



## WHITTINGHAM PARISH COUNCIL

### Agenda for Thursday 13<sup>th</sup> Feb 2025 at 7.15pm in Goosnargh Village Hall – downstairs

#### 1. APOLOGIES

2. **APPROVAL OF MINUTES** of the Council meeting held on 9<sup>th</sup> Jan 2025.  
**The Chairman is required to sign the attached Minutes as a true record.**

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

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

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

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.

**The Police Rural Taskforce team have requested to attend to introduce themselves and give a short presentation on what they do.**

#### 5. GOOSNARGH VILLAGE GREEN FOOTBALL LICENCE

As Members are aware, Goosnargh Village Green is owned by Preston City Council who granted a Licence for the Parish Council to maintain an area to be used as an informal football pitch. 2 requests have been received to use the pitch on a more formal basis.

The Clerk contacted the City Council to see if the Licence could be altered, however their reply states that formal training and competitive games are not permitted. Further enquiries revealed that the City Council is in the process of updating its Playing Pitch strategy which will inform decisions regarding the future provision of pitches - **see attached.**

The Clerk has also confirmed that a senior football pitch (11 aside) and a Multi-Use Games Area were included in the Sports & Social Club planning application. Hours of use were approved as 09:00 – 22:00 on weekdays and 09:00 – 20:00 on weekends.

**Members are requested to note the requests and the City Council's replies.**

#### 6. GROUNDS MAINTENANCE CONTRACT

At the 9<sup>th</sup> Jan meeting Members resolved to split the Grounds Maintenance Contract to facilitate the appointment of a Parish Lengthsman. MIN 24/25.119

A copy of the amended contract was circulated to Members on 20.01.2025 and it was subsequently issued to 8 companies – most of whom were in the Council's database following previous correspondence. The closing date for quotes to be submitted was the 12<sup>th</sup> Feb. Costs and comments received **will follow.**

**Members are requested to consider and appoint a contractor for a one-year term with the option to roll the contract over, as before.**

#### 7. LENGTHSMAN RECRUITMENT

Following the above, MIN 24/25.120 confirms that the Clerk, Cllr Eccles and Cllr Woodburn should meet to discuss the rate of pay, scope of work, advertisement and recruitment of the Lengthsman's role.

**Attached** is a draft contract based on the version presented to Council in 2022 when the role was previously considered. Also **attached** are a draft advert, person specification, example interview questions and a score sheet.

As a local person / company is preferred, it is proposed that the vacancy be advertised on the Parish Council website and local Facebook pages as soon as practicable.

**Members are requested to agree to the amendments shown in red in the draft contract and approve the contract value shown in 4.11.1.**

**Members are also requested to approve the advert, person specification and recruitment process so that the role can be advertised.**

#### 8. BEST KEPT VILLAGE COMPETITION (BKV)

Paperwork has been received for the 2025 Best Kept Village competition. An information evening will be held on Weds 12<sup>th</sup> March at Hutton Village Hall. The closing date for entries is 30<sup>th</sup> March. Last year, entries for Goosnargh Village, Cumeragh and Higher Ward were submitted by Goosnargh & Whittingham in Bloom.

**Members are requested to confirm if this is the preferred approach again this year, noting that there will be no charge for entries this year.**

#### 9. FINANCIAL STATEMENT 1st – 31<sup>st</sup> Jan 2025

The Chairman is requested to verify that the monthly finance statement has been reconciled against the bank statements.

Following discussions with Unity Trust and Co-Op, the switch will happen on the 28<sup>th</sup> Feb. This allows the direct debits to clear and provides time for balances to be transferred from the Instant Access account to the Current account prior to the switch.

#### 10. ACCOUNTS FOR PAYMENT AND RECEIPTS

**Members are required to note and approve the following invoice already paid following the January meeting.**

Sign boards & leaflets for 2 PROW walks	Burnley Council	£1,570.00	MIN24/25.94
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**Members are required to approve the following invoices to be paid from the Co-Op account - with the Viking invoice to be authorised and paid from Unity Trust.**

Dog bag refill – 800 bags	JRB Enterprise	£130.26	BACs
January 2025 Maintenance	Nurture	£664.62	BACs
Electric Bill – Christmas period	E-On	£55.44	DD
Clerk Salary Feb	J Buttle	£1570.27	BACs
PAYE	HMRC	£231.14	BACs
Employer Nat Ins	HMRC	£151.36	BACs
Nest Pension	NEST	£93.45	DD
<b>Black &amp; colour ink pack</b>	<b>Viking</b>	<b>£92.22</b>	<b>BACs</b>

#### Payments pending receipt of invoices

Mowing of football pitch from Aug to end of season - Reminder sent 17<sup>th</sup> Jan 2025

Installation of dog dispensers - Nurture = £150 + VAT

Christmas tree and new lights - Nurture = £1,350 + VAT

#### 11. CIL FINANCE PLAN

Members are requested to note the **attached** CIL finance report which has been updated to reflect the payment of the PROW sign boards and leaflets. Currently £109,346.30 of CIL monies are held in the bank account.

**Members are requested to approve a transfer of £75,000 from the Co-Op account to the CCLA account before the Unity Trust switch occurs. This leaves £34,346 immediately available for CIL payments.**

## 12. NEW CIL ITEM

**Replacement multi play unit in Goosnargh play area** - The City Council have advised that the multi play unit (tower slides and rope bridge) is suffering from wear and tear and needs to be replaced. They have some funds to add a new piece of equipment, however, if the Parish Council adds additional funding, a better piece of equipment can be purchased. The Clerk has requested details of the equipment and an idea of the funding required.

**Members are requested to consider if they wish the item to be added to category 2 of the CIL Business Plan.**

## 13. CIL BUSINESS PLAN

### a) Gym equipment.

MIN 24/25.125 explains the intention to erect children's gym equipment on the Village Green. A resident contacted the Clerk to raise concerns that the Green has a statutory protection protecting it from encroachment. The Clerk confirmed that the Green is protected by the 1857 Inclosure Act and s12 of the Commons Act 1876 but development is permitted if it is for the better enjoyment of the Green for sports and pastimes – therefore the addition of gym equipment is not considered to be a breach of the legislation.

Members are requested to **note** that meetings with the gym companies are being scheduled with the aim of presenting the initial designs to the March meeting, so that details of the ideas can be included in the Spring Newsletter.

### b) Woodland walk

Members have been copied in to various emails in which Home's England have explained their statutory obligations to value the land associated with the transfer of the Woodland Walk – email trail and map **attached**.

**Members are requested to approve payment of £1,750 + VAT to receive a valuation of the land – noting that once the valuation is provided, should the Council decide to proceed, there will be additional costs to prepare Heads of Terms and Terms of Disposal.**

**Members are also requested to confirm that the green slither to be transferred to Barratts as a junction visibility splay should not be included in the transfer.**

### c) Cumeragh Drainage / play tower.

Cllr Eccles has provided Members with a comprehensive update on the drainage issues at Cumeragh play area – **attached**. LCC Highways have advised that as the drains do not appear on theirs or United Utilities records / mapping systems they are not sure who owns them. Officers from the Highways Maintenance team will discuss the issue with United Utilities.

**Members are requested to confirm that until the drainage issue is resolved, the proposed new surfacing under the play tower should be put on hold.**

## 14. ST JOHN'S CHURCH COMMUNITY PROJECT

Members are requested to **note** that Cllr Price updated the procurement document and it has been forwarded to the City Council to add to their procurement portal.

## 15. PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

**Members are requested to NOTE and approve the delegated representations attached.**

In addition, Members have been informed of the following applications which do not fall under delegated authority

**LCC/2025/0002** Erection of new single storey primary school and integrated SEN unit with associated infrastructure, car parking, hard and soft play areas, multi-use games area and landscaping on land situated off Henry Littler Way / Whittingham Lane.

Members are aware that a new primary school has been proposed for some time. The Clerk is trying to get an officer to provide a summary of the proposal which can be viewed on the LCC website <http://planningregister.lancashire.gov.uk/>.

**06/2025/0008** Reserved matters application (namely appearance, landscaping, layout and scale) pursuant to outline permission 06/2019/0365 for 477no. dwellings at the former Whittingham Hospital Site, Whittingham Lane, Whittingham.

The Clerk has arranged a presentation to the Council by the planners who submitted the application. As the presentation will take place after this meeting, **Members are requested to confirm that application comments may be submitted following the presentation.**

**Empty Homes** - Although the Whittingham development is agreed in principle, due to the outline consent, the Clerk was requested to ascertain the number of empty homes in Preston. City Cllr Stephen Whittam has advised that as of 14th Jan 2025, there are 3,549 empty houses of which (885) are second homes. The vast majority are in Preston with 60 (5) being in Whittingham.

During 2024, the City Council brought 36 homes back into use as detailed on this link

<https://www.preston.gov.uk/article/8379/Making-Homes-from-Houses-scheme-success-for-Empty-Homes-week>

**Members are requested to advise if they wish to query the number of empty homes with the City Council.**

**Affordable Housing eligibility** - In addition to the above, Cllr Woodburn has been made aware that a South Ribble resident is unable to apply for a home at Rogerson Gardens as she is not a Preston resident. City Cllr Whittam has been asked to check the eligibility criteria with the housing officer.

#### **16. NOTE NEW CORRESPONDENCE**

**Members may be requested to note any new correspondence received.**

**Clay Lane** – The County Council have advised that the Public Right of Way along Old Clay Lane was recorded in error and restricted byway rights exist instead. LCC will make Orders to record the change in status and a right of objection will be forwarded in due course – see **attached**.

**Royal Agricultural Benevolent Institute** - The Clerk has been made aware of a charity called the Royal Agricultural Benevolent Institute who provide advice and assistance to support farmers facing difficult times. A link to their website <https://rabi.org.uk/how-we-can-help> has been added to the Parish Council website

**Parish Walks** - Positive feedback has been received from the Parish Walks, however, there is a temporary diversion in place to access Pudding Pie Fire Walk from Goosnargh Lane. An alternative Public Right of Way has been signposted and a diversion route has been included in the news article on the Parish Council website.

**King's Garden Party** – As in previous years the Chairman has been invited to apply to be entered into ballot to attend the Kings Garden party at Buckingham Palace.

#### **17. DATE OF NEXT MEETING**

The next meeting is scheduled on **13th March 2025** at 7.15pm in Goosnargh Village Hall.

At the Jan meeting, Members resolved to alter the May meeting to the 22nd May due to the Clerk's family commitment. Unfortunately, the hall is booked on Thursdays throughout May.

**Members are requested to agree a different night for the May meeting.**

#### **18. CONFIDENTIAL ITEM RE CLERK'S CONTRACT.**

Further to MIN 24/25.117 of the January meeting where a decision was not reached regarding an amendment to the Clerk's Contract of Employment, **Members are requested to consider a proposal to be circulated by the Chairman.**

**END**