



WHITTINGHAM PARISH COUNCIL
Minutes of the Parish Council Meeting
on Thursday 9th Jan 2025 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

3 attendees regarding CIL funding to United Trinity Church
1 attendee regarding CIL funding for the village clock
2 representatives from the Police

Mrs Julie Buttle Parish Clerk

APOLOGIES

Apologies were received from Parish Cllr Tony Brooks and were noted for County Cllr Susan Whittam. City Cllr Stephen Whittam's apologies were received after the meeting.

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 14TH NOV 2024.
MIN 24/25.109 Members **RESOLVED** that the Chairman sign the Minutes as a true record.

TO ACCEPT DECLARATIONS OF INTERESTS

It was **noted** that all Members living in the parish, had signed a valid dispensation form for the setting of the Precept. There were no other declarations in respect of matters on the agenda.

PUBLIC PARTICIPATION

MIN 24/25.110 Members **RESOLVED** to adjourn the meeting for public participation.

The Chairman welcomed those present by wishing them all a Happy New Year.

The attendees from United Trinity Church explained that they had secured planning permission to extend the building to provide a disabled toilet, meeting room and improved kitchen facilities. Quotes for the building work were in the region of £120,000 with an additional £5,750 for a lift to access the meeting room. Trinity Church have raised £10,000 themselves which they intend to use as a contingency if the project exceeds the budget. The wider Methodist Church have promised £60,000, so their CIL request is for £65,000.

They explained that the building is being used as a warm hub where residents, particularly the elderly, can go to keep warm, make and meet friends and have a hot meal. Lunches are provided fortnightly every Weds between Apr and Nov, increasing to weekly between Dec and March. The meals are cooked by volunteers. If the volunteers are unavailable, meals are bought in to ensure that those attending receive a reliable service.

In response to a query, it was confirmed that the Church population is growing with 41 members of all ages, regularly attending. 30 / 40 people attend the luncheons providing a donation for the meals. The bought in meals are financed by the Methodist Church. It was also confirmed that the new meeting room can be hired independently from the Church and can be used for small functions as well as a meeting point for community clubs and associations.

They are hoping to have the project complete by late spring / early summer, however they can't appoint the builders until they know the funds are secured. They confirmed that they are applying elsewhere for funds but expressed concern that it is a lengthy process with no guarantee of success.

The Clerk recommended that they approach Lancashire County Council as they have a Crowdfunding Grant which has been specifically designed to assist community groups deliver projects such as theirs.

Mr Hickson explained that the village clock – housed in Goosnargh Church tower – had deliberately been stopped due to a bearing failure which could cause significant damage.

It was explained that the clock was donated to the village in 1861 and is housed in the Church as the turret was the only building tall enough to house it. Volunteers from the bell ringing group regularly climb the turret and manually wind the clock up but due to the weights involved, looking ahead, the practice is becoming less viable.

Repairing the clock so that it can continue to be wound up manually, will cost approx £1,900 but for a further £6,240 an automatic winding unit can be installed which will ensure the clock works well for the foreseeable future.

As the clock is a community asset, in addition to seeking funding from the Parish Council, Mr Hickson will be appealing to the local community and businesses to help raise funds for the new automatic unit. If surplus funds are collected, they will be retained for the future maintenance of the clock. In response to a query regarding timescales, he confirmed that the quote was provided in Dec, and given that the clock is not working, he is hoping that the work can take place as soon as the funding is secured.

PCSO Pearson stated that the crime statistics were low. A potential break in was being investigated at the Trinity Methodist Church but it is understood that a suspect is being interviewed. It was questioned if it was the same person who was involved in an incident with 2 girls using the bus service. PCSO Pearson will check the data.

It was noted that the Rural Policing Team will make a short presentation to the February meeting to provide an awareness of their role. It was also noted that police cover will increase as PCSO Ellie-Rose Burke has been appointed on a different shift rota from PCSO Pearson.

Cllr Woodburn requested more dog bags to fill the dispenser on the village green.

The Chairman asked if there was an update regarding the proposed expansion of Goosnargh Oliverson's school. It was stated that LCC are pressing ahead with the expansion despite objections regarding the traffic.

The attendees were thanked for their presentations and Members **resolved** to bring item 13 - New CIL Funding Requests - forward on the agenda.

TRINITY METHODIST CHURCH

Members asked the Church to provide copies of the quotes for the building works and requested confirmation that they were applying to other organisations for funding.

MIN 24/25.111 Members **RESOLVED** to add the funding request to Category 2 of the CIL Business Plan where funding is not promised because more information has been requested.

COMMUNITY CLOCK

Members acknowledged that Mr Hickson is going to appeal to the community and local businesses for funding and suggested that he re-attends in February, once the amount of donations is known.

MIN 24/25.112 Members **RESOLVED** to add the funding request to Category 2 of the CIL Business Plan where funding is not promised because more information has been requested.

Members of the public left once the new CIL items had been discussed by the Council.

APPROVAL OF PAID INVOICES

MIN 24/25.113 Members **RESOLVED** to note and approve the following invoices paid in Dec.

| DETAILS | PAYEE | AMOUNT | METHOD |
|-------------------------|--------------|---------------|---------------|
| Nov Grounds Maintenance | Nurture | £664.62 | BACs |
| Clerk Salary Dec | 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 |

FINANCIAL STATEMENT 1st – 31st Dec 2024

The Chairman confirmed that the finance and bank statements had been reconciled.

Members **noted** that the Unity Bank account has been opened. For clarity, January payments will be deducted from the Co-Op bank as usual. All signatories were requested to log in and set up their personal details so that payments can be authorised online in February.

Members also **noted** that the CCLA account requires an additional Trustee with authorisation to confirm transfers etc. As Cllr Woodburn is vice-chairman and an authorised signatory, it was **RESOLVED** to alter her status to that of Trustee.

REVIEW OF 3rd QUARTER ACCOUNTS 2024 / 2025

Following the completion of the 3rd Quarter Apr – Dec 2024, Members considered a report detailing expenditure progress against budgeted items.

MIN 24/25.114 Members **RESOLVED** to vire the underspend on the Audit fees to balance the deficit on the Insurance and LALC subscription fees.

SLCC MEMBERSHIP

Members were informed that the Clerk's membership to the SLCC is split pro rata, based on the hours worked for each Council. As the Clerk works for Whittingham and Goosnargh Councils, Whittingham's pro rata cost is £198.50

MIN 24/25.115 Members **RESOLVED** to approve Membership to the SLCC.

NJC PAY INCREASE AND BACK PAY

As there were no members of the public present, Members considered a confidential report relating to the updated pay scales released by the National Joint Council (NJC).

MIN 24/25.116 Members **RESOLVED** to apply the inflationary increase backdated to April 2024 as detailed in the NJC letter to employers.

MIN 24/25.117 A decision was not reached on whether to amend a paragraph in the Clerk's Contract of Employment and it was **RESOLVED** that the Clerk and Cllr Price discuss this further before bringing a further report to Council.

JANUARY ACCOUNTS FOR PAYMENT

MIN 24/25.118 Members **RESOLVED** to approve the following accounts for payment

| DETAILS | PAYEE | AMOUNT | METHOD |
|--|----------|----------|--------|
| Dec Grounds Maintenance | Nurture | £664.62 | BACs |
| New Cllr Training - A Eccles | LALC | £35.00 | BACs |
| ³ / ₄ expenses Oct - Dec | J Buttle | £44.90 | BACs |
| Jan Salary & 9mths back pay | J Buttle | £2022.03 | BACs |
| PAYE | HMRC | £406.95 | BACs |
| Employer Nat Ins | HMRC | £237.96 | BACs |
| Pension | NEST | £93.45 | BACs |

GROUND'S MAINTENANCE CONTRACT & LENGTHSMAN

In 2022, the Council combined its grounds maintenance commitments into one Contract which was awarded to Nurture in 2023. The contract expires at the end of March 2025.

The key elements are

- a) Grass cutting
- b) Weed spraying
- c) Hedge Cutting
- d) Weekly inspection of Cumeragh play equipment and trees
- e) Garden maintenance at Beacon Drive
- f) Inspection of itemised assets
- g) General maintenance tasks - including the upkeep of the PROW walks

Since 2022, the Council has also entered into a Licence with the City Council to maintain an informal football pitch on Goosnargh Village Green. An entry was also submitted in to the Best Kept Village competition and additional maintenance tasks were identified, many of which require minor but frequent attention.

Under MIN 24/25.99 of the Nov 2024 meeting, Members resolved to research the role of a Parish Lengthsman and information detailing the role of a Lengthsman in a neighbouring parish was circulated by Cllr Eccles. The Clerk also circulated a draft contract for a Lengthsman which was considered by the Council in 2022.

MIN 24/25.119 Members considered the information presented and **RESOLVED** to split the maintenance contract as follows, to facilitate the appointment of a Parish Lengthsman.

- Professional Grounds Maintenance Contract to cover **a, b, c**
- Preston City Council or a play company to carry out **d**
- Lengthsman / Handyman to cover **e, f, g**

As the football pitch does not form part of the current maintenance contract, it was also **RESOLVED** that the existing mowing and line marking arrangements continue to be budgeted separately, so that they can be assessed and altered depending on the usage of the pitch.

The Clerk will circulate an amended version of the maintenance contract to Members for agreement by email, prior to contacting professional companies for quotes. The quotes will be presented to the February meeting with a view to the new contract commencing in March.

MIN 24/25.120 It was **RESOLVED** that Cllr Eccles, Cllr Woodburn and the Clerk arrange a meeting to consider the rate of pay, scope of work, advertisement of the role and the recruitment process, with the aim of bringing a proposal to the February meeting.

CONSIDERATION OF 2025/26 PRECEPT

At the November meeting, the Clerk presented a budget for £46,220 which was increased to **£46,310** to allow for the purchase of lamp post poppies (£137 expenditure). MIN 24/25.104

Members considered a spreadsheet prepared by the Clerk which illustrated the predicted income and the approved budget. Members noted that the Precept is achieved by deducting the budget from the estimated income. Members stated that they wished to keep any increase as low as possible due to the cost-of-living increases experienced by residents.

Members also noted the Council's general reserves should be assessed annually and should be relevant to the Council's size, situation and prepared budget plans. Currently, the Council's reserves are in excess of 12 months' worth of expenditure.

MIN 24/25.121 Members considered the presented information and **RESOLVED** to set the Precept at **£30,500** which is an increase of £1,155 on the 2024/25 Precept but also reduces the Reserves by £2,000.

COMMUNITY INFRASTRUCTURE LEVY

Members **noted** the CIL Business Plan had been updated to reflect the current position on all items. Following the discussions regarding the drainage at Cumeragh play area, Members requested that the proposed improvements to the play tower be added to the February agenda.

A) CATEGORY ONE

PROW WALKS

Members noted that the walk sign boards had been erected in the bus shelters and the leaflets and way markers had been delivered. Cllr Eccles offered to add the way markers to the walks and Cllr Price offered to assist with drilling holes in the discs if required.

MIN 24/25.122 Members **RESOLVED** that the leaflets would be placed in The Stags, The Grapes, the Post Office, Chip Shop, Village Hall and Churches. It was confirmed that the QR code on the leaflets and signboards takes residents to the Parish Council website where further copies can be downloaded.

RECYCLED BENCHES

The City Council's Parks development officer confirmed that the City Council would supply 2 benches for Goosnargh play area which will be installed whilst the play area is closed for drainage repairs. They will invoice the Parish Council for the works, with the cost coming from CIL as agreed under MIN 24/25.95.

MIN 24/25.123 Members **RESOLVED** that they were happy with the approach, providing the City Council advises the Council of the costs before the benches are bought and installed.

Members **noted** that further enquiries are taking place regarding the installation of 2 benches outside the shops and 4 benches at Cumeragh play area. To avoid theft, the benches need to be securely fastened to the ground and as the concrete benches at Cumeragh play area are positioned on grass, the cost may need to be revised if flags or a concrete base is required.

B) CATEGORY TWO CIL ITEMS

WOODLAND WALK

Following the site meeting in November, Homes England are considering whether the woodland walk land can be transferred to the Parish Council instead of granting access by Licence, however it has since been established that some of the land, is due to be transferred to LCC as part of the new primary school site.

The Clerk attended a zoom meeting with LCC and Homes England on the 19th Dec and LCC advised that the woodland walk is surplus to their requirements. As a result, Homes England are preparing to withdraw the land from the transfer to LCC - transferring the whole of the woodland path to the Parish Council. The cost of the transfer is not yet known.

MIN 24/25.124 Subject to the cost involved, Members **RESOLVED** that ownership of the land would be preferable to the Licence originally proposed.

GYM EQUIPMENT – GOOSNARGH VILLAGE GREEN

The Clerk and Cllr Eccles met with the City Council to discuss the gym proposals at Goosnargh Village Green. The City Council stated that an area of the village green can be used for outdoor gym equipment, on the understanding that the Parish Council will fund the design, purchase and installation of the equipment. Once installed, the equipment will belong to the City Council and they will be responsible for the weekly inspections and maintenance.

It is understood that play companies will design the project based on a specified budget although additional funding may be required to place the equipment on a drained surface.

MIN 24/25.125 Members **RESOLVED** that the equipment would be designed for children up to 16 years old and would be grouped together as suggested by the City Council. 2 locations on the Green were suggested but as the equipment will need a hard standing and drainage, advice will be sought from the play companies when securing quotes. Based on the costs of a similar project in Lea, the Clerk was requested to update the CIL business plan to show an estimate of £40,000 will be allocated towards the project.

ST JOHN'S CHURCH

The Clerk and Cllr Hall met the City Council's Procurement Officer who advised that the invitation to Tender needs to be more detailed in relation to what the Parish Council wishes to achieve and how it will evaluate any replies.

MIN 24/25.126 It was **RESOLVED** that the Clerk send a summary of the meeting to Cllr Price so that the document can be amended prior to a further meeting with the procurement officer.

PLANNING UPDATES

Members **noted** that the National Planning Policy Framework (NPPF) was revised on the 12th Dec 2024. The City Council will include any policy changes in the Local Plan which is due to be presented to a City Council meeting on 30th January 2025.

The Clerk was requested to circulate a copy of the Local Plan to Members once it is published. In particular, Members wish to see if the Local Plan offers any additional protection to prevent developers removing hedges.

At the beginning of Dec, Stakeholders were advised of draft proposals relating to phases 3B, 3C and 4 of the former Whittingham Hospital site. Much of the development will be dictated by the outline planning consent, however the Clerk submitted a reply questioning

- the inclusion of 3 storey dwellings and how the development will be linked to the sewers,
- if the construction materials will be in keeping with the existing development
- the reduction of affordable homes from 30% to 14%
- the amount and type of equipment proposed in the play areas
- who will maintain the open space including the orchard and community growing area

An awareness event / leaflet drop was requested to ensure residents are aware of the details of the application. A further email was sent asking if any land could be allocated for a scout hut.

PLANNING APPLICATIONS

Members **noted** that there were no objections to the following applications

06/2024/1154 Variation of approved plans at Dean Garage, Whittingham Lane

06/2024/1188 New dormers and replacement windows at Estoril, 210 Whittingham Lane

06/2024/1276 Prior notification for the installation of solar PVs at the Aldi Store, Whittingham

06/2024/1120 2 new dwellings following demolition of 2 agriculture buildings east of Back Lane
Members **noted** that an objection was submitted as the development will create 2 new dwellings in the open countryside, contrary to Policy EN1 of the Local Plan.

MIN 24/25.127 Members **RESOLVED** to make comments on the following applications

06/2024/0992 1no. replacement self-build dwelling at Norshaw Barn, Pudding Pie Nook Lane
Members were informed that the proposed dwelling will be in a different location within the site. Concerns were expressed that the applicant could submit a second application to develop the site of the existing dwelling and they requested a condition to prevent this.

06/2024/1190 Self build dwelling on land to rear of Slaters Farm, 207 Whittingham Lane.
Members were informed that a previous application for a dwelling was refused due to concerns that the site was back land development and if approved, it would set a precedent for the development of a site to the west. This concern has been removed as the site to the west has planning permission for 4 dwellings along the frontage under 06/2022/1300 and access to the rear is now limited. In addition, concerns were expressed that the dwelling house was substantial in size and would have an adverse impact on Slaters Farm which is a heritage asset. The new submission is for a 2-bedroom bungalow which will have less impact. Members stated that providing the plans remain as submitted - i.e. as a bungalow - they have no objections to the proposal.

It was **noted** that complaints have been received regarding the construction works at Swainson House Farm. The Clerk obtained a copy of the Construction Method Statement which states the contractors should avoid crossing Goosnargh lane and should provide wheel washing facilities as well as keeping the road clear of debris.

MIN 24/25.128 It was **RESOLVED** that the Clerk write to McDermott Homes to bring the matter to their attention and request that procedures are tightened up.

NOTE NEW CORRESPONDENCE

LCC have advised that as the No Cold Calling Areas are meant to cover a specific, targeted area i.e. Beacon Drive, Church Lane, Northgate etc, Whititngham Lane has been removed, however residents on Whititngham Lane may still display a sticker advising that Cold Callers are not welcome. from the zone. LCC have stated they will now be issuing the survey in January and it needs to attract a 50% response in favour of the proposed no cold calling zone.

SCHEDULED MEETING - DATE CHANGE

MIN 24/25.129 Members RESOLVED to approve the Clerk's request to alter the 8th May meeting date to the **22nd May** due to a family commitment. The Clerk will alter the room booking and update the website.

DATE OF NEXT ORDINARY COUNCIL MEETING

Thursday 13th February 2025 at 7.15pm in Goosnargh Village Hall.