

WHITTINGHAM PARISH COUNCIL
Agenda - Annual Parish Council Meeting
14th May 2018 at Whittingham Sports & Social Club
After the Annual Parish Meeting which commences 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 his term of office is due to expire. Nominations for Chairman may be accepted on the night. If no nominations are received, Standing Orders may be suspended to allow the reappointment of Cllr Lewis. **Members are required to elect a Chairman for the next 12 months. 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 9th April 2018

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 which can be viewed on the Parish Council website.

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

- **Whittingham Hospital Stakeholders** - 1 member. *Currently Cllr Lewis*
- **Goosnargh Residents Group** – 1 Member. *Currently Cllr Lewis*
- **Preston Area Committee** – 3 members. *Currently Cllrs Hall, Lewis, Huggon*
- **Trustee to Goosnargh Village Hall** – 1 member. *Currently Cllr Landless*
- **Trustee to G & W United Charity** – 1 Member. *Currently Cllr Hunter*
- **Trustee to G & W Heritage Group** – 1 Member. *Currently Cllr Hall*

7. ADMINISTRATION

Members are asked to confirm the following administrative / financial procedures

- a. Meetings will continue to be held at Whittingham Sports & Social Club on the **2nd Monday** of the month at **7.15pm**.
- 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.** As not all Members are on email, it is suggested that the Agenda is still 'hard copied' and delivered by hand to all Members. **Members are requested to consider and confirm this preference.**
- c. Members are requested to renew the following items delegated to the Clerk under S101 of the Local Government Act 1972
 - Make routine decisions
 - consult with the appropriate Parish ward Councillor before making delegated representations on planning applications
 - deal with emergencies
 - spend small sums of money - not to exceed £100
 - grant a dispensation to Members - in circumstances where the number of Members prohibited from participating, would impede the transaction of the business

8. GENERAL DATA PROTECTION REGULATIONS

Due to the new GDP Regulations which come into force on the 25th May, **Members are requested to confirm that the Council has considered, updated and approved new practices and policies in order that the Parish Council and individual Members understand and comply with the new Regulations.**

9. 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.**

10. CONSULTATION ON COMMUNITY TRANSPORT

Members are requested to consider a response to Community Transport and Rural Crime surveys.

- a) **Community Transport** is provided for eligible people who are not able to use mainstream public transport. Community transport includes Dial-a-Ride, group transport, community car schemes, day trips and volunteering opportunities. **LCC are proposing to reduce funding by a third which may mean loss, reduction and / or changes to these services, including fare increases.**
- b) **Rural Crime** – Previous rural crime surveys have suggested that crime in rural areas is under-reported and the Police and Crime Commissioner wishes to understand if this is the case in Lancashire and if so, why. To help allocate resources according to the demands across the whole county, he wishes to get a clear picture of the experiences of crime and policing in our rural communities and is asking residents who live or work in rural areas to complete a survey available at <http://www.nationalruralcrimenetwork.net/research/internal/2018survey/>
The survey has been included on the Parish Council Website but Members may wish to provide a collective reply from the Parish Council.

11. FOOTPATH ALTERATION AT CLAY LANE

Members are requested to comment on the attached footpath alteration which proposes the deletion of footpaths 4 and 68 and proposes to adopt a 'claimed footpath' using a track along Old Clay Lane.

12. 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

06/2018/0370 1no. dwelling and detached garage (pursuant to 06/2016/1075 to seek variation of condition no.1 "Approved Plans") St Anthony's , 734 Whittingham Lane, Broughton.

06/2016/1039 93 dwellings on land at (rear of Holme Fell), Goosnargh Lane, Preston. **Members are requested to NOTE that at the time of printing the Agenda, the S106 Agreement has still not been signed.**

13. FINANCIAL STATEMENT 1ST APRIL – 30TH APRIL 2018

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

14. ACCOUNTS FOR PAYMENT AND RECEIPTS

Members are requested to NOTE the following payments awarded at the Annual Parish Meeting approved under MIN 97 and 157 of the 2017/18 financial year.

Goosnargh & Whittingham Whitsuntide Festival	£500	CQ1322
Goosnargh & Whittingham Agricultural Show	£250	CQ1323
Bowland Pennine Mountain Rescue	£150	CQ1324

Members are requested to NOTE receipt of the Precept and NOTE that a CIL payment has NOT been received for April. The Clerk has emailed the City Council for an update on applications approved and commenced but not yet paid.

15. NEWSLETTER

Members will be aware that the Spring 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 as detailed in the payment schedule below.**

Members are requested to approve the monthly direct debit payment of £24.00 for the website and approve the following accounts for payment

Clerk Newsletter Production	Mrs J Buttle	£49.60	CQ 1325
Printing of the Newsletter	Preston City Council	£108.00	CQ 1326
Distribution of the Newsletter	Carrier Pigeon	£85.00	CQ 1327
Clerk's May Salary*	Mrs J Buttle	£442.49	CQ 1328
May PAYE Contributions	HMRC	£110.80	CQ 1329

Members are requested to NOTE the Clerk's salary has been calculated using the new pay scale for 2018/19 which includes a back payment for April 2018.

16. INTERNAL AUDIT REPORT 2017-18

Members are requested to approve the Internal Audit Report which found no issues arising. A full copy of the report can be viewed on the Parish Council Website. Following the Internal Audit, all the required documents will be sent to the external auditor.

Members are requested to approve £85 payment to the Internal Auditor CQ1330.

17. 2018-19 INSURANCE

The Parish Council insurance is due for renewal on the 1st June at a charge of £652.80 which is a reduction of approx. £150 on last year due to a transfer of business from AON to BHIB Ltd. Members are requested to confirm that the Council's insurance requirements are satisfactory with particular regard to the policy cover, valuation of the Council's assets and the level of fidelity guarantee at £250,000. **Members are requested to approve the renewal with BHIB CQ 1331**

18. GRANT REQUESTS

Members allocated £1000 towards grants and donations for 2018/19 and have already awarded £500 to Whittingham Festival, £250 to the Whittingham Agricultural show and £150 to Bowland Pennine Mountain Rescue leaving a balance of £100.

- a) **Goosnargh and Whittingham Heritage Group** have produced a booklet on the Goosnargh and Whittingham Whitsuntide Festival. 100 booklets have been printed and are on sale at £1 each however as the printing cost £185, if all the booklets sell, there will be a shortfall of £85. A second print of leaflets is being organised for Festival day and the group would like to ask the Parish Council for a grant of £100 to meet any further shortfall with any profit to be donated to the Festival Committee.
Members are requested to consider whether to approve the donation.
- b) **NW Air Ambulance** have written to the Parish Council stating that as they receive no government or lottery funding, they are reliant on donations and fundraising to support the service which attended 733 missions in Lancashire last year.
Members are requested to consider whether to approve the donation.

19. TELEPHONE KIOSK

Members decided to adopt a red telephone kiosk on Halfpenny Lane which needs repairs including a new lock and a replacement 'TELEPHONE' sign. Given that the kiosk no longer contains a telephone, the signs could be amended to say PARISH COUNCIL or Members may wish to consider using the kiosk to house a defibrillator.

NW Ambulance Service may part fund a device but the Parish Council would be entirely responsible for its upkeep and maintenance including the provision of an electrical supply to keep the unit charged. A local Councillor would also be required to monitor and maintain the device on a regular basis. If a defibrillator is installed, the kiosk must remain unlocked. **Members are requested to consider the options available.**

20. CIL UPDATE

Members are requested to consider the following replies and updates on the 2018/19 CIL items and recommend any further action to ensure the matters are progressed

- **Speed cameras** – LCC have replied that *a review of speed management activities is about to be undertaken with the police and this includes all aspects from speed enforcement, through use of SpID signs and dealing with complaints. One of the issues to be discussed is what types of permanent speed display signs will be allowed on the highway, which are the most effective and should they all have the smiling/frowning face display. We have a number of requests at the moment similar to yours but can't progress anything until the discussions have been had and a policy put in place as to the way forward.*
- **Bus Service / Travel plans** – A reply has been received from LCC's Chief Exec, which states that Preston City Council in its role as local planning authority is holding the £6000 Travel Plan support contribution and the £28,058 highway improvement contribution for the Mosses and should the Parish Council have any ideas how the contributions could be used – LCC would be more than happy to discuss the options available. **Details of a named officer are provided and it is suggested that he is invited to the June meeting.**
With regards to the Whittingham Hospital site, LCC have stated *the Travel Plan commitments are still being examined. We are aware that a Travel plan co-ordinator has not been appointed and we will be discussing this with City Council officers in due course.*
- **Boundary signs** – LCC to approve installation at suggested locations
- **Circular walks** – need to walk routes before leaflets produced.
- **War Memorial surround** – Quotes being sought
- **Litter / dog bins** – an update on the delay was provided at the April meeting.
- **Allotments** – waiting for revised planning application following stakeholder meeting

21. NOTE NEW CORRESPONDENCE

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

LALC will be hosting a new Councillors and Clerks training / refresher course. Module one is on Saturday 14th July and Module two is on Saturday 21st July. **Members are requested to indicate if they wish to attend so that payment can be added to the June Agenda for approval.**

22. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on **Monday 11th June 2018.**

END