

WHITTINGHAM PARISH COUNCIL



MINUTES OF THE REMOTE MEETING Monday 8th JUNE 2020

MEMBERS PRESENT

Cllr Dave Hall – Chairman
Cllr Barbara Clarke
Cllr Bernard Huggon
Cllr Alex Meades
Cllr Michelle Woodburn

PUBLIC PRESENT

City Cllr R Woollam

Due to the remote nature of the meeting, the Chairman checked everyone could be seen and heard and reminded people to raise their hand when speaking and voting.

APOLOGIES FOR ABSENCE

Apologies were received from Cllr Rigby who is being updated through paper copies of the Agenda and Minutes.

APPROVAL OF THE MAY MINUTES

MIN 20/16 Members RESOLVED that the May Minutes were an accurate record and may be signed by the Chairman when normal meetings resume. The Clerk confirmed that a CIL request has been received for cycle racks to enable residents to secure cycles when visiting the shops or Post Office.

DECLARATIONS OF INTERESTS / WRITTEN DISPENSATIONS

There were no declarations in respect of items on the June Agenda.

PUBLIC PARTICIPATION

Members of the public were given the opportunity to observe the meeting via a weblink. The meeting was observed by Cllr Woollam who stated that he hoped everyone was staying safe and well. He also reminded Members that he can be contacted if help or assistance is needed.

A Councillor queried whether planning permission was necessary for a static caravan. The Clerk replied that a caravan can be sited temporarily in the grounds of a property whilst it is being renovated or if the use is ancillary to that of the dwelling but if the caravan is likely to be there for some time, it is advisable to check with the planning department.

ITEMS PENDING FOLLOWING POSTPONEMENT OF THE ANNUAL COUNCIL MEETING

- a. **Appointment of Representatives** to external groups – Members **NOTED** current appointments will remain in place until external meetings are resumed.
- b. **Standing Orders and Financial Regulations** - Members **NOTED** that the Clerk is updating the Council's Standing Orders and Financial Regulations to bring them in line with the template models issued by NALC. Other Policies not covered by the model versions will be added to the Agenda for review and approval as and when required.
- c. **Community Grants** When considering the 2020/21 budget, Members awarded grants to various community events which have been cancelled due to Coronavirus. Members were advised that under the current Grant Policy, payment should only be made if the events take place. **MIN 20/17** Members reviewed the Grant Policy and RESOLVED that the Clerk email the grant recipients to advise that regrettably, the grant will not be paid in respect of cancelled events.

Members considered an email request from Marie Curie highlighting the struggle they face to raise funds during Coronavirus. **MIN 20/18** Members RESOLVED to grant a donation of £200 in accordance with the grant policy.

WEBSITE ACCESSIBILITY AND EMAIL ADDRESSES

New Website Accessibility Regulations come into force in Sept 2020 which require the current website to be upgraded. **MIN 20/19** Members RESOLVED to approve the upgrade at a cost of £300. Members considered a recommendation to have a Parish Council email address as this would improve GDPR compliance. **MIN 20/20** Members RESOLVED not to introduce Cllr email addresses at this time as residents can contact them by phone or go through the Clerk, however the situation will be reviewed at the Annual Parish Council meeting in May.

PLANNING APPLICATIONS BEFORE COUNCIL

Due to the time constraints of a remote meeting, the Clerk is dealing with planning matters under **delegated authority** in accordance with current Standing Order 38b.

MIN 20/21 Members RESOLVED to **NOTE** the following representations.

The enforcement officer has been asked to investigate an alleged change of use of agricultural land to an extension of the residential curtilage at Glenville, Cumeragh Lane, Preston.

06/2020/0410 2no. outbuildings and access track at Albin House, Cumeragh Lane.

Albin House is a Grade 2 listed building. Whilst the development does not relate to the house itself, planners will need to determine if it affects the setting of the building. As you look at the site from Cumeragh Lane, the site forms a P shape with the proposed outbuildings being constructed in the 'circle' of the P which is to the rear and well away from the existing property. The outbuildings will accommodate a gymnasium and parking for the applicant's 9 cars which are currently stored off site. There are several trees bounding the site but the Arboricultural Impact Assessment shows the development will not have any adverse impact on these and they should help screen the development from Albion Cottage. **If planners are minded to approve the application, delegated recommendation is to request a condition that the buildings should be for the private use of the residents of Albin House only.**

06/2020/0453 Single storey rear extension following demolition of existing rear conservatory at Brabiner Cottage, Brabiner Lane, Preston.

The property has an existing semi-circular shaped conservatory to the rear. This will be demolished and replaced with a rectangular extension of a similar width. A resident has advised that there is a restrictive covenant on the property which they will raise with planning officers. As the covenant is not in the public domain and is not a material consideration in terms of planning policy or the impact of the extension, **delegated representation is to leave to planning.**

06/2020/0459 Detached garage, workshop and garden store building following demolition of existing workshop and storage outbuilding at Greystock, Inglewhite Road.

The site is located on Inglewhite Road to the right of the Alston Arms as you approach the junction from Whittingham. The existing workshop and dog compound walls are located behind the house and as such, are screened from Inglewhite Road. The proposed building will still be located to the rear of the house, but it is more to the left and can be accessed from the existing drive. The design of the building is very similar to that of a small bungalow. There is a double garage door at the front but the side wall has a side door and windows either side. 6 windows are also included in the roof which seems excessive for a double garage, workshop and store. However, given that any change of use to a dwelling will require further consent, **delegated representation is to leave to planning** as regardless of the design, the building is intended to replace an existing structure.

06/2020/0467 Reserved matters application (namely appearance, landscaping, layout and scale) pursuant to outline planning permission 06/2018/0710 for 3no. dwellings and 1no. double attached garage following the demolition of existing outbuildings at Marlings Barn, Cumeragh Lane, Preston. The site could easily accommodate 4 or 5 dwellings but the principle of 3 new dwellings has been established by the outline consent which sought to erect 3 dwellings to replace 3 outbuildings. Plots 1 and 2 are for 2 x 5 bedroomed properties with the 5th bedroom located on the 2nd floor. Plot 3 is a much larger plot with 5 en-suite bedrooms and an upstairs sitting / dining room designed to benefit from the extensive views of the open countryside.

Delegated representation is to leave to planning.

06/2020/0504 Prior notification submission for change of use from agricultural building to 1no. dwelling at Marimar, Cumeragh Lane, Preston.

Marimar is a property set well back from Cumeragh Lane. The application relates to an existing structure which the applicant believes is suitable to be converted to a dwelling under permitted development. A prior notification application simply establishes if the planning department agrees the building is structurally sound and capable of conversion. Usual Policy criteria such as development in the open countryside will only apply if a planning application is required.

Delegated representation is to leave to planning.

FINANCIAL STATEMENT

Scanned copies of the bank statements and accounts enabled Members to **NOTE** that the accounts had been reconciled.

ACCOUNTS FOR PAYMENT

MIN 20/22 Members RESOLVED to **NOTE** the following accounts already paid in accordance with SO 26 (b) & (c)

Insurance	£707.25	BACS	REF 14
Stags Head Notice board	£120.00	BACS	REF 15
Tree Crowning M Hayes	£1,376.00	BACS	REF 16
E-On Electric	£12.38	DD	REF 17
ICO Data Protection	£40.00	CQ 1475	REF 18

MIN 20/23 Members RESOLVED to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	TYPE	REF
Viking Invoice Ink & Paper	Woodplumpton	£70.78	BACS	19
June salary	Mrs J Buttle	£536.24	BACS	20
PAYE	HMRC	£134.00	CQ 1476	21

BANKING PROCEDURES

Historically, the Parish Council has made payments by cheque with 2 Councillors required as signatories. During the Coronavirus situation, the Council has made payments using telephone banking but in order to comply with the Financial Regulations, Members should consider moving towards BACS payments which require a 2 step electronic authorization. It was confirmed that cheques can still be issued where needed.

MIN 20/24 Members RESOLVED to confirm the addition of Cllrs Clarke and Woodburn as signatories to the account and confirmed that the account may be altered to an online account with an electronic authorisation process. Cllrs Clarke, Woodburn, Meades and Huggon all indicated their agreement to access the online account with any 2 of the 4 to sign.

NEWSLETTER

MIN 20/25 Members RESOLVED to send comments on the summer edition of the Newsletter to the Clerk so that it can be issued in June. The Newsletter includes a form for residents to express ideas on CIL expenditure. A further edition will be issued late August / early September to remind residents to volunteer for community projects such as Keep Britain Tidy and the Best Kept Village entry next year.

DATE OF NEXT MEETING

The next meeting of the Parish Council will be **Monday 13th July 2020 at 7.15pm.**

NEW CORRESPONDENCE RECEIVED AFTER THE AGENDA WAS ISSUED

Members noted a concern regarding an overgrown hedge at Whittingham Road. The Clerk will send a letter enclosing LCC's leaflet on hedge maintenance.

Members noted that the Clerk has contacted United Utilities to request more information on the new water pipe to be laid near Brabiner Lane. The Clerk confirmed that information relating to septic tanks / new sewer connections is still on the website

Members noted that the occupier of a property adjoining a plot of land owned by the Parish Council has added a flower bed which may encroach on to the Village Green. Members requested that the Clerk send a letter advising them that the flower bed may be retained however, the Parish Council will not get involved in any disputes with regards to damage to the plants either by the grass contractors or by people picking flowers from what is believed to be public open space.