



**WOODPLUMPTON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**HELD AT CATFORTH VILLAGE HALL**  
**ON TUESDAY 18<sup>th</sup> MAY 2021**

**PRESENT:** Chairman Cllr M Greaves at commencement  
Councillors: P Entwistle M Entwistle S Yates  
P Bamber B Dalglish B Probin M Stewart

3 members of the public as detailed on the Covid attendance log.

**ELECTION OF CHAIRMAN**

**MIN 21/01** Cllr M Greaves and Cllr P Entwistle were both proposed as Chairman. Following a vote, it was **resolved** that Cllr M Greaves be elected as Chairman for the next 12 months. Cllr M Greaves duly signed the Declaration of Acceptance of Office.

**ELECTION OF VICE-CHAIRMAN**

**MIN 21/02** Cllr P Entwistle was proposed as vice-Chairman. As there were no other nominations, it was **resolved** that Cllr P Entwistle be elected as vice-chairman for the next 12 months.

**APPOINTMENT OF A NEW COUNCILLOR**

**MIN 21/03** Following an election on the 6<sup>th</sup> May 2021, it was **resolved** that Cllr P Bamber be elected to Plumpton Ward. Prior to the meeting, Cllr P Bamber received a copy of the Code of Conduct and signed a Declaration of Office. The Clerk will arrange an induction in due course.

**APOLOGIES**

**MIN 21/04** Members were reminded that apologies are *recorded* in the Minutes, but if a Councillor is absent for 6 consecutive months, an apology must be *approved* by Council, prior to the 6 months elapsing. All Parish Councillors were in attendance, but apologies were noted from Police Sgt Lovick who has stated he will attend the June meeting and County / City Councillor S Whittam who had planned to attend.

**APPROVAL OF THE MINUTES of the meeting held on 19<sup>th</sup> April 2021**

**MIN 21/05** It was **resolved** that the Minutes be signed as a true record. Members **noted** the draft Minutes of the Annual Parish Meeting which will be approved in May 2022

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

Members were reminded to check, and update their notification of interest forms, which can be viewed on the 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. **MIN 21/06** Cllr Probin declared a prejudicial interest in respect of the funding request to Catforth School as he is a School Governor. Cllr Yates declared a personal interest in respect of the use of Catforth Hall as a venue, as she is on the management committee. Cllrs M & P Entwistle declared a prejudicial interest in the donation to Catforth in Bloom as they are committee members.

**APPOINTMENT OF COMMITTEES / REPRESENTATIVES**

Members were reminded that Parish Council committees may be formed at any time and 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. **MIN 21/07** Members **resolved** not to form any committees at the current time.

Members were reminded that individual Councillors may attend external agencies and community meetings but when doing so, **they must not make decisions, 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. Following a request that Councillors make every effort to attend meetings, **MIN 21/08** Members **resolved** to confirm the following appointments

- Preston Area Committee - 3 Members - Cllrs M Greaves, P Entwistle, B Probin.
- Daniel Houghton Charity – 1 Member - Cllr B Probin

## ADMINISTRATION

**MIN 21/09** Members **resolved** to confirm the following administrative / financial procedures

- The Council will meet at **Catforth Village Hall** on the **3<sup>rd</sup> Tuesday** of the month with the situation being reviewed in July 2021.
- Members still wish to receive the Council summons by email rather than hard copies.
- 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, e.g., the annual setting of the precept.

\* See Planning Application heading for consideration of applications during Covid.

## GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Parish Council must comply with GDPR. Many procedures are embedded in Council business and Members **noted** that the Clerk maintains and updates a Data Audit sheet listing 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 were reminded of their responsibility not to share personal data with a 3<sup>rd</sup> party including other Councillors. **MIN 21/10** All Members verbally confirmed 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
- b) Members were reminded that the Clerk's home computer is passcode protected and all hand-held devices (which are synchronised with the computer email / phone contact list) are screen or password protected. **MIN 21/11** All Members verbally confirmed that their electronic devices comply with the technical requirements.
- c) Members noted that the Clerk maintains a Data Retention and Disposal Policy and regularly ensures that emails and paper records are deleted to ensure compliance.  
**MIN 21/12** All Members verbally confirmed that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

Members were reminded that any data breaches must be reported to the Information Commissioners Office within 72 hours. A Template Breach form is available from the Clerk.

## PUBLIC PARTICIPATION

**MIN 21/13** It was **resolved** that the meeting be adjourned for public participation in accordance with Standing Order 2020 (3g & h).

The Clerk read an email from City Cllr S Whittam (recently elected as the County Councillor for the area) explaining that she is aware of the enforcement backlog. A new officer has been appointed but staff are still assisting with Covid related work. Cllr Whittam has offered to look in to any individual enforcement cases which become an issue. Members stated that given the current backlog and her reference to 'rocketing numbers', another member of staff should be appointed – even if it is on a temporary basis. This will be reported back to Cllr Whittam. Her email also stated that whilst County Councillor roles are yet to be appointed, she will ensure that the parish flooding concerns are raised at the Making Space for Water meetings and will work closely with the Cabinet Member for Highways.

A resident read a prepared statement expressing concerns regarding application **06/2021/0522** for a new dwelling at School Lane. Concerns included highway safety and existing problems accessing the school and village. Specific concerns related to School Lane being busy and narrow pavements causing pedestrians to step out between parked cars. The statement also referred to 2 new properties already approved opposite the school, resulting in overdevelopment and inadequate parking provision. Application **0522** will add to the congestion and will cause additional disruption to the community. Other points included the influx of new houses in NW Preston and the amount of nature being destroyed.

Members agreed with the views expressed and stated that as the Parish Council has been working with LCC officers to design a traffic calming scheme, it was disappointing to note that LCC highways have not objected to the application. The Clerk was asked to ensure the application is brought to the attention of those involved in the traffic calming scheme. Parking provision at the Village Hall was referred to and the resident requested that residents are consulted on any proposals.

In response to a question, the Clerk confirmed receipt of an email from the Headteacher of Catforth school at 15.45 that evening, requesting that the Agenda be amended. The email states that the school had sought advice from the City Council in relation to the Agenda's 'background information' and the City Council had replied if Members make a decision without being appraised of the full facts surrounding the matter, the decision is open to legal challenge. The Clerk read a statement which explained, that to be lawful, the Agenda must be published 3 working days before the meeting and as such, it cannot be amended. The statement confirmed that the City Council's response is absolutely correct, which is why Members should not debate any issues raised under public participation – as explained at the April meeting – and as detailed in the Agenda with specific reference to Standing Order 2020 (3g & h).

In order to attend a meeting, Councillors are issued with a Summons – which includes the Agenda and all the background papers. Consequently, it is clear that Members have been fully appraised of the full facts and a decision can lawfully be made.

The Headteacher stated that whilst she was unfamiliar with how the Parish Council operates, the Agenda did not include information from the school's point of view and although the public were invited to attend, procedures were very restricted regarding when they had an opportunity to speak and ask questions. The Clerk replied that as LCC is the statutory body for education - and as the Parish Council does not wish to have a negative impact on any plans to provide new schools in NW Preston, naturally the Agenda attaches more weight to LCC's response, however - providing LCC has no objections - the school's presentation and the replies from LCC can be issued upon request. Whilst Council procedures are set out in Standing Orders, the extent of public involvement is down to Members, not the Clerk.

A Member responded that the meetings have not been one sided. The school made their presentation and Members asked a variety of questions – culminating in a decision to request that LCC release some funding. The Chairman stated that the Council works in conjunction with the law laid down by the Government and the Standing Orders make it clear how the process works. The Parish Council has a responsibility to look at its budget and balance it against need and the finances available. LCC's reply explains why funding is not possible but it also requests further information from the school. A different Member queried if this had been provided.

It was established that whilst discussions have taken place in the past, LCC base their decision on square footage. They don't take into account mis-shaped rooms, resource areas or the need for pupils to have access to a teacher. Various points were debated including use of the library, use of the upstairs via a mezzanine floor, partitions, a portacabin, use of an area currently used to store benches, use of the Village Hall for PE etc. but the school felt these were temporary solutions which weren't acceptable in the longer term. A resident also expressed concern about stewarding pupils between two buildings.

A Member repeated that LCC's reply states that if the school faces suitability issues, the door is still open for the school to apply for funding from LCC.

At 8.20pm the Chairman concluded the discussion by stating that the Parish Council's funds were already spoken for as residents had requested traffic calming measures following the issue of a CIL questionnaire. Consequently, the Parish Council is not in a position to release any funding for the classroom, however, he will stand by the Parish Council's decision to support the school and if the school contacts LCC regarding further funding, he will happily attend and support their request.

### **CATFORTH SCHOOL FUNDING REQUEST**

**MIN 21/14** Further to the discussion under public participation, it was **resolved** that the school should contact LCC to request a meeting to discuss their needs in relation to the paragraph titled '*Suitability Issue / Non Basic Need*' in LCC's email of the 13<sup>th</sup> April. A full copy of the school's proposals and LCC's reply can be provided upon request. Cllr M Greaves and Cllr S Yates agreed to attend the meeting to support the school once the meeting is arranged.

## **PLANNING APPLICATIONS BEFORE COUNCIL**

To limit the likelihood of Covid infection, meetings should be kept as short as possible. To assist with this, the Clerk is dealing with routine planning matters under delegated authority.

**MIN 21/15** Members **resolved** that this should continue until the current Covid measures are reassessed in July, however, non-routine applications will be added to the Agenda.

Members **noted** the delegated planning comments for May and supported the objection to the application on School Lane, reiterating the need to draw the application to the attention of the officers designing the traffic calming scheme. Whilst it was acknowledged that development may tidy up the site, Members also supported the objection to **2021/0694** 4 dwellings on Roots Lane.

## **NEIGHBOURHOOD PLAN UPDATE**

At the April meeting Members noted that the Consultant had completed the Basic Conditions Statement but disappointingly, the City Council did not consult the statutory bodies on the Strategic Environmental Assessment (SEA). Whilst this has now been done, early replies have not been received and Members **noted** the final Plan will be brought to the June meeting.

## **2020/21 INTERNAL AUDIT REPORT**

**MIN 21/16** Members **resolved** to approve the Internal Audit Report which found no issues arising and approved payment of the £100 Internal Auditor's fee.

## **2020/21 END OF YEAR REPORT AND ANNUAL RETURN**

Full details relating to the end of year financial report and completion of the Annual Governance and Accountability Return were scanned and issued with the Agenda Summons.

**MIN 21/17** Members reflected on the effectiveness of the system of internal control at the March meeting and **resolved** to complete and approve the Annual Governance Statement which was signed by the Chairman and Clerk.

**MIN 21/18** Members considered the end of year financial report and **resolved** to approve the Accounting Statements which was signed and dated by the Chairman.

Members noted that the returns will be submitted to the External Auditors and Notice regarding the public exercise of rights will be advertised on the website and notice board.

## **2021/22 FINANCIAL STATEMENT 1st April – 30th April 2021**

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

**MIN 21/19** It was **resolved** that the authorised signatories for the Royal Bank of Scotland mandate be changed to reflect the deletion of Cllr G Walker and the addition of Cllr P Bamber. The current mandate will continue with any 2 of the 9 signatories to sign.

## **PUBLIC SECTOR DEPOSIT FUND**

Members noted that withdrawals from the CCLA Public Sector Deposit Fund are deposited in the Council's high interest account ending **5584** and investments are purchased through the current account ending **5568**.

**MIN 21/20** Following an instruction from CCLA, Members **resolved** that the statements should be signed to certify that they may be used in connection with the CCLA Public Sector Deposit Fund. In addition, Members **resolved** that Cllr S Morgan should be removed as a signatory from the Fund and should be replaced by Cllr S Yates. The authorising papers were signed by Cllr M Stewart and Cllr P Entwistle as 2 of the existing authorised signatories.

## **2021/22 INSURANCE POLICY**

Members noted the Parish Council's insurance is due for renewal on the 14th June at a cost of £313.90. **MIN 21/21** Members **resolved** to delegate acceptance of the renewal to the Clerk and requested that the 3<sup>rd</sup> defibrillator is added to the policy.

## **GRANT / DONATION REQUESTS**

Members considered a donation request from Bowland Pennine Mountain Rescue and noted that the 2020/21 grants and donations budget had a surplus of £902. **MIN 21/22** Members resolved to make a donation of £200 to Bowland Pennine and £200 to the NW air ambulance.

**MIN 21/23** In accordance with the 2021/22 budget, Members resolved to approve a £250 donation to Catforth in Bloom and resolved to transfer £1,500 to the community garden.

## **ACCOUNTS FOR PAYMENT AND RECEIPTS**

Members **noted** the receipt of the 2021/22 precept £37,455. **MIN 21/24** Members **resolved** to continue the monthly direct debit payments in relation to the website and pension payments.

**MIN 21/25** Members **resolved** to note and approve the following accounts already paid in accordance with standing order 15 (b) xii

Postage of spring newsletter	£354.42	BACS
Viking Envelopes Newsletter (Stock)	£16.64	BACS
Viking A4 paper & Sanitiser (½ Whitt to refund)	£21.42	BACS
Covid wipes – Cllr P Entwistle	£4.14	BACS

**MIN 21/26** Members **resolved** to approve the following accounts for payment.

Jan – March Expenses	£43.20	BACS
Clerk’s May Salary	£1160.11	BACs
HMRC PAYE May	£101.94	BACs
Employer Nat Ins May	£76.52	BACs
Lengthsman to 14th May + postcrete	£781.10	BACs
Preston City Council Greenspace	£814.00	BACs

## NEWSLETTER

**Great British Spring Clean** – the Spring edition of the Newsletter referred to the Great British Spring Clean and stated that the Parish Council would pledge its support to organise a litter picking event between the 28th May - 13th June. Rather than arrange a specific day which could be affected by the weather, residents will be requested to contact their local Councillor if they wish to get involved. Details of a resident wishing to get involved more regularly as part of the Duke of Edinburgh’s scheme will be forwarded to the Lengthsman.

**Woodplumpton Fete** – the 2021/22 budget includes a financial contribution towards the Woodplumpton fete. Despite an initial interest in resuming the fete, there is still a level of apprehension due to new variants etc so a decision is still on hold.

**Other articles** – these will include updates to Councillor details; confirmation of the new meeting arrangements, the Chairman’s report and the Finance report.

**MIN 21/27** Members **resolved** a draft of the Newsletter may be approved by email.

## CIL - CANAL PATH SURFACE

Under MIN 20/159 Members resolved to contact Barton Parish Council to see what response they had received from the Canal and River Trust regarding a proposal to add stones / chippings to well used canal paths. As the response was not favourable, **MIN 21/28** Members **resolved** not to pursue the idea for the time being.

## TRAFFIC CALMING LEGAL AGREEMENT

**Woodplumpton** – At the April meeting, concern was expressed that residents had been informed by an onsite engineer, that LCC were making plans to change the traffic calming scheme. LCC have confirmed that is not the case. The engineer was on site to check the accuracy of the OS mapping system to prepare the detailed design information required for construction. The scheme includes the ‘stopping up’ of Whittle Hill which requires a S78 agreement to be drawn up with the landowner. **MIN 21/29** Members **resolved** to pay £1,000 to LCC to allow the agreement with the land owner to be drawn up.

**Catforth** – As the Woodplumpton scheme will commence first, LCC have focussed their attention in that area. However, as further discussion is still required on the Catforth scheme, LCC have confirmed they will produce the revised plans as a priority, so that a meeting can be arranged with Catforth School, LCC and the Parish Council as agreed under **MIN 20/45** of the July meeting.

**Legal Agreement** – LCC have confirmed that they have been contacted by the Parish Council’s solicitors and their solicitors will be responding to the points raised – including the timescales for the Traffic Regulation Order.

## MIN 21/24 DATES OF FUTURE MEETINGS

Members confirmed the next meeting will be held on **Tuesday 15th June** in Catforth Village Hall.

Prior to the next meeting, the Clerk was requested to contact the Environment Agency for an update on the Ambrose Hall Farm situation.

The Clerk was also requested to ask the police to provide updated crime figures in advance of the meeting.

A member stated that some drainage work had taken place around Moss Lane and Crosses Farm and the area will be checked again following a heavy rainfall.

Following on from the Agenda item, Members were reminded of the importance of checking Member interest forms as that the Standards Committee are completing spot checks.

**END**