



**WHITTINGHAM PARISH COUNCIL  
MINUTES OF THE  
ANNUAL PARISH COUNCIL MEETING HELD  
ON 14 MAY 2026 AT  
GOOSNARGH VILLAGE HALL**

**PRESENT**

Cllr Dave Hall – Chair (Part)  
Cllr Martin Carefoot  
Cllr Lauren Chattein  
Cllr Barbara Clarke  
Cllr Anthony Eccles  
Cllr Dave Price  
Cllr Michelle Woodburn

Mrs Julie Buttle – Former Parish Clerk  
Mr Mike Thorpe – Parish Clerk

**ELECTION OF CHAIR**

Members noted that the current Chair Cllr Hall had provided notice of his intention to resign as a Parish Councillor at this meeting and nominations were invited for the role of Chair for 2026/27.

**MIN 26/27.01** It was resolved that Cllr Michelle Woodburn be appointed as Chair of Whittingham Parish Council for 2026/27

**ELECTION OF VICE-CHAIR**

**MIN 26/27.02** It was resolved that Cllr Anthony Eccles be appointed as Vice-Chair of Whittingham Parish Council for 2026/27.

**VACANCY FOR PARISH COUNCILLOR**

**MIN 26/27.03** It was resolved that the process commenced in respect of filling the vacancy in Higher Ward of Whittingham Parish Council created by the resignation of Dave Hall.

**APOLOGIES**

**MIN 26/27.04** It was noted that apologies should be given in advance of the meeting and will be noted in the Minutes. If a Councillor is absent for six consecutive meetings, an apology must be approved by Council, prior to the six months elapsing or the Councillor will be disqualified from office.

There were no apologies for this meeting as all were present.

**MINUTES OF LAST MEETING**

**MIN 26/27.05** It was resolved that the minutes of a meeting of the Council held on 9 April 2026 be signed as a true and correct record.

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

**MIN 26/27.06** Members accepted it was their responsibility to declare any interests in respect of matters contained on the meeting agenda.

The Clerk reported that no written requests for dispensations had been received.

**APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES**

**MIN 26/27.07** It was resolved not to set up any Committees or Sub-Committees but noted

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that they may be formed at any time during the municipal year.

### **APPOINTMENT TO OUTSIDE BODIES**

**MIN 26/27.08** It was resolved to approve the following appointments:

- Former Whittingham Hospital Site – Chair.
- LALC Preston Area Committee – Councillors Carefoot and Clarke.
- Trustee of Goosnargh Village Hall – Chair.

**MIN 26/27.09** It was resolved that the Clerk provide further information on the following organisations before appointments are considered:

- Goosnargh and Whittingham United Charity Trustee
- Goosnargh and Whittingham Heritage Group Trustee
- Preston Youth Forum

### **ADMINISTRATION ARRANGEMENTS**

**MIN 26/27.10** It was resolved that meetings of this Council for 2026/27 be held in Goosnargh Village Hall on the second Thursday of each month, except during the months of August and December when meetings are not held, commencing at 19:15 hours.

**MIN 26/27.11** It was resolved that the following matters be delegated to the Clerk:

- Make routine decisions on behalf of the Council
- deal with emergencies
- authorise urgent payments up to £300 to help with purchases for the Lengthsman.
- grant a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

**MIN 26/27.12** It was resolved that Members would continue to receive the Council meeting summons by email, hosted through the website.

### **GENERAL DATA PROTECTION REGULATIONS**

**MIN 26/27.13** It was resolved that the Council and its Members

- understand the need to obtain confirmation from the sender before sharing personal information, which includes residents' email addresses. If necessary, a written consent form is available from the Clerk.
- are aware that when sending any correspondence on behalf of the authority, the authority's formal email address must be included to ensure completeness of the authority's records.

### **MEMBER ALLOWANCE SCHEME**

**MIN 26/27.14** It was resolved to adopt an allowance scheme for attending events outside the Parish using the City Council's approved rates for 2026/27.

### **INTERNAL AUDIT REPORT AND ANNUAL RETURN 2025/26**

The former Clerk presented the end-of-year financial report which included a statement of variances and the Annual Governance and Accountability Return.

**MIN 26/27.15** It was resolved to complete and approve the Annual Governance Statement.

**MIN 26/27.16** It was resolved to approve the Accounting Statement.

**MIN 26/27.17** It was resolved that both documents be signed and dated by the Chair and the

Clerk and noted that the Public Rights Notice to inspect the accounts will be for the period 3 June to 14 July 2026.

### FINANCIAL STATEMENT

**MIN 26/27.18** It was noted that the Council had received an April CIL receipt of £3,282.13 and the annual Parish Precept of £31,500.00.

### ACCOUNTS PAID

**MIN 26/27.19** It was resolved to note the following invoices paid by the Clerk since the last meeting.

DETAILS	PAYEE	AMOUNT	REF
April Grounds Maintenance	Millars	£840.00	5
Football Pitch - Mowing	Millars	£240.00	6
Mobile Phone	EE	£548.32	7
Mobile Phone SIM Top Up – Mrs Buttle	EE	£10.00	8
ILCA Training Course - Mr Thorpe	SLCC	£168.00	9
SCRIBE financial management software	Starboard Systems Ltd	£501.60	10
Clerk Salary April (& part March)	M R Thorpe	£2073.84	11
PAYE	HMRC	£258.80	12
Employer NI	HMRC	£316.39	13
Pension Employer Contribution	NEST	£36.25	14
Former Clerk Salary – April	J Buttle	£1247.82	15
PAYE	HMRC	£55.52	16
Employer NI	HMRC	£136.23	17
Lengthsman – April	Aspect Gardening	£741.00	19

### PUBLIC PARTICIPATION

**MIN 26/27.20** It was resolved that the meeting be adjourned for public participation.

Representatives from community organisations and Lancashire County Council and Preston City Council, attended the Annual Parish meeting which preceded this meeting. During the Parish meeting the following issues were raised:

- The decision by Lancashire and South Cumbria NHS Foundation Trust to temporary locate Longridge Ward at Longridge Community Hospital.
- Public safety concerns at Lancashire County Council’s Household Waste Recycling Centre in Longridge.
- Changes to the Fire Risk Assessment at Goosnargh Village Hall.
- Replacement tree on Goosnargh Village Green.
- Highway damage caused by a tractor with trailer at the junction of Whittingham Lane and Cumeragh Lane.
- Bedding plants at the former Whittingham Hospital site.

**MIN 26/27.21** It was resolved that actions in respect of these issues be reported at the next meeting.

### CIL BUSINESS PLAN

Members received updates on the following CIL projects:

- Teens Play Area, Goosnargh Village Green
- Woodland Path
- Replacement Play Equipment, Goosnargh Village Green
- St John’s Church Feasibility Study

**MIN 26/27.22** It was noted that the contract exchange between Preston City Council and the contractor for the Teens Play Area on Goosnargh Village Green was imminent and that the City Council's Landscape Design Manager has requested lead time on the equipment from the contractor.

**MIN 26/27.23** It was noted that Homes England had accepted the Council's offer to purchase land adjacent to Cumeragh Lane and Whittingham Lane, for the Woodland Walk for £15,000 and it was resolved to approve the expenditure of £40,000 on this project from CIL monies.

**MIN 26/27.24** It was resolved to instruct Forbes Solicitors to act on the Council's behalf in respect of the purchase of land for the Woodland Walk.

**MIN 26/27.25** It was noted that Buttress were updating the first draft of the St John's Feasibility Study following comments submitted by this Council.

**MIN 26/27.26** It was resolved to ask Preston City Council for clarification in respect of the funding arrangements for the replacement of playground equipment at Goosnargh Village Green.

### **PLANNING APPLICATION**

The Council considered planning application 06/2026/0183 for permission in principle for up to nine dwellings on land to the east of Pudding Pie Nook Lane, PR3 2JL.

**MIN 2026/27.27** It was resolved to submit an objection to the Planning Authority on the grounds that:

- It does not comply with Core Strategy Policy 1 because it is clearly in the open countryside.
- It does not comply with Policy EN1 because it is not an infill site and it does not seek to convert a building.
- It will increase highway traffic on busy roads in the vicinity.
- The city's housing allocation is met.