



# WOODPLUMPTON PARISH COUNCIL

## MINUTES OF THE REMOTE MEETING

### HELD ON MONDAY 15<sup>th</sup> JUNE 2020 AT 7.00pm

#### PRESENT

Chairman: Cllr M Greaves

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

Public City Cllr K Middlebrough, Mr Reilly (Easy websites) 1 resident

#### CHAIRMAN'S INTRODUCTION, SOUND CHECK AND VOTING INFORMATION

The Chairman 'hosted' the meeting, welcomed the public and ensured that everyone could be seen and heard. It was confirmed that voting would be by show of hands.

#### APOLOGIES FOR ABSENCE

There were no apologies for absence as all Members were present.

#### APPROVAL OF MINUTES of the meeting held on 18<sup>th</sup> May 2020.

**MIN 20/02 e)** relates to a planning investigation for a new business at Pop Hall Barn. The Clerk clarified the query had arisen because *a resident* had expressed concerns that the activity may lead to an increase in traffic. Members have since been advised that no further action is required.

**MIN 20/16** should read *a £2billion package* not *a £2million package*.

**MIN 20/17** Taking account of the above, Members **resolved** that the Minutes were a true record.

#### DECLARATIONS OF INTERESTS / WRITTEN DISPENSATIONS

Cllr B Dalglish declared a personal interest in application **06/2020/0443** as he lives on Plumpton Field. As the Parish Council has already declared its opposition to the proposal and as the matter is being processed under delegated authority, it was considered that Cllr Dalglish's interest was no greater than that of any other Councillor or resident and he could add to the representation.

#### PUBLIC PARTICIPATION

**MIN 20/18** it was **resolved** that members of the public could address the meeting. The Chairman welcomed those present and confirmed whether they wished to speak or observe the meeting.

Mr Reilly of Easy Websites referred to the accessibility legislation which comes into force in September and explained the upgrades needed on the website. He explained that it would be easier and quicker to rebuild the website on a new platform rather than amend the existing template. He also confirmed that all the existing functions and documents would be 'carried over' resulting in no additional work for the Clerk. Once the website has been re-built, Easy Website will ensure the site remains 100% compliant through the use of monitoring tools.

At the request of the Clerk, Mr Reilly explained that the website can provide an individual Councillor email address and he ran through how it could be set up on individual electronic devices. He explained the costs involved and detailed some of the access functions should the Councillor be away on holiday or leave the authority.

Mr Reilly answered some specific questions relating to the accessibility regulations, individual devices, email storage and access. He was thanked for his attendance and left the meeting.

Cllr Middlebrough advised that he wished to see how a Zoom meeting works in practice as the City Council is starting to host virtual meetings. In response to a question, he confirmed that he was not on the Planning Committee. The Chairman confirmed that no one else wished to participate and it was **resolved** that the meeting be reconvened.

#### WEBSITE ACCESSIBILITY AND EMAIL ADDRESSES

**MIN 20/19** Members **resolved** to upgrade the existing website with Easy website rather than transfer to a new web provider. The Clerk will inform Mr Reilly and once the site is upgraded, will prepare the mandatory Accessibility Statement which needs to be approved before September.

Members reviewed the current arrangements where residents can contact the Clerk by email but may only contact Councillors using their address or phone details.

Several Members were of the opinion that the current system works well, as a phone call is specific and personal but emails can be impersonal and issued to all. This can lead to problems if Councillors reply with different information, or worse, don't reply at all on the assumption that someone else will. Concerns were also expressed that Councillors could get drawn in to a written conflict or could make decisions or act without the knowledge of the Council. Having the Clerk as the sole email point ensures that emails are replied to in a timely manner and the Council has a clear audit trail of the queries and replies, managed in accordance with GDPR policies.

The Clerk stated that it was an individual choice and if a Councillor wished to be contacted by email, it doesn't mean everyone has to do the same. However, if an email address is published, it is preferable that a Councillor email address is used rather than a private email address. In addition, the Council would need a Communications Policy clearly stating that the Council's email address must be copied in to any correspondence to ensure the Council's records are complete – as detailed in the ICO information circulated to Members prior to the meeting.

**MIN 20/20** It was proposed and **resolved** that whilst Councillors may choose to use and publish an email address, the Council should not incur additional costs by 'hosting' the address on the website. In response to a question, the Clerk clarified that if a Councillor wished to create a Councillor email address such as **woodcillrbuttle@hotmail.com** it will be published like a phone number and residents would not be able to create an email by clicking a link on the website.

The Clerk informed Members that there had been an increase in 'negative' emails possibly due to lockdown frustrations but also due to some residents being 'mis-informed' about Council matters such as the payment and acceptance of CIL monies. In most cases, the Clerk's reply simply confirms the Council's decision, policies or procedures so Members are not routinely copied in, however if the issue relates to actions required by Councillors, Members are always advised.

#### **PLANNING APPLICATIONS BEFORE COUNCIL**

**06/2020/0359** 2no. detached dwellings (pursuant to 06/2018/0584 to seek variation of condition no.1(approved plans), no3. (materials), no. 4 (site access and off-site highway works), no.6 (energy efficiency) and no.11 (site investigation) at Glenroyd, 250, Lightfoot Lane, Preston.

The internal layout of plot 1 is to be altered to allow for a study with a new ground floor window. The alteration requires the internal garage and rear, single storey element to be lengthened. The external materials will also be changed from brick, render and cedar cladding to white render. Highways have requested that a footpath be extended across the whole frontage.

Members **noted** the **delegated representation to leave to planning**.

**06/2020/0486** Permission in Principle for up to 2no. dwellings corner of Brierley / Eaves Lane. The site has approval for one dwelling under application **06/2019/1033**, however a separate application for two dwellings **06/2019/0760** further to the west of Brierley Lane was refused and dismissed on appeal because the site is in the open countryside and is not considered sustainable. Members **noted** the **delegated representation to oppose** the proposal on the above grounds with the additional reason that 2 dwellings would constitute overdevelopment of the site which would be unsympathetic to the rural environment.

**06/2020/0443** Reserved matters application (namely appearance, landscaping, layout and scale) pursuant to outline permission 06/2017/1432 for 17no. dwellings (access applied for only) on land east of Plumpton Field, Woodplumpton, Preston.

Prior to the meeting, Members received a copy of the officer's report explaining that issues such as location, traffic, access, impact on school places and drainage concerns have been considered and dealt with under the outline application. Consequently, comments need to be restricted to the appearance, landscaping, layout and scale of the development.

Appearance - The outline application proposed bungalows and semi-detached properties with 2 / 3 bedrooms. This application proposes 3 x 5 bed houses, 8 x 4 bed houses and 6 'affordable' homes in 2 blocks (each block comprising 1 x 2 bed and 2 x 3 bed.) These changes will alter the character and appearance of the development, to such an extent that the development will not be sympathetic to the appearance of the existing development at Plumpton Field, which consists of semi-detached dwellings.

Layout - the affordable homes will be isolated in the western corner which is contrary to the affordable housing policy and, as the streets will not be adopted, all residents will be required to pay £200 - £300pa to a management company which will place unnecessary hardship on those living in the 'affordable' properties.

Layout - The outline application proposed an area of overspill parking in the south west corner to address parking concerns on Plumpton Field, however this element has been removed, making the proposed layout unacceptable. Existing residents will still need to park on Plumpton Field and the Parish Council considers that Highways should specifically comment on whether this will affect the access arrangements. In addition, the Fire Service should be requested to comment on whether the development can be accessed and served by emergency vehicles as residents have advised that the bin lorry has difficulties manoeuvring along Plumpton Field and the bins are often wheeled to the lorry which waits on Woodplumpton Road.

It is noted that wheel washing facilities must be provided within the site (condition 12) but due to the above access concerns, an additional condition is requested requiring the applicant to submit on-site parking details for contractors' vehicles.

Scale - Woodplumpton village was flooded during 2015 and whilst some drainage works have taken place, concerns remain regarding the scale of the development. It is noted that United Utilities will not discharge the proposed drainage arrangements and the Parish Council requests that the whole drainage issue is checked thoroughly with the LCC as the Lead Flood Authority.

**MIN 20/21 Due to the above reasons, Members resolved to strongly oppose the application.**

In addition, the Clerk will contact the City Council regarding their duty to notify 'neighbours' of new developments as it would appear that neighbour notification letters have not been issued.

Members **noted** that an appeal has been lodged against the refusal of a Permission in Principle application for 1no. dwelling, at Moorside House Farm, Moorside Lane, Preston. **06/2019/1193**. The site has permitted development to convert the barn into a dwelling but officers consider the site is too inaccessible for a new dwelling.

Cllr Dalglish lost internet connection during the above item and approval of the financial payments.

#### **FINANCIAL STATEMENT**

The Clerk emailed scanned copies of the accounts and bank statements and Members confirmed that they had been reconciled.

#### **ACCOUNTS FOR PAYMENT**

**MIN 20/22** Members **resolved** to note the following accounts already paid in accordance with standing order 28 (b) & (c)

Lengthsman invoice wks 5-8	£750.00	BACS	REF 25
New planter at the Running Pump (Min 156)	£27.99	BACS	REF 26

It was stated that the new planter looks lovely and thanks were expressed to the Parish Lengthsman and Catforth in Bloom who completed the work.

**MIN 20/23** Members **resolved** to approve the following accounts for payment

DETAILS	PAYEE	AMOUNT	REF
Ink and paper ½ refunded by Whitt	Viking	£70.78	27
June salary	Mrs J Buttle	£1134.58	28
PAYE	HMRC	£92.60	29
Employer N Ins	HMRC	£72.45	30

#### **UPDATE ON TRAFFIC CALMING**

Further to **MIN 20/14** the Clerk requested a draft copy of LCC's work contract and a further breakdown of the traffic calming costs. Members **noted** the response is still *as you are aware; staff are currently redeployed to our COVID-19 Lancashire Safer Travel Restart taskforce and involvement in all 'business as usual' projects has been paused. Once we are able to return to our normal duties, we'll pick up your comments and review the plans accordingly.*

Further to **MIN 20/16** Cllr Greaves contacted LCC regarding funding for the cycling initiatives announced as part of the Covid 19 measures. Members **noted** the response states *it will be several months before LCC are able to move towards potential interventions to encourage cycling and walking as the immediate response is to install 'pop up' measures (coned off areas) in towns and cities.* In response to a question, the Chairman confirmed that the Parish Council will continue to raise the matter with LCC at every opportunity.

## **STOCKS AND MOUNTING BLOCK**

Further to **MIN 20/11** the Clerk contacted the Land Registry regarding ownership of the Stocks and Mounting stone. They have no records regarding the ownership and neither does archeological department. A reply has not been received from the Diocese. The Chairman stated that locally the Church have expressed an interest in restoring the stocks and they may wish to be involved.

**MIN 20/24** It was **resolved** that as Cllr Walker suggested renovating the area, he should circulate his ideas with the Church and other Councillors before bringing a draft proposal to Council. Once the draft is approved, the plans can be set to Historic England and the City Council to see if Listed Building permission is needed and can be granted without proof of ownership.

At the May meeting, it was suggested that an information board could be included in the plans. The idea was welcomed and it was suggested that a similar board should be erected in Catforth to display local information and suggested walks. The Clerk advised that the City Council had confirmed it would be a valid use of CIL monies and prior to the meeting, Cllr P Entwistle emailed some board examples to Members. **MIN 20/25** Members **resolved** that further information on the content, design and location of the boards should be presented to a future meeting and noted the boards may need planning permission or highway approval.

## **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be **Monday 20<sup>th</sup> July 2020 at 7.00pm.**

## **ITEMS NOTED FOLLOWING THE MEETING**

- a) Construction vehicles are driving through the village with their loads uncovered. The Clerk requested photographs so that they can be emailed to the police and haulage company.
- b) The no 77 bus has been observed speeding through Catforth. The Clerk will advise the bus company.
- c) Smells are still noticeable from Ambrose Hall Farm. The Clerk was requested to get an updated report from the Environment Agency and invite Mr Leeming to the July meeting.
- d) Preston Area Committee meeting will be held on Zoom on the 17th June. Representatives are requested to reply individually regarding whether they will attend.
- e) Catforth bin location requests have been sent to the Clerk and will be forwarded to PCC. Woodplumpton locations have not yet been received.
- f) In response to a query, the Clerk confirmed Neighbourhood Plan referendums have been suspended until May 2021, however the Council could commence the statutory 6 week consultation with the City Council. The Clerk has been in contact with the consultant and will email Members regarding what action to take.