



WHITTINGHAM PARISH COUNCIL

Minutes of the Council meeting held on Thursday 11th Jan 2024 at 7.15pm in Goosnargh Village Hall – downstairs

MEMBERS PRESENT

Cllr Dave Hall - Chairman
Cllr Tony Brooks
Cllr Barbara Clarke

MEMBERS OF THE PUBLIC

There were no members of the public present.

Mrs Julie Buttle – Parish Clerk

APOLOGIES

Apologies were received from Cllr Michelle Woodburn and Cllr Martin Carefoot.
Cllr Dave Price and Cllr Eddie Marginson presented apologies after the meeting.
Apologies were also noted for County Cllr Whittam, City Cllr Whittam and City Cllr H Landless.

APPROVAL OF MINUTES of the Council meeting held on 30th Nov 2023.

MIN 23/24.120 Members **RESOLVED** that the Chairman sign the Minutes as a true record.

TO ACCEPT DECLARATIONS OF INTERESTS

Members living in the Parish were reminded that they have a disclosable, pecuniary interest in setting the Precept but benefit from an exemption under paragraph 10(5)(vi) of the Code of Conduct. Following the May 2023 elections, Members signed a dispensation form covering them until May 2027. **MIN 23/24.121** it was **RESOLVED** that the dispensation forms be noted.

There were no other declarations in relation to items on the agenda.

PUBLIC PARTICIPATION

There were no members of the public present, however Cllr Hall welcomed those present to the first meeting of 2024 and stated that the Council hoped to progress many plans this year and he thanked the Clerk for agreeing to extend her job role.

FINANCIAL STATEMENT 1st – 31st Dec 2023

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

REVIEW OF 3rd QUARTER ACCOUNTS 2023 / 2024

MIN 23/24.122 Members **RESOLVED** to note and approve the following accounts already paid in accordance with Standing Order 2020 15 (xii)

Printing Nov Newsletter	Preston City Council	£177.50	Ref 73
November grounds maintenance	Nurture	£627.00	Ref 74
Clerk Salary Dec	J Buttle	£643.98	Ref 75
Tax / National Insurance	HMRC	£160.80	Ref 76
Employer Nat Ins	HMRC	£6.45	Ref 77
Beacon Drive electric 21.12.23	E-ON	£17.64	Ref 78

Members considered the 3rd Quarter accounts detailing expenditure against budgeted items and noted that quotes for the Cumeragh tree survey have been requested but there are significant delays due to the recent storms. An update on the Cumeragh Christmas tree – Min 23/24.109 was not available.

MIN 23/24.123 Members **RESOLVED** to note and approve the Quarterly report.

ACCOUNTS FOR PAYMENT AND RECEIPTS

MIN 23/24.124 Members **RESOLVED** to note and approve the following accounts which had been paid after the end of the third quarter.

Church Cooker & installation (CIL)	Goosnargh Methodist Church	£2,737.52	Ref 79
Grounds maintenance Dec	Nurture	£627.00	Ref 80
Xmas tree package Beacon Drive	Nurture	£594.00	Ref 81

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Cumeragh Village Play Inspection	Wicksteed	£156.40	Ref 82
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The Clerk's salary is due for payment at the end of the month, however due to changes to the National Insurance contributions on the 6th January, the HMRC software had not been updated when the agenda was issued so the figures were confirmed at the meeting.

MIN 23/24.125 Members **RESOLVED** to approve the following accounts for payment.

Oct – Dec clerk Expenses	J Buttle	£39.00	BACs
Clerk Salary Jan Sal (New hours)	J Buttle	£1146.21	BACs
PAYE	HMRC	£341.36	BACs
Employer Nat Ins contributions	HMRC	£100.68	BACs

The Clerk explained the contributions to the NEST pension scheme which will be checked and processed by Cllr Price.

MIN 23/24.126 Members **RESOLVED** to sign the mandate so that payments can be deducted by Direct Debit.

CUMERAGH VILLAGE PLAY AREA

The annual inspection of the Cumeragh Play area took place on the 12th December. Members noted that whilst some maintenance is suggested, none of the repairs are a priority.

MIN 23/24.127 Members noted that the invoice had been paid and **RESOLVED** to note the content of the annual inspection report.

SIGNING OF THE CLERK'S REVISED EMPLOYMENT CONTRACT

Under MIN 23/24.67 of the July meeting, Members unanimously approved alterations to the Clerk's contract of employment with effect from 01/01/2024 and a revised contract of employment was approved by Council.

At the end of December 2023, NALC and SLCC released a revised contract of employment and an email regarding the new document was circulated to Council Members with the Agenda.

MIN 23/24.128 Members **RESOLVED** that the Clerk and Cllr Price, compare the changes between the old and new contracts, with a view to bring a revised contract to the February meeting for signature.

SLCC MEMBERSHIP & PURCHASE OF CHARLES ARNOLD BAKER BOOK

The Clerk is a member of the Society of Local Council Clerks who provide information and training to ensure the Clerk remains up to date on Council issues. The membership fee is based on the combined salary of the employing Councils and is split pro rata based on the hours worked. Woodplumpton has been deleted and the split is £183.20 Whittingham and £45.80 Goosnargh.

MIN 23/24.129 Members **RESOLVED** that Whittingham will pay the full membership invoice with Goosnargh crediting the Council with their contribution.

Procedural advice books, frequently used by the Clerk were purchased by Woodplumpton Parish Council and as such these have been returned. Replacements required are Charles Arnold Baker 13th edition £137.00 and The Clerk's Manual 2023 edition £47.50.

MIN 23/24.130 Members **RESOLVED** to purchase replacements from the 2023/24 training budget.

CONSIDERATION OF THE 2024/25 PRECEPT

Under MIN 23/24.114 of the November meeting, Members approved a draft budget as £39,459.

Members noted that the Precept is achieved by deducting the 2024/25 budget from the estimated 2024/25 income with any CIL interest to be spent on CIL related expenses rather than revenue costs.

Members also noted that reserves should also be assessed annually and should be relevant to

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the Council's size, situation and prepared budget plans. The Practitioner's Guide *states the smaller the authority, the closer the figure may be to 12 months expenditure.*

The Clerk had prepared a spreadsheet illustrating the predicted income, the approved budget and the suggested Precept for 2024/25.

MIN 23/24.131 Members considered the information supplied and **RESOLVED** to achieve a balanced budget by setting the Precept at £29,345.

CHRISTMAS LIGHTS BEACON DRIVE

Members were aware that the Beacon Drive Christmas tree lights were very dim at times so Nurture were requested to check the lights for faults and provide a new quote for next year. A copy of their response, which included an option to replace the lights or move the tree to the middle of grassed area along with new cabling, was circulated with the agenda. A quote for a living tree had also been requested but was not available in time for the meeting.

MIN 23/24.132 As a decision was not urgent, Members **RESOLVED** to defer the matter to a later meeting in March or April when more options may be available.

CIL BUSINESS AND FINANCE PLAN

Members set an approximate amount of £2,700 for Goosnargh Methodist Church's cooker and installation. The actual cost was £2,737.52 as recorded under accounts paid.

MIN 23/24.133 Members noted that the Clerk had used delegated authority to pay the invoice and **RESOLVED** to approve the additional £37.52.

Members **noted** that the £200 transfer to purchase the CIL planters had been declined by the CVRA's bank account. CVRA are querying the matter with their bank. Until the matter is resolved the payment has been suspended.

St Mary's Church approached the Council for CIL funding to extend their burial land and in Aug 2023, based on advice from the National Association of Councils, the Clerk advised that the request was not legally valid. NALC have now produced an updated Legal Topic advising that the funding powers are discretionary.

MIN 23/24.134 Members **RESOLVED** that any request for funding should be resubmitted and will be considered by the Council under the usual CIL process.

ST JOHN'S CHURCH COMMUNITY PROJECT

Under MIN 23/24.117 of the November meeting Members resolved that the Clerk send the Concept plan and summary of the Homes England discussion to Safe Regeneration to seek their views on how to proceed. At the same time, the Clerk was requested to contact Preston City Council to seek their comments about the project in relation to the emerging Local Plan.

Members **noted** that Preston City Council had replied that they have asked their conservation consultant for an 'in principle' view and confirmed that the new Local Plan will have policies which would assist in assessing a proposal to develop community facilities.

Members noted that a reply from Safe Regeneration had not been received and the matter was **deferred** to the February agenda unless an earlier meeting can be arranged.

PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

MIN 23/24.135 Members **RESOLVED** to approve the delegated representations for January.

NOTE NEW CORRESPONDENCE

Members noted that the A6 James Towers Way (from the Garstang Road / Whittingham Lane roundabout) will be closed overnight from 2000 hours until 0600 hours on **23rd March 2024 until 15th April 2024** for asphalt preservation works.

Members noted that the closure will take place overnight when it is dark during the Easter holidays. Concerns were expressed that the closure will result in all the A6 traffic - including HGVs – travelling down Houghton Green Lane and other narrow rural lanes. Members

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questioned why Broughton Village cannot be used as a diversion along with temporary controlled lights at the relevant junctions.

MIN 23/24.136 Members **RESOLVED** that Clerk submit an objection covering the above points.

Members noted the diversion plans for the following road closures had been added to the website

- **16.01.24** Whittingham Lane, Grimsargh to enable Openreach to carry out overhead asset maintenance works..
- **22/01/24 – 24/01/24** Whittingham Lane, Grimsargh to enable Openreach carry out cabling installation works.
- **05/02/24 to 07/02/24** temporary nightly closure on Whittingham Lane, Goosnargh to enable National Highways to complete motorway bridge repair works.

Members noted that an email had been received regarding speeding concerns on Inglewhite Road. The resident had already emailed the Police Crime Commissioner with a petition detailing the concerns and has been informed of the Parish Council's speeding measures to date.

DATE OF NEXT MEETING

Thursday 8th Feb 2024 at 7.15pm in Goosnargh Village Hall.

END