

WHITTINGHAM PARISH COUNCIL
Agenda for 14th March 2016
At Goosnargh Village Hall at 7.00pm

1 APOLOGIES

- 2 APPROVAL OF MINUTES** of the meeting on 8th February 2016.
The Chairman is required to sign the 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 personal / prejudicial or disclosable pecuniary interest in respect of matters contained in this agenda. If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

4 PUBLIC PARTICIPATION

The meeting may be adjourned at this point to listen to any representations from the public, police, or community groups wishing to bring matters to the attention of the Council. If individuals wish to speak on an Agenda item this is the time when it should be done. **This will be a time limited session up to 20 minutes** which can be extended at the discretion of the Chair. **NOTE:** Matters requiring a Council decision or support must be included as a specific agenda item. This must be done 4 at least working days in advance of the meeting via the Clerk to the Council.

5 UPDATE RE LAND AT REAR OF THE STAGS HEAD

At the last meeting, the Council was informed that an enforcement notice had been served on the owner of the land at the rear of the Stags Head. It is understood the matter is still ongoing and **Members are requested to recommend that the Clerk continues to monitor the situation.**

6 INTERNAL AUDIT REQUIREMENTS

In order to comply with Audit Requirements and Finance Regulations, **Members are required to review the following enclosed documents** and confirm that they are up to date and appropriate to the Council's requirements.

- A.** Risk Management Plan and Policy Statement
- B.** Risk Management Assessment Register
- C.** Council's Asset Register

Members are also required to approve Mr Slade as the Council's Internal Auditor and comment on the **Terms of Reference** and suggested **Methodology for Internal Control**. The audit procedures are summed up in the **Effectiveness of the Internal Audit** which should show that the Council has considered the financial procedures, audit requirements and risks.

7 WEEKLY CUMERAGH PLAY INSPECTIONS

Members are aware that the City Council checks Cumeragh play equipment for damage and removes litter / glass from the surrounding area on a weekly basis. This work has been charged at an annual cost of £1,976 + vat or £38 per weekly visit. The Council has advised the cost will increase in 2016/17 to £2,074.80 + vat or £39.90 per weekly visit. Members are requested to note that the Clerk attended a SLCC meeting which included a briefing on playground risk assessments and it **may** be possible for the equipment to be inspected quarterly (as well as annually) but the Parish Council would need to have a proper system in place to record the equipment has been checked and that litter / glass has been removed weekly. Our insurance company has been asked to confirm that the altered arrangements would meet their risk criteria. A quarterly inspection would cost approx. £300 pa. **Members are requested to consider whether to proceed with the City Council quote for 2016/17 or find an alternative means to reliably inspect the area weekly, so that quarterly equipment inspections can be carried out.**

In addition, Members are requested to NOTE that the City Council is still advising that the roundabout is a trip hazard and have now added that there is no secondary failsafe on the swing. Playdale have confirmed their equipment is compliant with standard EN1176 and at the SLCC briefing, the inspector informed the Clerk that the failsafe is not required on Playdale equipment. An email to this effect has been forwarded to the City Council.

8 PLANNING APPLICATIONS BEFORE COUNCIL

The Parish Council is requested to consider the following applications and make representations to the City Council. Details of the applications will be available at the meeting and can be viewed on www.preston.gov.uk

06/2016/0079 Erection of single storey extension to rear and erection of pitched roof over flat roof garage and rear extension at 879 Whittingham Lane, Goosnargh.

06/2016/0102 Erection of single storey extension to rear of dwelling following demolition of existing conservatory and dormer extension to NW elevation at Dean Meadow, Short Lane, Goosnargh

06/2016/0124 Outline planning application for residential development (Class C3) of up to 24no. dwellings seeking approval for access only (resubmission of planning application 06/2015/0425) on land off Pudding Pie Nook Lane, Goosnargh

06/2016/0152 Erection of steel portal framed agricultural building following demolition of existing agricultural building at Tomlinson’s Farm, Cumeragh Lane, Whittingham

9 FINANCIAL STATEMENT 2015 / 2016

The Chairman is requested to check the statement of accounts against the bank statements for the end of February.

10 SLCC MEMBERSHIP

Members are requested to renew the Clerk’s membership to the Society of Local Council Clerks. As the Clerk works for 2 Parishes it is proposed that the membership cost of £167 is equally shared by both Parishes at £83.50 each.

11 ACCOUNTS FOR PAYMENT

Members have previously resolved to contribute £300 to Lancashire Constabulary to ensure that a police service operates from Goosnargh Village Hall. Efforts are being made to finalise the invoice which may be presented in time for the March meeting.

Members are requested to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT
March salary	Mrs J Buttle	£400.15
Tax / National Ins	HMRC	£56.00
SLCC Membership	SLCC	£83.50
Parish Logo Design	John Barton Printing	£45.00

12 WAR MEMORIAL / TRIBUTE

Under MIN 119 Members resolved that they were happy to proceed with the stone mason and at the February meeting, members noted further correspondence in relation to the type of stone, lettering and logo. **Members are requested to approve the final design and authorise the order which will take approximately 8 weeks to complete.**

13 NEWSLETTER

Under Minute 137, Members resolved to produce a Parish Newsletter with the printing costs not to exceed £190. A quote has been received for £150 for 800 newsletters which is more than sufficient for the Newsletter to be delivered with spare copies available at the Post Office. **Members are requested to consider the design and articles in the suggested Newsletter to be delivered in April.**

14 WHITTINGHAM HOSPITAL COMMUNITY TRUST UPDATE

The consultants are due to present draft recommendations regarding the proposed leisure facilities to the Stakeholders in March. Members have requested that the item is kept on the Agenda to enable discussion on any updates.

15 GOOSNARGH AND WHITTINGHAM HERITAGE GROUP

As the Parish Council has already given funding support to the GWHG, they have requested that the Parish Council writes a letter to the Heritage Lottery Fund supporting their joint bid with St Mary's Parochial Church Council for lottery funding. The request states *it would be helpful if the letter expressed support for the St Mary's building adaptations which will provide the community with a meeting room and display area for the use of local organisations wishing to meet, hold workshops and hold exhibitions. The letter should also support the establishment of GWHG which will research, record and share the rich heritage of the two parishes and encourage people of all ages to become more aware of this heritage and increasingly involved in understanding and enjoying it.* **Members are requested to consider supporting the joint bid.**

16 COMMEMORATIVE MEDAL

The Parish Council has received a commemorative medal to mark the occasion of the Queen's 90th birthday. **Members are requested to NOTE additional medals can be ordered at a minimum order of 50 units.**

17 NOTE NEW CORRESPONDENCE

Members may be requested to NOTE any new correspondence received since the issue of the Agenda.

18 DATE OF NEXT MEETING

The next meeting of the Parish Council is scheduled for **Monday 11th April 2016 at 7.00pm** at Goosnargh Village Hall.