



**WOODPLUMPTON PARISH COUNCIL**  
**ANNUAL PARISH COUNCIL MEETING**  
**LEIGH GALLERY, PRESTON GRASSHOPPERS**  
**LIGHTFOOT LANE, PRESTON**  
**ON MONDAY 16th MAY 2022 at approx 7.00pm**

**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.

**Members are required to nominate 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.**

**4 APPROVAL OF THE MINUTES of the meeting held on 25<sup>th</sup> April 2022**

**The Chairman is required to sign the Minutes as a true record attached as Item 4.**

**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)

**At the start of each municipal year, Members are reminded to check, and if necessary update their notification of interest forms, which can be viewed on 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 Preston Grasshoppers on the 3<sup>rd</sup> Monday of the month**

**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 between meetings
- 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. 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. in case a search is required under the Freedom of Information Act. Email addresses can be created and hosted through the Parish Council website provider at a cost of £3 per month, per email box or Councillors can create a cllr address using their own internet provider e.g [cll.j.buttle@gmail.com](mailto:cll.j.buttle@gmail.com)**

No matter which email address is used, Members are reminded that when sending any 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 confirm whether they wish to continue to receive papers electronically and state a preference with regards to the email address used.**

## **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) In accordance with the Council's Privacy Policy Statement (which can be viewed on the 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 or ask the resident to complete a **Written Consent Form** which is available from the Clerk. **In considering this agenda item, Members are also reviewing the content of the Privacy Policy.**
- 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 APPOINTMENT OF COMMITTEES / REPRESENTATIVES**

Members are reminded that 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. 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 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 - Cllrs M Greaves, P Entwistle, B Probin.
- Daniel Houghton Charity – 1 Member - Cllr B Probin

## **9 MEMBER ALLOWANCE SCHEME**

Members are permitted to claim a Travel and Subsistence Allowance if attending Parish Council events. Previously Members have adopted the same scheme as 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 the Allowance Scheme attached as Item 9.**

## **10 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.

- The Police, City and County Councillors have been invited to attend the Annual Parish meeting and PC Rumandeep Takhar has confirmed he will be attending. The request for the crime figures for the area was sent to PCSO Anyon after the April meeting.
- City Cllr Middlebrough has been requested to confirm the date of the site visit at the Orchard.

## 11 2021/22 INTERNAL AUDIT REPORT

The Internal Audit report will not be available for the May meeting as the Internal Auditor has been taken ill. 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. Arrangements are being made for the Internal Audit to be completed elsewhere so that a report can be presented to the June meeting.

## 12 2021/22 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). **Notes are attached as Item 12.**

### Members are required to

- (a) refer to the Internal Audit Checklist – approved at the March meeting
- (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 Statements are signed and dated by the person presiding at the meeting at which that approval is given.

## 13 2021/22 FINANCIAL STATEMENT 1<sup>st</sup> April – 30<sup>th</sup> April 2022

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

## 14 2021/22 INSURANCE POLICY

The Parish Council insurance is due for renewal on the 14<sup>th</sup> June at a cost of £345.00. The existing insurers are BHIB and the cover will be the same as in previous years whereby a blanket price is applied to the assets. **Members are required to approve the renewal cover unless a comparable quote can be obtained by the Clerk.**

## 15 GRANT / DONATION REQUESTS

In accordance with the 2022/23 budget, **Members are requested to approve the transfer of £2,000 to the Woodplumpton Community Fete.**

## 16 COMMUNITY GARDEN

In accordance with the 2022/23 budget, **Members are requested to approve the transfer of £1,500 to the Community Garden account for maintenance.** Members are also requested to note that in their capacity as Trustees for the Community Garden, they will be required to consider 2 matters at the conclusion of the Parish Council meeting.

## 17 ACCOUNTS FOR PAYMENT AND RECEIPTS

Members are requested to **note** the 31<sup>st</sup> April CIL receipt for **£72,092.49** and **£500** from NW Preston Rally.

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

Ink cartridges newsletters – £35.58 refunded Whittingham	£71.17	BACS
25 <sup>th</sup> April room booking	£30.00	BACS
Parish Lengthsman Weeks 1 – 4	£900.00	BACs
Parish Lengthsman paint & wood stain	£51.00	BACs

**Members are requested 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
Delivery of Spring Newsletter	TBA at the meeting	BACS
Postage of spring newsletter	TBA at the meeting	BACS

## 18 ROAD SAFETY PARTNERSHIP – COMMUNITY TOOL KIT

Following the attendance of the Deputy Police Crime Commissioner to the April meeting, Members have been sent a copy of the Community Toolkit. **Members are requested to consider if they wish to take part in any of the initiatives and apply for funding from the Deputy Police Crime Commissioner’s fund to tackle dangerous driving.** Attention is also drawn to new LCC Guidance regarding SPIDS which mean that they have to be taken down and moved between 3 – 6 months with a 1 month gap before they can be re-erected.

## 19 TRAFFIC CALMING

**Woodplumpton** – Members are reminded that LCC advised that the TRO’s will be advertised in June and this was included in the Parish Newsletter.

**Parking at the Orchard** – Members are requested to confirm their availability to attend the site meeting to discuss parking arrangements The Orchard.

**Catforth – MIN 21/180** of the April meeting, confirms that the Catforth Legal Agreement should not be signed until the results of the safety audit are known. The audit has now be completed, however the safety audit team have highlighted a potential problem with a cable pole on School Lane. Other alterations include relocating the informal crossing point at School Lane and removing the proposed mini roundabout at Bay Horse Lane, leaving it as a ‘give way’ junction. The costs associated with the changes are still not known and **Members are requested to confirm the intention to wait for the full costs to be established before proceeding with the Legal Agreement.**

## 20 PLANNING APPLICATIONS BEFORE COUNCIL

In order to focus on key business decisions and reduce the length on the 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 a) confirm that this should continue and b) note the delegated planning comments for May.** Applications can be viewed at [www.preston.gov.uk](http://www.preston.gov.uk)

Due to a personal interest, the Clerk is unable to comment on the following application and Members are requested to make a representation to planning.

**06/2022/0442** Reserved matters application (namely appearance, landscaping, layout and scale) pursuant to outline planning permission 06/2018/0725 for 1no. dwelling at Hautmont Tabley Lane Preston.

## 21 UPDATES

**Members are requested to note the following matters pending**

**Ambrose Hall Farm** - This matter was deferred from the April meeting pending any updates from Cllr Middlebrough regarding whether Preston City Council Environmental Health will support the residents.

**Stocks** - The draft Heritage Planning application was submitted on the 26<sup>th</sup> April but more detailed information has been requested regarding how Bullens intend to restore the stocks. This has been requested.

**Neighbourhood Plan Update** – A verbal update will be given at the meeting.

## 22 DATES OF FUTURE MEETINGS

Members are requested to note the next meeting will be held on **Monday 20<sup>th</sup> June 2022** in the Leigh Gallery, Preston Grasshoppers.

**See Following Page for Community Garden Trustee Meeting Agenda.**

## **COMMUNITY GARDEN**

Members are reminded that the Parish Council acts as Trustees for the Community Garden and financially supports its maintenance. The Parish Council has agreed to transfer £1,500 to the Trustee account but decisions relating to the maintenance of the garden must be recorded separately.

Historically, the Community Garden contract was awarded to a local person with flexibility to attend the site. There are no recorded problems with the work and the Contract was last renewed in 2020. **The Trustees are requested to confirm the re-appointment of Mr Hill as the maintenance contractor for the next 2 years.**

Mr Hill has had a meeting at the Garden with Cllr Stewart and both have agreed that a large Cytisus (yellow broom) needs removing and the area around it needs replanting with shrubs. **This is likely to cost in the region of £100 and the Trustees are requested to consider authorising the cost.**