



**WHITTINGHAM PARISH COUNCIL
MINUTES OF THE
ANNUAL PARISH COUNCIL MEETING
ON THURSDAY 22nd MAY 2025 at
TRINITY METHODIST CHURCH, WHITTINGHAM LANE**

The Annual Parish Council Meeting took place on the 22nd May 2025 at approx. 19.45 after the Annual Parish Meeting.

MEMBERS PRESENT

Cllr Dave Hall - Chairman
Cllr Martin Carefoot
Cllr Barbara Clarke
Cllr Anthony Eccles
Cllr Dave Price
Cllr Michelle Woodburn

MEMBERS OF THE PUBLIC

Marion Brewer – Trinity Methodist Church

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. Members recorded their thanks to Cllr Hall. 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 25/26.01 Members **RESOLVED** that Cllr Hall be elected as Chairman unopposed. He duly signed the Declaration of Acceptance of Office.

ELECTION OF VICE-CHAIRMAN

MIN 25/26.02 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.

There were no apologies for this meeting as all of the Parish Councillors were present.

APPROVAL OF THE MINUTES of the meeting held on 10th April 2025

MIN 25/26.03 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.

Cllr Woodburn declared a pecuniary interest in the donation to Goosnargh & Whittingham in Bloom as she is the Chairman.

Cllr Price questioned his interest in the Swainson House Farm planning application. The Clerk advised that whilst Member interests are a matter for the individual Councillor, as Cllr Price's interest was no greater than that of any other resident living in the parish, the interest could be considered as a personal interest.

CO-OPTION VACANCY

The vacancy in Lower Ward has been advertised in the notice boards and newsletter. It has also been posted on the Parish Council Facebook page and Your Goosnargh. Members **NOTED** that there have been no expressions of interest to date.

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 25/26.04 Members **RESOLVED** not to set up any Committees at the Annual Parish Council meeting, noting that they may be formed at any time during the municipal year.

Members also **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.

Historically, the Parish Council nominated a representative to attend a stakeholder group which met to discuss the development of the former hospital site. Over time, the meetings ceased to take place but it is understood that a Trust has been appointed to develop the Sports & Social Club.

The Clerk contacted the Chair of the Trust and read out a statement informing Members that construction of the site compound will start in June, followed by work on the new caravan and motorhome site in July. It is anticipated that the work will be complete around Dec 2026.

MIN 25/26.05 Cllr Woodburn and Cllr Eccles stated that they would like to be more involved in the development of the Club site and the wider infrastructure and it was **RESOLVED** that the Clerk contact the Chair of the Trust to see if this possible.

MIN 25/26.06 Members **RESOLVED** to confirm the following appointments

- **Preston Area Committee** – Cllr Carefoot, Cllr Clarke and Cllr Price.
- **Trustee to Goosnargh Village Hall** – Cllr Woodburn
- **Trustee to G & W United Charity** – Cllr Hall
- **Trustee to G & W Heritage Group** – Cllr Clarke
- **Festival Procession** – Members may attend the procession under the Council banner with the Chairman wearing the Parish Council Chains. The Clerk will forward route details to members.

ADMINISTRATION

a) MIN 25/26.07 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) with Trinity Church as a reserve venue.

b) MIN 25/26.08 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 **£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

All Members have been issued with a Councillor email address which should be used for all Council business. In extreme cases, this may be accessed by the Clerk to assist with Freedom of Information requests. The email box will be deleted once the Councillor leaves the authority.

c) MIN 25/26.09 It was **RESOLVED** that Members would continue to receive the Council summons by the approved email address, hosted through the website.

GENERAL DATA PROTECTION REGULATIONS

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

MIN 25/26.10 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.

INFORMATION TECHNOLOGY POLICY

MIN 25/26.11 Members **RESOLVED** to adopt an Information Technology (IT) policy to confirm that Members are aware that

- any electronic devices to which Council emails or business is sent, are password protected
- any breach of a password or loss of an electronic device containing Council data is reported to the Clerk
- correspondence and personal contact details must be deleted once a matter is completed.

MEMBER ALLOWANCE SCHEME

MIN 25/26.12 Members **RESOLVED** to adopt an allowance scheme for attending events outside the Parish using the City Council's approved rates for 2025/26. 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 25/26.13 it was **RESOLVED** that the meeting be adjourned for public participation.

Representatives from community organisations and the County and City Council, attended the Annual Parish meeting which preceded this meeting. During the Parish meeting the following points were noted. Actions on the points will be reported to the June meeting.

- Replacement PROW signboard following vandalism at Church Lane
- Establish the reasons for a frequent police presence at the Whittingham Park estate
- Request an update on LCC's school strategy and the use of temporary accommodation at the proposed new primary school, following LCC's decision not to progress plans to expand Goosnargh Oliverson School.
- Additional bins for Goosnargh & Whittingham in Bloom

Following the VE Day event, Members stated that more could be done to improve the memorial tribute on Beacon Drive. Members were requested to submit suggestions to the Clerk so that they can be discussed at the June meeting.

It was stated that the access to Whittingham cemetery needs clearing. The Clerk will forward the matter to Homes England,

Trinity Methodist Chapel presented itemised quotes to extend the building. It was confirmed that the quotes were based on a written specification and the Chapel's preference was to use Holdens as their quote was competitive and they were familiar with the building.

Whilst the Chapel are putting £10,000 into the project, they are not using all of their reserves and they will not be able to claim back the VAT. It was questioned whether a lift may be more practical than a stairlift and it was suggested that a grant could be applied for.

MIN 25/26.14 As there were no further questions, it was **RESOLVED** to bring forward the CIL funding request relating to the Methodist Chapel.

Members acknowledged that it was a large sum of money, however it was felt that the improvements would help create additional community facilities. As the facilities would be used by clubs and societies for recreational purposes, the expense complies with S19.1d of the Local Govt Act 1976.

MIN 25/26.15 Members **RESOLVED** to ring fence a capped amount of £65,000 towards the project. This may be released in phases as and when copies of the invoices are received. The expense will be reviewed as the project progresses and it was noted that the Chapel hopes to start the works this year.

2024/25 INTERNAL AUDIT REPORT AND ANNUAL RETURN

The Clerk presented the end of year financial report which included a statement of variances and the Annual Governance and Accountability Return. (AGAR) Members **NOTED** the inflated carried forward balance due to the following outstanding invoices

- Preston City Council maintenance contribution at Goosnargh Village Green,
- Mr Walling mowing of Goosnargh football pitch
- Nurture Christmas tree and lights erected in 2024

MIN 25/26.16 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 25/26.17 Members considered the end of year financial report and **RESOLVED** to approve the Accounting Statement.

MIN 25/26.18 It was **RESOLVED** that both documents be signed and dated by the Chairman and the Clerk. The Public Rights Notice to inspect the accounts will be 3rd Jun – 14th July.

FINANCIAL STATEMENT 1ST – 30TH APRIL 2025

Members **NOTED** the April CIL receipt of **£20,158.72** and the Parish Precept of **£30,500**. The Chairman verified that the finance and bank statements had been reconciled.

ACCOUNTS FOR PAYMENT

MIN 25/26.19 Members **RESOLVED** to note and approve the following invoices already paid in accordance with Standing Order 2023 15 (xii)

DETAILS	PAYEE	AMOUNT	REF
Lengthsman maintenance materials	M Cornforth	£28.75	10
April Lengthsman Contract	M Cornforth	£720.00	11
May Grounds maintenance	Millars	£840.00	12
Spring Newsletter delivery	J P P Media	£216.00	13
Inscription on the Memorial	McMurray Brothers	£316.00	14
Electricity contract Beacon Drive	E-On	£17.64	15

MIN 25/26.20 Members **RESOLVED** to approve the following accounts for payment

2024/25 Goosnargh Green maintenance	Preston Council	£990.00
2024/25 Expenses & Mileage	J Buttle	£51.15
Spring Newsletter printing	Preston Council	£306.25
Ink - shared with Goosnargh	J Buttle	£62.51
Plants for the Memorial VE day	G & W in Bloom	£40.00
Clerk Salary May	J Buttle	£1521.67
PAYE	HMRC	£279.74
Employer Nat Ins	HMRC	£215.67
Pension	NEST	£93.45
May Lengthsman Contract (invoice due)	M Cornforth	£432.00
June Grounds Maintenance (Invoice due)	Millars	£840.00
Internal Audit Fee (invoice due)	S Wiseman	£150.00

2025/26 GRANT PAYMENTS

MIN 25/26.21 Members **RESOLVED** to approve payment of the following grants identified as part of the 2025/26 budget meeting in Nov 2024 - MIN 24/25.103

- Longridge Agricultural Show - £250
- Goosnargh & Whittingham Festival - £500
- Goosnargh & Whittingham in Bloom - £300 (less £40 claimed above = £260)

2024/25 INSURANCE POLICY

Members noted that Clear Councils who provide the Council's insurance, have changed their underwriters from Aviva to Ecclesiastical. A renewal quote has been received but as the policy no longer offers a blanket cover for assets, the Clerk is checking the quote against alternative providers.

MIN 25/26.22 Members **RESOLVED** to delegate renewal to the Clerk on the understanding that a new quote should not exceed the £1,284.93 quoted from the current provider.

RENEWAL OF NALC / LALC MEMBERSHIP 2025/26 & CONFERENCE ATTENDANCE

MIN 25/26.23 Members **RESOLVED** to renew the LALC membership at a cost of £630.89. which includes a £10 contribution to the administration of Preston Area Committee.

Members are unable to attend the LALC conference on Sat 7th June and **NOTED** that the Clerk may attend as secretary to the Society of Local Council Clerks.

CIL BUSINESS PLAN

The Clerk provided an update on the CIL business plan items which advised that the scouts have approached the planning department for some pre application advice in relation to a new building on some land near Swainson House Farm.

MIN 25/26.24 Due to slippage on several actions with the City Council, it was **RESOLVED** that the Clerk and Cllr Eccles request another meeting with the Parks department.

Woodland Walk - Homes England have advised that their valuers, Thomas Lister, have looked at comparable transactions to purchase land for woodland use and they have provided a land value at £15,000 per acre. As the site is 1.5 acres in size, the value equates to £22,500.

Members stated that they still agree to the principle of providing a woodland walk, however they felt the purchase value was too high, especially as the level of maintenance was unknown. In addition, the land can only be used for a woodland walk and is unlikely to be of interest to any other purchasers.

MIN 25/26.25 Members **RESOLVED** that the Clerk ask Homes England to provide a copy of the last tree survey report and arrange for a separate survey to identify the likely cost of any remedial works. In addition, Treescapes should be approached to establish the cost of any work to bring the path up to the specification required for access. Once the costs are known, negotiations can take place with Homes England regarding the value.

St John Church – As stated on the April agenda, following a conversation with the Procurement Officer, Cllr Price has updated the Invitation to Quote and has also produced a draft Consultancy Agreement.

MIN 25/26.26 Members **RESOLVED** to submit the documents to the Procurement Portal to establish the level of interest and likely costs involved in taking the St John project forward.

Notwithstanding the above, it was **NOTED** that Homes England have put St John's on the market with tenders to be submitted by the 9th July. It was also noted that there was no further news regarding the sale of the Hermitage building, however, it was felt the information acquired through the procurement exercise, may be helpful if the project needs to change direction.

PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

MIN 25/26.27 Members had no objections to the following applications but **RESOLVED** to object to **06/2025/0184** for 2 dwellings south of Goosnargh Lane.

06/2024/0992 Amended site plan for a dwelling at Norshaw Barn, Pudding Pie Lane

06/2025/0448 Single storey extension at 10 Oystercatcher Lane

06/2025/0461 Single storey extension at 1 The Stables off Whittingham Lane.

It was stated that an application had been submitted for 9 houses at the side of Ashes Farm on Halfpenny Lane. The Clerk stated that whilst a consultation letter had not been received, it could be added to the June agenda.

06/2025/0182 Swainson House Farm - Members discussed various concerns relating to planning committee procedures, which led to a proposal to defer a decision on the Swainson House Farm application as a site visit was considered necessary. The site visit has been scheduled for the 2nd June with the application going back before committee on the 5th June.

As stated during the Annual Parish Meeting, plans to expand Goosnargh Oliverson school have been withdrawn - due to concerns around the access, traffic and parking - however, highways have not opposed the application for 95 homes. County Cllr Maria Jones has been requested to query this with highways, however it also need to be drawn to the attention of the planning committee.

The Clerk also expressed concern that a City Councillor publicly stated that prior to the planning committee, Members were advised that it would be at least a year before the 5 year supply was restored. As this may have major implications for development in Whittingham, the Clerk queried the matter with the Planning Policy Officer. A reply was received which stated that the Housing Supply report would not be available until early June – which means it is still unclear whether the 5 year supply will be restored when the application goes back to committee.

MIN 25/26.28 Members **RESOLVED** that the Clerk, Cllr Eccles and Cllr Price consider all of the concerns with a view to submitting a formal complaint to the Director of Planning.

NEW CORRESPONDENCE

The Clerk was requested to find out what action the enforcement section are taking regarding the felled trees at Gleadale on Cumeragh Lane.

DATE OF NEXT MEETING

Thursday 12th June 2025 at 7.15pm - downstairs in Goosnargh Village Hall.