



WOODPLUMPTON PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD AT ST ANNE'S PRIMARY SCHOOL
ON MONDAY 15th MAY 2023
Following the Annual Parish meeting

PRESENT: Chairman Cllr M Greaves
Councillors: P Bamber P Entwistle M Entwistle
J Green D Guise B Probin M Stewart

Members of the public attended the Annual Parish meeting as detailed on the attendance sheet but did not stay for the Annual Parish Council meeting.

ELECTION OF CHAIRMAN

Cllr M Greaves and Cllr P Entwistle were both proposed as Chairman. For the benefit of the newly elected Councillors, it was further proposed that both should give a short presentation stating why they wished to be considered for the position.

MIN 23/24.01 Following the presentations and a vote by all Members, it was **resolved** that Cllr M Greaves be elected as Chairman for the next 12 months. He duly signed his Declaration of Acceptance of Office.

ELECTION OF VICE-CHAIRMAN

MIN 23/24.02 Cllr P Entwistle was proposed as vice-Chairman. As there were no other nominations, it was **resolved** that Cllr P Entwistle be elected as vice-Chairman.

APOLOGIES

The agenda reminded Members that apologies are recorded in the Minutes, but if a Councillor is absent for 6 consecutive months, an apology must be approved by Council, prior to the 6 months elapsing. There were no apologies for the May meeting as all Members were present.

APPROVAL OF THE MINUTES of the meeting held on 17th April 2023

MIN 23/24.03 Members **resolved** that the Minutes be signed as a true record.

TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS

Following the May 2023 elections, Members updated their notification of interest forms, which will be added to the Parish Council's website. Members were reminded that any alterations must be submitted to the Clerk, to be forwarded to the Monitoring Officer within 28 days of the change occurring. Members were also reminded that a Councillor with declared interests may be subject to statutory restrictions on the right to participate and vote on that matter.

Due to their involvement with the Fete, Cllr M Greaves and Cllr P Bamber declared a personal interest in the approved budget decision to transfer funds to Woodplumpton Fete.

As members of Catforth Village Hall management committee, Cllr P Entwistle and Cllr M Entwistle declared a pecuniary interest in the Village Hall donation request.

ADMINISTRATION

Cllr Guise proposed that meetings be moved to the 2nd Monday of the month as he has an obligation to attend work meetings which are held on either the 3rd or 4th Monday of the month. Prior to his election, he had been able to avoid a clash but could not rely on this continuing.

In response to a question, the Clerk confirmed that she also has an obligation to attend Whittingham's meetings on the 2nd Thursday of the month. Whilst the dates would not clash, it would be difficult to service both parishes effectively, if they had the same admin deadlines.

Members stated that they had holidays booked around the existing meeting schedule and whilst Councillors may miss the occasional meeting, the Clerk's attendance is more essential.

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MIN 23/24.04 Following a vote, from which Cllr Guise abstained, Members **resolved** that the Council will continue to meet at Woodplumpton St Anne's School on the **3rd Monday** of the month at **7.00pm** – in accordance with Standing Order 3a. It was **noted** that the decision will be reviewed at the May Annual Parish Council meeting.

MIN 23/24.05 Members **resolved** that the following powers delegated to the Clerk under S101 of the Local Government Act 1972 and Standing Order 15 should be renewed.

- 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

The agenda confirmed that Members may receive the Council summons and papers by email, however it is good practice for Councillors to use an identifiable Parish Council email address rather than a personal one. Members stated that they did not want additional email addresses and a Councillor confirmed that a response can be issued more quickly when the email is received on a work email address.

MIN 23/24.06 Members **resolved** to continue to use personal email addresses noting that the Information Commissioners Office recommends that the authority's formal email address must be copied in to formal correspondence for completeness of the authority's records.

Members confirmed that they did not want their email addresses publishing, as the Council has a formal email address for correspondence and there were other ways to engage with residents.

The Chairman reminded Members to be careful when using social media as Councillors are personally responsible for the content they publish and the public do not always separate personal and Councillor comments. Guidance on using social media is available from the Clerk.

GENERAL DATA PROTECTION REGULATIONS

MIN 23/24.07 It was **resolved** that the Council and its Members will continue to comply with the Data Protection Regulations due to the following

a) Members verbally confirmed that they understand the need to obtain confirmation from the sender before sharing personal information - which includes residents' email addresses - and that a written consent form is available from the Clerk.

b) Members verbally confirmed that their electronic devices comply with the security setting requirements.

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

WOODPLUMPTON WARDING

The agenda explained that whilst Members have always served the Parish Council as a whole, due to the growth of NW Preston, the Parish Council approached Preston City Council to establish if an additional ward should be created to improve representation.

The City Council stated that the request would require a Community Governance Review and in order to proceed, the Parish Council would need to fund and present a petition (signed by at least 10% of the electorate) to the City Council.

MIN 23/24.08 Members **resolved** that Cllr Stewart, Cllr Guise and Cllr Green would form a Working Group to discuss the reasons for change; the number of new Councillors required; the wording of any petition and how to communicate the process to residents. As a Working Group does not have decision making powers, the conclusions of the Working Group must be presented to the Parish Council before being taken further.

MIN 23/24.09 Further to MIN 22/143 of the Feb 2023 meeting, Members **resolved** not to nominate individual Councillors as a point of contact for specific areas.

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APPOINTMENT OF COMMITTEES / REPRESENTATIVES

Members noted that Committees are subject to the same rules as Council meetings in that the meeting must be advertised and open to the public, with Minutes being taken.

MIN 23/24.10 Members **resolved** not to set up any committees at the Annual Parish Council meeting but noted that they may be formed at any time during the municipal year.

Members were reminded that individual Councillors may attend external partnerships, agencies and community meetings but when doing so, they must not make decisions, commit, support or object to a project on behalf of the Parish Council. If a Councillor publicly expresses a personal opinion on a matter before it has been considered by the Parish Council, best practice would be to declare the matter at the next available Council meeting.

MIN 23/24.11 Members **resolved** to confirm the following appointed representatives

- Preston Area Committee – Cllr P Entwistle, Cllr D Guise, Cllr M Greaves
- Daniel Houghton Charity – Cllr B Probin

It was stated that the Daniel Houghton Charity has an important role to play helping people struggling with the cost-of-living crisis. The Winter 2022 Newsletter included an article on the Charity and Members were reminded that information is available on the Charity's website <http://www.danielsandhoughtonscharity.org>

MEMBER ALLOWANCE SCHEME

The agenda confirmed that Members may claim a Travel and Subsistence Allowance when attending official Parish Council events and they may also request hard copies of papers from the Clerk or submit an agenda item for the reimbursement of ink or paper.

MIN 23/24.12 Members **resolved** not to adopt an allowance scheme, preferring to consider requests as and when the need arises.

ADOPTION OF STANDING ORDERS

Standing Orders are the 'rules' explaining how a Parish Council should be run and they can be amended at any time. In 2020 the Council adopted Standing Orders based on the National Association of Local Councils model version.

MIN 23/24.13 Members **resolved** to renew the previously adopted Standing Orders.

The governance procedures for the new municipal year were concluded at this point.

PUBLIC PARTICIPATION

Although no members of the public were present, the meeting was adjourned for Members to raise matters not on the agenda.

It was stated that new bins were needed on the new estates. It was explained that the location needs to be approved by the City Council who also need evidence of the litter problem. Reports can be logged on the City Council website <https://www.preston.gov.uk/grotspots>.

2022/23 INTERNAL AUDIT REPORT AND ANNUAL RETURN

Members **noted** that as the Internal Auditor had been taken ill, the Internal Audit report was not available. Whilst it is best practice to have the Report completed before approving the Annual Governance Accountability Return, it is not a statutory requirement. A new auditor has been contacted and the Report should be available for the June meeting.

The Clerk presented the end of year financial report which included the Annual Governance and Accountability Return. (AGAR)

Members considered the effectiveness of the system of internal control at the March meeting and reflected on the external auditor's comments regarding the exercise of elector's rights during the 2021/22 audit.

MIN 23/24.14 Members **resolved** to complete and approve the Annual Governance Statement which was signed by the Chairman and Clerk.

MIN 23/24.15 Members considered the end of year financial report and **resolved** to approve the Accounting Statement which was signed and dated by the Chairman. Members noted that the period for the exercise of public rights would follow the dates suggested by the external auditor which are Mon 5th June to Fri 14th July 2023.

2023/24 FINANCIAL STATEMENT 1st April – 30th April 2023

Members noted that Barclays have been unable to amend the Clerk's address as the number of signatories on the account do not match Barclay's records.

MIN 23/24.16 Members **resolved** to complete a new mandate with Cllr Greaves, Cllr Probin, Cllr P Entwistle and Cllr M Entwistle as the authorised signatories.

The Chairman verified that the accounts and bank statements had been reconciled and Members **noted** the April CIL receipt of **£143,595.33** and the 2023/24 Precept of **£47,340**.

CIL ITEMS

The Spring Newsletter confirmed that the list of CIL projects would be refreshed - partly due to the expansion of the Parish and partly due to the formation of a new Council. Due to the requirement to approve Governance procedures at the May meeting, the May agenda stated that CIL suggestions should be emailed to the Clerk for consideration at the June meeting.

ACCOUNTS FOR PAYMENT

MIN 23/24.17 Members **resolved** to note and approve the following accounts already paid in accordance with Standing Order 15 (b) xii

Plaque for NW Preston tree (Cllr P Entwistle)	£51.23	Ref 15	BACS
Parish Lengthsman Weeks 52 (old rate) 1– 3 (new rate)	£1,137.00	Ref 16	BACs
Lawn mower service & blade sharpening	£112.74	Ref 17	BACs

MIN 23/24.18 Members **resolved** to approve the following accounts for payment.

Clerk's May Salary	£1259.87	BACs
HMRC PAYE May	£105.74	BACs
Employer Nat Ins May	£88.71	BACs

2023/24 INSURANCE POLICY

The Parish Council insurance is with BHIB who offer a blanket price for assets. Last year the cost was £345.00. This year's renewal fee is not yet available.

MIN 23/24.19 As the insurance is due for renewal on the 14th June, Members **resolved** to delegate the renewal to the Clerk.

GRANT / DONATION REQUESTS

MIN 23/24.20 In accordance with the 2023/24 budget, Members **resolved** to approve the transfer of

- a) £2,000 to the Woodplumpton Community Fete
- b) £300 to Catforth in Bloom
- c) £2,005 to the Barclays Community Garden account for grounds maintenance

DONATION TO CATFORTH VILLAGE HALL

As stated on the agenda, an electrical inspection was required at Catforth Village Hall which revealed that various works were required to maintain the safety of the building. The cost was in excess of £3,000 which was funded from the Village Hall's reserves.

Cllr P Entwistle explained that had the work not been financed, the Village Hall would need to close as the insurance would be invalid.

Cllr M Entwistle added that it cost (~~£12 to £15,000~~ amended June 2023) £9,500 a year to run the hall and the amount was slowly being recouped through organised events, advertising and new hirers.

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Reassurances were given that the hall is self-funding and the request was a 'one off' due to the urgent nature of the repairs. It was also stated that the building is a community asset and members of the committee have previously secured grants from the Lancashire Environment Fund and the lottery for planned capital expenditure.

As Cllrs P & M Entwistle had declared a pecuniary interest in the matter, they both left the meeting was whilst the matter was discussed.

MIN 23/24.21 Members expressed concern that the request was retrospective however, having taken the urgency of the work in to consideration, Members **resolved** to donate £1,500 being 50% of the cost.

WHITTLE HILL PLANTERS

Following the donation of an 18th century, wooden wheelbarrow, MIN 22/169 confirms that Members resolved to put it on the verge at Whittle Hill. It was also noted that the existing planters need replacing, however a decision on replacement planters was not taken. A suggested planter costing £474 was brought to the April meeting but as the cost had not been published in advance, a decision could not be taken.

MIN 23/24.22 Members **resolved** to consider the number and type of planters required across the parish as part of the review of CIL expenditure.

TRAFFIC CALMING

a) The Orchard – parking on the playing field frontage

At the March meeting, Members resolved to defer a decision on the provision of parking spaces along the playing field frontage, until a solution comes forward from residents. Cllr Stewart and Cllr Bamber met with residents and further views were expressed, however as a consensus has not been reached, Members confirmed that **MIN 22/163** remains the substantive resolution.

With regards to resurfacing the Church car park, Members noted the Church reply received on the 29th April 2023.

b) The Orchard - Double Yellow lines / protection of the junction verge.

As detailed on the agenda, following a meeting with LCC Officers in March, it was agreed that further discussions should take place with Community Gateway, Highways and the Parish Council so that changes inside and outside the highway could be discussed. Community Gateway were contacted at the beginning of April and requested an adoption plan. They subsequently replied that they were open to *highway works* taking place. LCC replied on the 11th May stating that widening the junction was not an option and the changes need to take place on Community Gateway's land.

MIN 23/24.23 Members **resolved** to contact Community Gateway again to request a yes / no answer regarding whether they will allow the Parish Council to surface the verge.

c) Catforth Scheme.

As stated on the agenda, final plans for the scheme have been produced with a revised cost of **£321,166.89**. As there are 53 separate plans, hard copies have been requested. Cllr P Entwistle will check the detail before confirming the plans – and the cost are correct. Consequently, at this stage, it was **noted** that the Council is not in a position to approve the cost or approach the Solicitor to progress the S278 Legal Agreement.

SANDY LANE

During public participation at the April 2023 meeting, County Cllr Whittam explained that LCC Highways carry out regular inspections of Sandy Lane and they consider it to be fit for purpose. At the Annual Parish meeting County Cllr Whittam also stated that pressure was being applied on Taylor Wimpey to complete the works and it was questioned whether LCC would meet residents halfway by filling the largest potholes whilst the road was closed.

MIN 23/24.24 To ensure the matter is followed up, it was **resolved** that the Clerk email County Cllr Whittam to request feedback on both the Sandy Lane and Bartle Lane concerns.

PLANNING APPLICATIONS BEFORE COUNCIL

In order to focus on key business decisions and reduce the length of meetings, the Clerk is dealing with routine planning matters under delegated authority with complex and non-routine applications being added to the agenda.

MIN 23/24.25 Members **resolved** to approve the delegated planning comments for May.

NEIGHBOURHOOD PLAN (NHP)

The Parish Council developed and consulted on a Neighbourhood Plan and the final version was submitted to the City Council in Nov 2022. <https://www.preston.gov.uk/woodplumptonnp>

The document is currently with the Planning Inspector who has requested clarification on several points which were circulated with the agenda. As replies are requested by the 19th May, Members **noted** that the Clerk will liaise with the Consultant to provide a reply. Members also noted the examination timetable detailed on the back page.

DATES OF FUTURE MEETINGS

Members noted that the next meeting is scheduled for **Monday 19th June 2023** in Woodplumpton Primary School at **7.00pm**