



**WOODPLUMPTON'S ANNUAL PARISH COUNCIL MEETING
WILL TAKE PLACE AT CATFORTH VILLAGE HALL
ON TUESDAY 18th MAY 2021**

Before attending All attendees MUST read the Covid Method Statement and Risk Assessments available on our website

<https://www.woodplumptonparish.org/other-documents.php>

A G E N D A

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 Chairman will be 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 APPOINTMENT OF A NEW COUNCILLOR

Following an election on the 6th May 2021, Cllr Pauline Bamber has been elected as a Councillor for Plumpton Ward. **Cllr Bamber is required to sign a declaration of office.** An induction course will be arranged by the Clerk after the meeting.

4 APOLOGIES

Members are reminded that apologies should be given and noted in the Minutes if a Councillor is unable to attend a meeting. 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.**

5 APPROVAL OF THE MINUTES of the meeting held on 19th April 2021

The Chairman is required to sign the April 2021 Minutes as a true record.

Members are also requested to **note** the draft Minutes of the Annual Parish Meeting also held on the 19th April which will be approved in May 2022.

6 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 his 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 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.

7 APPOINTMENT OF COMMITTEES / 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 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 appointed representatives to attend the following regular meetings**

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

8 ADMINISTRATION

Members are requested to confirm the following administrative / financial procedures

- The Council will meet at **Catforth Village Hall** on the **3rd Tuesday** of the month with the situation being reviewed in July 2021.
- The Local Government (Electronic Communications) Order 2015 enables a Member to receive the Council summons by email. **Members are requested to confirm they are happy with this arrangement.**
- 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.

9 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.

In accordance with the Council's Privacy Policy Statement (which can be viewed on the website) **a) 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

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. **b) Members are requested to verbally confirm** that their electronic devices also comply with the technical requirements.

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.

c) Members are requested to verbally confirm that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

10 PUBLIC PARTICIPATION

Members of the public wishing to raise matters in accordance with Standing Order 2020 (3g & h), should raise them here. **In accordance with the Covid Risk Assessments, attendees are requested to inform the Clerk of their intention to attend the meeting.**

NOTE: The Council cannot make a decision or support a scheme unless the matter has been included on the Agenda. Agenda items must be submitted to the Clerk at least **1 week** before the date of the meeting, as this is when the Agenda will be produced and printed. For more details refer to the Parish Council website or contact the Clerk.

- Sgt J Lovick has been invited to update on police matters as an outstanding item from the January 2021 meeting
- City Cllr S Whittam (recently elected as the County Councillor for the area), has been invited to confirm she will follow up on the flooding concerns by seeking clarification on LCC's Making Space for Water meetings and will also liaise with LCC Highways to ensure developers repair the roads damaged by construction vehicles. In addition, Cllr Whittam will update the Council regarding staffing levels in the City Council enforcement team.
- A resident has requested to attend the meeting to raise a traffic concern regarding application **06/2021/0522** for a new dwelling at School Lane, Catforth.

11 CATFORTH SCHOOL FUNDING REQUEST

Background information - At the February meeting, the Headteacher and Chair of Governors of Catforth School presented a proposal regarding a funding request for a new classroom. Under **MIN 20/118** Members resolved to write to LCC to request that they release S106 monies to finance the proposal. LCC replied that they will engage directly with local headteachers so, under **MIN 20/132**, Members proposed no further action. LCC issued a further email on the 13th April - too late to be added to the April Agenda – but as the matter was raised under public participation, the Clerk respectfully suggested the matter be added to the May Agenda.

The School is proposing to build a new classroom to meet the needs of existing pupils and an approach for funding has been made to the Parish Council. As school funding and the provision of school places is managed by LCC, the Parish Council asked LCC for advice. LCC's email of the 13th April states - at the time the school took the decision to increase its published admission number, additional places in the local area were not required and the school was made aware that funding would not be provided to assist the school in providing additional places. The school specifically stated they would fund the project themselves. Furthermore, in 2017, when the school established a nursery, they were informed that the accommodation would impact on the school's net capacity.

This seems to reflect the current situation, as the school is stating that the provision is now not suitable for the existing number of pupils. LCC have requested further clarification on this as their records indicate the provision is suitable based on their admission numbers.

Although the background is important to understand why LCC has declined the funding, the fact remains that the school has approached the Parish Council to assist with the funding and **Members are required to determine the request.**

12 PLANNING APPLICATIONS BEFORE COUNCIL

In order to keep the meeting as short as possible, to further reduce the likelihood of Covid infection, the Clerk is dealing with routine planning matters under delegated authority in accordance with Standing Order 2020 (15 xiv). **Members are requested to confirm this practice should continue until the current Covid measures are reassessed in July.**

Members are requested to note the delegated planning comments for May.

Applications can be viewed at www.preston.gov.uk

13 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). Although this has been done now, their replies are not expected until the 19th May. It was hoped the replies might come through earlier, but as this has not been the case, Members are requested to **note** that signing off the Plan has been deferred to the June meeting.

14 2020/21 INTERNAL AUDIT REPORT

Members are requested to approve the Internal Audit Report which found no issues arising. A full copy of the report has been circulated to Members and is available on our website. **Members are requested to approve the Internal Auditor's fee of £100.**

15 2020/21 END OF YEAR REPORT AND ANNUAL RETURN

The Clerk will present the Annual Governance and Accountability Return. (AGAR).

Members are required to

- (a) consider the findings of the effectiveness of the system of internal control (*presented to the March meeting*)
- (b) approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.
- (c) consider and approve the Accounting Statements by resolution and
- (d) ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

16 2021/22 FINANCIAL STATEMENT 1st April – 30th April 2021

The Chairman is requested to verify that the financial accounts and bank statements have been reconciled. Following the elections, **Members are requested to confirm the deletion of Cllr Walker from the bank mandate and the addition of Cllr Bamber.**

17 CCLA FUND

Members will be aware that the CIL monies are held in the CCLA public sector deposit fund. Withdrawals are deposited into the Council's high interest account ending 5584 and investments are purchased through the current account ending 5568. To allow this arrangement to continue, **CCLA have requested a certified copy of the bank statements which the Chairman is requested to sign.** In addition, Members are requested to update the CCLA instructions to reflect a change in signatories.

18 2021/22 INSURANCE POLICY

The Parish Council insurance is due for renewal on the 14th June at a cost of £313.90. The existing insurers are BHIB and the cover will be the same as in previous years.

Members are requested to delegate acceptance of the renewal to the Clerk.

19 GRANT / DONATION REQUESTS

Although the Council provided NWAS billboards to the schools, the 2020/21 grants and donations budget had a surplus of £902 as the community fete did not go ahead.

Members are requested to consider a letter from Bowland Pennine Mountain rescue and determine if a donation should be made under S137 of the Local Government Act.

In 2018 the Council donated £100 to Bowland Pennine in addition to £100 to NW air ambulance. **Members are requested to consider if further donations should be made.**

In accordance with the 2021/22 budget, **Members are requested to approve a £250 donation to Catforth in Bloom and the transfer of £1,500 to the community garden.**

20 ACCOUNTS FOR PAYMENT AND RECEIPTS

Members are requested to **note** the receipt of the 2021/22 precept **£37,455.**

Members are requested to authorise the continuation of the monthly direct debit payments in relation to the website and the pension payments.

Members are requested 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

Members are requested 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
Parish Lengthsman to 14 th May	£750.00	BACs

21 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. **Members are requested to discuss and confirm the details.**

Woodplumpton Fete – the 2021/22 budget includes a financial contribution towards the Woodplumpton fete. On behalf of the action group, Cllr Greaves has requested to give an update on this year's plans so that the details can be included in the Newsletter.

Other articles - will include updates to Councillor details, confirmation of meeting arrangements, Chairman's report and the Finance report.

22 CIL - CANAL PATH SURFACE

At the last meeting Members discussed adding stones / chippings to well used canal paths to make them more accessible in wet weather. Under **MIN 20/159** Members resolved to contact Barton Parish Council as it was understood they had already contacted the Canal and River Trust regarding tow paths in their area. **Members are requested to consider the reply and determine if the item should be added to the CIL Business plan.**

20 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. **Members are requested to confirm their agreement to pay £1,000 to the landowner to enable the agreement 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 the 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 TRO.

If further information is received relating to the above item, **Members will be requested to exclude the public under the Public Bodies Admission to Meetings Act 1960 as the information will relate to negotiations regarding a Legal Agreement.**

23 DATES OF FUTURE MEETINGS

Members are requested to confirm the next meeting will be held on **Tuesday 15th June** in Catforth Village Hall.

END