



WHITTINGHAM PARISH COUNCIL
MINUTES OF THE
ANNUAL PARISH COUNCIL MEETING
Thursday 9th May 2024
Goosnargh Village Hall

The Annual Parish Council Meeting took place on the 9th May 2024 at approx. 19.30 after the Annual Parish Meeting.

MEMBERS PRESENT

Cllr Dave Hall - Chairman
Cllr Tony Brooks
Cllr Martin Carefoot
Cllr Barbara Clarke
Cllr Michelle Woodburn

MEMBERS OF THE PUBLIC

Mrs Julie Buttle – Parish Clerk

ELECTION OF CHAIRMAN

Members noted that the current Chairman Cllr Hall was elected in 2019 and his term of office was 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 2023 5(e) be suspended to allow the re-appointment of Cllr Hall.

MIN 24/25.01 Members **RESOLVED** that Cllr Hall be elected as Chairman unopposed. He duly signed the Declaration of Acceptance of Office.

ELECTION OF VICE-CHAIRMAN

MIN 24/25.02 Members **RESOLVED** that Cllr Woodburn be elected as Vice Chairman unopposed.

APOLOGIES

Members were reminded that apologies should be given in advance of the meeting and will be noted in the Minutes. If a Councillor is absent for 6 consecutive months, an apology must be approved by Council, prior to the 6 months elapsing or the Councillor will be disqualified.

Members **NOTED** apologies from Parish Cllr D Price. City Cllr Steve Whittam and County Cllr Sue Whittam had also presented apologies to the Annual Parish meeting.

APPROVAL OF THE MINUTES of the meeting held on 11th April 2024

MIN 24/25.03 Members **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

Prior to the meeting, Members were reminded to check their notification of interest forms which can be viewed on the Parish Council's website. Members **NOTED** that any alterations must be submitted to the Clerk within 28 days of the change occurring. Members were also reminded that a Councillor with declared interests may be subject to statutory restrictions on the right to participate and vote on that matter.

There were no declarations of interest made in respect of the May meeting.

CO-OPTION VACANCY

Members **NOTED** that the Higher Ward vacancy has been advertised in the notice boards and newsletter. It has also been 'promoted' via the Parish Council Facebook page and Your Goosnargh. Currently, there have been no expressions of interest. Members will continue to increase awareness of the vacancy.

APPOINTMENT OF COMMITTEES / REPRESENTATIVES

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

MIN 24/25.04 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 **NOTED** that individual Councillors may attend external partnerships, agencies and community meetings but when doing so, they must not make decisions, or commit to, support or object to a project on behalf of the Parish Council.

MIN 24/25.05 Members **RESOLVED** to confirm the following appointments

- **Whittingham Hospital Stakeholders** - 1 Member (*currently Cllr Brooks*)
- **Preston Area Committee** – 3 Members (*currently Cllr Hall, Cllr Brooks and Cllr Clarke*)
- **Trustee to Goosnargh Village Hall** – 1 Member (*currently Cllr Woodburn*)
- **Trustee to G & W United Charity** – 1 Member (*currently Cllr Hall*)
- **Trustee to G & W Heritage Group** – 1 Member – (*currently Cllr Clarke*)

Members **NOTED** that all Members and the Chairman may attend the Whittingham Festival procession. The Clerk will circulate the attendance details.

ADMINISTRATION

a) MIN 24/25.06 Members **RESOLVED** that meetings will be held downstairs at Goosnargh Village Hall on the 2nd Thursday of the month at 7.15pm. (Standing Order 3a)

b) MIN 24/25.07 Members **RESOLVED** that the following items be delegated to the Clerk under S101 of the Local Government Act 1972

- Make routine decisions on behalf of the Council
- deal with emergencies
- authorise urgent payments up to £100. Larger amounts may be approved by email.
- grant a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

c) MIN 24/25.08 It was **RESOLVED** that Members would continue to receive the Council summons by the approved email address, hosted through the website.

Members **NOTED** that the Information Commissioners Office recommends that the authority's formal email address must be copied in to correspondence for completeness of the authority's records.

GENERAL DATA PROTECTION REGULATIONS

The Parish Council must comply with General Data Protection Regulations. Since the regulations came in to force in May 2018, many of the procedures are embedded in Council business

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 security requirements.

c. Members verbally confirmed that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

MIN 24/25.09 It was **RESOLVED** that the Council and its Members comply with Data Protection Regulations.

MEMBER ALLOWANCE SCHEME

MIN 24//25.10 Members **RESOLVED** to adopt an allowance scheme for attending events outside the Parish using the City Council's approved rates. 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

MIN 24//25.11 There were no members of the public present as they had attended the Annual Parish Meeting however it was **RESOLVED** that the meeting still be adjourned.

The Clerk confirmed that Cllr Mark Bell had been congratulated on his re-election and has been invited to the June meeting and further to the April meeting, Cllr Steve Whittam had emailed to confirm that he will ask the newly elected Police Crime Commissioner about the erection of enforceable yellow box GATSO cameras.

Further to the Annual Parish meeting and the update on the Whittingham Festival, Cllr Woodburn asked if the Council could order a banner for the procession which could be used as publicity for the Council on other occasions. It was agreed that Cllr Woodburn liaise with the Clerk regarding the purchase with the item being added to the June agenda.

It was agreed that the meeting be reconvened.

HALFPENNY LANE / INGLEWHITE ROAD

Members **NOTED** the reply from Longridge Football Club confirming that a steward does encourage motorists to use the football club carpark and the reply from LCC confirming that they will check that the 30mph signs are clearly marked on Inglewhite Road.

Members **NOTED** that the Halfpenny Lane Speed Indicator Device, solar panel and pole have been damaged in a road traffic accident.

MIN 24//25.12 It was **RESOLVED** that the Clerk should

- a) continue to make enquiries with the police to see if an insurance claim is appropriate
- b) contact Traffic technology to check if the device is repairable
- c) seek quotes for a new device if appropriate

2023/24 ANNUAL GOVERNANCE AND ACCOUNTABILTY RETURN

The Clerk presented the statement of variances and the Annual Governance and Accountability Return. (AGAR)

MIN 24/25.13 Members confirmed that they had reflected on the effectiveness of the system of internal control at the March meeting and **RESOLVED** to complete and approve the Annual Governance Statement.

MIN 24/25.14 Members considered the end of year financial report and **RESOLVED** to approve the Accounting Statement

MIN 24/25.15 It was **RESOLVED** that both documents be signed and dated by the Chairman and the Clerk.

FINANCIAL STATEMENT 1ST – 30TH APRIL 2024

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

2024/25 INSURANCE POLICY

Members **NOTED** that the Parish Council insurance is due for renewal at a cost of **£1,080.45** which is an increase of £236.69.

MIN 24/25.16 As the renewal date is before the next Council meeting, Members **RESOLVED** that the Clerk seek alternative quotes – including any discounts for a long-term agreement. Discounted quotes will be circulated to Members by email but in the absence of a cheaper quote, the Policy will be renewed.

ACCOUNTS FOR PAYMENT

MIN 24/25.17 Members **RESOLVED** to note and approve the following invoices already paid in accordance with Standing Order 2023 15 (xii)

DETAILS	PAYEE	AMOUNT	REF
Refurbishment of the phone kiosk (MIN 162)	JTW Management	£3,541.99	13
Spring Newsletter delivery	J P P Media	£156.00	14

CAD report St John Church (MIN 163)	NW Design Collective	£2,565.00	15
April Grounds Maintenance	Nurture	£627.00	16

MIN 24/25.18 Members **RESOLVED** to approve the following accounts for payment

Installation of dog bag dispensers (MIN 179)	Nurture	£180.00
Summer Newsletter printing	City Council	£174.50
Clerk Salary May	J Buttle	£1328.71
PAYE	HMRC	£405.77
Employer Nat Ins	HMRC	£141.74
Pension	NEST	£88.55

Members **NOTED** that Mr Walling has commenced the cuts on Goosnargh football pitch. Thanks were also expressed to Mr Cummings who has lined the pitch and erected the posts.

The Clerk informed Members that Mr Walling's last invoice went up to the 15th Sept 2023, however, due to good weather conditions, further cuts were carried out but an additional invoice was not submitted. The Clerk has suggested that Mr Walling add the additional cuts to the 2024 invoice.

MIN 24/25.19 Members confirmed that Mr Walling should be reimbursed for the work undertaken and **RESOLVED** to approve the retrospective payments.

CIL BUSINESS PLAN

Members **NOTED** the April CIL receipt of **£63,722.02**

PROW information boards – The Clerk explained that the original intention was to produce one sign board with an outline of both walks with full details of the routes included on a PDF on the website, however, Council had since resolved to include the full text. The text has been drafted and the Clerk is waiting for the designers to assess if one or 2 boards are required to ensure the text remains legible. Members **NOTED** that the draft final version including graphics should be available for the June meeting.

St John Church – Members **NOTED** that a resident has responded to the Newsletter stating that he is a professional, fully qualified Safety, Health and Environmental (SHE) Adviser who wishes to be involved in the project. Members confirmed he could be invited to the next Working Group meeting.

Further to the April Minutes, Members **NOTED** that the Clerk has contacted Lancashire & South Cumbria NHS Foundation Trust regarding their plans for the Hermitage building. It is understood that they are holding discussions on the re-purposing of the building and more information will be available in mid-June.

At the March Working Group meeting, it was agreed that Safe Regeneration and North West Design Collective would provide a costed proposal detailing the next steps for the project which are likely to include a community engagement event. As the proposals were received on the day of the meeting, Members did not have an opportunity to consider the content thoroughly.

MIN 24/25.20 It was **RESOLVED** that Members meet informally on the 23rd May to look at the proposals with a view to formulating questions for the next Working Group meeting - to which Safe Regeneration, North West Design and interested parties will be invited.

PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

In order to focus on key business decisions, the Clerk is dealing with all routine planning matters under delegated authority with complex and non-routine applications being added to the agenda. The Clerk confirmed that in most cases it will still be possible for Members to comment on an application listed on the delegated comment list.

MIN 24/25.21 Members **RESOLVED** that the delegated planning process should continue.

Members **NOTED** that there were no delegated comments for May.

At the Annual Parish meeting a resident raised concerns regarding pollution associated with a new building which has been erected at Eaves Green Lane. The Clerk will check the history of the site before contacting Environmental Health and the Planning Department.

Members considered the following application which was not considered to be routine.

06/2024/0313 Approval of Reserved Matters – All details in respect of the facilities to be delivered on the Community Facilities Land, including: demolition of the existing Whittingham & Goosnargh Sports & Social Club, erection of a new purpose built sports and social club building with ancillary steward's residential accommodation, associated outdoor facilities and ancillary buildings, including: a Multi-Use Games Area, Senior Football Pitch (11 a side), retention of existing bowling green, an outdoor events/caravan/camping area and the use of this area for the siting of tents and caravans plus associated car parking and landscaping. Whittingham Sports And Social Club, Whittingham.

Members **NOTED** that Homes England were obliged to deliver new facilities for the Sports and Social Club as a condition attached to the development of the former hospital site. In the early days, a Stakeholder Group had been formed to ensure the Club and the Parish Council were involved in the development process. More recently, Homes England and Hive Planning held a community engagement event to present the proposals which included a presentation to the Parish Council in October 2022.

Members stated that the proposal was long overdue as the Club needed to be enhanced and modernized in order to provide a variety of services for the existing community and the growing number of residents on the new housing estate.

MIN 24/25.22 Members **RESOLVED** to support the application.

NEW CORRESPONDENCE

Members **NOTED** a temporary road closure on Langley Lane on the 23/05/24 to enable Openreach on behalf of British Telecom to carry out maintenance works.

It was stated that LCC are considering plans to widen Skew bridge on the B6243 approaching Grimsargh. A diversion route has not been published but the Clerk was requested to remind LCC that the Parish Council considers Haighton Green Lane and Brabiner Lane as an unsuitable route for HGV's and large volumes of traffic.

Members **NOTED** that 8 people have requested to attend the Defib training event on the 15th May. The Clerk has completed the Village Hall booking form and Cllr Woodburn will be in attendance to open and close the Village Hall.

DATE OF NEXT MEETING – Thursday 13th June 2024 at 7.15pm - downstairs in Goosnargh Village Hall