



WHITTINGHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 9th June 2022 at 7.15pm in Goosnargh Village Hall

MEMBERS PRESENT

Cllr Dave Hall - Chairman
Cllr Tony Brooks
Cllr Barbara Clarke
Cllr Eddie Marginson
Cllr Dave Price

MEMBERS OF THE PUBLIC

Peter Pemberton – Chair, Village Hall Trust
Mrs Julie Buttle – Parish Clerk

APOLOGIES were recorded for Parish Councillors Cllr Bernard Huggon and Cllr Michelle Woodburn and were noted from County Cllr Sue Whittam, City Cllrs Harry Landless and Stephen Whittam and PC Rumandeep Takhar.

APPROVAL OF MINUTES of the meeting held on 12th May 2022.

MIN 22/27 it was RESOLVED that the Chairman sign the Minutes as a true record. Members also noted the Minutes of the Annual Parish Meeting which will be approved in May 2023.

TO ACCEPT DECLARATIONS OF INTERESTS

There were no declarations of interest.

PUBLIC PARTICIPATION

MIN 22/28 it was RESOLVED that the meeting be adjourned for public participation.

The Chairman stated that the Whittingham Festival was well attended and requested that the July agenda include an expense to engrave the Chairman's regalia as it is out of date.

INTERNAL AUDIT REPORT

Members noted that the Internal Auditor's report had highlighted that quarterly budget reports should be signed at the meeting and dual authorisation should be in place for all electronic payments. **MIN 22/29** Members RESOLVED to approve the report and payment of the £125 invoice. The Audit will now be forwarded to the External Auditor.

UPDATE TO BANK SIGNATORIES AND ONLINE BANKING

MIN 22/30 Members RESOLVED that Cllr E Marginson and Cllr D Price be added to the Co-Op bank account and be provided with tokens to authorise online payments.

FINANCIAL STATEMENT 1st – 31st May 2022

Members noted that the 2021/22 VAT refund and the Parish Precept had been received and the Chairman verified that the finance and bank statements had been reconciled.

ACCOUNTS FOR PAYMENT AND RECEIPTS

Members noted that the Co-Op had paid £25 compensation to the account following a complaint that the March statement was produced on the 24th March instead of the 31st March as required by the year end audit.

MIN 22/31 Members RESOLVED to approve the following accounts for payment

| DETAILS | PAYEE | AMOUNT | METHOD |
|------------------------------------|-----------|-----------|--------|
| CIL expense – Bowling Club Benches | KBS Depot | £1,320.00 | BACS |
| Clerk Salary June 2021 | J Buttle | £560.73 | BACs |
| Tax / National Insurance | HMRC | £140.00 | BACs |
| E-On bill | E-On | £18.23 | DD |
| Data Protection | ICO | £35.00 | DD |

QUEEN'S JUBILEE PLAQUE

Members were informed that there is a plaque, on Goosnargh Green in recognition of trees planted to commemorate the Queen's Golden Jubilee. The stone is broken and the plaque is looking very worn. The Chairman also stated that the plaque next to Cllr Rigby's tree on Halfpenny Lane is also tarnished. **MIN 22/32** Members RESOLVED that quotes for their repair / replacement be added to the July agenda.

LCC PARISH CHARTER

A copy of the Lancashire County Council Parish Charter was circulated to Members with the Agenda. **MIN 22/33** Members RESOLVED to note receipt of the document.

PARISH PLAN CONSULTATION

At a working group meeting on the 23rd May, it was suggested that the Parish Plan consultation and survey should be printed and posted to all properties on the electoral register with the estimated costs likely to be as follows

| DETAILS | PAYEE | AMOUNT |
|----------------------------|----------------------|--------------|
| Printing 2 x 1200 booklets | Preston City Council | Approx. £635 |
| C5 Envelopes 3 x 500 | Viking Direct | £88.17 |
| Address Labels | Viking Direct | £41.99 |
| Postage 1200 x .50p | Whistle or PO | £600 |

Members considered the printed proof of the documents and noted an error on the survey boxes and that the last page was missing. Members also requested a larger font size.

MIN 22/34 Members RESOLVED that the documents be sent back to the printers to be amended and printed, with Members agreeing to meet up and help insert the documents into the envelopes prior to posting.

CIL BUSINESS PLAN

Members were issued with an updated CIL finance report confirming that the City Council had 'mismatched' CIL monies in March, resulting in a further payment of £31,383.95.

GOOSNARGH VILLAGE HALL ROOF

Further to MIN 22/21, Cllr Marginson discussed the roof survey and the options for its repair at a meeting held on the 6th June. The notes of the meeting were circulated to Members along with Cllr Marginson's recommendations to Council.

Members discussed the recommendations at length with the key points being whether to fund the amount in full, carry out temporary repair work or wait for the outcome of a grant to the LEF. In addition, Members discussed how to address future capital requests from the Village Hall and whether the Council should take ownership of the project with a view to reclaiming the VAT.

Members acknowledged the need to replace the roof and noted the table itemising the cost of temporary repairs, however, it was felt that if the works were delayed, the costs would escalate.

Members noted the above also applied to the LEF grant as the decision would not be known until October. Furthermore, as the Village Hall has already benefitted from a LEF grant, the application will only be considered after other grants have been awarded, so the success of an application is not guaranteed.

Taking the above points into account, Cllr Price PROPOSED that the Parish Council ring fence CIL monies for a capped amount of £120,692 to enable the project to progress at the earliest possible stage. In accordance with the LGA 1972 Sch.12 13(2), Cllr Price requested a named vote.

Those voting in support of the proposal were Cllr Brooks, Cllr Clarke, Cllr Hall, Cllr Marginson and Cllr Price.

MIN 22/35 It was RESOLVED that the above proposal be approved unanimously.

Members noted that the Village Hall Management Committee is unable to reclaim VAT, however, where a local authority funds the works entirely from its own funds, the VAT can be reclaimed, provided the Council appoints the contractors, manages the project and is invoiced for the works whilst receiving nothing in return.

Cllr Price PROPOSED that the Parish Council undertakes to own and manage the project to enable it to reclaim the VAT. **MIN 22/36** The proposal was unanimously rejected.

Members referred to the Village Hall letter detailing future capital expenses and in view of the amount ring fenced under MIN 22/35, it was suggested that the Village Hall Management Committee consider other grants and alternative sources of funding to ensure the long term sustainability of the premises.

HOMES ENGLAND - ST JOHN'S CHURCH, WOODLAND WALK & CEMETERY BENCHES

Further to MIN 22/19, a meeting took place with Homes England (HE) on the 8th June. HE confirmed that St John's Church is a heritage asset and they have a mandate to bring it back into use. Conversion to flats was not considered to be a viable option and HE have no immediate plans for the building. Eventually, they may put a floor in and create an 'empty shell' so that it can be marketed but, in the meantime, they are prepared to work with the Parish Council to consider a community or commercial use. Once a use has been identified, a strong business case needs to be prepared covering long term maintenance, viability etc. HE are checking to see if they have records regarding any similar projects. The Clerk referred to the Heritage Fund which funds projects to find appropriate new uses for historic buildings. HE stated that providing they are copied in to all correspondence, they are supportive of the Parish Council making enquiries regarding the building's potential.

MIN 22/37 Members RESOLVED that the Clerk contact the Heritage Fund and find out more about the project application process.

HE confirmed they have no plans to alter the landscape of the cemetery or move any graves which will eventually be maintained by a land management company. It was stated that the Parish Council had agreed to finance metal benches at the cemetery and was disappointed that HE had reneged on an agreement to install them. HE stated that they will look at the installation costs and will either authorise the work or provide a quote to the Council depending on the cost. An update will be provided to the July meeting.

With regards to the woodland walk, it was explained that HE does not have a budget to create or maintain the walk and although it may agree to the Parish Council creating a path via a temporary easement, HE is unlikely to give up access rights over land that it owns. Consequently, if CIL was spent on the path, there is no long-term guarantee that the path will remain open.

HE may consider selling the land to a Woodland Trust or a charity, however they are unlikely to make a decision until they've determined what to do with Gott Field. It was suggested that the Parish Council emails HE to make a case for the woodland walk and HE will confirm whether the above comments still apply.

MIN 22/38 Members RESOLVED that the Clerk send an email explaining why the woodland walk is required.

PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

Members noted that no planning applications had been submitted, however, plans were being prepared for the Sports and Social Club. As the Parish Council does not meet in August, Cllr Brooks was requested to approach the Sports & Social Club to see if they would bring the plans to the July meeting so that Members can view them prior to an application being submitted.

APPOINTMENT OF A LENGTHSMAN

Under MIN 21/150 of the March meeting, it was RESOLVED that Cllr D Price, Cllr E Marginson and Cllr M Woodburn would discuss the requirements for a handyman role and a draft contract / job specification was produced.

The contract referred to the Parish Lengthsman scheme however, LCC have advised that this has been replaced by the Public Rights of Way Local Delivery Scheme. Under the Delivery Scheme, guidance is supplied regarding what tasks can be carried out on public rights of way and LCC have advised that unlike the Lengthsman scheme, any employment / use of a contractor would be a matter for individual parish councils.

Members were also advised that some of the suggested tasks are covered by the grounds maintenance contracts which are due for renewal prior to March 2023.

Taking the above in to account, Members felt that it may be easier to amend the grounds maintenance contracts to include an option for the Parish Council to phone up and request additional maintenance tasks or repairs to PROW on an adhoc basis rather than contract or employ someone for a set number of hours.

MIN 22/39 It was RESOLVED that the inspection of PROWs, the tidying up, repairs and maintenance of areas in preparation for the Best Kept Village competition and the inspection of Cumeragh play area, should be looked at collectively when the grounds maintenance contracts are reviewed in September / October.

NOTE NEW CORRESPONDENCE

Concern was expressed regarding the pruning of trees near the memorial on Beacon Drive. Checks show that the trees are not on Parish Council land and any concerns should be forwarded to the landowner.

Further to MIN 22/23 regarding a request for a litter bin on Cumeragh Lane, Preston City Council have dealt with the matter and a bin has been provided.

DATE OF NEXT MEETING

Thursday 14th July 2022 at 7.15pm in Goosnargh Village Hall.

END