



**WHITTINGHAM PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
GOOSNARGH VILLAGE HALL
THURSDAY 9TH MAY 2024 AT APPROX. 7.15PM
AFTER THE ANNUAL PARISH MEETING**

1 ELECTION OF CHAIRMAN

Under the Local Government Act 1972 s15 (1), the first business of the Annual Parish Council meeting must be to appoint a Chairman. Nominations may be proposed at the meeting.

As Cllr Hall has been in office since May 2019, attention is drawn to Standing Order 2023 5 (e) which states - *No person shall be nominated as Chairman if they have acted as Chairman of the Council for 2 years immediately prior to the Annual Parish Council Meeting.*

If no nominations are received, Members may propose that the above Standing Order be suspended thereby allowing Cllr Hall to remain in post.

Members are required to elect a Chairman for the next 12 months. The appointed Chairman is required to sign a Chairman's Declaration of Acceptance of Office.

2 ELECTION OF VICE-CHAIRMAN

Members are requested to elect a Vice-Chairman for the next 12 months.

3 APOLOGIES

Members are 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.

Members are requested to note any given apologies for the May meeting.

4 APPROVAL OF THE MINUTES of the meeting held on 11th April 2024

The Chairman is required to sign the attached Minutes as a true record.

5 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. A Councillor with a disclosable pecuniary interest or any other interest, as set out in the Council's Code of Conduct, is subject to statutory restrictions on the right to participate and vote on that matter – see Standing Order 2023 (13)

Members are reminded to check and update their notification of interest forms, which can be viewed on the Parish Council's website.

Any alterations made throughout the municipal year, must be submitted to the Clerk, to be forwarded to the Monitoring Officer **within 28 days** of the change occurring.

6 CO-OPTION VACANCY

The vacancy in Higher Ward has been advertised in the notice boards and newsletter. It has also been 'promoted' via the Parish Council Facebook page and Your Goosnargh. Members are requested to **note** there have been no expressions of interest to date.

7 APPOINTMENT OF COMMITTEES / REPRESENTATIVES

Parish Council Committees are subject to the same rules as Ordinary Council meetings in that the meeting must be advertised, open to the public and Minutes must be taken. Committees can be formed at any time and are different to informal Working Groups with no decision-making powers.

Members are requested to consider whether there is a need to form a committee and if so, agree and appoint the number of Members and Terms of Reference.

Members are reminded 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 Council.**

If a Councillor publicly expresses a personal opinion on a matter before it has been considered by the Parish Council, best practice would be to declare the matter at the next available Council meeting.

Members are requested to confirm the following appointments

- **Whittingham Hospital Stakeholders** - 1 Member (*currently Cllr Brooks*)
- **Preston Area Committee** – 3 Members (*currently Cllr Hall, Cllr Brooks and Cllr Clarke*)
- **Trustee to Goosnargh Village Hall** – 1 Member (*currently Cllr Woodburn*)
- **Trustee to G & W United Charity** – 1 Member (*currently Cllr Hall*)
- **Trustee to G & W Heritage Group** – 1 Member – (*currently Cllr Clarke*)
- **Festival Procession** – Chairman wearing Parish Chains *and all other Members*

8 ADMINISTRATION

Members are requested to confirm the following administrative / financial procedures

a) Meetings will be held downstairs at Goosnargh Village Hall on the **2nd Thursday of the month at 7.15pm.** (Standing Order 3a)

b) Items delegated to the Clerk under S101 of the Local Government Act 1972 include

- Make routine decisions on behalf of the Council
- deal with emergencies
- spend small sums of money - not to exceed £100
- grant a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

c) The Local Government (Electronic Communications) Order 2015 enables a Member to receive the Council summons by email but the Agenda Notice must still be displayed on the Notice Boards.

Members are required to confirm that they are happy to receive papers electronically.

9 GENERAL DATA PROTECTION REGULATIONS

The Parish Council must comply with General Data Protection Regulations. Since the regulations came in to force in May 2018, many of the procedures are embedded in Council business. Members are requested to note that the Clerk maintains and updates a **Data Audit** sheet which lists all the data held by the Parish Council, where it comes from and who it is shared with.

a) Members are required to consider and review the Council's Privacy Policy Statement which can be viewed on the Parish Council website and verbally confirm that they understand that before sharing any personal data – which includes residents' email addresses - Members must obtain confirmation by email.

Alternatively, the resident may complete a Written Consent form which is available from the Clerk. Members are also reminded that when sending any correspondence on behalf of the authority, **the authority's formal email address must be included in to ensure completeness of the authority's records.**

b) Members are reminded that the Clerk's home computer is passcode protected and all hand-held devices, which are synchronized with the email and phone contact lists, are screen or password protected. Members are required to verbally confirm that their electronic devices also comply with the technical requirements.

c) Members are reminded that the Clerk maintains a Data Retention and Disposal Policy and regularly ensures that emails and paper records are deleted to ensure compliance. **Members are requested to verbally confirm that they understand the need to delete individual correspondence and personal contact details once a matter is completed.**

10 MEMBER ALLOWANCE SCHEME

Members are reminded that when attending official Parish Council events, they may claim an allowance for travel and subsistence using the same rates adopted by the City Council. In addition, Members may also request hard copies of documents from the Clerk or submit an Agenda item for the reimbursement of paper or ink. **Members are required to confirm the adoption of the Allowance Scheme for 2024/25.**

That concludes the governance procedures for the new municipal year.

11 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.

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

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

12 HALFPENNY LANE / INGLEWHITE ROAD

At the April meeting, the Clerk was requested to check the parking arrangements at Longridge Football Club and contact LCC to improve the 30mph signage and add rumble strips on the approach to the 30mph zone on Inglewhite Road

Members are requested to **note** the attached replies which have been emailed to the spokesperson who attended the April meeting.

Since the meeting another accident has occurred on Halfpenny Lane which involved a motorist crashing into the Speed Indicator pole. See **attached** photos. The pole has been removed and it is understood that the SPID and the solar panel are damaged beyond repair. A resident has emailed the Clerk asking the Council to replace the SPID as it increased speed awareness. The Clerk has managed to obtain a police log number and is in the process of recovering the equipment which was moved to LCC' depot in Burnley.

Members are requested to consider if a claim should be submitted under the Council's insurance and if the device should be replaced.

13 2023/24 INTERNAL AUDIT REPORT AND ANNUAL RETURN

At the time of printing the agenda, the Internal Audit report was still being prepared

If the report is circulated prior to the meeting, Members may be required to consider any observations or recommendations.

The Clerk will present the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR)

Members are required to

(a) note MIN 23/24/156 approving the Internal Audit Checklist

(b) consider and approve Section 1 (Annual Governance Statement) by Resolution in advance of approving the Accounting Statements.

(c) consider and approve Section 2 (Accounting Statements) by Resolution

(d) ensure both sections are signed and dated by the person presiding at the meeting at which that approval is given.

14 FINANCIAL STATEMENT 1ST – 30TH APRIL 2024

The Chairman is requested to verify that the finance and bank statements reconcile.

Members are requested to NOTE the April CIL receipt of **£63,722.02**

15 2024/25 INSURANCE POLICY

The Parish Council insurance is due for renewal on the 1st June at a cost of **£1,080.45** which is an increase of £236.69. The existing insurers apply a 'blanket price' for assets based on the size of the Council. In light of the increase, the Clerk is obtaining alternative quotes.

Members are requested to approve the renewal amount as the maximum cost on the understanding that the Clerk is researching alternative policies.

16 ACCOUNTS FOR PAYMENT

Members are required to note and approve the following invoices already paid in accordance with Standing Order 2023 15 (xii)

DETAILS	PAYEE	AMOUNT	REF
Spring Newsletter delivery	J P P Media	£156.00	
Summer Newsletter printing	City Council	£174.50	
Refurbishment of the phone kiosk (MIN 162)	JTW Management	£3,541.99	
CAD report St John Church (MIN 163)	NW Design Collective	£2,565.00	
Installation of dog bag dispensers (MIN 179)	Nurture	£180.00	

Members are required to approve the following accounts for payment

Clerk Salary May	J Buttle	£1328.71
PAYE	HMRC	£405.77
Employer Nat Ins	HMRC	£141.74
Pension	NEST	£88.55
April Grounds Maintenance	Nurture	TBA
May Grounds Maintenance	Nurture	TBA

Mr Walling has commenced the cuts on Goosnargh football pitch. His last invoice went up to the 15th Sept however due to the good weather conditions, cuts carried on beyond that date. The Clerk has requested that Mr Walling submit an invoice for any retrospective work.

Members are requested to confirm payment of the retrospective works in addition to the ongoing maintenance from the beginning of May.

17 CIL BUSINESS PLAN

Members are requested to note the following updates

PROW information boards – Members are requested to approve the **attached** script of the walk information which will be printed on the leaflets and signs.

St John Church – A resident has responded to the Newsletter stating that he is a professional, fully qualified Safety, Health and Environmental (SHE) Adviser who wishes to be involved in the project.

Members are requested to confirm that he be invited to the next meeting.

As stated in the April Minutes, it was agreed that Safe Regeneration and the architects would create a costed proposal by mid April / May, detailing the next steps which are likely to include a community engagement event. Members are requested to **note** the Clerk has requested an update on the proposal.

The Clerk has contacted Lancashire & South Cumbria NHS Foundation Trust regarding their plans for the Hermitage building. Discussions are underway regarding their plans for the building as detailed in the **attached** email. More information will be available in mid-June.

Enquiries into the surface water are still ongoing.

18 PLANNING APPLICATIONS - CONSIDERED UNDER DELEGATED AUTHORITY

In order to focus on key business decisions and reduce the length of meetings, the Clerk is dealing with all routine planning matters under delegated authority with complex and non-routine applications being added to the agenda.

Members are requested to a) confirm that this should continue and b) note the delegated planning comments.

Applications can be viewed at www.preston.gov.uk

There are no delegated comments for May however, **Members are requested to comment on the following application which is not routine.**

06/2024/0313 Approval of Reserved Matters – All details in respect of the facilities to be delivered on the Community Facilities Land, including: demolition of the existing Whittingham & Goosnargh Sports & Social Club, erection of a new purpose built sports and social club building with ancillary steward's residential accommodation, associated outdoor facilities and ancillary buildings, including: a Multi-Use Games Area, Senior Football Pitch (11 a side), retention of existing bowling green, an outdoor events/caravan/camping area and the use of this area for the siting of tents and caravans plus associated car parking and landscaping. Whittingham Sports And Social Club, Whittingham

19 NEW CORRESPONDENCE

Members are requested to note a temporary road closure on Langley Lane, Inglewhite on 23/05/24 to enable Openreach on behalf of British Telecom to carry out maintenance works

Members are requested to note the number of replies to the defib training and determine if the training should still go ahead.

20 DATE OF NEXT MEETING – Thursday 13th June 2024 at 7.15pm - downstairs in Goosnargh Village Hall