



# WHITTINGHAM PARISH COUNCIL

## Minutes of the meeting held on Thursday 8<sup>th</sup> June 2023 at 7.15pm in Goosnargh Village Hall – downstairs

### MEMBERS PRESENT

Cllr Dave Hall - Chairman  
Cllr Tony Brooks  
Cllr Martin Carefoot  
Cllr Barbara Clarke  
Cllr Eddie Marginson  
Cllr Dave Price.  
Cllr Michelle Woodburn

### MEMBERS OF THE PUBLIC

PC Rumandeep Takhar

Mrs Julie Buttle – Parish Clerk

### APOLOGIES

Apologies were received from City Councillors Stephen Whittam and Harry Landless.

### APPROVAL OF MINUTES of the Council meeting held on 11th May 2023.

**MIN 23/24.26** it was RESOLVED that the Chairman sign the Minutes as a true record.  
Members **noted** the draft Minutes of the Annual Parish Meeting which will be approved in May 24.

### TO ACCEPT DECLARATIONS OF INTERESTS

There were no declarations of interests.

### PUBLIC PARTICIPATION

**MIN 23/24.27** it was RESOLVED that the meeting be adjourned for public participation.

Although an officer's contact details have been included in the Discharge of Conditions relating to the Travel Plan for Whittingham Hospital, an email has been received from LCC stating that they do not have a dedicated Travel Plan officer in post which means no one is available to attend the Parish Council meeting to answer questions regarding how, when and where the S106 money has been allocated. In light of this, Members suggested that the Clerk ask County Cllr Whittam if she has access to the information and if not, the Clerk was requested to submit a Freedom of Information request.

PC Takhar stated that the mobile police event at the Stags Head on the 26<sup>th</sup> May was quite well attended and the police are now looking at holding a bicycle marking event. Bike thefts were reported on the new Barratts estate, Rogerson Gardens.

PC Takhar confirmed that he has received training on the speed gun and he will be out and about in the Parish in the near future. Monitoring was requested on Halfpenny Lane and Whittingham Road near the Aldi. The Clerk requested that the number of incidents be recorded and forwarded to the Parish Council so that they can be included in the Parish Newsletter to reassure residents that the matter is a high priority. The Clerk will also email PC Takhar to ask if Members can attend an event wearing hi-vis jackets so that a photo can be included.

Following the completion of the new houses on Chingle Hall Crescent, Carroway Green estate, residents have reported problems with the unadopted roads and pavements. It was **noted** that County Cllr Whittam has been asked to raise the concerns with Highways.

As there were no other matters, the meeting was reconvened.

### 2022/23 INTERNAL AUDIT REPORT

**MIN 23/24.28** Members RESOLVED to note and approve the Internal Audit Report confirming that all of the control objectives have been met.

**MIN 23/24.29** In accordance with a recommendation from the Internal Auditor, Members RESOLVED that the Clerk contacts the Insurance company to increase the Fidelity Guarantee to £500,000 to cover the Council's total balances from loss or fraud.

## REVIEW OF FINANCIAL REGULATIONS

**MIN 23/24.30** Members RESOLVED to approve the Council Financial Regulations which were last checked and adopted in February 2021.

## GRANTS AND DONATIONS POLICY

When discussing the Parish Plan, Members proposed that the Grants and Donations Policy be amended to state that in addition to a financial acknowledgement on any promotional material, where practical, 'a plaque should be displayed on any asset' and 'organisations are encouraged to host a community event to increase awareness of the organisation'.

**MIN 23/24.31** Members RESOLVED to update and adopt the new Grant Policy.

## FINANCIAL STATEMENT 1st – 31st May 2023

Members were informed that the 2022/23 VAT refund and the LCC PROW grant have been credited, however the donation to Goosnargh & Whittingham Agricultural Show (MIN 23/24.19) has not been paid as the bank account details have not been confirmed.

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

## ACCOUNTS FOR PAYMENT AND RECEIPTS

**MIN 23/24.32** Members RESOLVED to note and approve the following invoices already paid in accordance with Standing Order 2023 15 (xii)

DETAILS	PAYEE	AMOUNT	METHOD
MIN 23/24.17 Renewal of Insurance	BHIB	£843.76	BACS

**MIN 23/24.33** Members RESOLVED to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	METHOD
E-On bill	E-On	£17.64	DD
Data Protection Renewal	ICO	£35.00	DD
Clerk Salary June	J Buttle	£602.36	BACs
Tax / National Insurance	HMRC	£150.40	BACs
Internal Audit Fee	S Wiseman	£150.00	BACS

## PLANNING TRAINING COURSE

Members noted that Cllr Marginson was unable to attend the LALC planning training course because the zoom link was not received until 1hr before the event. LALC have forwarded the training notes and have invoiced the Council £40.00 for the course.

**MIN 23/24.34** Members RESOLVED that the invoice should not be paid as Cllr Marginson was unable to attend due to the late notification.

## REPAIRS TO ASSETS

**Memorial Flagstones** - In accordance with the Council's Financial Regulations Members resolved that the Clerk strive to obtain 3 quotes for the repairs to the Memorial flagstones at Beacon Drive. 3 quotes were circulated with the agenda and one was presented on the night.

**MIN 23/24.35** As all the quotes were similar in price and as the works are necessary for health and safety, Members RESOLVED that the Clerk award the contract to whoever can start in the shortest time frame. As Regulation 59c of the CIL Regulations states that CIL can be used on the improvement, replacement, operation or maintenance of infrastructure, the cost will be added to category one of the CIL Business Plan.

**Telephone Kiosk** - Under MIN 23/24.23 of the May meeting, Members resolved that the Clerk order a new panel for the telephone kiosk on Halfpenny Lane. It has since been established that 2 panels need replacing – 1 plain and one with text. The door lock also needs replacing.

**MIN 23/24.36** It was RESOLVED that the Clerk order the panels with the text WHITTINGHAM at an approx. cost of £65 + VAT + delivery. Cllr Carefoot volunteered to sort out a new lock.

## PARISH PLAN UPDATE

Members met as a working group on the 17th May 2023 to add suggested leads, dates and actions to the Parish Plan.

**MIN 23/24.37** Members RESOLVED that

- a) the Parish Plan be adopted on the 8<sup>th</sup> June 2023 and added to the Parish website.
- b) Cllr Marginson and Cllr Brooks will be the lead roles on the development of sports and similar groups (Theme 2 / item 26); Cllr Clarke will be the lead for safeguarding issues (Theme 3 / item 36) and Cllr Hall will explore re-establishing a group to look at cross Parish infrastructure issues (Theme 6 item 59)
- c) The Clerk will ensure other actions are progressed by emailing key partners and inviting them to meetings and working groups in line with the 2023/24 forward plan.

## FORWARD PLAN OF AGENDA ITEMS

**MIN 23/24.38** To ensure that topics are covered evenly throughout the year, Members RESOLVED to adopt a forward plan which will be monitored by the Clerk and reviewed by Council on a quarterly basis. It was acknowledged that the inclusion of new items and consultations will be outside the Clerk's control.

**MIN 23/24.39** Following the adoption of the Parish Plan and the Forward Plan, it was RESOLVED that Cllr Price and the Clerk assess the scope and limitations of the Clerk's job role.

## CIL BUSINESS PLAN

Members **noted** that no new projects have been received and there have been no requests to release funds. There is also an outstanding action for the Clerk and Cllr Price to meet Preston City Council to discuss how CIL monies are collected and passed to the Parish Council.

**Football pitch** - Members have been working on a proposal to provide an informal football pitch on Goosnargh Village Green. In July 2022, the City Council agreed to the creation of the pitch - subject to the drawing up of a Legal Agreement. A detailed submission of the proposal – including the need to apply weedkiller and install a verti-drain - was presented to Council in Sept 2022 under MIN 22/62.

As the City Council have advised that the Licence Agreement is nearing completion, an updated quote was requested for the preparatory works.

**MIN 23/24.40** Members RESOLVED to approve the quote for the preparatory works and agreed that Cllr Marginson should work with the contractor to rope off the pitch area once the Licence is received. Discussions took place on how and when the pitch would be mowed and it was **noted** that money has been set aside in the budget but quotes are needed for a contractor.

**Lighting** - The business plan includes a proposal to install additional lighting on the path near the tennis courts. Members **noted** that the City Council have stated that they can't tap into the existing electric supply nor can they add solar lighting due to the tree canopy. They remain open to other suggestions and Cllr Marginson stated that an opportunity may present itself if the combined tennis club and scout building materialises.

## SUMMER NEWSLETTER

A draft of the Summer Newsletter will be presented to the July meeting. Suggested articles include the Annual Reports, an update on the speeding enforcement, a 'celebration' of things done and a 'look forward' at things to come through CIL and the Parish Plan. It is hoped that WhitWhat can be launched and an update may be available on the aspirations for St John's Church following a working group meeting to be held on the 22<sup>nd</sup> June at 7.00pm.

## PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

**MIN 23/24.41** Members RESOLVED to approve the delegated planning representations.

It was **noted** that the conversion of a barn to a dwelling off Goosnargh Lane had been refused despite having a previous approval. The Clerk will check the officer's report to see if there are any references that will help future objections against development in the open countryside.

**NOTE NEW CORRESPONDENCE**

A hedge cutting request on Whittingham Lane has been forwarded to the County Council.

**DATE OF NEXT MEETING**

**Thursday 13<sup>th</sup> July 2023 at 7.15pm** in Goosnargh Village Hall.