



WOODPLUMPTON PARISH COUNCIL
MEETING TO BE HELD IN
LEIGH GALLERY, PRESTON GRASSHOPPERS
LIGHTFOOT LANE, PRESTON
ON MONDAY 20th JUNE 2022 at 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. Under **MIN 22/01** of the May meeting, Members **resolved** to elect Cllr Greaves as Chairman.

Cllr Greaves is required to sign the Declaration of Acceptance of Office.

2 APOLOGIES

Members are requested to note any given apologies.

3 ANNUAL PARISH MEETING MINUTES

The Chairman is required to sign the Minutes of the 19th April 2021 Annual Parish Meeting as these were not available at the 2022 Annual Parish meeting.

Members are requested to note the draft Minutes of the 16th May 2022 Annual Parish Meeting which will be signed at the May 2023 Annual Parish Meeting.

4 APPROVAL OF THE PARISH COUNCIL MINUTES

Under **MIN 22/04** of the May meeting, Members resolved to approve the Minutes of the 25th April 2022 Council Meeting. **The Chairman is required to sign the Minutes as a true record.**

Members are also required to approve the Minutes of the 16th May 2022 Annual Council Meeting for signing by the Chairman.

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)

6 APPOINTMENT OF COMMITTEES / REPRESENTATIVES

Under **MIN 22/11** of the May Parish Council meeting, Members requested a report on the activities and purpose of the Daniel Houghton Charity before appointing a representative. As Cllr B Probin, the current representative, has given apologies to the June meeting, **Members are requested to confirm the matter may be deferred until July 2022.**

7 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, County and City Councillors have been invited to attend. Cllr P Entwistle will not be present but wishes to question why an out of office message or alternative phone number is not published when local police officers are unavailable by phone or email.
- 2 residents have requested to attend regarding the planning applications at Lewth Farm. Comments emailed to the Clerk have been forwarded to Members.

8 PLANNING APPLICATIONS BEFORE COUNCIL

As advised by email on the 27th May, **Members are requested to comment on the following applications which are not routine.** Applications can be viewed at www.preston.gov.uk

06/2022/0446 Change of use of 1no. agricultural building to home gym (Retrospective) and

06/2022/0447 Change of use of stables to office (Class E(g) at Lewth Farm, Lewth Lane,

In order to focus on key business decisions and to reduce the length of meetings during Covid, Members resolved that the Clerk process routine planning matters under delegated authority, with complex and non-routine applications being added to the agenda. Members reviewed delegated functions under **MIN 22/07** and **requested that the procedure be reviewed at the June meeting with a view to adding all applications to the agenda.**

As explained by email on the 17th May, Members are reminded that the Council has 21 days to comment on planning applications. The delegated report summarises the Clerk's 'observations / recommendations' when applications are received - which eases the pressure of replying to all applications immediately after the meeting. As any comments are not submitted until the delegated report has been considered by Council, Members always have the option to amend or add to any of the recommendations.

Members are requested to approve the delegated comments for June and confirm the future arrangements for planning applications.

9 2021/22 INTERNAL AUDIT REPORT

Members are requested to note there are no causes for concern identified on the Internal Audit Report, however, quarterly budget reports should be signed at the meeting and dual authorisation should be in place for all electronic payments.

Members are required to approve the Internal Audit report.

10 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). The documents were sent as attachments for the May meeting but are re-attached for ease of reference.

Members are required to

- a. refer to the Internal Audit Checklist and the Internal Auditor's Report comments
- 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.

Following signature, the Audit will be forwarded to the External Auditor. Members are requested to approve the 13th June to the 22nd July 2022 as the period for the exercise of public rights.

11 2022/23 FINANCIAL STATEMENT 1st April – 31st May 2022

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

12 ACCOUNTS FOR PAYMENT AND RECEIPTS

Members are requested to **note** receipt of the Precept **£42,069**

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

| | | | |
|-----------------------------------|---------|------|--------|
| Delivery of Spring Newsletter | £156.60 | BACS | REF 23 |
| Postage of spring newsletter | £363.80 | BACS | REF 24 |
| Internal Audit fee | £125.00 | BACS | REF 25 |
| Lengthsman weeks 5-8 & wood stain | £926.00 | BACS | REF 26 |

Members are requested to approve the following accounts for payment.

| | | |
|-----------------------|----------|------|
| Clerk's June Salary | £1170.50 | BACs |
| HMRC PAYE June | £111.88 | BACs |
| Employer Nat Ins June | £83.70 | BACs |

13 HOLLOWFORTH MUSIC FESTIVAL - DONATION REQUEST

The Hollowforth Music Festival is organised by the family at Hollowforth Hall, Preston Rotary Club and the Fylde link of the Chernobyl Children's Lifeline. It takes place on the 9th July and ends with a firework display. It costs £1,500 to stage and tickets cost £20. When the event was last held, the audience approached 300. Any profit will be divided between aid for Ukraine and the Nuuro-rehab unit at Royal Preston Hospital.

Cllr Greaves has requested that Members make a donation. This will be an unbudgeted expense as the event did not take place last year, however the Council previously donated £100 in 2018/19. **Members are requested to confirm if a donation should be made.**

14 LCC PARISH CHARTER

Following on from the Lancashire County Council Parish & Town Council conference last year, LCC has created a Charter which sets out how LCC and Parishes can 'work together better'. The Charter was recently ratified by LCC's Cabinet and they have requested that it is discussed and, if appropriate, ratified at Parish Council meetings. **Members are requested to consider the Charter and comment on any of the bullet points identifying practices Parish Councils will be required to perform.**

15 TRAFFIC CALMING

Woodplumpton – Members are reminded that LCC advised that the TRO's will be advertised in June. In an update received in May, LCC stated that the TROs have been prepared but they are unable to confirm the advertising date due to a challenging workload generated by a backlog following the pandemic. **Members are requested to comment on their response.**

Parking at the Orchard – It is understood that a site meeting took place on the 24th May. **Members are requested to provide feedback.**

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 May agenda confirmed that the feedback has been received from the safety audit team but alterations to the costs are not yet known. Members stated they require the updated cost and scheme details before proceeding with the Legal Agreement. **LCC have been requested to provide an update.**

16 TAYLOR WIMPEY ROUNDABOUT

Letters have been received from a resident on Hoyles Lane requesting that the roundabout at Nog Tow is grassed over to compensate for the loss of trees felled to create the housing estate. In other letters, the resident has expressed concern that a bus stop has been removed at Nog Tow and he requests that the Parish Council campaigns for solar panels on any commercial premises to be built. **Members are requested to reply to the points made.**

17 UPDATES

Members are requested to note the following matters pending

Ambrose Hall Farm - Preston City Council Environmental Health are yet to confirm if they will investigate further odour issues.

Stocks - A UCLAN post graduate student is preparing a report to be submitted with the planning application.

Neighbourhood Plan Update – The Consultant has been exchanging emails with the City Council regarding the changes they requested and a verbal update will be given.

18 DATES OF FUTURE MEETINGS

Members are requested to note the next meeting will be held on **Monday 18th July 2022** in the Leigh Gallery, Preston Grasshoppers.