

WOODPLUMPTON PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING (APCM)
HELD AT CATFORTH PRIMARY SCHOOL, SCHOOL LANE, CATFORTH
ON MONDAY 21ST MAY 2018
COMMENCING AT 7.25PM AFTER THE ANNUAL PARISH MEETING

PRESENT: Chairman Cllr M Greaves at commencement
Cllr P Entwistle from item 11 onwards.
Councillors B Dalglish M Entwistle, S Morgan
B Probin M Stewart, S Yates

1 ELECTION OF CHAIRMAN

Cllr M Greaves was proposed as Chairman. As there were no other nominations, it was **resolved** that Cllr M Greaves be elected as Chairman for the next 12 months.
Cllr Greaves duly signed the Declaration of Acceptance of Office.

2 ELECTION OF VICE-CHAIRMAN

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 for the next 12 months.

3 APOLOGIES

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.

4 APPROVAL OF THE MINUTES of the meeting held on 16th April 2018

It was **resolved** that the Minutes be signed as a true record.

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

Members were reminded to check and update their notification of interest forms, which can be viewed on the Parish Council website. Amendments must be completed within 28 days.
Cllr M Entwistle declared a pecuniary interest in the item relating to Catforth in Bloom as she is a member of the organisation.

6 APPOINTMENT OF REPRESENTATIVES

Members **noted** that a committee may be formed at any time during the municipal year and **resolved** not to set up any committees at the Annual Parish Council meeting.

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

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

- Preston Area Committee - Cllrs M Greaves, S Morgan, B Probin
- Daniel Houghton Charity - Cllr B Probin

7 ADMINISTRATION

Members considered the administrative / financial procedures for the forthcoming year and

- **resolved** that meetings will continue to alternate between Catforth and Woodplumpton on the 3rd Monday of the month.
- **resolved** that they are happy to receive the Council summons and supporting information by email.
- **resolved** to renew the following delegated powers to the Clerk in accordance with Standing Order 40
 - Make routine decisions, (including planning comments)
 - 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, e.g. the annual setting of the precept.

8 LALC MEMBER TRAINING

Members **noted** that LALC will be hosting a refresher training course for Councillors and Clerks on 2 Saturdays - 14th and 21st July.

9 GENERAL DATA PROTECTION REGULATIONS

The Clerk updated Members on the new GDP Regulations coming into force on the 25th May. The Clerk has attended a SLCC training course in London and has carried out a **Data Audit** which lists all the data held by the Parish Council, where it comes from and who it is shared with. Members considered the Privacy Policy Statement and confirmed that they understand their responsibility not to share personal data (including residents contact details) with a third party, which includes other Councillors.

- a) Members **noted** that they must obtain consent by email or provide a **Written Consent form** before sharing any personal data – which includes residents email addresses. Forms are available from the Clerk.
- b) Members **noted** that the Clerk's computer is passcode protected and all hand held devices (which are synchronised with the computer email / phone contact list) are screen protected. Members confirmed that their devices also comply with the technical requirements. Members **resolved** that the **Privacy Policy** can be published on the Parish website.
- c) Members **noted** that any data breaches must be reported to the Information Commissioners Office within 72 hours. A **Template Breach form** is available on request from the Clerk.
- d) Members **noted** that the Clerk is currently working on the **Data Retention and Disposal Policy** and is going through all the emails and paper records to ensure compliance. Members confirmed that they understand the need to delete individual correspondence and personal contact details once a matter is completed.

10 PUBLIC PARTICIPATION

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

Concerns were expressed that the volume and speed of traffic in Woodplumpton has become worse and it was questioned if the proposed traffic calming measures will improve the situation. The Chairman replied that discussions are ongoing with LCC but as they are the experts, responsible for safety on the roads, the Parish Council has to be guided by them. However, LCC are trying to accommodate the views expressed by the Parish Council and it is felt that the scheme will be better than the current measures, both in controlling the speed - and deterring traffic from cutting through the villages.

In response to a further question, it was confirmed that once the plans are drawn up, there will be a presentation to residents to explain the scheme. In terms of timescales, the Parish Council is pressing LCC to finalise the plans and either start the works, or go out to tender as soon as possible.

It was stated that Broughton by-pass impacts on Woodplumpton and it was questioned why further works are planned in Broughton village in advance of the works in Woodplumpton. It was explained that Broughton by-pass has been financed from several sources and whilst more measures are proposed for Broughton, they are all part of the initial scheme to ensure that the by-pass is used rather than the A6. Woodplumpton's proposals also include 20mph speed limits, but unlike Broughton, engineering works are also proposed to ensure the speed limits are adhered to. It was confirmed that resurfacing will be included in the work specifications although the Parish Council has already reported that Catforth Road needs urgent attention.

The Lengthsman stated that the CCTV camera will be operational in June and there has been a positive response to the notices placed on inconsiderately parked cars.

It was mentioned that newspaper reports confirm that at least one of the Travellers from Rosemary Lane has been prosecuted for poor business practices and it was questioned why the City Council is allowing them to stay on a site, which was only considered suitable for temporary occupancy. It was confirmed that the City Council has been asked to provide an update on the situation and it was **resolved** that the meeting be reconvened.

Cllr Greaves left at this point and Cllr Entwistle took over as Chairman.

11 CONSULTATION ON COMMUNITY TRANSPORT

Members **resolved** to respond to the Community Transport and Rural Crime surveys as follows.

a) **Community Transport** is provided for eligible people who are not able to use mainstream public transport but due to financial constraints, LCC are proposing to cut the funding by one third. Members expressed concern that any cut backs will hit rural residents the most, as they tend to be more isolated and travel by taxis is more expensive. Before making a decision, Members felt that LCC should provide a breakdown of the number of residents using the service by location and they should do more to maintain or promote alternative transport in those areas. In addition, many new planning applications require the provision of a Travel Plan to promote car sharing and provide funding for additional public transport services. As funding is an issue, developers should be asked to provide Travel Plans which address the needs of all users - including those eligible people, unable to use public transport.

Members resolved to reply to the consultation stating these points.

b) **Rural Crime** – Previous rural crime surveys have suggested that crime in rural areas is under-reported and the Police and Crime Commissioner wishes to understand if this is the case in Lancashire. Members **resolved** to respond to the survey stating that there may be apathy about reporting rural crimes, partly due to a lack of police presence and partly because residents need to use the 101 service. Residents have complained that they have been on hold for over 20mins whilst trying to use the 101 service and even once they have got through, unless the crime is 'serious' officers do not attend the scene in a timely manner, nor do they visit the 'victim' or provide any follow up information, which deters residents from reporting further incidents. In addition, concerns were expressed that not all incidents are logged as crimes. Residents have reported youths loitering in the area, trying car door handles and citing unruly / antisocial behaviour but as these are not logged as crimes, it deters residents from being proactive and providing 'intelligence' which may prevent repeat incidents. Those present were informed that if you have an emergency and press the I-phone start button 6 times, it alerts the emergency services. This information will be added to the next Parish Newsletter along with a reminder to persevere in reporting incidents on 101. An update was provided on the change of staff at Broughton and the Clerk was requested to invite the new officers to the June Parish Council meeting.

12 REFRESH OF THE LOCAL PLAN / SITES FOR TRAVELLERS

Members were reminded that the Traveller site at Rosemary Lane was granted 3 years temporary approval in January 2011 as no other sites were available. This was still the case in 2014 and the temporary consent was extended to June 2016. When this expired, the Parish Council requested that enforcement action be taken – but the City Council replied that *as there were still no sites available, it was not expedient to do so*. The Parish Council queried the action being taken to identify new sites, and a 'Call for Sites' consultation was issued in July 2016. At the May 2017 Annual Parish meeting it was confirmed that a site had been identified – however, following the Parish Council's request for an update, the City Council has advised that the allocation of new sites will now be incorporated into the review of the Local Plan - which may not be completed until 2020.

Members expressed their dismay that the City Council was not prepared to do more to resolve the situation especially as a local newspaper has reported that one of the Travellers has been prosecuted for swindling elderly customers out of large sums of money by operating a roofing business from the site. Members question how this can occur when the Travellers allegedly don't pay Council Tax or have any licences to run a business. In addition, it was questioned how the City Council can 'turn a blind eye' to the health implications of children living next to the motorway and the unsuitability of the access which impedes safety for other road users.

It was **resolved** that these questions will be referred back to the City Council. The case will also be cited in a response to a Government Consultation requesting specific examples of unauthorised Traveller sites. The replies will assist the Government to do more to address the impact of unauthorised encampments on the local community.

13 LITTER CONCERNS – REPLIES TO NEWSLETTER, FEEDBACK ON FPN AND COMMUNITY GARDEN LITTER BIN

Further to the discussion about the build-up of litter in the villages, Members noted that the City Council has confirmed it does provide a litter picking schedule and only 2 residents responded to the Newsletter to express an interest in a community litter picking day.

- a) Members **resolved** to continue to monitor the situation with a view to contacting Community Payback with specific problem areas should the need arise.
- b) Members **resolved** to enrol the Lengthsman on a training course to issue Fixed Penalty Notices. Members felt that offenders may be deterred from committing offences once the ability to issue FPNs is advertised. Members were also satisfied that the prosecution costs for non-payment may be reclaimed from the court.
- c) The City Council have advised that as they are unable to find a suitable location for a litter bin on the highway - due to the width of the pavement, yellow lines and bus stop – they are prepared to empty a wheeled bin from the Community Garden, if it is provided by the Parish Council at a cost of approx. £350. Members **resolved** to pay for the provision of a wheeled bin.

14 PLANNING APPLICATIONS RECEIVED

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

06/2018/0405 Conservatory to rear, 21 Tyneham Way, Preston
Members **noted** that planning consent was not required.

06/2018/0423 First floor and single storey side extensions and single storey rear extension at 3 Stone Chimney Cottage, Blackleach Lane
Members **resolved** to leave to planning.

06/2018/0438 3no. eco-dwellings at Garlick House, Green Lane, Catforth,
Members **resolved** to object to the application because the site would not constitute sustainable development. It is in an isolated location in the open countryside without adequate, sustainable means of access to goods, services and employment areas - making it contrary to Policy 1 of the Core Strategy and Policy EN1 of the Adopted Local Plan. In addition, Members expressed concern that plots 2 and 3 barely occupy the footprint of the demolished buildings and appear to be contrary to the rural development policy, which seeks to restrict replacement dwellings to no more than a 50% increase in volume when compared to the original dwelling. Members also feel that the design is too modern and out of keeping with the rural area.

06/2018/0450 Outline planning application for 1no. dwelling (all matters reserved) on land at Bensons Lane, Malley Lane, Preston

Members noted that the applicant has submitted a 1920's Ordnance Survey map alleging that the site was previously occupied by a farmhouse. Members feel that the existence of a property 100 years ago is irrelevant – particularly as the size and date of demolition is unclear. The Design & Access statement clearly states the site is disused agricultural land. Whilst it is noted that all matters are reserved, Members express concern at the size of the plot and the proposed use of the land edged in blue. It is noted that the applicant states that the dwelling will be in keeping with dwellings locally – however, the location plan shows that the site is located in the open countryside with the nearest property being Beech Grove House on Malley Lane which is a considerable distance away.

Members **resolved** to object to the application because the site is in an isolated location in the open countryside without adequate, sustainable means of access to goods, services and employment areas and would not constitute sustainable development – making it contrary to Policy 1 of the Core Strategy and Policy EN1 of the Adopted Local Plan.

06/2018/0479 Prior notification of change of use from agricultural building to 2no. dwellings at Hankinson House Farm, Rapley Lane, Preston. Members **noted** the prior notification may be permitted development and is for information only.

06/2018/0481 Outline planning application for 1no. dwelling following demolition of existing dwelling and barns (access applied for only) at Hankinson House Farm, Rapley Lane. Members **resolved** to leave to planning as the access is already in use and other buildings may be converted to dwellings as permitted development.

06/2018/0498 2 storey side ext following demolition of 2 storey link structure to adjacent property at Spar House Farm Cottage, Lewth Lane.

Members have no objections to the 2 storey side extension as the left hand side of the dwelling has a large garden area, however, Members expressed concern regarding the description of the application as Spa House was built as one property in 1910. If the proposed structure is deleted, 2 separate properties will be formed and it is felt that this should be made clear in the application description which currently describes the right hand side of the house as 'an adjoining dwelling'.

06/2018/0504 Single storey rear extension at 47 Tyneham Way, Preston

Members **resolved** to leave to planning.

15 FINANCIAL STATEMENT 1st April – 30th April 2018

The Chairman verified that the finance and bank statements had been reconciled.

16 ACCOUNTS FOR PAYMENT AND RECEIPTS

a) Members **noted** receipt of £26,375 precept and £36,524.57 CIL monies. Members also **noted** the following accounts approved and paid under SO 28b and the payment of the direct debit agreements in relation to the website and pension.

Parish Lengthsman Contract April	£705.00	BACs
Lengthsman materials	£55.60	BACs

b) Members **resolved** to approve the following amounts for payment

Admin expenses Jan – Mar 17	£77.41	BACs
MIN 112 NW Air Ambulance	£500.00	CQ 1270
MIN 112 Donation to Catforth in Bloom	£350.00	CQ 1271
MIN 163 Bowland Mountain Rescue	£100.00	CQ 1272
Employer Nat Ins Apr	£61.41	BACs
HMRC PAYE May	£82.00	BACs
Clerk's May Salary*	£1049.53	BACs
Spring Apr Newsletter Printing	£114.00	CQ 1273
Spring Apr Newsletter Postage	£573.62	BACs
Spring Apr Newsletter Envelopes	£45.78	BACs
E-On Xmas lights	£9.02	BACS
Community Gateway	£1.00	BACS

*At the April meeting it was stated that the Clerk's salary would be calculated according to the newly issued pay scales, consequently a back payment for April has not been applied.

17 2018/19 BUDGET PROVISION – CATFORTH IN BLOOM & AIR AMBULANCE

When setting the 2018/19 budget, Members made provision for a donation to Catforth in Bloom and a request has been received for £350. Members **resolved** to confirm the payment as listed in the above schedule. Members also made provision to donate £500 to the Air Ambulance and under MIN 163, Members proposed to donate £100 to Bowland Pennine Mountain Rescue. Members resolved to approve both amounts under S137 of the Local Govt Act.

18 INTERNAL AUDIT REPORT 2017 / 18

Members **resolved** to approve the Internal Audit Report which found no issues arising. Members noted that all the required documents have been sent to the external auditor and full copies of all the documents can be viewed on the Parish Council Website. Members **resolved** to approve the £85 payment to the Internal Auditor **CQ1274**

19 NEW NOTICEBOARD

Members **resolved** to purchase a man-made timber notice board for the Community Garden at a cost of approx. £1400 + VAT using the 20117/18 VAT refund.

20 ADDITIONAL DEFIBRILLATOR

In 2016/17 the Parish Council purchased and installed 2 defibrillator devices - one at Catforth Village Hall and one at the Wheatsheaf in Woodplumpton. It is understood that funding is available for an additional device in areas that can't easily access a device. Members **resolved** to apply for a device either at Honeywells or the Plough at Eaves as an isolated area of the Parish, or at Cottam Post Office due to the children's nurseries, amount of construction works and anticipated growth in the area.

21 2018 ARMISTICE PROJECT

Members **resolved** to purchase 2 x 6ft Tommys as part of the "There But Not There" 2018 Armistice project. One will be located in the Woodplumpton Memorial and one at Catforth Village Memorial Hall.

22 MUSIC AT HOLLOWFORTH GRANT REQUEST

Members **resolved** to donate £100 to 'Music at Hollowforth' a charity concert in the grounds of Hollowforth Hall organised by Preston Rotary Club and the Blackpool link of the Chernobyl Children's lifeline. The supporting information stated that the event is well attended by local residents.

23 NEWSLETTER – DELIVERY

Members previously decided to post the Newsletter to all residents however, due to the increased accessibility of the new estates, nearly 1,000 properties could be delivered by hand – significantly reducing the postage costs. Members **noted** that hand delivered newsletters will not be in envelopes and may be delivered with other leaflets. Members **resolved** to trial the use of a delivery company to deliver to the estates and easily accessed areas - with farms and less densely populated roads still delivered by post.

24 NEIGHBOURHOOD PLAN

Members noted that the Clerk will contact the consultant for an update on the next steps.

25 UPDATE ON CIL ITEMS

- **Highways** – LCC have emailed the plans for Woodplumpton – subject to highway safety assessments. The plans for Catforth will be issued shortly.
- **Green space** – Further to **MIN 176** of the April meeting, improvements to the frontage of The Orchard have been added to the CIL business Plan. Members reiterated previous comments that the improvements should include a post and rail fence to prevent cars accessing the playing field (with a locked access for mowing equipment) and if possible, chippings or a grass protection mesh to allow some parking. Cllr M Stewart stated he would be happy to discuss the arrangements on site with the City Council.

26 PARISH LENGTHMAN RATE OF PAY

Under the Public Bodies (Admission to Meetings) Act 1960, Members of the public and press may be excluded from the meeting as the matter relates to the terms and conditions of a Contract.

Members considered the analysis of the Lengthsman's work and the hourly rate for the Lengthsman's contract and the Community Garden. Members **resolved** to increase the amount for both roles with effect from the June payment. Members requested that a review of the Clerk's contract be added to the June meeting.

27 DATES OF FUTURE MEETINGS

Members **resolved** to approve the following dates and venues for the next 12 months. Meetings are not usually scheduled for August or December.

WOODPLUMPTON

- 18th June 18
- 17th September 18
- 19th November 18
- 18th February 19
- 15th April 19
- 20th May 19

CATFORTH

- 16th July 18
- 15th October 18
- 21st January 19
- 18th March 19

Annual Parish / Annual Parish Council meeting (Woodplumpton)

END