

WHITTINGHAM PARISH COUNCIL

AN ORDINARY meeting of Whittingham Parish Council took place on **Monday 11th March 2013** at 7.00pm at Goosnargh Village Hall, Preston.

Members:

Cllr Stan Hunter - Chairman
Cllr Dave Hall
Cllr Bernard Huggon.
Cllr Margaret Rigby
Cllr Lona Smith

Members of the public

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Mrs Julie Buttle – Parish Clerk

APOLOGIES Cllr Alan Lewis and Cllr R Mills received after the meeting.

APPROVAL OF MINUTES from the meeting held on 11th February 2013.

MIN 140 It was RESOLVED that the Minutes be approved and signed by the Chairman as a correct record.

TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS

There were no declarations of interests.

PUBLIC PARTICIPATION

There were no members of the public present.

INTERNAL AUDIT REQUIREMENTS

Members reviewed the effectiveness of the Council's internal audit controls by considering the following documents

- Risk Management Plan / Policy Statement
- Risk Management Register
- Council's Asset Register.

MIN 141 It was RESOLVED that a minor alteration be made to the **Risk Management Plan / Policy Statement** to add a sentence to read *Other risks are managed by following the Council's approved Code of Conduct and Standing Orders.*

MIN 142 Members RESOLVED to amend the **Risk Management Register** to include the Code of Conduct as a control against the risk of libel or slander and to include a specific item referring to the risks associated with the trees at Cumeragh Village.

MIN 143 Members noted that a Doomsday Book was not included on the Council's **Asset Register** and it was confirmed that the book is not in Council's possession. It was RESOLVED that the Clerk send a letter to the former Councillor believed to be in possession of the book.

MIN 144 Members completed the **Effectiveness of the Internal Audit Control** document and RESOLVED to formally appoint Mr Slade as the Council's internal auditor. Members noted the fee was £80 last year. A letter of appointment will be issued which includes the Terms of Reference and the Suggested Testing Methodology. The Terms of Reference will be altered slightly to read *To assist Whittingham Parish Council to maintain and improve internal control* rather than *To assist Local Councils to maintain and improve internal control.*

PUBLIC OPEN SPACE PROVISION

Members reviewed an Open Space and Playing Pitch Supplementary Planning Document. **MIN 145** Members RESOLVED to query whether the proximity to facilities will cover facilities on adjacent authority boundaries - namely Ribble Valley.

CONSIDERATION OF TREE REPORT AT CUMERAGH

MIN 146 The tree report was not received prior to the meeting and it was RESOLVED that this item be DEFERRED until the April meeting.

Members NOTED that the contractor had agreed to discuss pruning of the holly tree with the neighbouring resident, and expressed their condolences at the news that the resident had recently passed away.

CONSIDERATION OF GRANT APPLICATIONS CVA PLAY EQUIPMENT

Attention was drawn to the Minutes of the last meeting where the CVA stated they wished to work with Community Futures to submit a grant application to the Lancashire Environment Fund. As the Parish Council owned the land, it was RESOLVED that the simplest way forward, would be for the Council to submit the application in its name, however *it was stressed that the CVA will need to take the lead in completing / submitting the application and moving the project forward - not the Parish Council.*

Members NOTED that Community Futures would be completing the LEF application on behalf of the CVA and **if** successful, they would require 5% of the grant as a 'professional fee'. They have requested that the Parish Council (as the applicant) sign a 'Letter of Engagement' acknowledging these terms.

Members NOTED that the fee may be added to the cost of the project and may be paid from other grant applications – however there is a minimal risk that if the LEF grant is awarded before other grants are secured, the Council would be liable for the fee. LEF will provide a maximum of £15,000 resulting in a potential fee of £750 which is within the £1000 the Parish Council has budgeted to the project.

It was stated that the Parish Council is getting 'sucked in' to the administration and financial management of the project and concerns were expressed that whilst the Parish Council is supporting the project, *it is a community initiative being managed by the CVA and all income and expenditure must be ring-fenced and processed through the CVA bank account – not mixed in with the Parish Council accounts.*

The Clerk stated that if the LEF grant was successful, it is likely to be paid to the Parish Council as applicant – however the amount can be transferred to the CVA so that they can manage all the financial aspects through their own bank account. With regard to the grant administration, the Clerk was quite clear that whilst the Council had authorised the Clerk to work with the CVA to 'agree' grant applications prior to submission, she would only be reading through and commenting on the final application – not undertaking the engagement work or completing grant application forms on behalf of the CVA.

MIN 147 Members RESOLVED that the Clerk meet with the CVA / Community Futures (as agreed under MIN 128) to look at the LEF grant application and sign the Letter of Engagement having confirmed whether the LEF funding will be paid to the Council only once enough funds have been awarded to finance the project. For absolute clarity it is stressed that the Parish Council has allocated £1000 *in total to the scheme* and if a professional fee is incurred which is not funded through other grants, the fee payable to Community Futures will be met out of the £1000.

CONSIDERATION OF GUIDANCE IN RELATION TO THE PROPOSED REGISTRATION OF CUMERAGH VILLAGE GREEN.

Members considered the email and DEFRA Guidance relating to the Village Green application.

MIN 148 Members RESOLVED to submit a new plan omitting the highway and substation along with a covering letter confirming that they understood that the Village Green registration may be classed as a 'disposal of interest' as there will be a 'right of recreation' for people to use the land for recreational purposes..

PLANNING APPLICATIONS BEFORE COUNCIL

Note - Members are advised prior to the meeting that planning applications can be viewed at www.preston.gov.uk

06/2013/0085 detached glasshouse at Green Nook, Green Nook Ln, Longridge

MIN 149 Members RESOLVED to leave to planning.

06/2013/0107 Change of use of Gym (Class D2) to office (Class B1) at Kingfisher Gym, Inglewhite Road, Longridge.

MIN 150 Members RESOLVED to raise no objections to the application and welcomed and supported the additional employment opportunity.

FINANCIAL STATEMENT 2012 / 2013

The Chairman verified that the accounts and bank statements had been reconciled.

ACCOUNTS FOR PAYMENT

MIN 151 Members RESOLVED to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT
March salary	Mrs J Buttle	£336.21
Tax / National Ins	HMRC	£79.20
Installation of notice board	KDC Builders	£85.00

CONTRACT OF EMPLOYMENT INCREMENTAL INCREASE

MIN 152 In accordance with the Clerk's contract of employment, Members RESOLVED that the Clerk progress to salary point 21 from the 1st April 2013.

NOTE NEW CORRESPONDENCE

1. Members NOTED the new time for the next PACT meeting - 8.00pm on Weds 13th March at the Stags Head.
2. Members NOTED that Mr Shaw's appeal for stables, hard standing and access road at Clay Lane, Longridge had been dismissed.
3. Members NOTED the reference in the Clerk's report to a meeting at Guild Lodge on Monday 25th March. Members agreed a time of 1.00pm.
4. The Clerk was asked to establish if the new dwelling at Seed House Farm is now occupied as the planning condition states once the new dwelling is built, the old one is to be demolished.
5. It was noted that an appeal decision has not yet been received for the diversion of footpath nos. 1 and 5 at Sand Bank Farm.

DATE OF NEXT MEETING

The next meeting of the Parish Council is scheduled for **Monday 8th April 2013 at 7.00pm** at Goosnargh Village Hall.