



## WHITTINGHAM PARISH COUNCIL

### MINUTES OF THE MEETING HELD on Thursday 8<sup>th</sup> Sept 2022 at 7.15pm in Goosnargh Village Hall – downstairs

#### MEMBERS PRESENT

Cllr Dave Hall - Chairman  
Cllr Barbara Clarke  
Cllr Eddie Marginson  
Cllr Dave Price  
Cllr Michelle Woodburn

#### MEMBERS OF THE PUBLIC

Gill Paton – Goosnargh Tennis Club  
Paul Clarke – Goosnargh Tennis Club  
City Cllr Stephen Whittam  
  
Mrs Julie Buttle – Parish Clerk

#### APOLOGIES

Apologies were recorded for Cllr Tony Brooks and Cllr Bernard Huggon.

Those present were aware of the announcement that Her Majesty Queen Elizabeth II had died earlier that evening. After checking that Members wished to continue, the Chairman organised a Minutes silence. The Clerk advised that the website would be updated with a portrait of Her Majesty in accordance with local government protocol. As the Parish Council does not have any premises, Members confirmed that residents should be signposted to Books of Condolence being organised by the principal authorities.

#### APPROVAL OF MINUTES of the meeting held on 14<sup>th</sup> July 2022.

**MIN 22/56** 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 22/57** Cllr Clarke declared a personal interest in the flood lights at the Tennis Club as her husband is a member.

#### PUBLIC PARTICIPATION

**MIN 22/58** It was **RESOLVED** that the meeting be adjourned for public participation.

Cllr Whittam stated that he had nothing specific to report but he would keep the Clerk informed of the City Council's arrangements in relation to the death of Her Majesty Queen Elizabeth II.

In response to a query, he confirmed that he was a member of the Standards and Employment Committees at the City Council.

Cllr Woodburn queried how long it took for a parks licence to be granted to Grimsargh Parish Council as Whittingham are following a similar process. Cllr Whittam stated that he would find out however, there are delays at the Council caused by staff making life changing decisions to retire or work from home following Covid.

Members asked those attending on behalf of the Tennis Club, if they had a preference regarding the submitted quotes.

In response, it was stated that Greenway were local to Preston and the supporting information was extremely thorough. They had proposed a reduction in the number of lights and had clarified that a backlight shield may be sourced separately at an additional cost. Both measures may help to reduce light pollution. It was confirmed that a planning application for the extended hours had not yet been submitted.

The Tennis Club also advised the Council that they had held an informal chat with the Scouts regarding them using the Club facilities if the Scouts premises issue cannot be resolved. Plans to repair the roof and improve the Clubhouse will be considered further if the talks progress and the building becomes a joint community facility.

The meeting was reconvened and Cllr Whittam and the Tennis Club members left.

## **CIL BUSINESS PLAN - NEW DESIGN**

Under MIN 22/49 of the July meeting, it was resolved that the Clerk and Cllr Price would redesign the CIL Business Plan into a clearer format and new papers covering the Accounts and CIL Business Plan were presented to the meeting.

**MIN 22/59** Members referred to the CIL Cover Paper and

- a) **RESOLVED** to adopt the new account format noting that the full report will be circulated once a year, with in-year reports limited to the current financial year.

Following a query on the wording of balances, for clarity, the Clerk will amend the wording to read 'held in the CCLA bank account / held in the Co-Op bank account' rather than 'held in the Council's reserves'.

- b) **RESOLVED** to approve the 4 categories on the CIL Business Plan, noting that most new requests for funding will be added as category 2 or category 3

- c) **RESOLVED** to agree that a matter will be closed after 12 months - unless the matter is dependent on others or Cllrs have a reason to keep it on the CIL Plan.

Each agenda will include a standing item of 'CIL Decisions' and 'CIL Updates' where a verbal progress report will be given. During the CIL Update, attention will be drawn to matters where there has been no progress in 10 months. This will allow for 2 months of 'action' prior to a decision being taken to close the matter.

It was noted that there is still an outstanding piece of work to identify the predicted CIL income from planning applications. The Clerk and Cllr Price will take this forward at a meeting to be arranged with the City Council.

## **CIL BUSINESS PLAN - DECISIONS**

### **CAT 1 - GOOSNARGH VILLAGE HALL ROOF**

Cllr Marginson attended a pre-contract site meeting, the Minutes of which were circulated with the Agenda. Members noted that

- Work will commence on the 7<sup>th</sup> Nov (4.1)
- The Village Hall car park will be closed during the works with arrangements made for deliveries (7.1) This will affect the 10<sup>th</sup> November Council meeting.

**MIN 22/60** It was **RESOLVED** that the contractors' statements will be sent to Cllr Marginson for checking. Once approved, Cllr Marginson will forward the valuations to the Clerk who will transfer the amount to the Village Hall bank account.

Payments will be itemised on the CIL accounts with the Clerk ensuring that the amount does not exceed the ring fenced amount of £120,692.

### **CAT 2 - TENNIS CLUB FLOODLIGHTING**

Further to the discussions under Public Participation, Members were in agreement that the Greenway quote was best suited to the Tennis Club's needs. Members also agreed to make provision for the backlight shields as this will help address any concerns about light pollution.

**MIN 22/61** Members **RESOLVED** to ring fence **£12,240** towards the floodlights, moving the item to Category 1 on the CIL Business Plan.

The amount was awarded as follows –

- Greenway quote £9,400 + VAT = **£11,280**
- 10 backlight shields at approx. £80 each + VAT = **£960.00**

In accordance with the Council's current financial procedures, the Tennis Club will be asked to request that Greenway invoice them for the works. Once the Tennis Club are satisfied that everything works to their satisfaction, the final cost will be presented to the Council who, following approval of the cost, will transfer funds to the Tennis Club, who will be responsible for paying the Invoice.

## **CAT 2 – FOOTBALL PITCH**

At the July meeting, the Working Group gave a verbal update following a meeting with the City Council's Parks Development Manager. Reference was made to an email which stated that the Parish Council may liaise with sports pitch companies regarding any pitch improvement works.

The email also stated that the Council should put a proposal together detailing the pitch size, specification of the goalposts etc.

Following the July meeting, Cllr Marginson drafted a report detailing the above which was submitted to the City Council for comments.

**MIN 22/62** Members **RESOLVED** to note the content of the report and that the City Council has passed it to their estates section so that a Licence can be considered.

Concern was expressed that whilst the outer edges of the Village Green were mown, the inner core was not maintained. The Clerk was requested to query whether the maintenance schedule permits different cuts on different occasions.

## **CAT 2 - GYM PROPOSAL**

The City Council's Parks Development Manager also advised that the gym equipment must be external to the play area with the design being sensitive to the Village Green's surroundings. The May 2022 Minutes state the location will be considered further by the Working Group, however, it was **NOTED** that this will be followed up once the football pitch licence is resolved.

## **CAT 2 – GATSO CAMERA AND TRAFFIC CALMING**

In response to an Area Committee request for an enforceable GATSO camera, the Deputy Police Crime Commissioner (DPCC) stated the GATSO Policy was being reviewed with a report expected in April. Following a request for the report, a reply has been received stating that the review is still ongoing. Members **NOTED** that the DPCC has offered to speak to the Council on the issue, however he can't attend until January the meeting.

Members **NOTED** that Traffic Calming measures were included on the CIL Business Plan as 'dependent on others' as they may have been provided by housing developers - as is now the case with the provision of junction tables on Goosnargh Lane following the outline approvals referred to in applications 06/2022/0999 / 1000.

Following the refresh of the CIL Business Plan, traffic calming measures have been moved from Category 3 (dependent on others) to Category 2 with the Parish Council required to consider how to take the matter forward. Members stated that it was premature to commence traffic calming discussions with Highways until the Parish Plan consultation had been analysed.

**MIN 22/63** Members **RESOLVED** to invite the DPCC to the January meeting so that speeding measures can be discussed further, including the volunteer work through the Road Safety Partnership.

## **PARISH PLAN CONSULTATION**

Following the July meeting, Members confirmed that the Parish Plan responses had been keyed and Cllr Price confirmed Microsoft had been used to rank the submitted data. The results had been emailed to Members prior to the meeting.

**MIN 22/64** Members **RESOLVED** to meet as a Working Group to discuss the data on Thursday 6<sup>th</sup> October at 7.00pm. The Clerk will email the date to those not present.

## **EXTERNAL AUDIT REPORT 2021/22**

The Clerk has replied to queries on the external audit however, the Full Audit Report has not been received.

**MIN 22/65** As the Notice of Conclusion of Audit must be published before the 30<sup>th</sup> Sept, it was **RESOLVED** that the report be circulated by email once received so that the Notice of Conclusion of Audit can be added to the website. The Full Audit Report and any matters arising, will be presented to the October agenda.

**MIN 22/66** As payment of the invoice will be time sensitive, it was **RESOLVED** that the payment should be delegated to the Clerk.

## EXTERNAL AUDIT ARRANGEMENTS FOR THE NEXT 5 YEARS

Members considered an email regarding the requirement to appoint an external auditor and noted that for the past 5 years, the Parish Council has 'opted in' to the central procurement regime with PKF Littlejohn being appointed as the Council's external auditor.

**MIN 22/67** Members **RESOLVED** to continue with the central procurement opt in arrangements.

## FINANCIAL STATEMENT 1st – 31<sup>st</sup> Aug 2022

The Chairman verified that the July and August finance statements had been reconciled against the bank statements. Members noted that a second complaint against the Co-op has been upheld and £50 was credited to the bank account in August.

## ACCOUNTS FOR PAYMENT AND RECEIPTS

**MIN 22/68** Members **RESOLVED** to note and approve the following accounts already paid in accordance with Standing Order 2020 15 (xii)

| DETAILS                        | PAYEE    | AMOUNT  | METHOD |
|--------------------------------|----------|---------|--------|
| Clerk Salary Aug 2022          | J Buttle | £560.73 | BACs   |
| Tax / National Insurance       | HMRC     | £140.00 | BACs   |
| E-On bill 23 <sup>rd</sup> Aug | E-On     | £18.23  | DD     |

**MIN 22/69** Members **RESOLVED** to approve the following accounts for payment

|  |          |         |      |
|--|----------|---------|------|
| Clerk Salary Sept 2022                 | J Buttle | £560.73 | BACs |
| Tax / National Insurance               | HMRC     | £140.00 | BACs |
| Engraving of Chairman's regalia        | J Buttle | £25.00  | BACs |
| E-On bill due on 21 <sup>st</sup> Sept | E-On     | £18.23  | DD   |

## CPRE MEMBERSHIP

**MIN 22/70** Members **RESOLVED** to renew Membership to the Campaign to Protect Rural England at a cost £36.00.

## LANPAC MEMBERSHIP

**MIN 22/71** Members considered an email from Lancashire Partnership Against Crime (LANPAC) and **RESOLVED** to pay the membership fee of £60 for a one-year trial period.

## GROUNDS MAINTENANCE REVIEW

The grounds maintenance and play area contracts are due for renewal from March 2023 and under MIN 22/39 of the June meeting, it was resolved that the contracts should be reviewed to establish if the inspection of PROWs and a handyman / Lengthsman role can be incorporated within the contracts. In addition, Members need to consider how to manage / maintain the Village Green football pitch and gym area if the proposals are acceptable to the City Council.

**MIN 22/72** Due to the time required to fully appraise the existing and proposed maintenance procedures, it was **RESOLVED** to hold a working group meeting on the 29<sup>th</sup> September at 7.00pm. The Clerk will email the date to those not present.

**MIN 22/73** Notwithstanding the above, it was **RESOLVED** to book the annual safety inspection of Cumeragh play area with Wicksteed Leisure at a cost of £120.

## PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

**MIN 22/ 74** Members **RESOLVED** to note the routine delegated representations for August.

The Clerk provided plans and supporting information on two applications at Swainson House Farm, Goosnargh which were not routine.

**06/2022/0999** Reserved matters application pursuant 06/2019/0773 for 40no. dwellings and

**06/2022/1000** Reserved matters application for 26no. dwellings

Members noted that both applications are in Goosnargh parish however, the development will have an impact on Whittingham residents.

**06/2022/0999** - The application site lies to the north of Goosnargh Lane and Members were made aware that up to 40 residential units may be built as a result of a successful planning appeal - reference **APP/N/2345/W/20/3258896**. Consequently, comments on the reserved matters application are restricted appearance, landscaping, layout and scale.

Objections were voiced regarding the internal estate road which has been designed to provide access into the adjoining fields. As the City Council has a robust 5year housing supply, further access is not required so the layout of the estate should be self-contained. The objection will also query why an additional access is required for plots 63 – 66.

It was felt that the trees, to be planted along the frontage of Goosnargh Lane, should be of a suitable size to retain the rural character of the area and screen the development from Goosnargh Lane.

The purpose of the building to the rear of The Paddock and Ivy House will also be questioned, partly because it is not included in the housing numbers and partly because it could be repositioned and landscaped to screen it from the existing properties.

Provision has been made for affordable housing and the mix appears to provide a satisfactory spread within the estate.

**06/2022/1000** - The application lies to the south of Goosnargh Lane and will face towards the above development of 40 houses - assuming the development is approved.

As the outline proposal **06/2018/1356** was for less than 30 homes, it was not considered with the other appeals in the area and was approved by a planning officer under delegated authority.

As above, the houses will be set back from Goosnargh Lane and will be served by an estate road, however, the development will not be screened by tree planting. The addition of 2 new service roads, running parallel to Goosnargh Lane, will increase the urban feel of the area and objections were voiced regarding the lack of trees.

9 affordable houses have been 'clumped together' in the heart of the estate. The applicant states it has not been possible to 'pepper pot' them *due to the compact nature of the site*, however, pepper potting could be accommodated if the number of homes was reduced. Reducing the number of properties along the frontage of Goosnargh Lane will also provide a more rural aspect.

**MIN 22/75** Members **RESOLVED** to strongly object to both applications due to the reasons outlined above. Members also expressed concerns regarding the capacity of the sewer network.

#### **OCTOBER NEWSLETTER**

**MIN 22/76** Members **RESOLVED** to include the following articles in the next Newsletter which will be approved at the October meeting.

- a) Confirm the arrangements to lay a wreath at the Parish Council Memorial at Beacon Drive on Remembrance Sunday
- b) Include parking arrangements for the Village Hall whilst the roof is being repaired
- c) Provide feedback on the Parish Plan consultation in conjunction with Cllr Price
- d) Inform residents of the proposed closure of Halfpenny Lane (21st Nov - 13th Jan 2023) for which a road closure management plan has been requested.

#### **NOTE NEW CORRESPONDENCE**

Members noted that LCC have stated that a full weekend closure (30/09/22 to 03/10/22) is required for the bridge repairs on Whittingham Lane however a new diversion route will be signposted.

It has been established that Barratts are responsible for the maintenance of a hedge to the rear of Cameron Avenue and this will be cut shortly.

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

The next meeting of the Parish Council will be on **Thursday 13<sup>th</sup> Oct 2022 at 7.15pm** in Goosnargh Village Hall.