

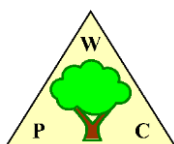
WOODPLUMPTON PARISH COUNCIL

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 or statutory items**. Other matters normally covered at the Annual Parish Council meeting 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 will remain in place until an Annual Parish Council meeting is held** (possibly next year) - unless the Council decides to elect a replacement earlier.



MINUTES OF THE REMOTE MEETING HELD ON MONDAY 18th May 2020

PRESENT

Chairman Cllr M Greaves

Councillors: B Dalglish M Entwistle P Entwistle
B Probin M Stewart G Walker S Yates

CHAIRMAN'S INTRO, SOUND CHECK, MUTING AND VOTING INFORMATION

The Chairman 'hosted' the meeting and ensured that all Members could be seen and heard.

APOLOGIES FOR ABSENCE

All Members were present so there were no apologies for absence.

APPROVAL OF MINUTES of the meeting held on 27th April 2020

MIN 20/001 Members **resolved** that the Minutes of the extra-ordinary meeting on the 27th April were a true record. They will be signed at the next face to face Council meeting.

TO ACCEPT DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Cllr M Entwistle and Cllr P Entwistle declared a pecuniary interest in the donation to Catforth in Bloom as they are members of the group. Cllr S Yates declared a pecuniary interest in the donation to Catforth Village Hall as she is a member of the Village Hall Committee.

PUBLIC PARTICIPATION

Members of the public were given the opportunity to request a weblink from the Clerk however there were no requests to observe or participate at the meeting.

APPOINTMENT OF REPRESENTATIVES

Members **noted** that the appointment of the Chairman can be deferred until the next Annual Council meeting. In response to a question, the Clerk clarified that other appointments like those to Preston Area Committee will be **carried forward** until normal meetings resume.

ADMINISTRATION

Members **noted** that the review of administrative procedures - including location, Standing Orders and Financial Regulations will be **carried forward** until normal meetings resume.

GENERAL DATA PROTECTION REGULATIONS

Members noted that the requirement to acknowledge an individual Member's compliance with GDPR procedures will be **carried forward** until normal meetings resume.

TO CONSIDER PLANNING APPLICATIONS / CONCERNS BEFORE COUNCIL

MIN 20/002 Members noted that the Clerk is dealing with planning matters under **delegated authority** in accordance with Standing Order 38b. Members **resolved to note** the following items

- 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. Members confirmed that the work to the hedges was not as bad as first feared.
- 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. Members stated that LCC officers had visited the site and it is understood the matter has been resolved.

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.**

06/2020/0454 Single storey extension to side following demolition of existing conservatory at Fell View, School Lane, Preston.

The applicant recently gained approval to demolish an existing conservatory and replace it with a ground floor family room and study under application **06/2020/0240** and is now seeking to improve the quality of the internal space by using a vaulted ceiling and creating a feature window and external door on the gable wall as well as adding an additional window to the rear elevation to maximise the open view of the countryside. As stated under the previous comments, the property is visible from School Lane but as it is located in a large garden area and as the extension is single storey, delegated **representation is to leave to planning.**

INTERNAL AUDIT REPORT 2019/20

MIN 20/003 Members **resolved** to approve the Internal Audit Report and noted the fee.

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

Full details relating to the end of year financial report and completion of the Annual Governance and Accountability Return were scanned and issued with the Agenda.

MIN 20/004 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.

MIN 20/005 Members considered the end of year financial report and **resolved** to approve the Accounting Statements.

Due to the remote nature of the meeting, the Clerk will deliver the documents to the Chairman for signature and return. Members **noted** that once they are signed, they will be submitted to the External Auditors. The 30-working day period for the public to exercise their rights to examine the accounts, should start on or before the 1st Sept 2020 in accordance with Statutory Instrument 2020/404. This will be advertised on the website.

BANKING ARRANGEMENTS

The Council has gradually moved away from cheque payments and during 2019/20 approx. 80 payments were made by BACS. Revised Financial Regulations recommend a 2-step process where the BACs payment is checked and electronically authorised by 2 Councillors. The Clerk has established that Yorkshire Clydesdale offer the updated service we require along with £1,275 as an incentive to switch banks. In response to a question, the Clerk confirmed Councillors would have their own log in details and would only be able to authorise the payments. They would not have access to the accounts.

MIN 20/006 Members **resolved** to switch to Yorkshire Clydesdale noting that whilst there is no monthly charge, there is a fee of 18p per BACS payment – approx. £15pa based on the current level of transactions.

FINANCIAL STATEMENT 1st – 30th April 2020

Members **noted** the bank statements had been reconciled and a scan of the documents was sent to Members. Members also noted the April CIL payment of **£69,912.62**.

2020/21 INSURANCE POLICY

MIN 20/007 Members resolved to renew the policy and authorise payment by BACs.

COMMUNITY GARDEN TRANSFER

MIN 20/008 In accordance with the 2020/21 budget, Members **resolved** to approve a BACs transfer of £1,500 to the Community Garden account to pay for the maintenance contract. Members also **resolved** to transfer £67.94 for repairs to the wooden edging and the £25 call out fee for the electrician – total amount £1592.94. The Clerk was asked if the electricity had been cut because the bill had not been paid. The Clerk clarified that whilst there was an initial concern regarding who the supplier was, this was sorted out immediately. The supplier called NW Electric who established that the problem was due to a blown fuse. It was questioned why the electrician had not discovered this and representations were put forward that he should not be used again. As the call out incurred a fee regardless of the work done, it was agreed that the invoice should be paid.

WEBINAR TRAINING COURSE

MIN 20/009 Members resolved to pay for the Clerk to attend a training webinar to create website accessible PDF's. The cost is £36.00 with £18.00 to be refunded by Whittingham.

2020/21 GRANTS / DONATIONS

Members put £650 in the 2020/21 budget to provide donations to community events and activities. **MIN 20/010** Members **resolved** to approve £250 to Catforth in Bloom, £70.00 to Catforth Village hall and £175 St Anne's Church.

WOODPLUMPTON STOCKS AND MOUNTING BLOCK

At the February meeting, Members requested that the Clerk establishes the ownership of the Stocks and Mounting Block so that plans can be put in place to make them a feature in the village.

Historical England have replied that they do not hold any owner information and a request should be submitted to the Land Registry. The cost will be £3 per title register and £3 per title plan for each item searched. The Clerk reminded Members that the Parish Council also has some papers which suggest that it is the owner of 3 listed bridges.

MIN 20/011 Members **resolved** to finance a search to establish the ownership of all the listed assets. Members **noted** that if an owner is not listed, the Council may need to apply for ownership as this must be established before any work can be done.

ACCOUNTS FOR PAYMENT

a) Members **noted** 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) **MIN 20/12** Members **resolved** 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	W/P Youth Club	£1592.94	BACS	16
SLCC Training Webinar	SLCC	£36.00	BACS	17
Donation for green bins	Catforth Village Hall	£70	BACS	18
Donation for green bins	WP Church	£175.00	CQ 1297	19
Catforth in Bloom	Catforth in Bloom	£250.00	BACS	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

2019/20 COMMUNITY INFRASTRUCTURE LEVY – ANNUAL REPORT

MIN 20/13 Members **resolved** to approve the **CIL Master Log** of income and expenditure and the **CIL Business Plan** which details completed and ongoing projects. In response to a query, the Clerk confirmed that the parking scheme at the Orchard was pending partly due to the Council decision to prioritise traffic calming and partly because the City Council quote was considered too expensive for the work required and alternative quotes would have to be agreed with the City Council as owners of the land.

The Clerk confirmed that LCC have emailed the final version of the traffic calming plans following discussions with Cllr Entwistle and Cllr Greaves. These will be sent to Members for confirmation before being added to the website. The Clerk also informed Members that LCC have confirmed that the estimated costs of the traffic calming scheme includes Contingencies and Traffic Management but we still need the draft contract to establish how any overspend will be addressed and whether payment will be requested in phases or at the completion of either scheme.

It was questioned when the costs will be made public and it was stated that this will be up to LCC as currently the costs are estimates, subject to confirmation of the street lighting design. It was also stated that as the works will be subject to a contract, LCC may not want the costs in the public domain until the works tender is agreed.

Members stated that as the plans are reaching the final stages, they need clarity on the costs and whether the work will go out to tender. With the latter in mind, it is important that the Parish Council receives the contract as soon as possible so it can seek legal advice on the content. **MIN 20/14** Members **resolved** that the Clerk replies to LCC stressing the urgency of receiving the information as soon as possible.

PROW RENEWAL OF DELIVERY SCHEME

Members noted that in addition to other tasks, the Parish Lengthsman carries out work on the Public Rights of Way and previously, we have received a £250 grant from LCC. This year the grant is increasing to £500.

MIN 20/15 Members **resolved** to apply for the £500 grant by opting in to the LCC PROW scheme. It was questioned whether this will fully recompense the Council for the hours spent on PROW work. The Clerk replied that in order to apply for the scheme, the hours spent on PROW work during 2019/20 must be analysed. Once this is done, a copy will be emailed to Members.

FUNDING FOR CYCLING AND WALKING

Members noted that the Government has announced a £2billion package for local authorities 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 after the Coronavirus pandemic.

MIN 20/16 It was resolved that Cllr Walker and Cllr Greaves would find out what the measures are and whether they will be implemented in Preston and if so, will any of the funding reach the rural areas where more could be done to expand the existing cycle networks on to the Guild Wheel and ultimately into the City Centre.

DATE OF NEXT MEETING - Monday 15th June 2020

Members **noted** 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 Trustee meeting can't be held, the Parish Council Trustees were requested to note the following

- The Community Garden contract was awarded to a local person with flexibility to attend the site. There are no recorded problems with the work so the contract will be renewed until March 2021. Prior to renewal, the Trustees can request (via the Clerk) that updated quotes are sought from other contractors to ensure the contract represents best value.
- Repairs have been carried out to the wooden edges and the electrical fault has been resolved. 3 quotes have been obtained to repair the wooden planter but the cost differs substantially. It was questioned whether a raised bed was needed but it was felt that an alternative feature may look odd. The Clerk was requested to obtain more information about the quotes and whether the provider had any examples of completed joinery work.
- UU have refunded £574.60 in water charges. The Trustees agreed to set up a direct debit for future payments.

UPDATES FROM MEMBERS FOLLOWING THE CLOSURE OF THE MEETING.

Further to **MIN 156**, on whether the Lengthsman can replace or repair the planter opposite the Running Pump, it was confirmed that the planter needs replacing. Cllr M Entwistle advised that this is being taken forward.

Members were reminded that Bartle Lane is now closed for 2 years whilst the PWDR is constructed.

Members noted that an innovative research project is being undertaken to establish why certain people are more at risk of Coronavirus than others. The Covidence Study was outlined on NW Tonight and it was suggested that the details be added to the website.

Cllr Stewart advised that as more people are out walking, there has been a marked increase in the need for dog bins. Whilst the Parish Council can provide bins, the problem always comes back to who will empty them. The City Council have previously stated they will empty them if they are accessible by road, but this has proved problematical as there are no pavements or the pavements are too narrow. Cllr P Entwistle and Cllr Stewart will identify where the bins are needed and the Clerk will ask the City Council if the locations are suitable.

Cllr Greaves stated that there is an information board and map of Woodplumpton in the Church car park but it is inaccessible as the carpark is often locked. It was suggested that this could form part of the proposed feature with the stocks and mounting block. A request was made for a similar information board map showing some of the walks and points of interest in Catforth. The Clerk will look at examples and provide quotes for consideration.

An incident was mentioned in Ingol that the Clerk will question with the police.

END