

WOODPLUMPTON PARISH COUNCIL

The **Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**. came into force on the 4th April 2020.

Regulation 2 of the above Regulations enables local councils to hold remote meetings until May 2021 or earlier, if Government rules are relaxed.

The ability to hold remote meetings does not apply to the **Annual Parish meeting of electors** and this meeting has **currently been suspended**.

The remote meeting is primarily to process **urgent / statutory items coloured blue** on the Agenda. Matters normally covered at the Annual Parish Council meeting in May will be **carried forward** until normal meetings resume.

With the above in mind, Regulation 4 of the above Regulations provides that where an appointment is required to be made at the Annual Parish Council meeting, the appointment may continue until the next annual meeting – meaning **the current Chairman and Vice-Chairman will remain in place until an Annual Council meeting is held** (possibly next year) - unless the Council decides to elect a replacement earlier.

Parish Council Remote Meeting - Monday 18th May 2020

AGENDA

Residents wishing to observe the meeting must email the Clerk for a weblink before the 18th May.

- 1. SOUND CHECK, VOTING PROCEDURES, APOLOGIES FOR ABSENCE**
To aid the voting process, the Chairman will ensure those present can be seen and heard. **In accordance with current legislation, the meeting must remain quorate throughout.**
- 2. APPROVAL OF THE MINUTES OF THE 27TH APRIL 2020 MEETING**
Members are required to confirm that the Minutes of the extra-ordinary meeting on the 27th April are an accurate record. They will be signed at the next face to face Council meeting in accordance with LGA 1972 Sch. 12 Part VI para 41 (1)
- 3. TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS**
Members are reminded of their responsibility to declare any personal / prejudicial or disclosable pecuniary interest in respect of matters contained in this agenda. If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.
- 4. APPOINTMENT OF REPRESENTATIVES**
Existing appointments will be **carried forward** until the next face to face meeting.
- 5. ADMINISTRATION**
The review of Administrative procedures - including location, updated Standing Orders and Financial Regulations will be **carried forward** until the next face to face meeting.
- 6. GENERAL DATA PROTECTION REGULATIONS**
The requirement to acknowledge an individual Member's compliance with GDPR procedures will be **carried forward** until the next face to face meeting.
- 7. PUBLIC PARTICIPATION**
Members of the public wishing to observe this meeting have been given the opportunity to request a weblink from the Clerk. The Chairman will ask if there are any questions from the public, however, where possible, due to the nature of the meeting, **these should be submitted in advance by emailing the Clerk.**

8. TO CONSIDER PLANNING APPLICATIONS / CONCERNS BEFORE COUNCIL

The Clerk is dealing with planning matters under **delegated authority** in accordance with Standing Order 38b. Consequently, Members are requested to **note** the following and **contact the Clerk prior to the meeting** if they have any queries

- a) 23rd April - Taylor Wimpey have confirmed that part of their application site is privately owned and is used for car parking by a resident at Nog Tow cottages.
- b) 24th April - Members were informed that the people farming the land at the rear of Church House Farm consider that they have not committed a wildlife offence by removing the hedges. They have stated that the hedges have been coppiced and this information has been forwarded to the enforcement officer for consideration.
- c) 26th April - Lewth Farm – Members considered application **06/2019/1172** in Nov 2019 and raised no objections to the conversion of a disused stable block into an office / store for the owner's personal use. However, amended plans have been received which seek to convert an adjacent agricultural building to a storage / distribution use with parking for 15 cars. When the plans for the agricultural building were originally submitted, Members expressed concerns that it could be converted, consequently **an objection has been submitted under delegated authority** due to the likely increase in traffic and distribution vehicles.

In addition, the track to the farm is unadopted and includes a Public Right of Way. It is understood that there is an ongoing neighbour dispute regarding boulders placed on the verges which are narrowing the track, making it difficult for delivery vehicles to access the site. This aspect has been referred to LCC and PC Geldard.

- d) 1st May - NW Electricity have been asked to secure the electricity substation near to St Anne's Primary School as it appears to be accessible from both sides.
- e) 6th May - Planning have been asked to investigate a new business called Stable Yard Distillery operating from a disused stable at Pop Hall Barn on Bay Horse Lane, Catforth. Concerns are expressed that the change of use does not have planning permission and may lead to an increase in traffic to and from the site.
- f) 12th May – LCC have been requested to ask a landowner to secure a gate on a PROW near Whinnyfield Farm following an injury to a walker.

06/2020/0405 Outline planning application for 2 no dwellings with new shared access (access applied for only) on land between 211 & 217, Woodplumpton Road.

The site is in the open countryside where development is restricted to the re-habitation of existing buildings or infilling within small groups of buildings within rural settlements. The application relates to an open gap in the residential frontage between 211 and 217 Woodplumpton Road. The applicant states pre-application discussions confirm the site is infill. The dwellings will retain the majority of the existing hedge bounding the site with only minor removal proposed, to enable a single point of access onto Woodplumpton Road. There will be space to park and manoeuvre vehicles on site, allowing cars to leave the site in a forward gear. **Delegated response is to leave to planning.**

06/2020/0452 1no. dwelling at Woodlands Barn, Bartle Lane, Preston.

The proposal is for 1 self-build detached dwelling with recently developed residential dwellings to the east, west and south of the site. The property would be accessed from a driveway at the side of the house linking on from the newly constructed access which serves Woodlands Barn and the three recently constructed dwellings to the east and south of the development. The dwelling proposed would be a two-storey pitched roof dwelling with a detached single storey garage to the side.

The site is located to the south of Bartle Lane and is included in the NW Preston Strategic Location where other properties have been approved. **Delegated response is to leave to planning.**

9. INTERNAL AUDIT REPORT 2019/20

Members are requested to approve the Internal Audit Report and approve the payment to the Internal Auditor.

10. 2019/20 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN. (AGAR)

The Clerk will present the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR), **Members are requested to**

(a) consider the findings of the effectiveness of the system of internal control (presented to the April meeting MIN 152)

(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.

Once the above are approved and signed by the Chairman, they will be submitted to the External Auditors. Statutory Instrument (SI 2020/404) confirms that the 30-working day period for the public to exercise their rights to examine the accounts, will not start until the 1st Sept 2020. This will be advertised on the website.

11. BANKING ARRANGEMENTS

During 2019/20 the majority of payments (approx. 80) have been made by BACS with the Clerk keying and authorising the payments. Updated Financial Regulations recommend a 2-step process where the Clerk keys in the details, with the final payment being checked and electronically authorised by 2 Councillors. Our current Bankers, RBS are offering £1,250 as an incentive to switch to another bank and having considered several options, the Clerk has established that Yorkshire Clydesdale offer the updated service we require. **Members are requested to authorise the switch noting that whilst there is no monthly charge, there is a fee of 18p per BACS payment – approx. £15 based on the current level of transactions.**

12. FINANCIAL STATEMENT 1ST – 30TH APRIL 2020

The finance and bank statements to the end of April have been reconciled by the Clerk. Members are requested to note the April 2020 CIL payment of **£69,912.62**.

13. 2020/21 INSURANCE POLICY

The Parish Council insurance is due for renewal on the 1st June the quote is £310.76. **Members are requested to renew the policy and authorise payment by BACs.**

14. COMMUNITY GARDEN TRANSFER

The Parish Council acts as Trustees for the Community Garden. **In accordance with the budget for 2020/21 Members are requested to approve a BACs transfer of £1,592.94 to the Community Garden Account** to pay for the maintenance contract, repairs to the wooden edging and the call out fee for the electrician.

15. WEBINAR TRAINING COURSE

In accordance with the website accessibility legislation, the Clerk needs to attend a training webinar to create accessible PDF's. **Members are requested to approve £36 course fees with £18 to be refunded by Whittingham.**

16. 2020/21 GRANTS / DONATIONS

Members put £650 in the 2020/21 budget to provide donations to community events and activities. Catforth in Bloom have requested £250 towards compost, fertilizer and bedding plants and Catforth Memorial Hall have requested £70 to assist with garden waste collection for 2 bins. St Anne's Church Woodplumpton have 10 bins and have requested a donation or payment for 5 bins - £175. **Members are requested to consider and agree the amounts.**

17. WOODPLUMPTON STOCKS AND MOUNTING BLOCK

At the February meeting, Members requested that the Clerk establishes the ownership of the Stocks & Mounting Block so that plans can be put in place to make them a feature in the village. **Members are requested to confirm that the land registry should be approached to ascertain the legal ownership at a cost of £3 per title register and £3 per title plan for each item searched. Members are also requested to confirm if the search should include the ownership of the bridges.**

18. ACCOUNTS FOR PAYMENT

- a) Members are requested to note the following accounts **already paid** in accordance with standing order 28 (b) & (c)

Lengthsman Weeks 1 - 4	£750.00	BACS	Ref 11
Paint for farm machinery at Catforth	£15.00	BACS	Ref 12
Emergency call out – Electrician Garden	£25.00	BACS	Ref 13

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

DETAILS	PAYEE	AMOUNT		REF
Internal Audit Report	Mr L Slade	£100.00	BACS	14
2020/21 Ins Policy	BHIB	£310.76	BACS	15
Comm Garden Transfer		£1592.94	BACS	16
SLCC Training Webinar	Woodplumpton PC	£18.00	BACS	17
Donation for green bins	Catforth Village Hall	Item 16	BACS	18
Donation for green bins	WP Church	Item 16	CQ 1297	19
Catforth in Bloom	Catforth in Bloom	£250.00	CQ 1298	20
Clerk Salary May 2020	J Buttle	£1134.58	BACS	21
PAYE	HMRC	£92.60	BACS	22
Employer N Ins	HMRC	£72.45	BACS	23

19. 2019/20 COMMUNITY INFRASTRUCTURE LEVY – ANNUAL REPORT

Attached is the **CIL Master Log** of income and expenditure and a copy of the **CIL Business Plan** detailing completed and ongoing projects. **Members are requested to approve the documents so that the CIL report can be issued to the City Council.**

Members are requested to **note** that LCC have not replied to the email requesting the Traffic calming draft contract, confirmation of the plans and clarification of costs. MIN 157

20. PROW RENEWAL OF DELIVERY SCHEME

In 2019/20 the Council opted in to the LCC PROW scheme and received £250 from LCC for the maintenance of PROW. A log of the maintenance will be reported and passed to LCC and subject to their approval, we can apply for a £500 grant. **Members are requested to consider whether to opt into the scheme again for 2020/21.**

21. FUNDING FOR CYCLING AND WALKING

Local authorities are being asked to take measures to reallocate road space to people walking and cycling, both to encourage active travel and to enable social distancing as people consider going back to work following the Coronavirus pandemic. Measures should be taken as swiftly as possible so **the Chairman has requested that the matter be added to the Agenda as an urgent item.** Further information is available on this link. https://www.gov.uk/government/news/2-billion-package-to-create-new-era-for-cycling-and-walking?utm_source=cde539b3-ac15-4d45-8e16-68d2a7ca7db6&utm_medium=email&utm_campaign=yuk-notifications&utm_content=daily

22. DATE OF NEXT MEETING - Monday 15th June 2020

This is likely to be another remote meeting.

COMMUNITY GARDEN TRUSTEE MEETING

The Parish Council acts as Trustees for the Community Garden and financially supports its maintenance. The Parish Council has agreed to transfer £1,500 to the Trustee account but decisions relating to the maintenance must be recorded separately.

As a public meeting of the Trustees can't be held, the following items are to be **noted**

- The Community Garden contract was awarded to a local person with flexibility to attend the site. There are no recorded problems with the work and the contract will be renewed until March 2021. Prior to renewal, the Trustees can request (via the Clerk) that updated quotes are sought to ensure the contract represents best value.
- Repairs have been carried out to the wooden edges and quotes are being sought to repair the wooden planter in garden. The electrical fault has been repaired
- UU have refunded £574.60 in water charges and the Trustees are requested to set up a direct debit for future payments.