



## WHITTINGHAM PARISH COUNCIL

### Annual Parish Council Meeting - Tues 4<sup>th</sup> May 2021

#### at 7.15pm by Zoom

The Annual Parish Council Meeting (AGM) of Whittingham Parish Council took place on Tuesday 4<sup>th</sup> May 2021 by Zoom. Due to the remote nature of the meeting, it was confirmed that everyone could be seen and heard and attendees were reminded to raise their hand when speaking and voting.

#### **Members:**

Cllr D Hall  
Cllr B Huggon  
Cllr B Clarke  
Cllr M Woodburn  
Cllr T Brookes– co-opted during meeting

#### **Members of the public**

Mrs Julie Buttle (Parish Council Clerk)  
Mr R Kendle

#### **ELECTION OF CHAIRMAN**

Under the Local Government Act 1972 s15 (1), the first business of the Annual Parish Council meeting must be to appoint a Chairman. To ensure that the Chairman's role is rotated, Whittingham's Standing Order 5e states *no person shall be nominated as Chairman if they have acted as Chairman for 2 years immediately prior to the Annual Council Meeting.* Cllr Hall was elected Chairman in 2019 but as there were no other nominations, it was proposed that Standing Order 5e be suspended to enable the re-election of Cllr Hall.

**MIN 21/01** It was RESOLVED that Cllr Hall be elected as Chairman. He will sign the Declaration of Acceptance of Office as soon as possible.

#### **ELECTION OF VICE-CHAIRMAN**

**MIN 21/02** Cllr There were no nominations for vice-chairman and it was RESOLVED that the office be carried over until the next meeting.

#### **CO-OPTION**

The Parish Council has vacancies in both Lower and Higher Wards. Mr T Brooks who lives in Lower Ward, submitted an application for co-option which was considered by Members.

**MIN 21/03** It was RESOLVED to co-opt Mr Brooks to the Lower Ward vacancy. The Clerk will arrange an induction meeting so that the Declaration of Office can be signed.

Following the deaths of Parish Councillor Rigby and war veteran Gerard Rogerson (who unveiled the Parish Council memorial on Beacon Drive), Members confirmed their intention to arrange a fitting memorial in the Halfpenny Lane area and in the garden at Beacon Drive. Members will bring any suggestions to a future meeting.

#### **APOLOGIES**

Members were reminded that apologies are recorded in the Minutes but if a Councillor is absent for 6 consecutive months, an apology must be approved prior to the 6 months elapsing. Cllr A Meades was absent from the meeting.

#### **APPROVAL OF THE MINUTES of the meeting held on 12<sup>th</sup> April 2021**

**MIN 21/04** It was RESOLVED that the April Minutes be signed as a true record.

#### **TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS**

**MIN 21/05** Members noted the requirement to check and update their Notification of Interest Forms, which can be viewed on the Parish Council website. Any alterations made throughout the municipal year, must be submitted to the Clerk, to be forwarded to the Monitoring Officer **within 28 days** of the change occurring.

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

#### **APPOINTMENT OF REPRESENTATIVES**

**MIN 21/06** Members noted that Committees can be formed as necessary under Standing Order 4c and RESOLVED not to form any committees at the Annual Parish Council Meeting.

**MIN 21/07** It was RESOLVED to confirm the following appointments to outside bodies

- **Whittingham Hospital Stakeholders** - 1 Member - Cllr T Brooks + emails via the Clerk
- **Preston Area Committee** – 3 Members - Cllr Hall, the Clerk or Cllr Huggon
- **Trustee to Goosnargh Village Hall** – Appointment deferred until June 2021
- **Trustee to G & W United Charity** – Appointment deferred until June 2021
- **Trustee to G & W Heritage Group** – Appointment deferred for info - Cllr B Clarke

Members noted that if a Councillor publicly expresses an opinion on a matter before it has been considered by Council, best practice would be to declare the matter at the next available Council meeting.

#### **ADMINISTRATION**

**MIN 21/08** Subject to Covid regulations and risk assessments, meetings will be held downstairs at Goosnargh Village Hall on the 2<sup>nd</sup> Thursday of the month at 7.15pm. The Agenda Notice will be displayed on the Notice Boards but Members RESOLVED that it is acceptable to receive the summons and accompanying papers electronically.

**MIN 21/09** Members RESOLVED to delegate the following items to the Clerk under S101 of the Local Government Act 1972

- Make routine decisions
- Make delegated representations on planning applications
- deal with emergencies
- spend small sums of money - not to exceed £100
- grant a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

#### **GENERAL DATA PROTECTION REGULATIONS**

Members were advised that the Clerk maintains and updates a **Data Audit** which lists all the data held by the Parish Council, where it comes from and who it is shared with.

- a) In accordance with the Council's **Privacy Policy Statement** (which can be viewed on the website) Members were reminded of their responsibility not to share personal data with a 3<sup>rd</sup> party including other Councillors. **MIN 21/10** All Members verbally confirmed that they understand that before sharing any personal data – which includes residents' email addresses - Members must obtain confirmation by email or ask the resident to complete a **Written Consent form** which is available from the Clerk
- b) Members were reminded that the Clerk's home computer is passcode protected and all hand-held devices (which are synchronised with the computer email / phone contact list) are screen or password protected. **MIN 21/11** All Members verbally confirmed that their electronic devices comply with the technical requirements.
- c) Members noted that the Clerk maintains a **Data Retention and Disposal Policy** and regularly ensures that emails and paper records are deleted to ensure compliance. **MIN 21/12** All Members verbally confirmed that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

Members were reminded that any data breaches must be reported to the Information Commissioners Office within 72 hours. A **Template Breach** form is available from the Clerk.

#### **PUBLIC PARTICIPATION**

**MIN 21/13** It was RESOLVED that the meeting be adjourned for public participation in accordance with Standing Order 2020 (3g & h) however no matters were raised.

#### **PLANNING APPEALS / 5 YEAR SUPPLY UPDATE**

Members noted that the Whittingham appeals commenced on the 13<sup>th</sup> April with arguments for and against the developments being given on either side. It is not known when a decision will be reached, especially as it is understood that Ben Wallace MP has requested that the decisions should be reviewed by the Secretary of State.

From the Parish Council's perspective, it was disappointing that Highways had no objections to the developments, so if they are approved, Members will need to work closely with LCC and the developers to ensure specific concerns are addressed through CIL monies.

## **PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY**

Due to the time constraints of a remote meeting, the Clerk is dealing with routine planning matters under delegated authority in accordance with Standing Order 2020 (15 xiv). Members noted that the delegated comments for April will be circulated by email.

## **CIL UPDATES**

Members noted that work is continuing on the CIL items as detailed in the CIL Report approved under **MIN 20/124**, however, quotes to put a new safety surface under the climbing tower at Cumeragh play area have been put on hold due to drainage concerns which cannot be resolved immediately. A summary of the drainage comments was circulated to Members. **MIN 21/14** As the play area is now a trip hazard due to the lack of bark, Members **RESOLVED** that the Clerk approach Wicksteed to top the bark up as per their initial report.

## **SPEED DEVICES (SPID)**

The southbound SPID on Halfpenny Lane is not connecting to the Bluetooth control pad so the data can't be downloaded. Traffic Technology have recommended returning the device to their service centre for inspection and repair at a cost of £125 – however, this means disconnecting the device and returning it, when the problem could just be a loose wire. As it is a 'specialist' piece of equipment it is unlikely that an appropriate contractor can be found to look at it. An alternative is for Traffic Technology to visit the site and inspect and repair it at a cost of £625.00. **MIN 21/15** Members **RESOLVED** to ask Traffic Technology to attend.

## **2020/21 INTERNAL AUDIT REPORT**

The Clerk has processed the Accounts in accordance with the usual timescales and they have been inspected by the Internal Auditor. **MIN 21/16** Members noted that there were no matters arising and **RESOLVED** to approve the Internal Audit Report and payment.

## **2020/21 ANNUAL RETURN**

Full details relating to the end of year financial report and completion of the Annual Governance and Accountability Return were scanned and issued with the Agenda.

**MIN 21/17** Members reflected on the effectiveness of the system of internal control at the March meeting and **RESOLVED** to complete and approve the Annual Governance Statement which will be signed by the Chairman and Clerk.

**MIN 21/18** Members considered the end of year financial report and **RESOLVED** to approve the Accounting Statements which will be signed and dated by the Chairman. Members **NOTED** that once the above are signed, they will be submitted to the External Auditors and the public exercise of rights will be advertised on the website.

## **FINANCIAL STATEMENT 1<sup>ST</sup> – 30<sup>TH</sup> APRIL 2021**

As the bank statements to the end of April have not been received, approval of the accounts was deferred to the June meeting.

## **2021/22 INSURANCE POLICY**

Members noted that the Parish Council insurance policy is due for renewal on the 1st June. The quote is £715.03. **MIN 21/19** Members **RESOLVED** to delegate the renewal to the Clerk and authorised payment by BACs.

## **ACCOUNTS FOR PAYMENT AND RECEIPTS**

Members **NOTED** the April CIL payment of **£46,183.77**.

**MIN 21/20** Members **RESOLVED** to approve the following accounts for payment including the regular monthly direct debit of £27.60 to Easy websites.

<b>DETAILS</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Printing of the Spring Newsletter	Preston City Council	£115.00
Delivery of the Spring Newsletter	J P P Media	£85.00
A4 paper & hand sanitizer	Woodplumpton Parish	£10.71
Clerk Salary May 2021	J Buttle	£551.07
Tax / National Insurance	HMRC	£137.60
E-On bill	E-On	£12.79
Internal Audit report	Mr L Slade	£100.00

## **PAYMENTS OF GRANTS**

**MIN 21/21** Members considered the request letter circulated to Members and **RESOLVED** to donate £300 to the Bowland Pennine Mountain Rescue which is the maximum amount permitted under the grants and donations policy.

## **DATE OF NEXT MEETING**

Subject to the completion of risk assessments – to be circulated to all Members – the next meeting will be held on **Thursday 10<sup>th</sup> June at 7.15pm** - down stairs in Goosnargh Village Hall. The website will be updated to ensure all members of the public are aware of the change in date and venue and attendees will be informed of the requirement to comply with any Covid restrictions applicable at the time.