

WHITTINGHAM PARISH COUNCIL
Agenda for 13th March 2017
At Goosnargh Village Hall at 7.00pm

1 APOLOGIES

- 2 APPROVAL OF MINUTES** of the meeting held on 13th February 2017.
The Chairman is required to sign the Minutes of the February meeting 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 GROUNDS MAINTENANCE CONTRACTS

8 quotes were sought for the grounds maintenance contract for Cumeragh Village and the Millennium Garden. Please see the attached summary of replies. **Members are requested to consider these and approve the contractor and arrangements for the 3 year period to start in April.**

NOTE – The summons letter explains that the City Council is not yet in a position to elaborate on the devolution / transfer of assets in relation to the green space proposals. Members are requested to note that the Council's initial letter to the Parish Council stated that changes would not take place during 2017/18. An additional contract can be drawn up for Goosnargh Village Green once we know what the options are.

6 CUMERAGH PLAY AREA MAINTENANCE

The City Council has confirmed that the 2016/17 **Annual Inspection** of Cumeragh play area will take place before the end of March. Members are asked to **NOTE** the current situation with items identified in the last inspection report.

Bark Pit – As advised at the February meeting, the Clerk queried whether the depth of the bark would meet ROSPA guidelines and this resulted in a revised quote being submitted. The revised quote was more expensive than the 2nd placed quote, so the contract was awarded to the lower priced contractor. Works will commence shortly and should be complete by the end of March.

Swing repair – Replacement caps have been ordered for the swing and will be fitted before the end of March.

Signs – An ownership and usage sign is in the Notice Board but enquiries were made to erect a more visible 'stand-alone' sign. The approved contractor has not replied to requests to complete the works and alternative quotes are being sought.

Benches – Integrate advised that the staff who would do the work were retiring so they are unable to carry out the repairs. Mr Cooper who has worked for the Council previously has been contacted and an appeal for a handyman is included in the spring edition of the Parish Newsletter.

2017/18 Weekly Inspections – Further to **MIN 91** of the October meeting, the weekly inspection of the play area will change from PCC to Barton Grange on the 1st April.

7 CENTRAL LANCASHIRE EMPLOYMENT LAND STUDY

Preston City Council, South Ribble and Chorley Borough Council have jointly commissioned BE Group to undertake an Employment Land Study. The evidence will be used to support the development of Local Plan documents and will include a study of the need and demand for office, manufacturing and warehouse space.

BE Group are seeking the views of the Parish Council regarding the supply, demand and need for employment sites and premises. It may be, that there are buildings or sites in your local area which you wish to see redeveloped or it may be that the Parish Council considers there is

- a need for more sites for employment development
- a requirement for improved office / industrial premises supply
- a desire to attract employers to your area
- a wish to encourage more people to work locally
- the protection of the local area from unwanted development.

Members are requested to consider the points, identify sites with existing and proposed employment opportunities and compile a reply to BE Group.

NOTE – At the last meeting Members supported the principle of the Employment Skills Statement but questioned what action will be taken if the developer doesn't comply. Officers have replied that the Statement will form part of the planning condition - which the developer will be obliged to adhere to - but the monitoring or any actions for failing to comply with the Statement are yet to be finalised.

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

06/2017/0174 Outline planning application for residential development for up to 30no. dwellings following demolition of existing buildings (access applied for only) at Dean Farm Warehouse, Pudding Pie Nook Lane, Preston.

06/2017/0194 New entrance lobby to side of rear extension, new double door entrance and landscaping at The Stags Head, 990 Whittingham Lane, Goosnargh

9 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.

10 FINANCIAL STATEMENT 2016 / 2017

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

11 E-ON ELECTRICITY CONTRACT

Last year the Council altered the E-ON contract from a variable priced electricity plan to a fixed price plan as it was cheaper. The contract needs renewing and can be renewed over a 1, 2, or 3yr term, alternatively the Council may consider a different energy provider. The new plan must be agreed before the 14th April. **Members are requested to consider whether to renew the current arrangements and confirm the term.**

12 ACCOUNTS FOR PAYMENT

Members are requested to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT
Clerk Salary	J Buttle	£396.35
Tax / National Insurance	HMRC	£93.40
Kiosk glass repair	Preston Glass & Glazing	£66.00
Playdale swing cap repair	J Buttle – paid by BACs	£15.48

13 CIL UPDATES

At the end of the financial year, the Parish Council will be required to produce an Annual CIL report stating the balance brought forward and the income and expenditure for 2016/17. In addition, Members have requested a summary of the CIL suggestions, likely expenditure and estimated timescales for completion.

Members are requested to consider the attached table, consider whether it meets their requirements and put forward suggestions for alterations with examples where necessary.

14 NEWSLETTER

The Parish Council Newsletter needs to be issued at the end of March / early April to advertise the Annual Parish Meeting on the 8th May. An initial draft is attached for comments but the article regarding the Councillor vacancy will obviously need amending depending on the results of the election / co-option. **Members are requested to comment on the draft and suggest any other articles.**

15 NOTE NEW CORRESPONDENCE

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

16 DATE OF NEXT MEETING

The next meeting is scheduled for **Monday 10th April 2017 at 7.00pm.**