

**Whittingham Parish Council**  
**Agenda - Annual Parish Council Meeting**  
**8<sup>th</sup> May 2017 at Goosnargh Village Hall**  
**After the Annual Parish Meeting (commencing at 6.30pm)**

**1. ELECTION OF CHAIRMAN**

Attention is drawn to Standing Order 8 (b) *No person shall be nominated as Chairman of the Council if they have acted as Chairman of the Council for 2 years immediately prior to the Annual Parish Council Meeting.*

Members are requested to note that the current Chairman Cllr Lewis was elected in 2016 and may be re-elected for a second term, however in accordance with statutory procedures, nominations for a new Chairman may be accepted on the night.

**Members are required to elect a Chairman for the next 12 months and the appointed Chairman is required to sign a 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 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.

**4. APPROVAL OF THE MINUTES of the meeting held on 10<sup>th</sup> April 2017**

The Chairman is required to sign the 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 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.

**At the start of each municipal year Members are requested to check, and update their notification of interest forms copies of which will be available at the meeting.**

**6. APPOINTMENT OF REPRESENTATIVES**

Members are reminded that 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 in the municipal year. Currently no committees are formed. **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 agencies and community meetings but when doing so, ***they must not make decisions, or 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 Council, best practice would be to declare it at the next available Council meeting.

**Members are requested to note and confirm the following appointments**

- **Stakeholder Group Whittingham Hospital development - 1 member.**
- **Preston Area Committee – 3 members.**
- **Trustee to Goosnargh Village Hall – 1 member.**
- **Trustee to Goosnargh & Whittingham United Charity – currently Cllr S Hunter Min130 January 2014**

At the February 2017 meeting it was stated that GWHG are encouraging people to become Trustees and an invitation was extended to Members of the Parish Council. **Members are requested to consider an appointment to GWHG.**

## 7. ADMINISTRATION

**Members are asked to confirm the following administrative / financial procedures**

- a. Members are reminded that disability legislation requires the Council to make its meetings accessible to all. As meetings are currently held upstairs at the April meeting it was suggested that Members look at alternative venues.  
**Members are requested to confirm the venue and that the meetings will continue on the 2<sup>nd</sup> Monday of the month at 7.00pm.**
- b. On the 30 January 2015, The Local Government (Electronic Communications) (England) Order 2015 came into force. The Order enables a Member to receive the summons for a Council meeting by email. The Agenda Notice must still be displayed on the Notice Boards and as not all Members are on email, **Members are requested to confirm that the Agenda is still 'hard copied' and delivered by hand.**
- c. Members are requested to renew the following items delegated to the Clerk under S101 of the Local Government Act 1972
  - o Make routine decisions
  - o consult with the appropriate Parish ward Councillor before making delegated representations on planning applications
  - o deal with emergencies
  - o spend small sums of money - not to exceed £100
  - o grant a dispensation to Members - in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

## 8. 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. This will be a time limited session up to 20 minutes. This 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. **If individuals wish to speak on an Agenda item this is the time when it should be done.**

## 9. TO CONSIDER 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](http://www.preston.gov.uk)

**06/2017/0339** 4no. dwellings, car port and associated landscaping following demolition of storage and stable buildings on land to rear of 907 and 909 Whittingham Lane.

**06/2017/0456** Children's play area within beer garden and associated works at the Stags Head, 990, Whittingham Lane.

## 10. RIBBLE VALLEY PLANNING CONSULTATION

Ribble Valley Borough Council are consulting on the publication version of the Council's Housing and Economic Development Plan which has been circulated to Members by email and is available to view at Longridge library or on-line at [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk) (HED DPD)

**Members are requested to consider a reply to the consultation.**

## 11. CPRE AGM

The CPRE AGM will be held on **19th May 2017 at 10:30am** in Cabinet Room A, at County Hall, Preston. **Members are requested to advise if they wish to attend.**

## 12. BOUNDARY COMMISSION REVIEW

The Boundary Commission is recommending that the City Council is reduced to 48 councillors and is inviting suggestions to draw up new ward patterns. The review can recommend changes to the electoral arrangements of Parishes but only when a Parish it to be divided between wards. The Commission has no power to consider changes to the external boundaries of a Parish or create new parishes. Draft recommendations will be published in September with final recommendations published in January 2018.

**Members are requested to consider whether to reply to the consultation.**

## 13. FINANCIAL STATEMENT 1<sup>st</sup> April – 30<sup>th</sup> April 2017

The Chairman is asked to verify that the financial and bank statements have been reconciled.

## 14. INSURANCE

The insurance renewal has been received at £805.53 Comparisons are being sought with another company who offer 'banding brackets' based on the electorate rather than assessing individual assets. **Members are required to consider the Council's insurance requirements with particular regard to the policy, valuation of the Council's assets, volunteer cover and the level of fidelity guarantee.**

## 15. NEWSLETTER

Members will be aware that the Newsletter has been printed and delivered to populated areas in the Parish. **Members are requested to approve a payment to the Clerk for producing the newsletter (MIN 92 d Nov 2015) and authorise payment of the printing and delivery invoices.**

## 16. ACCOUNTS FOR PAYMENT AND RECEIPTS

**Members are requested to NOTE receipt of £3,050.59 in CIL monies.** The Clerk will email PCC for an update on applications approved but not paid.

**Members are requested to approve the following accounts for payment**

Clerk's May Salary	£426.47
May Tax Contributions	£78.80
PCC 16/17 Play Area inspections	£2,489.76

## 17. CIL UPDATE

Members are requested to NOTE the following updates on CIL items and make any recommendations for additional action or information.

**Footpath Village Hall** – order placed with the appointed contractor

**Litter / dog bins** – still no reply from the City Council regarding emptying

**Speed cameras** – sales representative to attend the June meeting

**Circular walks** – help with inspections in Newsletter. No further reply re availability of a template leaflet. A reminder has been issued.

**Bus Service / Travel plans** – Although LCC acknowledge the request for more information on Travel Plans, a comprehensive reply has not been received.

A request has also be made by Ben Wallace MP.

**Green Space proposals** – Still no update on the costs so a FOI request has been submitted in accordance with **MIN 183**

## 18. NOTE NEW CORRESPONDENCE

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

## 19. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on **Monday 12<sup>th</sup> June 2017.**

**Venue to be confirmed following Agenda item 7a.**

END