



**WOODPLUMPTON PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
THE MAIN HALL, ST ANNE'S PRIMARY SCHOOL
ON MONDAY 15th MAY 2023 at approx 7.30pm
Following the Annual Parish meeting**

1 ELECTION OF CHAIRMAN

Under the Local Government Act 1972 s15 (1), the first business of the Annual Parish Council meeting must be to appoint a Chairman. Nominations may be proposed at the meeting. **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 apologies should be given in advance of the meeting and will be noted in the Minutes. If a Councillor is absent for 6 consecutive months, an apology must be approved by the Council, prior to the 6 months elapsing or the Councillor will be disqualified. **Members are requested to note any given apologies for the May meeting.**

4 APPROVAL OF THE MINUTES of the meeting held on 17th April 2023

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 interests in respect of matters contained in the agenda. A Councillor with a disclosable pecuniary interest or any other interest, as set out in the Council's Code of Conduct, is subject to statutory restrictions on the right to participate and vote on that matter – see Standing Order 2020 (13)

As this is the start of a new municipal year following the 2023 elections, all Members are required to complete new notification of interest forms, which will be added to the Parish Council's website.

Any alterations made throughout the municipal year, must be submitted to the Clerk, to be forwarded to the Monitoring Officer **within 28 days** of the change occurring.

6 ADMINISTRATION

Members are requested to confirm the following administrative / financial procedures

- a) The Council will meet at Woodplumpton St Anne's School on the **3rd Monday** of the month at **7.00pm** – see Standing Order 3a
- b) Renewal of the following delegated powers to the Clerk in accordance with S101 of the Local Government Act 1972 and Standing Order 15
 - Comment on routine planning applications
 - Make routine decisions
 - deal with emergencies
 - spend small sums of money - not to exceed £100
 - grant a dispensation to Members where the number of Members prohibited from participating, would impede the transaction of the business
- c) The Local Government (Electronic Communications) Order 2015 enables a Member to receive the Council summons by email but the Agenda Notice must still be displayed on the Notice Boards. When emailing residents and external agencies, it is good practice for Councillors to use an identifiable Parish Council email address rather than a personal one. Email addresses can be created and hosted through the Parish Council website provider e.g. Julie.Buttle@woodplumptonparishcouncil.org.uk

The website host charges for this service but there are many benefits including compliance with the Freedom of Information Act and closure of an email address if the Councillor leaves the authority. No matter which email address is used, Members are reminded that when sending correspondence on behalf of the authority, **the authority's formal email address must be included in to ensure completeness of the authority's records.**

Members are requested to a) confirm that they wish to receive papers electronically; b) state a preference with regards to the email address used and c) confirm whether they wish the email address to be published.

7 GENERAL DATA PROTECTION REGULATIONS

The Parish Council must comply with General Data Protection Regulations. Since the regulations came in to force in May 2018 many of the procedures are embedded in Council business. Members are requested to note that the Clerk maintains and updates a **Data Audit Sheet** which lists all the data held by the Parish Council, where it comes from and who it is shared with.

a) Members are required to consider and review the Council's Privacy Policy Statement which can be viewed on the Parish Council website.

Members are requested to verbally confirm that they understand that before sharing any personal data – **which includes residents' email addresses** - Members must obtain confirmation by email. Alternatively, the resident may complete a Written Consent form which is available from the Clerk.

b) Members are reminded that the Clerk's home computer is passcode protected and all hand-held devices, which are synchronised with the email & phone contact lists, are screen or password protected. Members are requested to verbally confirm that their electronic devices also comply with the technical requirements.

c) Members are reminded that the Clerk maintains a Data Retention and Disposal Policy and regularly ensures that emails and paper records are deleted to ensure compliance. Members are requested to verbally confirm that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

8 WOODPLUMPTON WARDING

The Parish Council is split into 2 wards for election purposes – Plumpton & Catforth - but once elected, Members have always served the Parish Council as a whole and have addressed issues collectively.

Due to the growth of NW Preston, in January 2022, the Parish Council approached Preston City Council to establish if an additional ward should be created to improve representation in NW Preston as a newly created area.

The City Council supplied a report regarding a Community Governance Review which stated that the Parish Council would need to fund and present a petition (signed by at least 10% of the electorate) to the City Council before they could consider the matter further. The matter was raised again in January 2023 and the City Council stated that if the Parish Council chooses to go down that route, it would be a time-consuming process which would be dependent on City Council staff resources.

Members are requested to determine if a Community Governance Review is required, and if so, agree to form a Working Group to present the reasons for change, suggest the number of new Councillors required, agree the wording of the petition and consider how to communicate the process to residents. As a Working Group does not have decision making powers, the conclusions of the Working Group must be presented to the Parish Council for approval.

Notwithstanding the above, at the February 2023 meeting it was also suggested, that following the May elections, the Council may decide to nominate individual Councillors as a point of contact for specific areas.

Members are requested to consider if they wish to nominate Councillors as a contact point for specific areas, and if so, consider whether the approach should cover the whole Parish.

9 APPOINTMENT OF COMMITTEES / REPRESENTATIVES

Parish Council Committees are subject to the same rules as Ordinary Council meetings and 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 and are different from working groups which have no decision-making powers. 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 partnerships, agencies and community meetings but when doing so, **they must not make decisions, or commit to, support or object to a project on behalf of the Council.**

If a Councillor expresses a personal opinion on a matter before it has been considered by the Parish Council, best practice would be to declare that interest at the next available Council meeting.

Members are requested to confirm the appointed representatives

- Preston Area Committee - 3 Members
- Daniel Houghton Charity – 1 Member

10 MEMBER ALLOWANCE SCHEME

Members are permitted to claim a Travel and Subsistence Allowance, if attending official Parish Council events, using the same rates as adopted by the City Council. Members may also request hard copies of documents from the Clerk or submit an Agenda item for the reimbursement of paper or ink. **Members are requested to confirm whether they wish to adopt an Allowance Scheme for 2023/24.**

11 ADOPTION OF STANDING ORDERS

Standing Orders are the 'rules' explaining how a Parish Council should be run. The National Association of Local Councils produces a 'model version' which was adapted to suit the Parish Council's needs in 2020. Standing Orders may be reviewed at any time, but is good practice to consider and review them following the election of a new Council.

Members are required to consider if the attached Standing Orders need any amendments.

That concludes the governance procedures for the new municipal year.

12 PUBLIC PARTICIPATION

Members of the public wishing to raise matters in accordance with Standing Order 2020 (3g & h), should raise them here. The length of the adjournment will be at the Chairman's discretion.

NOTE: Matters requiring a Council decision must be included as a specific Agenda item. For more details, please contact the Clerk.

13 2022/23 INTERNAL AUDIT REPORT

The Internal Audit report was still being processed when the Agenda was issued. Whilst it is best practice to have the internal audit report completed before approving the Annual Governance Accountability Return, it is not a statutory requirement as any comments can be approved in June.

14 2022/23 END OF YEAR REPORT AND ANNUAL RETURN

The Clerk will present the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR).

Members are required to

- (a)** note MIN 22/179 approving the Internal Audit Checklist
- (b)** consider and approve Section 1 (Annual Governance Statement) by Resolution in advance of approving the Accounting Statements.

(c) consider and approve Section 2 (Accounting Statements) by Resolution

(d) ensure both sections are signed and dated by the person presiding at the meeting at which that approval is given.

15 2023/24 FINANCIAL STATEMENT 1st April – 30th April 2023

Due to a change in Councillors, Members are required to update the details of Councillors eligible to sign the bank mandates and in the case of the Barclays Community account, also confirm the Clerk's new address.

Members are requested to NOTE the April CIL receipt of **£143,595.33** and the 2023/24 Precept of **£47,340**. **The Chairman is required to verify that the financial accounts and bank statements have been reconciled.**

16 CIL ITEMS

The Spring Newsletter confirmed that the list of CIL projects would be refreshed partly due to the expansion of the Parish and partly due to the formation of a new Council. Due to the requirement to approve Governance procedures at the May meeting, **Members are requested to email any CIL expenditure suggestions to the Clerk for consideration at the June meeting.**

17 ACCOUNTS FOR PAYMENT

Members are required to note and approve the following accounts already paid in accordance with standing order 15 (b) xii

Plaque for NW Preston tree (Cllr P Entwistle)	£51.23	Ref 13	BACS
Parish Lengthsman Weeks 52 (old rate) 1– 3 (new rate)	£1,137.00	Ref 14	BACs
Lawn mower service & blade sharpening	£112.74	Ref 15	BACs

Members are required to approve the following accounts for payment.

Clerk's May Salary	£1170.50	BACs
HMRC PAYE May	£111.88	BACs
Employer Nat Ins May	£83.70	BACs

18 2023/24 INSURANCE POLICY

The Parish Council insurance with BHIB is due for renewal on the 14th June. Last year the cost was **£345.00**. BHIB offer a blanket price to cover all the assets. Assuming a similar quote is provided this year, **Members are required to renew the cover unless a comparable quote can be obtained by the Clerk.**

19 GRANT / DONATION REQUESTS

In accordance with the 2023/24 budget, **Members are requested to approve the transfer of**

a) £2,000 to the Woodplumpton Community Fete

b) £300 to Catforth in Bloom

c) £2,005 to the Community Garden account for grounds maintenance

20 DONATION TO CATFORTH VILLAGE HALL

An Electrical Inspection was required at Catforth Village Hall which revealed that various works were required to maintain the safety of the building. The cost was in excess of £3,000 and the Village Hall Committee have requested a donation to recover the expense. The item was considered in April, but under MIN 22/194 Members resolved to defer the item until May. **Members are requested to consider the request which can be funded under S19 of the Local Government Miscellaneous Provisions Act 1976.**

21 WHITTLE HILL PLANTERS

Following the donation of an 18th century, wooden wheelbarrow, MIN 22/169 confirms that Members resolved to put it on the verge at Whittle Hill. It was also noted that the existing planters will need replacing soon, however a decision on replacement was not taken.

An example of a new planter costing £474 was brought to the April meeting but as the item was not on the Agenda, the cost could not be approved.

Members are requested to consider if the cost is appropriate and determine if the planter / planters should be purchased from CIL bearing in mind other locations may also be put forward in June.

22 TRAFFIC CALMING

a) The Orchard – parking on the playing field frontage

Under MIN 22/163 of the March meeting, Members resolved to defer a decision on the provision of parking spaces along the playing field frontage, until a solution comes forward from residents. A letter was issued informing residents of the decision and Cllr Stewart and Cllr Bamber met with residents to discuss their views.

Cllr Bamber has requested that the matter be placed on the agenda to update Members on any progress.

Members also requested that the Clerk approach the Church to establish if their car park could be properly marked to improve the parking provision.

Members are requested to note the attached response from the Church.

b) The Orchard - Double Yellow lines / protection of the junction verge.

Following a meeting with LCC Officers in March, it was agreed that further discussions should take place to find a solution to reduce the yellow lines and protect the verge. To assist the discussions, LCC provided a drawing to illustrate the overrun on the verge. Community Gateway have indicated that they are open to works taking place to alleviate the problem, providing any works become part of the adopted highway and they are carried out with no cost to Community Gateway. The response has been passed to LCC Highways for a reply.

Members are requested to note that there are no further updates to the Woodplumpton traffic calming scheme.

c) Catforth Scheme.

At the 31st March meeting, LCC stated that they were working on the Catforth costs which included a new option to use precast humps. At the April meeting it was noted that Members were unhappy with the precast humps as they would not be as 'steep' as they ones in Woodplumpton. LCC subsequently advised that pre cast humps would not be used.

Final plans for the scheme have been produced with a revised cost of **£321,166.89**.

The plans are being checked by Cllr P Entwistle and, assuming they are as previously discussed, Members are requested to approve the cost and approach the Solicitor to progress the S278 Legal Agreement.

23 SANDY LANE

At the April meeting during public participation, County Cllr Whittam explained that LCC Highways carry out regular inspections of Sandy Lane and they consider it to be fit for purpose. Residents differ with that view and a petition was served on LCC to resurface it. LCC's response was that the road can't be resurfaced until Taylor Wimpey finish the S278 works relating to the creation of parking spaces near the Post Office. The works have been delayed because Sandy Lane is being used as a diversion route during the construction of the Preston West Distributor Road and the East – West Link road.

As Cllr Green has requested that the matter be placed on the agenda for further consideration, County Cllr Whittam has been invited to the meeting to clarify what, if any, improvements can be made, bearing in mind that Sandy Lane is still being used for construction traffic associated with the development of the NW Preston area.

24 PLANNING APPLICATIONS BEFORE COUNCIL

In order to focus on key business decisions and reduce the length of meetings, the Clerk is dealing with routine planning matters under delegated authority with complex and non-routine applications being added to the agenda. **Members are requested to note the delegated planning comments for May.** Applications can be viewed at www.preston.gov.uk

25 NEIGHBOURHOOD PLAN (NHP)

The Parish Council developed and consulted on a Neighbourhood Plan and the final version was submitted to the City Council in Nov 2022. <https://www.preston.gov.uk/woodplumptonnp>
The City Council completed their checks and the document was passed to the Planning Inspector along with comments from various consultees, including local residents.

The Inspector has commenced her Examination and has requested clarification on several points – see attached document. Answers can be provided by the Parish Clerk (in consultation with the Council's appointed NHP Consultant) and the City Council. As replies are requested by the 19th May, the Clerk will liaise with the Consultant to provide a reply to the questions which will be circulated to Members by email.

Members are requested to note the examination timetable detailed on the back page.

26 DATES OF FUTURE MEETINGS

Members are requested to note the next meeting is scheduled for **Monday 19th June 2023** in Woodplumpton Primary School at **7.00pm**