



WOODPLUMPTON PARISH COUNCIL

REMOTE MEETING AGENDA

Monday 21st Sept 2020 7.00pm

The meeting will take place by ZOOM using the link below

<https://us02web.zoom.us/j/88357109076?pwd=cXhCVmtBbm5OSy9uQkVHWDI0LytZUT09>

1. CHAIRMAN'S INTRODUCTION, SOUND CHECK AND VOTING METHOD

2. APOLOGIES FOR ABSENCE

3. APPROVAL OF THE MINUTES of the Parish Council Meeting held on **20th July 2020** and emailed on the **6th August**.

4. 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 his right to participate and vote on that matter – see Standing Order 2020 (13)

5. PUBLIC PARTICIPATION

On the **1st August**, the legislation regarding remote meetings was amended to include the meeting link on the Agenda. Members of the public wishing to raise matters in accordance with Standing Order 2020 (3g & h), should raise them here, however, **it would be helpful if the public could inform the Clerk of their intention to 'attend' in advance of the meeting.**

A resident has requested to attend the meeting to discuss traffic concerns at Whittle Hill.

6. UPDATE ON TRAFFIC CALMING

As Members are aware, LCC have repeatedly stated that *Staff are currently redeployed to our COVID-19 Lancashire Safer Travel Restart taskforce and involvement in all 'business as usual' projects has been paused.* This applies to the Traffic Calming schemes. Residents enquiring about the delay have been requested to contact LCC and Members have been forwarded a letter from County Cllr Keith Iddon dated the 10th September confirming the above position. Notwithstanding the above, **a Member has proposed that the Parish Council contacts LCC to request a start date for the scheme along with specific conditions regarding its maintenance when completed.** Whilst it may be possible to add the conditions to the liability clause, this has not been received, discussed or negotiated with LCC.

Specific concerns have been received relating to Whittle Hill which may be covered under public participation. **A Member has proposed that a badly worn line should be repainted and extended - along with a new white line painted down the centre of Whittle Hill on the bend at the Woodplumpton Road end.** This would be an interim, short term measure until the traffic calming works commence and should not be at the expense of the Parish Council.

Members are requested to consider and comment on both proposals.

7. AMBROSE HALL FARM

Further to the July meeting, on the **18th August**, the Clerk circulated an email from the Environment Agency stating that complainants' details are not passed on. The email also states that the Agency is unaware of any equipment that could be installed to monitor the smells - despite Mr Leeming stating that monitoring equipment had been installed. Further enquiries have been made in relation to this because if the presence of chicken smells can be factually established, it may be possible to request further action by the Environment Agency.

Members are requested to consider if the installation of monitoring equipment is an option they wish to pursue.

8. STOCKS AND MOUNTING BLOCK

At the July meeting, Members agreed that they will need to speak to a specialist with regards to moving and renovating the assets. Any additional details such as the inclusion of bollards or lighting will also need to be discussed along with the location of a plaque explaining the importance of the assets. **A report from Cllr Walker is expected.**

The Clerk has confirmed that listed building consent will be required and has circulated the list of documents required. Cllr Yates has established that the wood in the stocks can be replaced with new European Oak with Black Teknos Paint at a cost of £650 + VAT. A quote for cleaning the stonework is expected in time for the meeting.

Members are requested to consider whether to proceed with the renovation and how to obtain the appropriate plans in order to submit a planning application.

9. PARISH INFORMATION BOARDS

At the July meeting, Members agreed in principle to use Shelly signs for the Parish Information boards. A suggested script for the Catforth board was emailed on the **10th August. A script for Woodplumpton is still being prepared.** Below is a summary of the costs

Shelly board size	A1	A0
2 Different signs but with same map	£2,155	£2,545
2 Header boards	£340	£340
Delivery to one location	£125	£125
Totals	£2,620	£3,010

Additional cost for 3D colour images @ £85 each

LCC have been approached for permission to erect the Catforth Board in the layby opposite the Village Hall. They have confirmed the location is acceptable and will issue a licence in due course. **Members are requested to confirm that the boards will be a CIL expense and confirm exactly where the boards will be located.**

10. PLANNING APPLICATIONS BEFORE COUNCIL

Due to the time constraints of a remote meeting, the Clerk is dealing with routine planning matters under **delegated authority** in accordance with Standing Order 2020 (15 xiv). Members are requested to approve the representations for August as detailed on appendix A.

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

06/2020/0888 Hybrid Planning Application which seeks the following:

1. Full planning permission for new roundabout junction on Preston Western Relief Road with two spur road accesses off roundabout (east and west stubs), related highway infrastructure, associated works and landscaping; and
2. Outline planning permission for residential development up to 1,100 dwellings (Option 1) or reduced residential (approximately by up to 5%) plus primary level school and small scale local facilities (Option 2), access and circulation roads, cycle routes, pedestrian routes, public open space, green space, tree planting, landscaping, necessary infrastructure and associated works on land at Higher Bartle.

At the July meeting Members were informed of a consultation on the above proposal and the Clerk submitted comments opposing the development under delegated authority. As this is a major application, **Members are requested to consider whether they support the creation of the roundabout and also confirm any alternative uses for the land - assuming their objection to option 1 and 2 still stands.**

11. PLANNING POLICY CONSULTATIONS

Members may recall that a Planning Inspector determined that the City Council did not have a 5yr housing supply and as the Local Plan was considered to be 'out of date', there was a 'presumption in favour of development' resulting in planning applications being approved - despite being contrary to the Local Plan Policies.

In July 2018, the Government published a Standard Formula for calculating housing need and in Jan 2020, following an appeal decision in South Ribble, the City Council started to use the Government's Standard Formula of **241** homes pa to assess housing need.

In April 2020 the City Council increased that figure to **410** homes pa by signing a Memorandum of Understanding with Chorley and South Ribble. Developers have challenged the legitimacy of the MOU and in August 2020, Chorley lost an appeal based on their revised figures. It is important to note that under the MOU, Chorley's 5year supply was **less** than the Government's figure as Preston agreed to increase their supply.

Members are requested to NOTE the City Council considers that they still have a 5 year housing supply but they are looking at the implications of the Chorley decision alongside the Government's White paper to reform the Planning system.

As mentioned above, the Government has issued 3 consultations proposing radical changes to the Planning system. *Changes to the Current Planning System* details changes to CIL collection and S106 Agreements and a White Paper *Planning for the Future* proposes that land is classified into 3 areas - growth areas, renewal areas and protected areas. The White Paper also proposes a much shorter time frame for the production of Local Plans. The third consultation, *Transparency and Competition* relates to the provision of more data on land control. The consultations were emailed to Members for comments on the **13th August**.

Members are requested to advise if they have any comments, consider the briefing paper prepared by the Clerk and confirm what, if any response should be issued.

12. NEIGHBOURHOOD PLAN AND SUMMER NEWSLETTER

Under **MIN 20/32** of the July meeting Members resolved to commence the 6 week consultation of the Neighbourhood Plan which needs to be promoted in the Parish Newsletter. The Clerk has written the pre-consultation submission statement and has re-formatted the document to be website compliant. Hard copies will need to be delivered to schools and businesses as detailed in the list of interested bodies. **Members are requested to identify any other businesses who may require a hard copy and approve the Autumn edition of the Newsletter as this will launch the consultation.**

13. WEBSITE ACCESSIBILITY STATEMENT

At the June 2020 meeting, Members were informed that in order to meet the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018, our website needed to be upgraded to meet the Website Content Accessibility Guidelines (WCAG) 2.1 AA rating. The update has been completed during August and **Members are requested to approve the attached website accessibility statement and payment of the invoice.**

14. COMMUNICATIONS POLICY

When considering the upgrade to the website at the June meeting, Members noted that where a Councillor wishes to use an email address, it is preferable to use a Councillor email address rather than a private email address. In addition, the Council should have a Communications Policy clearly stating that the Council's email address must be copied in to any correspondence issued, to ensure the Council's records are complete – as detailed in the ICO information circulated to Members prior to the June meeting. **Members are requested to consider the attached draft Policy and recommend any amendments.** Members wishing to use a different email address should notify the Clerk and other Councillors as soon as possible.

15. ZERO TOLERANCE POLICY

Under **MIN 20/37** of the July meeting, Members resolved to adopt an anti-bullying / harassment policy which details how the Council and its representatives will respond to nuisance, aggressive or intimidating contact with the public. **Members are requested to consider the attached draft Policy and recommend any amendments.**

16. EXTERNAL AUDIT REPORT 2019 / 20

Members are requested to NOTE that the external audit has been completed with no issues raised. In accordance with the Accounts and Audit Regulations 2015 (SI 2015/234), the Notice of Conclusion of Audit and the Certified Agar have been added to the Notice Boards and Website. **Members are requested to approve the 'Notice of conclusion of audit' and approve payment of the invoice.**

17. FINANCIAL STATEMENT

The Clerk has emailed copies of the accounts and bank statements. **Members are requested to confirm that these have been reconciled.**

18. ACCOUNTS FOR PAYMENT

Members are requested to approve the following invoices already paid in accordance with Standing Order 2020 15 (xii)

DETAILS	PAYEE	AMOUNT	REF
Lengthsman invoice 13 – 16 & Postcrete	Mr B Hill	£768.00	39
Clerk's Aug salary	Mrs J Buttle	£1134.58	40
PAYE	HMRC	£92.60	41
Employer N Ins	HMRC	£72.45	42
Lengthsman Invoice 17 - 20	Mr B Hill	£750.00	43

Members are requested to note the 2.75% inflationary increase to the Clerks Salary (which is backdated to the 1st April) and confirm the calculation submitted with the Agenda Papers. Members are also requested to note that the pension payments have been adjusted to reflect the pay increase and the Direct Debit will change for £52.15 to £54.00

Members are requested to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT
Aug salary including back pay	Mrs J Buttle	£1274.75
PAYE	HMRC	£158.67
Employer N Ins	HMRC	£101.05
External Audit	PKF Littlejohn	£480.00
Upgrade of the website	Easywebsites	£360.00
Lengthsman Invoice 21 - 24	Mr B Hill	£750.00

19. CORRESPONDENCE

Members are requested to note the following correspondence / actions taken since the July meeting.

- a) The service manager's reply regarding Hope House was sent to all Members on **20th August**. No further action was proposed. Residents remain unhappy that the property is a home for vulnerable youngsters but as they are operating in line with guidelines, there is little more that can be done. Residents have reported a parked car on Moss Lane which allegedly belongs to a staff member but again, there are no regulations preventing cars from parking on the highway. If the car is causing an obstruction or is parked on a private verge a polite notice can be attached to the windscreen.
- b) A resident from the Redrow estate has expressed concern regarding anti-social behaviour allegedly from one of the affordable homes and they have queried whether the homes are being let in accordance with the affordable occupancy conditions. The Clerk has been in touch with Together Homes who have replied that all rented properties are advertised via the City Council's recognised CBL system called Selectmove. Qualifying criteria is published on their website. For shared homes, each homeowner needs approval from Help to Buy before they can proceed and their supporting evidence is checked by Together Homes. The resident has been referred to Together Homes in respect of the individual tenant.
- c) A resident has expressed concern at the speed of vehicles using Whinnyfield Lane which is also a PROW. The Clerk has logged the concern with LCC and has requested some 'share with care' signs. A second resident has requested that the footpath fingerpost is reinstalled and this has been referred to the Lengthsman.
- d) A neighbour dispute has occurred regarding an access at Moorside Lane. This has been referred to the police
- e) An unauthorised stable and menage are being constructed at Roots Lane. The matter has been referred to the Enforcement Officer under reference Ref E/2020/00151 and a letter has been sent to the landowner.
- f) The Clerk has enrolled on a free training session regarding '**Lifting the Lockdown and Restoring Normality for Local Councils**'. The 4hr session on the 7th October will cover
 - Top tips for Councils to Manage their Risks Post COVID-19
 - Codes of Conduct: Where Are We Now?
 - Website Accessibility (WCAG2.1AA) Compliance: What you Really Need to Know
 - Building Resilience and Achieving your Work/Life Balance in the New Normal

20. DATE OF NEXT MEETING

The next meeting of the Parish Council will be **Monday 19th Oct 2020 at 7.00pm.**