



**WOODPLUMPTON PARISH COUNCIL**  
**MEETING TO BE HELD IN**  
**THE LIBRARY OF ST ANNE'S PRIMARY**  
**SCHOOL, WOODPLUMPTON ROAD, PRESTON**  
**ON MONDAY 20<sup>th</sup> MARCH 2023 at 7.00pm**

**1 APOLOGIES**

**Members are requested to note any given apologies.**

- 2 APPROVAL OF THE MINUTES** of the Parish Council Meeting held on 20<sup>th</sup> Feb 2023.  
**The Chairman is required to sign the Minutes as a true record.**

**3 DECLARATIONS OF INTERESTS / WRITTEN 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)

**4 PUBLIC PARTICIPATION**

At this point, the meeting will be adjourned for 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.** Matters requiring a Council decision must be included as a specific Agenda item.

An invitation to attend the meeting has been sent to the Police, County and City Councillors.

**5 TRAFFIC CALMING SCHEMES**

**a) The Orchard Playing Field Parking Consultation**

Further to the January meeting - which was attended by several residents from The Orchard – at the request of the City Council (who own the playing field frontage) the Parish Council issued a consultation to establish whether residents were broadly in support of the parking scheme.

A resident who initially requested that his objections be withdrawn, has now submitted a complaint regarding an alleged lack of clarity regarding the consultation process. The complaint has been copied to Members who are requested to consider the content alongside a report detailing the other responses received.

**If Members determine that the Parish Council should still finance the scheme, Members are requested to agree a statement to be issued to the City Council, to be included in their April Cabinet report, requesting that the City Council endorse the scheme.**

**b) Double Yellow lines / junction verge.**

As detailed in the February Minutes, the Parish Council's actions regarding the double yellow lines at The Orchard have been documented in an email dated the 17<sup>th</sup> February. As LCC remain of the opinion that the longer length lines will protect the verge at the junction with Woodplumpton Road, Members resolved to request an in person meeting with LCC, to discuss how the parking restrictions can be resolved - in addition to discussing how to protect the junction verge. MIN 22/144.

LCC have replied that the concerns have been referred to the Traffic Regulation and Enforcement Manager. Once their reply has been received, LCC will confirm their availability for a meeting. As the partnership agreement and the success of the scheme is being questioned, a reminder email has been issued requesting an update prior to the 20<sup>th</sup> March

**Members are requested to consider what further action to take if a reply is not received.**

**c) Hump gradient**

At the February meeting, concerns were expressed that the Parish Council only has LCC's word that the gradients are correct and under Min 22/146, Members resolved to meet with an independent company who could inspect the humps and provide advice on the scheme.

Following the site meeting, a quote has been submitted to carry out a physical level survey of the humps / junction tables at a cost of £2,385 + VAT.

**Members are requested to determine if the full survey is still required.**

#### **d) Whittle Hill**

As stated in the February Minutes, LCC advised that tree clearance work would be carried out by the end of February before the bird nesting season. As that date was approaching, the Clerk was requested to request an update. MIN 22/148

LCC have replied that estates have now advised them not to remove the trees until the paperwork for the land purchase has been completed. Estates have alleged that the delay has been caused by the land owner / agent not returning the paperwork, however the landowner states no papers have been received and he has contacted the Parish Council to highlight LCC's incompetency.

**Members are requested to refer the issue to Ben Wallace MP as he can question senior officials to get to the bottom of the misinformation.**

#### **e) Planter / Child safety signs**

Under MIN 22/120 of the January meeting, Members resolved to discuss the design of a planter to further enhance the build out area around the school. As the designs were not available, the matter was deferred to the March meeting.

**Members are requested to consider any designs and approve a budget for the planter.**

#### **f) Gateway features**

When the traffic calming schemes were being designed, Members requested 'Gateway features' welcoming motorists to the area. LCC submitted an example from Glasdons which Members approved under MIN 19/83 of the Oct 2019 meeting.

As the Gateway features have not been provided, **Members are requested to determine if they are still needed or if they should be replaced with other floral tributes** such as a rockery, antique farm machinery or a large wooden wheelbarrow. **Members are also requested to confirm the location of any features.**

#### **g) Catforth Scheme.**

As stated in the February Minutes, LCC advised that the Catforth scheme costs had been delayed due to staff illness. Notwithstanding this, further to MIN 22/149, the Clerk has returned the Client Care letter to the Solicitor in the hope that the S278 Agreement is returned soon.

**The item is on the agenda to consider the updated scheme costs, if received.**

### **6 LENGTHSMAN CONTRACT / LITTER PICKING**

The Parish Lengthsman's contract is due for renewal from April 2023 and a request has been received to increase the rate of pay. The rate of pay was last increased in Jan 2022 and as the Lengthsman is contracted for 15hrs a week, if the increase is approved, the contract will increase by £720 to £11,520.

In addition, the Lengthsman has reported that litter picking is a cause for concern in the Parish and it is understood that Members have suggested increasing his hours to help tackle this growing issue. **If the hours are increased, Members are requested to confirm if the hourly rate will be the same as the contract rate.**

Linked to the above, **Members are requested to confirm whether they wish to participate in the Keep Britain Tidy Campaign** by hosting litter picking sessions on agreed dates and times between the 17th March - 2nd April.

Subject to the above decisions, a contract will be prepared for Mr. Hill to continue as Parish Lengthsman from April 2023. **Members are requested to consider the content of the contract, and authorise the Chairman and Clerk to sign it on behalf of the Council.**

### **7 EASTER GRANT TO THE VILLAGE HALL**

**Members are requested to consider a donation request of £100 to Catforth Village Hall to hold an Easter Fair.**

**8 DOG WASTE DISPENSERS**

At the February meeting, Members considered a request by a resident to install dog bag dispensers on lamp posts to encourage dog owners to pick up. Whilst these can be as simple as a recycled lemonade bottle, more durable dispensers are available to purchase.

**Members are requested to consider the number and type of dispensers required to install them across the parish.**

**9 2022/23 FINANCIAL STATEMENT 1st April – 28<sup>th</sup> Feb 2023**

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

**10 ACCOUNTS FOR PAYMENT AND RECEIPTS**

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

Stocks – final payment	£4031.95	BACS
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**11 ACCOUNTS FOR PAYMENT AND RECEIPTS**

**Members are requested to approve the following accounts for payment.**

Clerk’s March Salary	£1259.87	BACs
HMRC PAYE	£105.74	BACs
Employer Nat Ins	£88.71	BACs
Clerk Expenses Oct 22 – Mar 23	£97.20	BACs

**12 CCLA TRANSFER**

Following the above transactions, the end of year bank balance is likely to be £120,000 as the account contains CIL funds earmarked for The Orchard play area and Catforth laybys which will not be financed this financial year.

**Members are requested to approve the transfer of £85,000 to the CCLA account.**

**13 2022/23 INTERNAL AUDIT REQUIREMENTS**

In order to comply with Audit Requirements and Finance Regulations, **Members are required to review the Internal Audit Terms of Reference and ensure the attached documents are up to date and appropriate to the Council’s requirements.**

- A. Risk Management Strategy
- B. Risk Management Register
- C. Council’s Asset Register

Members are also required to approve Mr Slade as the Council’s Internal Auditor and ensure that **D.** The Internal Audit Checklist is sufficient to show that the Council has considered the financial procedures, audit requirements and risks.

**14 PLANNING APPLICATIONS BEFORE COUNCIL**

**Members are requested to consider and approve the attached delegated comments for Feb.** Applications can be viewed at [www.preston.gov.uk](http://www.preston.gov.uk)

**15 NEWSLETTER**

**Members are requested to consider and approve the attached Newsletter which includes information on the Elections and the Lancashire Talking information.**

**16 NEW CORRESPONDENCE / ISSUES**

**17 DATES OF FUTURE MEETINGS**

Members are requested to note the next meeting is currently planned for **Monday 17<sup>th</sup> April 2023** in St Anne’s Primary School, Woodplumpton.