

**WOODPLUMPTON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING (AGM)**  
**HELD AT CATFORTH PRIMARY SCHOOL,**  
**SCHOOL LANE, CATFORTH**  
**ON MONDAY 19<sup>TH</sup> MAY 2014**  
**AFTER THE ANNUAL PARISH MEETING**

**PRESENT:** Chairman S Morgan (at commencement)  
Councillors B Dalglish P Entwistle M Entwistle  
M Greaves C Singleton M Stewart

**1. ELECTION OF CHAIRMAN**

Cllr P Entwistle was proposed as Chairman and as there were no other proposals, it was **resolved** that Cllr P Entwistle be elected as Chairman for the next 12 months. He duly signed the Declaration of Acceptance of Office.

**2. ELECTION OF VICE CHAIRMAN**

Cllr S Morgan was proposed as Vice-Chairman and as there were no other proposals, it was **resolved** that Cllr S Morgan be elected as Vice-Chairman for the next 12 months.

**3. APOLOGIES FOR ABSENCE**

Members were reminded 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. Apologies were recorded from Cllr B Probin.

**4. APPROVAL OF THE MINUTES of the meeting held on 28<sup>th</sup> April 2014**

It was **resolved** that the minutes be approved and signed as a true record.

**5. DECLARATIONS OF INTERESTS**

Members were reminded of the requirement to update their 'notification of interest' forms to reflect any changes to their individual circumstances and those of their partner or spouse. Interest forms are available to view on the City Council website.

As a member of the Woodplumpton Action Group, Cllr Greaves declared a prejudicial interest in the request for finances for the community fete.

**6. APPOINTMENT OF REPRESENTATIVES**

Members were reminded that they can attend external organisations and community meetings to ask questions and provide an update to other Members (usually via the Clerk) on matters of interest to the Parish. **Members must not make decisions, or support or object to a matter on behalf of the 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 that opinion at the next available Council meeting.

It was **resolved** that the Council be represented at the following regular meetings

- Area Committee – Cllr P Entwistle, Cllr M Stewart, Cllr B Probin
- Daniel Houghton Charity – Cllr B Probin

Members discussed the merits of appointing representatives to the Police and Communities Together (PACT) meetings but as these are held infrequently (twice a year) Members questioned the value of them and stated a police surgery may be more helpful. Members stated they wanted more of a police presence at the Parish Council meetings and they discussed the merits of the police meeting residents informally before the start of the Parish Council meeting or holding a formal Agenda item under public participation to encourage the police and residents to attend. It was **resolved** that the Clerk contacts the police to ask for their thoughts on this.

## 7. ADMINISTRATION

Members **resolved** that

- Meetings will continue to alternate between Catforth and Woodplumpton on the 3<sup>rd</sup> Monday of the month.
- Where possible Agenda, Minutes and correspondence will be sent by email
- All Councillors may sign cheques – with any 2 to sign\*
- The powers delegated to the Clerk (specified under Standing Orders) were renewed.

\*Members noted that the requirement to pay by cheque has been revoked and electronic payments can be made provided there are adequate fraud prevention measures in the Council's Financial Regulations. The Clerk is monitoring the situation within other Councils before proposing any payment alterations.

## 8. PUBLIC PARTICIPATION

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

An update on the Traveller application was given to the Annual Parish meeting but in response to a further question, the Clerk confirmed that the City Council have stated that the application has not gone to committee as they are waiting for some supplementary drainage information. As the site has been in use for 3 years, questions were asked regarding whether a tank has been installed - as stated in the discharge of conditions. The clerk stated this information has not been provided. An update on the provision of new Traveller sites was requested.

## 9. PLANNING APPLICATIONS RECEIVED

Members are advised prior to the meeting that planning applications can be viewed at [www.preston.gov.uk](http://www.preston.gov.uk). Members made representations on the following applications

**06/2014/0274** Erection of single storey extension to side of dwelling following demolition of existing bay window at Holmlea Farm, Blackleach Lane. Members **resolved** to leave to planning.

## 10. CLOSURE OF EAVES LANE

Members considered the temporary closure of Eaves Lane, from the 28<sup>th</sup> July until the 12<sup>th</sup> September 2014 to enable strengthening works to take place on the New Mill Bridge. Members **resolved** to reply stating that that the diversion uses Rapley Lane which is in need of resurfacing. Members also requested confirmation regarding why the closure will take 6 weeks and that the works will be properly signposted.

## 11. END OF YEAR ANALYSIS

The Clerk presented the end of year financial report and statement of balances to the Annual Parish Meeting and members considered whether to carry forward any surplus balances. Members **resolved** that the mower repairs should come out of the credit in the asset balance rather than lengthsman account. Members noted that the mower is due a service and 3 quotes have been provided. Members expressed a desire to use the local supplier but **resolved** that the Lengthsman query whether the supplier can match the other quotes. Members noted that the solar SPIDS are still to be purchased.

## 12. FINANCIAL STATEMENT 1<sup>st</sup> April – 30<sup>th</sup> April 2014

The Chairman verified that the financial and bank statements reconciled.

## 13. INSURANCE

The Clerk expected the insurance renewal to arrive before the meeting but this was not the case. Members **RESOLVED** to delegate the final decision to the Clerk on the assumption that the company chosen provides adequate cover and best value to the Council.

**14. ACCOUNTS FOR PAYMENT AND RECEIPTS**

Members **resolved** to approve the following accounts for payment and noted that there were no issues arising on the internal audit report.

Lengthsman Temporary Cover	£82.25	CQ 1009
Clerk's May Salary	£647.16	CQ 1010
Community Gateway lease of land	£1.00	CQ 1011
L Slade Internal Auditor	£85.00	CQ 1012
Woodplumpton Comm Fete	£1000	CQ 1013

**15. WOODPLUMPTON COMMUNITY FETE**

As part of the budget setting Members set aside £1,000 for the Woodplumpton community fete. It was stated that residents from Catforth are working with the organizing committee and this year's event would include geese herding, apple bobbing, tug of war, worm charming, various stalls and refreshments. It was confirmed that the hog roast would operate under its own food licensing requirements. Consideration is being given to the provision of local transport. As insurances and deposits are required for marquees etc, Members **resolved** to approve the donation.

**16. WOODPLUMPTON BROOK**

Members noted that the Environment Agency has supplied information on the data collection points and the pollution levels at Woodplumpton Brook. Members requested that the information be supplied electronically and included on the website.

**17. JUNE NEWSLETTER**

The Parish Council usually issues a Newsletter in June to include the Chairman's report and the financial report. Members **resolved** to issue a Newsletter to include details about the PWDR and Woodplumpton Post Office but noted that the printing and delivery deadlines may make advance notification of the events difficult. An article on the community fete will also be included along with advice that if a landowner does not maintain their hedges and it impedes pedestrians and the line of sight, LCC may complete the work and charge the landowner.

**18. DATES OF FUTURE MEETINGS**

Members **resolved** to agree the following meeting dates for the next 12 months. It was confirmed that meetings will not be scheduled for August or December.

**WODPLUMPTON**

16<sup>th</sup> June 14

15<sup>th</sup> September 14

17<sup>th</sup> November 14

16<sup>th</sup> February 15

20<sup>th</sup> April 15

18<sup>th</sup> May 15    Annual Parish / Annual Parish Council meeting

**CATFORTH**

21<sup>st</sup> July 14

20<sup>th</sup> October 14

19<sup>th</sup> January 15

16<sup>h</sup> March 15

**END**