



**WHITTINGHAM PARISH COUNCIL**  
**Agenda for the Parish Council Meeting**  
**on Thursday 10<sup>th</sup> Oct 2024 at 7.15pm**  
**in Goosnargh Village Hall – downstairs**

**1. APOLOGIES**

**2. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 12<sup>TH</sup> SEPT 2024.**  
**The Chairman is required to sign the [attached Minutes as a true record.](#)**

**3. TO ACCEPT DECLARATIONS OF INTERESTS**

Members are reminded of their responsibility to declare any interests in respect of matters contained in the agenda noting that there may be statutory restrictions on the right to participate and vote on that matter – see Standing Order 2023 (13)

**4. PUBLIC PARTICIPATION**

Members of the public wishing to raise matters in accordance with Standing Order 2023 (3e & g) should raise them here. This is a time limited session at the discretion of the Chairman.

**NOTE:** The Council cannot make a decision or support a scheme unless the matter has been included on the agenda.

Invitations to attend have been sent to the Police, County and City Councillors.

During Public Participation at the Sept meeting, City Cllr S Whittam was requested to ask if the Police Crime Commissioner could attend a meeting to discuss speeding and the use of GATSO cameras. A reply from the Commissioner's office was forwarded to Members on the 30<sup>th</sup> Sept 2024. As suggested, the Clerk also referred to the use of GATSO cameras when replying to the Commissioner's survey. The matter will remain pending a reply from the survey.

The Sept Minutes confirm that Members noted a reply from LCC regarding a delay in replacing a damaged chevron sign at Cumeragh Lane. Since the meeting, a resident has stated that the developers are prepared to install the chevron, once they have permission from LCC. The Clerk has written to LCC requesting that they explain why there is still a delay.

**5. CONSULTATION - GOOSNARGH OLIVERSON'S SCHOOL**

Members have been forwarded a consultation from LCC who are proposing to increase the number of pupils at Goosnargh Oliverson's School from 210 to 420 which would require an additional build on the school site.

**Members are requested to provide a response to the consultation.**

**6. FINANCIAL STATEMENT 1st – 30<sup>th</sup> Sept 2024**

The Chairman is requested to verify that the finance and bank statements have been reconciled.

**7. HALF YEARLY BUDGET ANALYSIS APR 24 – SEPT 24**

The Clerk will present a report to show the approved budget for 2024/25, the agreed expenditure to date and the remaining budget available.

**Members will be required to approve the analysis after noting any excesses or projects not yet actioned.**

**8. ACCOUNTS FOR PAYMENT - Receipts**

During August, the Clerk copied Members into correspondence from Electricity NW regarding a Wayleave Agreement to lay a cable under the Parish Council owned land at Cumeragh Village. After consulting with Members, Electricity NW agreed to lay the cable under the access road, however, they have sent an Agreement fee of **£30**.

## ACCOUNTS FOR PAYMENT continued

Members are required to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	METHOD
Sept Grounds Maintenance	Nurture	£664.62	BACs
Clerk Salary Oct	J Buttle	£1,522.11	BACs
PAYE	HMRC	£212.37	BACs
Employer Nat Ins	HMRC	£141.74	BACs
Pension	NEST	£88.55	DD
E-On bill	E-On	£17.64	DD
Half Year Clerk Expenses	J Buttle	£111.27	BACs

### 9. ADMINSTRATIVE COVER

To allow the Sept meeting to go ahead whilst the Clerk was on compassionate leave, the Clerk arranged for a colleague to Clerk the meeting. Members are requested to make a donation up to £50 to cover petrol expenses and time attending the meeting.

**Members are requested to approve the purchase of a garden gift voucher under s111 of the Local Govt Act 1972.**

### 10. ORDERING OF POPPY WREATHS

A donation is usually made for 2 wreaths for the Remembrance Day services in St Mary's Church and the Parish Council Memorial at Beacon Drive. VAT has been added to the cost of the wreaths so a basic wreath will now cost £20.

**Members are required to confirm a £40.00 donation under S137 of the Local Govt Act 1972.**

### 11. FINANCE REGULATIONS

The National Association of Councils has published its latest edition of the Model Financial Regulations for Parish and Town Councils. The revamped Model Regulations bring together all the essential procedures and regulations for a Council to manage their finances effectively, however the document may be tailored to fit a Council's individual needs.

The old Financial Regulations are on the Parish Council's website and the new template version – including notes on how to amend the template – is **attached**. The Clerk has compared both documents and has produced a tailored version of the model along with a summary of the procedural changes.

**Members are requested to consider the highlighted points in the summary and confirm that the tailored version is suitable for adoption. To comply with section 7 regarding electronic payments, Members are strongly advised to move the bank account to Unity Trust which is tailored to suit the electronic needs of Parish Councils.**

### 12. CONSIDERATION OF 2024/25 BUDGET ITEMS

The November meeting will primarily focus on the 2025/26 budget requirements.

**Members are requested to identify new budget items so that cost estimates can be brought to the November meeting.**

### 13. COMMUNITY INFRASTRUCTURE LEVY

The **attached** CIL Business Plan has been updated to include the category 2 improvements to Cumeragh play area as discussed at the Sept meeting. A verbal update will be given on the CIL projects detailed in category 1 and 2.

The next CIL payment is due at the end of October, so the November Agenda will include a full update on CIL projects and finances, however Members are requested to note the **attached** report on the repairs to the SPID.

**Members are requested to approve the final SPID invoice of £1,194 to replace the broken solar panel and re-erect it with a 50% discount.**

#### **14. ST JOHN'S CHURCH**

The City Council's Procurement Officer has indicated that the CEO is making enquiries regarding the costs and legalities associated with the City Council assisting with the procurement of the St John project. The Chairman has been copied in to the emails requesting a commitment prior to the October meeting. Homes England have no news on their plans to protect or use the building and there is no update on the sale of the Hermitage building. The Clerk has contacted all parties by email and phone call but any progress is painfully slow.

**Members are requested to note the above and advise if the enquiries should continue.**

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

**Members are requested to confirm the delegated representations on the following summarised applications**

[06/2024/0358](#) Single storey extension and garden at Fairsnape Ward, Guild Lodge, Guild Park.

[06/2024/0907](#) shared water treatment plant to replace 4no. septic tanks at 2-8 Halfpenny Lane.

Members are requested to **note** that there is no update on the enforcement investigation for the portacabins on Halfpenny Lane and **06/2023/1091** for 7 dwellings on the frontage of Ashes Farm at Halfpenny Lane has still not been determined.

An update on the Central Lancashire Local Plan was presented to the Joint Advisory Committee. The report was forwarded to Members on the 30<sup>th</sup> Sept. The City Council has not released any public comments regarding the Government's consultation to revise the NPPF.

#### **16. AUTUMN NEWSLETTER**

The Autumn edition of the Parish Newsletter needs to be printed towards the end of October so that it can be delivered in time to advertise the arrangements for Remembrance Sunday.

**Members are requested to advise of any topics to be included and confirm that the draft may be approved by email.**

#### **17. LCC CONFERENCE**

Lancashire County Council will be hosting the Lancashire Parish and Town Council Conference on Saturday 2<sup>nd</sup> Nov 2024 at County Hall, Preston beginning at 9.30am. The conference will be followed by the Lancashire Association of Local Council's (LALC) AGM which can only be attended by LALC members.

**Members are requested to confirm if they wish to attend the event.**

#### **18. COUNCILLOR EMAIL SIGNATURE**

Following the increase in scam emails purporting to come from Councillors, it was suggested that Members use a standardised signature to increase authenticity. The colour logo has not been included as this may increase printing costs.

**Members are requested to consider the suggestions attached and update their email signature using the information provided.**

#### **19. NOTE NEW CORRESPONDENCE**

**Members may be requested to NOTE items of new correspondence or concern received since the issue of the agenda.**

#### **20. DATE OF NEXT ORDINARY COUNCIL MEETING**

Thursday 14<sup>th</sup> November 2024 at 7.15pm in Goosnargh Village Hall.

**END**