



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

**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**

Mrs Julie Buttle Parish Clerk

**APOLOGIES**

Apologies were received from Cllr Tony Brooks and were noted from City Councillor Steve Whittam.

**APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 12<sup>TH</sup> SEPT 2024.**

**MIN 24/25.73** Members **RESOLVED** that the Chairman sign the Minutes as a true record.

**TO ACCEPT DECLARATIONS OF INTERESTS**

Cllr Eccles declared a non-pecuniary interest relating to the Poppy Appeal as his wife is part of the administration team.

**PUBLIC PARTICIPATION**

**MIN 24/25.74** Members **RESOLVED** to adjourn the meeting for public participation.

Following the Sept meeting, on behalf of a resident, Cllr Woodburn advised that Applethwaites have stated they are prepared to install the chevron at Cumeragh Lane but are waiting for permission from LCC. Members were reminded of LCC's 8<sup>th</sup> Aug reply, which states that once they have reached an agreement with the developers, the site needs to be assessed by a vehicle restraint system specialist. The Clerk has written to LCC to ask how long this will take.

Cllr Woodburn stated that now that planning permission has been granted for Whittingham Sports & Social Club, Tenders have been issued for the building work.

Members were informed of an antisocial behaviour issue on Halfpenny Lane. No further action was considered necessary.

Further to public participation at the Sept meeting, Members **noted** that the Police Crime Commissioner was not available to attend a meeting to discuss speeding and the role of GATSO cameras. The matter will be followed up under the November Parish Plan review.

As no further issues were raised, the meeting was reconvened.

**CONSULTATION - GOOSNARGH OLIVERSON'S SCHOOL**

Members considered LCC's consultation to increase the number of pupils from 210 to 420 at Goosnargh Oliverson's School. The proposal will require an additional building on the site.

The proposal will be in addition to LCC's proposals to build a new primary school at Whittingham Park and Members noted that the supporting material states that Goosnargh Oliverson's school had expressed an interest to expand.

The consultation states that the expansion is needed due to an increase in the birth rate and significant housing development in Goosnargh, Grimsargh and Longridge. As school places are taken into consideration at the planning stage, Members felt that the shortfall should have been predicted much earlier and the development of a new school at the former hospital site should have already commenced.

The proposal will mean the loss of a local village school and the creation of 2 large primary schools. This will restrict the choice of parents wishing to attend a small village school and also implies that parents from Grimsargh and Longridge will have to travel into Goosnargh rather than attend a school within walking distance of their homes.

Additional traffic is predicted as pupils will be attending from Grimsargh and Longridge and concerns are expressed that Church Lane and Goosnargh Lane are already extremely busy at school drop off and collection times and the lack of parking is already a major concern.

If the proposal goes ahead, the Parish Council would expect LCC to provide greater clarity on how the site will be developed and how the traffic and parking issues will be monitored and addressed.

**MIN 24/25.75** Members **RESOLVED** to respond to the consultation in a way that reflected the above points.

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

The Chairman verified that the accounts and bank statements had been reconciled.

### **HALF YEARLY BUDGET ANALYSIS APR 24 – SEPT 24**

The Clerk presented a report to show the approved budget for 2024/25, the agreed expenditure to date and the remaining budget available. Members noted that no virements were required.

**MIN 24/25.76** Members **RESOLVED** to approve the report and in accordance with para 2.6 of the new Financial Regulations, Cllr Woodburn checked and signed that the balances agreed with the bank statements.

### **ACCOUNTS FOR PAYMENT**

During August, the Clerk copied Members into correspondence from Electricity NW regarding a Wayleave Agreement to lay a cable under Parish Council owned land at Cumeragh Village. The Agreement was signed and Members **noted** receipt of a £30 cheque as the Agreement Fee.

**MIN 24/25.77** Members **RESOLVED** to approve the following accounts for payment.

<b>DETAILS</b>	<b>PAYEE</b>	<b>AMOUNT</b>	<b>METHOD</b>
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

### **ADMINISTRATIVE COVER**

**MIN 24/25.78** As a thank you for administering the September meeting whilst the Clerk was on compassionate leave, Members **RESOLVED** to approve the purchase of a £50 garden gift voucher under s111 of the Local Govt Act 1972.

### **ORDERING OF POPPY WREATHS**

**MIN 24/25.79** Members **RESOLVED** to approve a donation of £40 to the Royal British Legion for 2 poppy wreaths under S137 of the Local Govt Act 1972

Members **noted** an option to purchase lamp post poppies at £3 each and requested that the Clerk establish whether a licence is required from LCC to mount them on the lamp posts and ascertain who will be responsible for erecting them. The replies will be required by the November meeting so that costs can be considered in the budget process.

### **FINANCE REGULATIONS**

Members were informed that the National Association of Local Councils has published its latest edition of the Model Financial Regulations which brings together all the essential procedures and regulations for a Council to manage their finances effectively.

The Clerk circulated an itemised summary of the changes relevant to Whittingham Parish Council which were appended to the tailored, template document.

**MIN 24/25.80** Members **RESOLVED** to confirm that the tailored version is suitable for adoption.

**MIN 24/25.81** To comply with para 2.7 regarding the ability to access electronic records if the Clerk is incapacitated, Members **RESOLVED** to register for Microsoft 365. Although not in the new Financial Regulations, passwords will be documented in accordance with 6.11 of the previous Finance Regulations. These will be retained with the Microsoft access information.

**MIN 24/25.82** To comply with para 5.20, Members **RESOLVED** to approve the use of a Purchase Order form, noting that the value of the purchase will be specified on the order form.

**MIN 24/25.83** To comply with section 7 regarding electronic payments, Members **RESOLVED** to move the bank accounts to Unity Trust which is more suited to the banking needs of Parish Councils. Members noted that there is a £6 monthly charge for administering the account. 4 out of the 7 Councillors will be approved as signatories, with any 2 of the 4 to approve payments.

### **CONSIDERATION OF 2025/26 BUDGET ITEMS**

Members **noted** that the November meeting will focus on the 2025/26 budget requirements. Members were reminded to send any suggested budget items to the Clerk so that cost estimates can be brought to the November meeting. Items already identified include increases to fees and subscriptions to include Unity Trust and Microsoft 365, disposable assets such as dog bags and the purchase of a commemorative plaque and tree for the Village Green.

### **COMMUNITY INFRASTRUCTURE LEVY**

Members **noted** the following updates on the CIL Business Plan.

- Cllr Eccles and the Clerk will complete the outstanding PROW walk
- Resurfacing quotes and new benches have been added to Cumeragh play area.
- The Clerk will liaise with Cllr Whittam regarding the drainage proposal and gym equipment at Goosnargh Village Green
- Homes England have requested more details regarding the creation and maintenance of the woodland path around Gott Field. The Clerk will progress the item with Treescapes.

**MIN 24/25.84** It was **RESOLVED** that the Clerk report the overgrown pavement on Cumeragh Lane to Homes England and advise the scouts of the school building proposals in the hope that the additional land and buildings may be used to provide a base for the scouts.

Members **noted** that the next CIL payment is due at the end of October and the November agenda will include a full update on CIL projects and finances. Notwithstanding this, Members were asked to consider a report which explained the cost of the SPID repairs to date and explained the need for a new solar panel. The report also explained that LCC are preparing to submit a claim to the insurers of the driver who damaged the SPID and pole on Halfpenny Lane.

**MIN 24/25.85** Members **RESOLVED** to pay Traffic Technology £1,194 for a new solar panel to be erected at a 50% discount.

### **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 progress is painfully slow.

**MIN 24/25.86** Members **RESOLVED** that the Clerk submit a Freedom of Information request regarding the Hermitage building and continue to pursue the procurement option with the City Council so that the matter can be considered at the November meeting once the CIL balances are updated. The Clerk will also ask Barratts to confirm that the drainage of their site has been completed in accordance with the discharge of condition documents.

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

**MIN 24/25.87** Members **RESOLVED** to make no comments on the delegated 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 **noted** 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.

A report on the Local Plan was presented to the Joint Advisory Committee at the end of September, however, the City Council has not released any public comments regarding the Government's consultation to revise the NPPF. The Clerk will continue to inform Members of any updates.

## **AUTUMN NEWSLETTER**

Members noted that the Autumn edition of the Parish Newsletter needs writing so that it can be delivered in time to advertise the arrangements for Remembrance Sunday.

**MIN 24/25.88** Members **RESOLVED** to include information on no cold calling areas, an update on the Best Kept Village, dates that the NHS outreach van will visit Broughton and details of the Remembrance Day Service. Members were requested to send any further article suggestions to the Clerk.

## **LCC CONFERENCE**

There were no volunteers to attend the Lancashire County Council Parish and Town Council Conference on the 2<sup>nd</sup> Nov 2024, however Members **noted** that the Clerk will be attending as Secretary to the Lancashire Branch of the Society of Local Council Clerks.

## **COUNCILLOR EMAIL SIGNATURE**

**MIN 24/25.89** Following the increase in scam emails purporting to come from Councillors, Members **RESOLVED** to use a standardised signature to increase the authenticity of Councillor sent emails.

## **NOTE NEW CORRESPONDENCE**

Members **noted** a letter confirming that construction has started at Water Meadow View the new specialist mental health inpatient facility at Guild Park.

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

The next Council meeting is scheduled for **Thursday 14<sup>th</sup> November 2024 at 7.15pm** in Goosnargh Village Hall.

**END**