spend CIL payments within 5 years or the payments can be clawed back by the City Council. The CIL Business Plan was designed with the intention of logging CIL expenditure ideas, so that Members had a record of items suggested pending further information and quotes. The list can also be used to illustrate that CIL monies are not being accrued as projects have been identified and are being considered.

As time has progressed, several of the ideas are at different stages, with some pending further information and an agreement to proceed, some pending quotes / confirmation of costs and some with a resolution to proceed, pending a start date. In view of this, Cllr Price proposed that the CIL Business Plan should be redesigned into a clearer format.

**MIN 22/49** It was RESOLVED that the Clerk and Cllr Price look at re-drafting the CIL Business Plan into a clearer format to bring back to the September meeting.

**PROW information sign** - With the regards to the update that a QR code will be added to the sign, it was confirmed that this will direct walkers to the Parish Council website to download a PDF of the walks. A link to LCC's 'Report it' system, enabling walkers to report faults 'on the go', would not be possible, as the PROW letter states please do NOT use the online 'Report It' system which currently does not work reliably for reporting public rights of way issues.

**Village Green Football pitch** – A verbal update was given by the Working Group following a site meeting with the City Council Parks Development Manager. It was confirmed that an email had been received stating that *the Parish Council may liaise with local sports pitch companies regarding any pitch improvement works. Following the discussions, the City Council would need a proposal from the Parish Council detailing the preparatory works, the exact size of the pitch, specification of goalposts, sockets etc.*

Cllr Marginson advised that he had obtained a low-key improvement quote to apply weedkiller and install a verti-drain on the pitch area and it was agreed that he should send the quote to the City Council, along with the other information requested in the email, which the working group have been discussing.

For clarity, submission of the information does not commit the Parish Council to the project as the City Council's email confirms that once they receive the information, they will put a license together for the Parish Council to take on the full maintenance and health & safety of the pitch.

Under MIN 22/39, Members have already resolved to carry out a full review of the grass cutting grounds maintenance contracts, along with the inspection of PROWS and other maintenance issues. The review and consideration of the City Council license, will inform the eventual decision regarding whether the Parish Council commits to the project.

Reference was made to grants available from the football foundation however as the grants are awarded based on a recognised football team playing on the pitch, this option is not being progressed because the proposal for the football pitch was based on use by local youngsters.

**Goosnargh Green Additional Lighting** – The Clerk was asked to remind Preston City Council that we are still waiting for their quotes for the lighting.

**Cycle rack** - Star pubs have advised there will be no rental charge for the space taken up by the cycle rack, however a licence will be offered which can be terminated at any time on 3 months' notice.

**MIN 22/50** Members RESOLVED to proceed with the licence so that cycle racks can be added to the Stags Head car park.

**Tennis Club** - At the January meeting, the Tennis Club presented a letter detailing various items that needed attention / financial support. Under MIN 21/104 Members resolved that as the Club was a valuable community asset, CIL monies could be used to improve their facilities. The letter was noted on the CIL Business Plan and the Club was requested to provide a Business Plan prioritising the improvements.

The Business Plan was presented to the February meeting and included a consumer unit and an estimate for a new roof. Members resolved to award a grant for the consumer unit (MIN 21/113) and the Club was asked to provide a quote for a new roof. The quote is still outstanding.

At the April meeting, the Club requested support to extend the use of the floodlights and following a consultation with residents, Members resolved that they would support the extended use, should a planning application be submitted. (MIN 22/11) Following this, the Club have now submitted a funding request for new floodlights.

When considering a CIL funding request for the Village Hall roof, Members voiced concerns about duplicate funding requests being received from the same organisation, consequently, the agenda only asked Members to consider if the flood lighting request should be added to the CIL Business Plan, bearing in mind the pending request for a new roof.

Members referred to a supporting letter which stated that the floodlights are no longer working and deduced that the flood lights will need repairing irrespective of whether the usage time is extended. **MIN 22/51** Members repeated their remarks that the Club is a genuine community asset and RESOLVED to include the floodlights on the CIL business plan.

It was noted that 2 quotes had been submitted with the supporting letter, but as the agenda did not ask Members to determine the amount of funding to be awarded and as Club members were not present to explain the quotes, the amount of funding was deferred to the September meeting.

**Cemetery benches** – Under MIN 21/115, Members considered a quote for 4 benches to be installed in Whittingham cemetery subject to approval from Homes England. (HE) Homes England have confirmed that they are comfortable maintaining the benches once they are installed and following a site meeting on the 28<sup>th</sup> June, discussions are taking place regarding who will install them. Since agreeing to provide the benches, the cost has increased to £5,294.40 plus £306 for delivery. Should an agreement be reached on the installation during August, the benches can be ordered but if HE require the Parish Council to pay for the installation, a budget needs to be agreed.

**MIN 22/52** Members RESOLVED to approve the purchase and delivery of the benches and agreed a budget of £500 for the installation. If the cost exceeds the budget by 15% the Clerk will seek written agreement from Members or add the cost to the September meeting, depending on the timescales involved.

#### **HOMES ENGLAND - ST JOHN'S CHURCH**

Under MIN 22/37, Members resolved that the Clerk contact the Heritage Fund to find out more about the Heritage project application process. It has been established that whilst grants are available for developing and co-ordinating a project, the applicant must have a particular project in mind – and currently, the Parish Council is unsure what the building can be used for.

The local funding team have offered to meet with the Parish Council to discuss the funds available and point us in the right direction to complete a viability appraisal on the building.

**MIN 22/53** Members were supportive of this approach and it was RESOLVED that an informal meeting is set up in the Autumn.

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

**MIN 22/54** Members RESOLVED to note and approve the delegated comments for July.

As the composition of the Council has changed since the development of the Whittingham Hospital site was approved, the Clerk explained that a S106 Agreement was attached to the initial planning consent which required a Community Liaison Group to be formed. The Liaison Group was tasked with preparing a proposal relating to the ownership, management and operation of the new community facilities.

The Parish Council was an active member of the Liaison Group but the whole development was redesigned and a new planning application was submitted - 06/2013/0779. The new S106 Agreement included a proposal from the Homes & Communities Agency (now Homes England) to fund an independent study to provide an evidence base which would be used to establish the requirements of the community in regard to the new facilities.

Whittingham Club and the Parish Council were involved in the study which was intended to inform the provision, design, distribution and layout of the community facilities. Obviously considerable weight was given to the consultant's work, resulting in other group members having less influence over the plans. Eventually, in Feb 2019 a 'masterplan' was received detailing Homes England's / the consultant team's preferred option for the scheme.

The Parish Council's representative did not stand for re-election in May 2019 and a new representative was appointed, however as the Membership of the Council continued to change, the general view was, that as the Club would be running and using the facilities, they are the ones best placed to progress the scheme with the Parish Council adding comments as and when appropriate.

With the above in mind, Members noted, that at the request of the Parish Council, the Sports & Social Club have shared a draft copy of the site plan and elevations for the proposed new club. The plans were noted and further comments will be made once the draft plans are submitted as a planning application.

#### **NOTE NEW CORRESPONDENCE**

Members noted a temporary road closure on Whittingham Lane from 30/09/22 to 03/10/22 to enable National Highways to carry out bridge repair works. The closure requires a lengthy diversion and Members asked the Clerk to question if the works can be completed overnight or if traffic lights could be used with the road remaining open during the day.

#### **DATE OF NEXT MEETING**

**MIN 22/55** Due to holidays and summer commitments, it was RESOLVED that the next meeting would be on Thursday **8<sup>th</sup> Sept 2022 at 7.15pm** in Goosnargh Village Hall.

