

WOODPLUMPTON PARISH COUNCIL
MINUTES OF THE MEETING HELD AT CATFORTH PRIMARY SCHOOL,
SCHOOL LANE, CATFORTH
on MONDAY 16th April 2018 at 7.00pm.

Cllr P Entwistle was appointed Chairman due to Cllr Greaves's apology.

- 171 PRESENT:** Chairman Cllr P Entwistle,
Councillors Cllr B Dalglish, Cllr M Entwistle, Cllr S Morgan,
Cllr M Stewart, Cllr S Yates

3 members of the public plus Mr Hill Parish Lengthsman, PC Banks,
Mr. M Taylor Preston City Council

- 172 APOLOGIES:** Cllr B Probin, Cllr M Greaves,

- 173 APPROVAL OF THE MINUTES of the meeting held on 26th March 2018.**
It was **resolved** that the Minutes be signed as a true record.

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

Cllr Yates declared a pecuniary interest in the donation to Catforth Village Hall as she is a member of the Village Hall Committee,

- 175 PUBLIC PARTICIPATION**

It was **resolved** that the meeting be adjourned for public participation.

PC Banks stated that after 14 years at Preston, he was moving to Garstang division. He has explained the complexities of policing the rural area to senior management and hopes to be involved in the appointment of his replacement, who may be introduced to the next Parish Council meeting. On behalf of the Council, the Chairman thanked PC Banks for his assistance over the years.

PC Banks advised that the Police have been working closely with the Partnership for Road Safety following an increase in speeding complaints. As a result, there will be some speed enforcement in the near future. In response to a question, it was confirmed that the cables stretched across the roads in several locations, are more likely to be tracking traffic movements, rather than speed.

The Police have also responded to an increase in fly-tipping in the area and have identified an individual who may be responsible. If anyone sees any fly-tipping incidents, they can contact Broughton Police station or phone 101 with the vehicle registration number. Mr. Taylor of the City Council added that residents can also report incidents to the City Council using the on-line facility or by phoning 01772 906909. In response to a question, he confirmed that the City Council checks through the waste to see if the offender can be identified.

It was stated that the number of incidents may have increased due to charges and restrictions at the recycling unit on Tom Benson Way and it was questioned if such measures were counterproductive. Mr. Taylor explained that the Recycling Unit was run by Lancashire County Council, however, the City Council are monitoring the situation and providing evidence to LCC, but there has been no noticeable increase around the recycling unit.

In response to a question, it was confirmed that where fly-tipping occurs on private land, the City Council will 'encourage' the land owner to clear it but they can't clear it on their behalf or force them to do so, unless there is an environmental health concern.

A member of the public stated that in addition to fly-tipping, there has been a general increase in the amount of litter being discarded by pedestrians and drivers and he stated that residents had been informed that LCC / PCC were no longer providing a litter picking service because the work was being carried out by the Parish Lengthsman. In view of this, the resident asked what the Parish Council was going to do to resolve the situation.

The Chairman replied that all Council services were being squeezed financially and although the issue is a concern, the money is just not there. However, the Parish Council has purchased a CCTV system to combat fly-tipping and has doubled the Lengthsman's hours to allow more time for litter picking, however, the Lengthsman is also responsible for the maintenance of Public Rights of Way, mowing grassed areas and beautifying the villages. It was questioned if the Lengthsman's hours should be increased further or if volunteers and Councillors should be doing more.

Members confirmed that they do collect litter and although volunteers have been involved in some projects, the numbers gradually decline. The Clerk advised that the Council had discussed the litter situation at the March meeting under MIN 158 and an article on fly-tipping and litter collection was included in the Spring edition of the Parish Newsletter. Members requested that the matter be added to the Annual Parish Council meeting to discuss any replies to the Newsletter.

Notwithstanding this, Mr Taylor stated that the City Council has not reduced the level of cover and are still litter picking in Woodplumpton and Catforth.

The Clerk asked if there had been any progress with the suggested partnership in issuing Fixed Penalty Notices. Mr Taylor confirmed that the City Council delivers training to their operatives and once a course becomes available, they are happy to offer a free place to the Parish Council. They will also provide support for pursuing any unpaid FPNs but there will be a £330 charge. It was questioned if this can be claimed back through the courts. It was considered unlikely but Mr. Taylor will check further.

With regard to the maintenance of the land at The Orchard, Mr. Taylor confirmed that all Parishes had been asked to contribute 18% of the maintenance costs for any City Council land in their Parish. The costs include grass and hedge maintenance, a weekly check of the play area for signs of vandalism, wear and tear and the collection and removal of litter. Mr. Taylor was aware that the Parish Council had expressed an interest in owning the land, but explained that the City Council would only consider a long term lease.

Under the lease, the Parish Council would be able to make improvements but only with the prior consent of the Council. As a leaseholder the Parish Council would be 100% liable for all the maintenance and would be required to carry out weekly and annual inspections of the play equipment as well as carry out any repairs. The Parish Council would also need to update its insurance policy and would be liable for any claims or damages in respect of poor upkeep. The City Council may still empty the bins but this would need to be checked as the land is not on a main highway.

Mr. Taylor stated that he was aware that the Parish Council had requested a bin on Woodplumpton Road but the City Council are not in a position to action this until they have completed an audit and assessment of their existing supply. With regards to emptying the bins at the Community Garden, the City Council policy is not to empty bins on private land, but as there are no other bins in Woodplumpton, because the pavements are too narrow, Mr Taylor agreed to investigate if a bin could be emptied if it was just inside the gate.

Going back to the land at The Orchard, it was confirmed that if Travellers settled there, the City Council would help with enforcement, but the Parish Council would be liable for all costs including any cleansing or reinstatement of the land. The Chairman asked about a Government White Paper regarding unauthorised Traveller sites and the Clerk confirmed this would be on the May Agenda.

In response to a question, it was confirmed that whilst the City Council has no resources to improve the frontage of the land, irrespective of whether the Parish Council pursues the lease option, the City Council is open to suggestions to improve the frontage, providing the works are funded by the Parish Council.

Mr. Taylor was thanked for his attendance and comments.

A resident expressed concerns about light pollution at Pepper Hill Farm, Fylde. The Clerk confirmed that his email explaining his concerns had been discussed at the March meeting and Members had lodged an objection with Fylde Borough Council.

Mr Hill the Parish Lengthsman stated that the Noticeboard in the Community Garden needs replacing. He also queried if the Council had any plans to revisit the payment for the Garden maintenance and the Lengthsman role. Members requested that both items be added to the May Agenda.

Cllr Whittam stated that the enforcement officer had left the authority on the 29th March and Mr Clapworthy one of the Planning Officers was also leaving. The Clerk expressed concern that emails are not being acknowledged or replied to.

There being no other matters, Members **resolved** that the meeting be reconvened.

176 MAINTENANCE – THE ORCHARD

Following the discussion on The Orchard maintenance, Members **resolved** not to pursue a lease agreement at this stage but will review the situation if the maintenance costs increase. Members also **resolved** to add improvements to the frontage of The Orchard to the CIL Business Plan.

177 CENTRAL LANCASHIRE OPEN SPACE SURVEY

Members supplied details of open spaces and playing pitches within the Parish and **resolved** that the Clerk returns the survey.

178 PLANNING APPLICATIONS

Note - Members are advised prior to the meeting that planning applications can be viewed at www.preston.gov.uk

06/2018/0180 Removal of condition requiring obscure glazing to the east and west elevations at Thirlmere, Blackleach Lane, Preston.

Members were informed that Thirlmere was at the rear of the adjacent properties and would not overlook them, so the obscure glazing was not considered necessary. Members **resolved** to leave to planning.

06/2018/0291 Two storey side and single storey rear extensions following demolition of existing extensions and conservatory at Westbourne, Newsham Hall Lane.

As the extensions replaced existing structures and the building is set back from the road, Members **resolved** to leave to planning.

06/2018/0358 Detached garages to approved 7no. dwellings to Plots 9-15 inclusive (dwellings approved under 06/2017/0004) on land to rear of 122-152, Hoyles Lane

Members were informed that a resident has contacted the Parish Council stating that Taylor Wimpey had implied that construction would not take place on the boundary with existing residents. In addition as the ground level of the new development is 800mm higher than the existing gardens, the garages will be visually intrusive.

Furthermore LCC have stated that as the internal dimensions do not meet the recommended standards for garages, they strongly advise against the proposal in practicality terms, as the buildings are only likely to function as garden stores.

Members **resolved** to oppose the application on the grounds that the proposal was unnecessary and visually intrusive.

06/2018/0400 Conservatory and covered canopy to rear of the Priory Hospital, Catforth.

Members noted that the existing conservatory would be reduced in size with the addition of brick walls and a covered seating area.

Members **resolved** to leave to planning.

179 END OF YEAR FINANCIAL STATEMENT 2017 / 2018

The Chairman confirmed that the accounts and bank statements had been reconciled.

180 2017 / 2018 END OF YEAR REPORT AND ANNUAL RETURN

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

a) Members reflected on the effectiveness of the system of internal control (presented to the March meeting) and **resolved** to complete and approve the Annual Governance Statement.

b) Members considered the end of year financial report and **RESOLVED** to approve the Accounting Statements which were signed and dated by the Chairman.

181 2017/2018 CIL END OF YEAR FINANCIAL SUMMARY

At the February meeting, Members received an update from the City Council in relation to the 5% admin costs included in the 2016/17 CIL report. Members noted that the 2017/18 CIL expenditure was in accordance with the City Council instructions and **resolved** to approve the 2017/18 End of Year CIL Finance Report. Items not yet actioned will be carried forward on to the 2018/19 CIL Business Plan.

182 RENEWAL OF LALC MEMBERSHIP 2018/19

Further to MIN 169 of the March meeting it was **resolved** that the cost of attending the spring conference could be shared equally between Whittingham and Woodplumpton at a cost of £17.50 each CQ1261

Members **resolved** to renew the LALC membership and contribute to the provision of an Area Secretary for the Area Committee at a combined cost of £368.26 CQ1262

183 RENEWAL OF CPRE MEMBERSHIP 2018/19

Members **resolved** to renew the CPRE membership at a cost of £36 BACS

184 RENEWAL OF DATA PROTECTION REGISTRATION

Members **resolved** to renew the Data Protection registration at £35.00 CQ1263

185 CONTRIBUTION TO BIN CHARGES

As it was unclear whether both organisations had met the timescales for the early payment discount, Members **resolved** to contribute towards 5 bins at £35 each at Woodplumpton Church (£175) CQ1264 and 2 bins at £35 each at Catforth Village Hall (£70) CQ 1265

186 WOODPLUMPTON COMMUNITY FETE

In accordance with the 2018/19 budget, Members **resolved** to pay £1500 CQ1266 towards the September Village Fete.

187 COMMUNITY GARDEN MAINTENANCE

Members **resolved** to transfer £1500 CQ1267 to the Community Garden Trustee account to pay for the maintenance of the land. See separate Minute on page 5.

188 ACCOUNTS FOR PAYMENT

a) Members noted that the Pension contributions have been adjusted to reflect the new contribution rates of 2% employer and 3% employee. Members **resolved** to confirm the monthly Direct Debits to NEST Pensions and Easy Websites.

b) Members confirmed that the HMRC coding notice had been correctly applied for 2018/2019 and that the Clerk's Salary was based on the new pay scales.

c) Members **resolved** to approve the following accounts for payment

Clerk's April Salary	Mrs J Buttle	£1049.53	BACS
HMRC Employee PAYE	HMRC	£82.00	BACS
Employer N Ins	HMRC	Pending	BACS
Lengthsman timber & post crete	B Hill	£24.33	CQ1268
Lengthsman Balance of 17/18 contract	B Hill	£881.25	CQ1269

189 PROW RENEWAL OF DELIVERY SCHEME

In 2017/18 the Council opted in to the LCC PROW scheme and received £250 from LCC for the maintenance of PROWs. Evidence of the maintenance carried out has been collated and passed to LCC. Members **resolved** to continue with the scheme, but requested a breakdown of the number of hours spent on PROW, litter picking and grass cutting. Further to the comments made in public participation, Members also requested that the May Agenda includes a review of the Lengthsman's hourly rate.

190 UPDATE ON CIL ITEMS

Members **noted** that LCC have stated that the amended traffic calming plans will be available at the end of April.

191 NEIGHBOURHOOD PLANNING

Members noted that the Grant return form has been completed and **resolved** to return the £500 of unspent allocation as required. Members **noted** that the consultant has been paid according to the invoice approved in March and once the Character Appraisal is complete, Members will need to consider hosting a consultation event.

192 PARISH NEWSLETTER

Members were requested to comment on the draft Newsletter before Monday 23rd April so that it can be printed and issued before the Clerk's holiday.

193 DATE OF NEXT MEETING

The next meeting of the Parish Council will be the Annual Parish Council Meeting on **Monday 21st May 2018**. This meeting will be preceded by the Annual Parish Meeting scheduled for 7.00pm in Catforth Primary School, School Lane, Catforth.

In accordance with established practices County and City Councillors, local police and schools will be invited to present an annual report.

COMMUNITY GARDEN TRUSTEE MEETING – 16th April 2018

The Parish Council acts as Trustees for the Community Garden and financially supports its maintenance.

Under MIN 187, the Parish Council agreed to transfer £1,500 to the Trustee account but decisions relating to the maintenance must be made by the Trustees and must be recorded separately.

The Trustees **resolved** to continue with the current contract arrangement with Mr Hill but noted that the Parish Council would be considering the hourly rate for the Lengthsman at its May meeting. The Trustees **resolved** that they will also re-consider the hourly rate for the garden maintenance contract following the May meeting.