

**WOODPLUMPTON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING (APCM)**  
**HELD AT WOODPLUMPTON PARISH ROOMS,**  
**REAR OF ST ANNE'S CHURCH, WOODPLUMPTON**

**ON MONDAY 20<sup>th</sup> MAY 2019 AFTER THE ANNUAL PARISH MEETING**

**PRESENT:** Chairman Cllr M Greaves at commencement  
Councillors: B Dalglish M Entwistle P Entwistle  
M Stewart G Walker S Yates

Preston City Councillors K Middlebrough and C Latchford.  
10 members of the public as detailed on the attendance sheet.

**19/01 ELECTION OF CHAIRMAN**

Cllr M Greaves and Cllr P Entwistle were both proposed as Chairman. Following a vote, it was **resolved** that Cllr M Greaves be elected as Chairman for the next 12 months. Cllr M Greaves duly signed the Declaration of Acceptance of Office.

**19/02 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.

**19/03 LALC MEMBER TRAINING**

Cllr G Walker was welcomed to the meeting following his election in May. Members noted that Cllr G Walker is available to attend LALC's new Councillors training course in July. Members confirmed that they did not wish to attend a refresher session and it was **resolved** to pay Cllr Walker's course fees of £63.00. (CQ1291).

**19/04 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. Members noted an apology from Cllr B Probin and **resolved** that his Declaration of office must be made at or before the June meeting.

**19/05 APPROVAL OF THE MINUTES of the meeting held on 15<sup>th</sup> April 2019**

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

**19/06 TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS**

Members completed new notification of interest forms, which will be scanned and included on the Parish Council website. Any alterations made throughout the municipal year, must be submitted to the Clerk, to be forwarded to the Monitoring Officer within 28 days of the change occurring. There were no declarations of interest for matters on the Agenda.

**19/07 APPOINTMENT OF REPRESENTATIVES**

Members **noted** that a Committee may be formed at any time during the municipal year. Members **resolved** not to form 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, P Entwistle and B Probin.
- Daniel Houghton Charity - Cllr B Probin

**19/08 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 3<sup>rd</sup> Monday of the month.
- **resolved** that they are happy to receive the Council summons and supporting information by email.

- **resolved** to delegate the following 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.

## 19/09 GENERAL DATA PROTECTION REGULATIONS

Members were advised that the Clerk maintains and updates a **Data Audit** sheet which lists all the data held by the Parish Council, where it comes from and who it is shared with. In accordance with the Council's **Privacy Policy Statement** (which can be viewed on the website) Members were reminded of their responsibility not to share personal data with a 3<sup>rd</sup> party, which includes other Councillors.

- a) All Members verbally confirmed that they understand, that before sharing any personal data – which includes residents' email addresses - Members must obtain **confirmation by email** or ask the resident to complete a **Written Consent form** which is available from the Clerk

Members were reminded that the Clerk's home computer is passcode protected and all hand held devices (which are synchronised with the email / phone contact lists) are screen or password protected.

- b) All Members verbally confirmed that their electronic devices comply with the above technical requirements.

Members noted that the Clerk maintains a **Data Retention and Disposal Policy** and regularly ensures that emails and paper records are deleted to ensure compliance.

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

## 19/10 PUBLIC PARTICIPATION

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

Some attendees stated that they had not heard anything about the traffic calming proposals in Woodplumpton and questioned the decision to partly close Whittle Hill. Members confirmed that the Council decision to introduce traffic calming had been under discussion for a considerable amount of time and regular updates have been included in the Parish Newsletter which is delivered and posted to all properties on the electoral register. With regard to the latest drawings, 2 consultation events were held in March and all the plans can be viewed on the Parish Council website. The Chairman stated that although the illustrative plans had been drawn up by LCC, he was happy to meet the resident to hear his concerns. It was also explained that the engineering plans will contain more details and it is understood that LCC will need to issue Traffic Regulation Orders to advise residents of the proposed works. Consequently, it is likely that residents will have an opportunity to comment formally to LCC before the works are implemented.

Prior to the meeting, a resident sent several emails to the Council regarding objections to application **06/2019/0478** for 5 dwellings at The Odd Chair Company at Eaves Cottage Farm on Eaves Lane. The emails were circulated to Councillors prior to the meeting and the resident requested to address Council to summarise the concerns. It was stated that the site was in an unsustainable location with a lack of supporting infrastructure and there was no need for the dwellings. The proposal was out of scale and would have an adverse effect on the setting and character of a Grade 2 Listed Building. When planning permission was given for the current business use, assurances were given that it would not impact on the Listed Building yet the green paddock area next to the Eaves Cottage Farm forms part of the development proposals and will have an adverse effect on the occupier. Concerns were also expressed regarding the felling of mature trees and the impact on local wildlife. The unsuitability of the site as a business use was contested and it was alleged that the proposal was purely financial with little regard for the impact on the existing community.

The Chairman stated that whilst the proposed development was considered unacceptable to residents, reference was made to an application at Glengarry where residents opposed a small housing development which was later resubmitted and approved as a small employment park. A resident stated that the adjoining fields were farmland and the construction work and additional activity from new residents may worry the livestock.

City Councillor K Middlebrough urged residents to submit objection letters to the planning department as only 3 had been submitted prior to the meeting. The Clerk asked if Cllr Middlebrough would call the application before the Planning Committee so that it can be considered by Councillors rather than by an officer under delegated authority. Cllr Middlebrough confirmed he would do this. Residents were advised to submit objections individually rather than by a petition.

As there were no other comments it was **resolved** that the meeting should be reconvened.

#### **19/11 COMMUNITY CHAMPION PROJECT**

Under public participation at the April meeting, Members received a presentation from the Lancashire Volunteer Partnership on the Community Champion initiative. Members considered the list of tasks that the Champion could undertake and the Memorandum of Understanding between the Council and the Voluntary Partnership. The Clerk confirmed that the volunteer would be covered by the Council's insurance policy, however in order to comply with Health and Safety legislation, the Council would need to have a Health and Safety policy (with a nominated person responsible for its implementation), undertake risk assessments for each allocated role and have an ongoing training programme which is regularly reviewed and recorded. Cllr P Entwistle stated that this was an aspect of his previous employment and Cllr M Entwistle stated that she could help by utilising her experience gained whilst working as a police volunteer at Broughton police station. In light of this, Members **resolved** that the Clerk contact the Voluntary Partnership to confirm the Council's interest in the role.

It is understood from the supporting information that the Partnership will handle all aspects of the recruitment and once a person is appointed, various tasks will be drawn up based on their individual interests. It was noted that once the job role, accompanying policies and procedures are drawn up, they will need to be considered and approved by the Council.

#### **19/12 PLANNING APPLICATIONS RECEIVED**

**Note** - Members are advised prior to the meeting that planning applications can be viewed at [www.preston.gov.uk](http://www.preston.gov.uk)

It was **resolved** that application **06/2019/0478** be brought forward for consideration due to the level of interest expressed during public participation.

**06/2019/0478** 5no. dwellings following demolition of 2no. commercial buildings at The Odd Chair Company, The Studio & Workshop, Eaves Cottage Farm, Eaves Lane, Preston. The Clerk explained that a previous application **06/2014/0206** for 6 dwellings had been withdrawn and the applicant had an informal discussion regarding the erection of 14 dwellings. The Parish Council objected to the 2014 application as the site was in the open countryside, there was no need for the development - due to the new sites in NW Preston – the site is not sustainable and approval would set an unwelcome precedent for other applications.

The developer has responded to the above points by stating the development is predominantly on brownfield land and an aerial photograph has been submitted which shows that the site is bound by well-defined curtilages and will not extend into fields / open countryside.

Furthermore, the applicant is of the belief that as the proposed development has been designed as a courtyard, there will be minimum visual impact on the area – however development of the site will lead to the loss of a significant amount of trees.

Eaves Cottage Farm is a Listed Building but a Heritage Statement has been prepared which states that the former farm house will remain the focus of the group and there would be no substantial impact on the heritage asset.

In accordance with Policy, information has been supplied that sets out the reasons why the site is no longer considered practical for employment purposes and relocation will lead to employment opportunities for more staff.

Members considered the above points and the comments expressed during public participation and were of the opinion that the principle of the development had not changed significantly from the objections submitted last time.

Looking at the location plan, it can be seen that there is a green paddock area to the north of the site and the 'brownfield' element only extends to the existing buildings to the south. As the site is in a mature location, in close proximity to a listed building, the loss of trees and construction of new buildings will have an adverse impact on the wildlife and ecology of the area. Furthermore, regardless of whether the development is considered to extend further in to the open countryside, the site is in a rural location with limited footpaths and narrow roads which are well used by walkers, cyclists and horse riders. An increase in traffic to and from the development will threaten their safety. In light of all the above points, Members **resolved** to object to the application.

**06/2019/0402** Two storey side extension and roof alterations to existing porch at Wrainhow House, Lewth Lane. Members noted that the proposal involved the demolition of a single storey building which would be replaced with a 2 storey extension. As the site is set back from Lewth Lane and is not overlooked, Members **resolved** to leave to Planning.

**06/2019/0412** Outline planning application for 1no. dwelling (all matters reserved) on land at Bensons Lane, Malley Lane. Members noted that the Parish Council strongly objected to a previous application **06/2018/0450** which had been refused. The application has been resubmitted on the basis that the City Council does not have a 5 year supply. Members **resolved** to object to the application due to its unsustainable isolated position in the open countryside. Members also added that the addition of 1 dwelling would not make a significant difference to the City Council's ability to deliver a 5 year supply.

**06/2019/0454** Permission in Principle Application for up to 2no. dwellings on land South of Bridge House, Tabley Lane.

Members noted that the land is within the NW Preston strategic development area and approval has already been given for a new dwelling at Bridge House to the north. As Pendle View Barn is located to the south, the plot is considered to be an infill site which is in accordance with Local Plan Policy EN1. It was also noted that the development would use the existing access road leading out on to Tabley Lane and as such, a new access will not be created. In light of the above, Members **resolved** that they had no objections to the proposal.

**06/2019/0481** Single storey extensions to front, increase in roof height to create dormer bungalow at The Orchard, Eaves Lane. Members noted that the application was a revision of **06/2019/0177** which had recently been approved and **resolved** to leave to planning.

**06/2019/0487** Removal of the agricultural occupancy condition attached to **06/2017/1056** for 2 outline dwellings at Whinneyfield Farm, Whinneyfield Lane, Woodplumpton.

Members objected to the initial application for 2 outline dwellings because the site was considered to be in an isolated location and there was no justified need for the dwellings due to the development in NW Preston. The application was refused and the decision upheld at an appeal. The applicants attended a Parish Council meeting and confirmed that the buildings were required as part of the farm business, consequently the Parish Council supported the agricultural use. Members noted the financial reasons for the agricultural condition to be removed, but questioned whether this was a material planning consideration.

As the application would not have been approved without the condition, Members **resolved** to oppose its removal. Members also added that the addition of 2 dwellings in an unsustainable location would not have a significant impact on the City Council's 5 year supply.

**06/2019/0498** Prior notification submission for change of use from agricultural building to 2no. dwellings at Spar House Farm Cottage, Spar House Farm Cottage, Lewth Lane.

Members noted that a previous application **06/2018/1333** was refused as the applicant had not included sufficient information regarding the curtilage and the structural composition of the building. As this information has been supplied with the new application, Members **resolved** to leave to planning.

**06/2019/0501** Reserved matters application (namely layout, scale, appearance and landscaping) for Plot 1 (pursuant to outline planning permission 06/2018/0512) Plumpton Green, 103, Woodplumpton Road, Woodplumpton.

Members noted that the outline application **06/2018/0512** was approved – despite a number of objections being raised in relation to the ownership of the access track.

Whilst it is noted that no land registry information had been provided to validate the claims, Members wished to express their disbelief that approval can be given for the access when the ownership of the track is still disputed locally. Notwithstanding this, Members also refer to the inconsistency of the approval as an application for 2 dwellings at Whinneyfield Farm - **06/2016/1194** was refused as the site was considered to be in an unsustainable location.

Members noted that whilst the outline block plan is only an indication of the size of the actual dwelling, the plans submitted with the reserved matters application are substantially bigger than the outline illustration, consequently Members were of the opinion that the scale and massing of the proposed property was out of keeping with the surrounding area and **resolved** that the application should be refused.

**06/2019/0509** Proposed agricultural access at Lawton House Farm, Bartle Lane, Preston. Members were informed that a new vehicular access has been approved to the north of the site to serve 14 dwellings **06/2017/1229** and a new access has also been approved to serve the proposed barn conversion **06/2017/0047**. Members noted that the proposed access will only be used to move stock on and off the land for a few times a year and on this basis, members **resolved** to leave to planning.

**06/2019/0514** Permission in Principle Application for up to 2no. dwellings at The Old Pump House, Rosemary Lane, Preston. Members noted that a 'permission in principle' application only takes into account the basic policy considerations regarding whether the application could be acceptable. Members noted the 'built up' frontage to the west of Rosemary Lane and that the application site included an existing structure and **resolved** not to object to the principle of the application.

#### **19/13 INTERNAL AUDIT REPORT 2018/19**

Members **resolved** to approve the Internal Audit Report which found no issues arising and noted that a full copy of the report will be made available on the Parish Council Website. Members **resolved** to approve the £100 payment by BACS to the Internal Auditor.

#### **19/14 2018/19 END OF YEAR REPORT AND ANNUAL RETURN**

Following the presentation of the end of year finance report to the Annual Parish meeting, the Clerk presented the Annual Governance and Accountability Return (AGAR) which has been completed in accordance with the Proper Practice Guidance which is available to all Members. Members were reminded that they had considered the effectiveness of the system of internal control at the March meeting and they **resolved** to approve the Annual Governance Statement prior to considering and approving the Accounting Statements. Members also witnessed that the documents were signed by the presiding Chairman. In response to a question, Members were informed that all the Council's assets are documented on the Asset Register which is available from the Clerk.

#### **19/15 2018/2019 CIL END OF YEAR FINANCIAL SUMMARY**

At the April meeting, Members received a copy of the 2018/19 CIL summary. Members noted that £79,837.89 of CIL monies had been received for April 2019 and **resolved** to transfer £100,000 to the CCLA account. This will leave £16,000 in the bank account to cover the traffic engineering plans. Members also noted the pending items on the CIL Business Plan which can not be progressed until the traffic calming payment is confirmed.

#### **19/16 TRAFFIC CALMING PLANS**

Members noted that the comments expressed at the traffic calming event had been emailed to LCC in accordance with the April Minutes. LCC responded to the points raised on the Catforth plans but some concern was expressed that the reply implies that they will require the Parish Council to pay extra if the roads are to be resurfaced and potholes repaired. The Clerk will check previous notes to confirm whether it was recorded that LCC had verbally indicated this would be included in the work specification. Members also noted that the Clerk has requested an invoice for £12,500 to cover the cost of the engineering plans and a reply has been received stating that this will be sent with a covering letter, attaching the conditions of the design service e.g. number of reviews, revisions etc. Members **resolved** that the covering letter and conditions should be forwarded to Members as soon as they are received and, providing there are no concerns with the conditions, the invoice for £12,500 should be paid so that work can commence on the plans.

### 19/17 FINANCIAL STATEMENT 1<sup>st</sup> April – 30<sup>th</sup> April 2019 / BANK MANDATE

The Chairman confirmed that the accounts and bank statements had been reconciled. Following the elections, Members **resolved** that the authorised signatories on the current mandate be amended to delete Cllr Morgan and add Cllr B Dalglish, Cllr S Yates and Cllr G Walker. The appropriate forms will be signed electronically and it was **resolved** that the changes are authorised by the Chairman and Vice Chairman.

### 19/18 MUSIC AT HOLLOWFORTH GRANT REQUEST

'Music at Hollowforth' is a charity concert performed by the East Lancs Concert band in the grounds of Hollowforth Hall. It is organised by Preston Rotary Club and the Blackpool link of the Chernobyl Children's lifeline. Car parking and toilet facilities are available and the event includes a firework display. It costs over £1,000 to hold the event and the Parish Council has been requested to consider making a community donation of £100. Members **resolved** to award the donation. (CQ 1292)

### 19/19 ACCOUNTS FOR PAYMENT AND RECEIPTS

Members **noted** receipt of the £30,000 Precept and **resolved** to authorise the monthly payments in respect of the website and pension.

Members **noted and approved** the following account already paid in accordance with standing order 28 (b) & (c)

Parish Lengthsman Contract to 26 <sup>th</sup> April	£750.00	BACs
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Members **resolved** to approve the following accounts for payment.

Clerk's May Salary	£1125.82	BACs
HMRC PAYE May	£101.36	BACs
Employer Nat Ins Apr	£74.24	BACs

### 19/20 NEWSLETTER

Members **resolved** to approve the following suggestions for the June newsletter

- Future meeting dates, Chairman's report and Financial Report
- feedback on the traffic calming engagement event,
- inclusion of the Ambrose Hall Farm Odour Management Plan and how to report incidents
- information on the Community Champion role and Neighbourhood watch scheme
- an article to assess the appetite for the best kept village competition.

Members also considered a plea for residents to consider the welfare of animals before setting off fireworks due to the rural nature of the village. Members **resolved** to support the principle of the request and will endeavour to ensure that any Parish Council supported events are advertised in advance in the Parish Newsletter.

Members also **resolved** to

- advertise the fete and appeal for stall holders to come forward
- include the contact details of Environmental Health alongside an article advising residents not to burn plastic

In light of the number of articles, Members **resolved** to approve an increase to the production costs of the Newsletter to accommodate an anticipated increase in pages.

### 19/21 NEIGHBOURHOOD PLAN

Members noted that the Council may be in breach of the grant conditions for the Neighbourhood Plan as the consultant was not paid by the 31<sup>st</sup> March. Notwithstanding this, Members confirmed the decision that the consultant's invoice should not be paid until the draft content has been considered at the 22<sup>nd</sup> May meeting.

### 19/22 LALC CONFERENCE

The Annual LALC conference will be held on Saturday 15<sup>th</sup> June at the Hallmark Leyland hotel at a cost of £35 for Members. Members considered the Agenda and confirmed that they did not wish to attend.

### 19/23 DATES OF FUTURE MEETINGS

Members confirmed that meetings would not be held in August or December and **resolved** to approve the following meeting dates

#### CATFORTH

17<sup>th</sup> June 19

16<sup>th</sup> September 19

18<sup>th</sup> November 19

17<sup>th</sup> February 20

20<sup>th</sup> April 20

18<sup>th</sup> May 20    Annual Parish / Annual Parish Council meeting (Catforth)

#### WOODPLUMPTON

15<sup>th</sup> July 19

21<sup>st</sup> October 19

20<sup>th</sup> January 20

16<sup>th</sup> March 20

### END

At the conclusion of the meeting, the Clerk noted a donation request from Woodplumpton School in relation to some traffic safety signs which will be included on the June Agenda.

### COMMUNITY GARDEN - BIRD BOXES

Members were reminded that they act as Trustees for the Community Garden and any Trustee decisions must be recorded separately from the Parish Council meetings.

The Trustees **resolved** to approve the provision of a bird feeding station (and food supplies) from the community garden account.