



**WOODPLUMPTON PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD IN**  
**THE LIBRARY, WOODPLUMPTON PRIMARY SCHOOL**  
**WOODPLUMPTON ROAD, PRESTON**  
**ON MONDAY 16<sup>TH</sup> OCT 2023 at 7.00pm**

**PRESENT** Chairman Matthew Greaves  
Councillors: Pauline Bamber Paul Entwistle Maureen Entwistle  
John Green Daniel Guise Barry Probin.  
Mrs J Buttle (Parish Clerk)

Barry Hill - Parish Lengthsman and 2 members of the public.

### **APOLOGIES**

Apologies were received from Parish Cllr Martin Stewart

**APPROVAL OF THE MINUTES** of the Parish Council Meeting held on **18<sup>th</sup> Sept 2023**.  
**MIN 23/24.76** Members **resolved** to approve the Minutes as a true record.

### **DECLARATIONS OF INTERESTS / WRITTEN DISPENSATIONS**

Cllrs Maureen and Paul Entwistle declared a pecuniary interest in agenda item 12 - Carol Service donation to the Village Hall - as they are both Members of the Village Hall management committee. As a member of Catforth in Bloom, Cllr Maureen Entwistle also declared a personal interest in agenda item 11 - consideration of additional planting on land maintained by the Parish Council – as the final decision related to using any surplus plants in Catforth.

### **PUBLIC PARTICIPATION**

**MIN 23/24.77** It was **resolved** that the meeting be adjourned for public participation.

Mr Hill mentioned that the Running Pump public house is beginning to look a mess since it closed down. Members stated that the building was privately owned and there are complications regarding its future, as a covenant allegedly requires it to be maintained as a public house. The Clerk stated that Environmental Health can be involved if the building falls into disrepair and becomes a danger to the public.

In relation to the issue of a polite parking notice – agenda item 7 - Mr Hill explained that he had only issued 6 notices in the last year and on each occasion, he had taken photographic evidence, in accordance with the Parish Council's instructions. In his opinion, the vehicle was parked inconsiderately as it was partly on the pavement and had parked on the traffic calming table. He stated that inconsiderate parking is also an issue outside the Community Garden as a new house is being built to the rear, however, he has spoken to the owner who has requested that the builders park elsewhere and do not park on the pavement. (See MIN 23/24.85 for the Council's comments and decision relating to both matters.)

A concern was raised regarding parking outside Catforth School. Members explained that the matter had been discussed several times and drivers can use the Village Hall car park. The Catforth traffic calming scheme will alleviate some of the problems, but the Clerk will contact the PCSO to see if they can attend the area and organise a Community Road Watch with the school – avoiding the October half term.

It was stated that an accident had occurred at the Nog Tow roundabout due to unclear direction markings on the road. As the police were involved in the aftermath of the accident, LCC should be notified of the circumstances and it was suggested that the motorist send their concerns and any photos to LCC with a copy to the County Cllrs for the area.

It was questioned if there were any more details regarding the proposed service station off the M55 or if there was a date for the service station at the Saddle to be opened. The Clerk replied that although an environmental impact statement is not required for the M55 site, a full planning application will be required. A date for the opening of the Saddle service station is not known. As no other points were raised, it was **resolved** that the meeting be reconvened.

**16<sup>th</sup> Oct 2023 Minutes**

## SANDYFORTH LANE

At the Sept meeting, Members were informed that the Clerk had written to LCC to request that **Sandyforth Lane** is blocked off at the Preston Grasshoppers end to deter use by through traffic and improve safety for pedestrians, horse riders and cyclists. LCC have rejected the request, stating that they have no plans to introduce additional barriers at this time.

**MIN 23/24.78** Members **resolved** to repeat their safety concerns by submitting a map to illustrate that the Parish Council is requesting bollards at the Preston Grasshoppers end – not the Aldeburgh Drive junction referenced in LCC's reply – stressing the point that bollards at the Grasshoppers end will support LCC's decision to erect a sign advising motorists that Sandyforth Lane is a dead end.

## TRAFFIC CALMING

### a) Woodplumpton Village

At the Sept meeting it was stated that concerns were still being expressed regarding the effectiveness of the raised platforms through the village and on several occasions, members of the public have stated that the contractors stated they were lowering the inclines instead of increasing them. To clarify which platforms were causing a concern, under MIN 23/24.58 it was resolved that Members would provide feedback on the gradients causing concern.

In addition, under MIN 23/24.59 Members resolved that monitoring tubes would be requested to assess the speed of traffic in various locations. Members advised that the monitoring tubes had been laid, however, the tubes on Moorside Lane appear to have been laid on a bend which may have an adverse impact on the speed data.

Members stated that when heading from Newsham Hall Lane (hump 1) to the Church (hump 12) humps 6, 7 and 11 were still a concern and when heading from the Church (hump L) to Newsham Hall Lane (hump A) humps, C, F and G were also a concern.

**MIN 23/24.79** In view of the above and the dispute / additional costs for the double yellow lines, it was **resolved** that the Clerk compose a summary of the concerns - to be approved by Council - so that a formal complaint can be issued to the Director of Highways and Transportation. It was further **resolved** that a purchase order approving the work to the gradients would not be actioned.

### b) Newsham Hall Lane

At the Sept meeting, concerns were raised regarding the Newsham Hall Lane junction and under MIN 23/24.60 it was **resolved** that the Clerk raise various points with LCC. The full replies (summarised below) were circulated with the agenda.

1. Have any concerns have been raised by the bus companies or HGV drivers?  
*None that the Infrastructure Delivery Team are aware of.*
2. Was a modelling exercise carried out to check the turning angle on the junction  
*As part of the design process, a swept path analysis for a 16.5m articulated HGV was undertaken. Larger vehicles are required to cross the centre line on Woodplumpton Road however, the turn is no tighter than before.*
3. Are LCC aware of any increase in accidents since the works took place.  
*The safety team have advised that there have been no recorded injury collisions as a result of the works.*
4. Can LCC identify any measures to resolve the problem such as cutting back some of the hedge to improve visibility  
*The visibility splays from all approaches were unchanged as a result of the works. If the Parish Council feels visibility is an issue, this should be raised separately with Highways District Lead.*

Members noted all the above comments, in particular the statements that *the turn is no tighter than before* and *the visibility from all approaches is unchanged*. **MIN 23/24.80** Based on the above replies and the reassurance that there has not been an increase in accidents or complaints from other HGV drivers or bus companies, Members **resolved** not to follow through with the concerns raised during public participation at the Sept meeting.

**MIN 23/24.81** However, bearing in mind that all traffic will need to use the Newsham Hall Lane / Woodplumpton Road junction once Whittle Hill is closed, Members **resolved** to contact Highways District Lead to query if the hedge along Newsham Hall Lane can be replaced with a fence to improve visibility.

### c) Whittle Hill

At the Sept meeting, concerns were also raised regarding the closure of Whittle Hill and under MIN 23/24.61 it was resolved that the Clerk write to LCC to

1. confirm if LCC have any records to clarify if a resident raised concerns regarding the closure directly with LCC - either at a Cabinet meeting or in response to the TRO  
*A late objection was received citing a negative impact on a business however, LCC's Cabinet considered the objection and approved the Traffic Regulation Order.*
2. remind Members why the advice given was to close the Whittle Hill end instead of the village end.  
*Closure at the Woodplumpton Road end would isolate 11 properties, disconnecting residents from the village.*
3. advise if the closure works are going to take place between the 16th Oct & 20th Nov in accordance with the TRO information  
*Works are likely to extend beyond 20<sup>th</sup> Nov due to delays with BT.*
4. advise if there is any scope to include lockable bollards at the Newsham Hall Lane entrance to allow access to a local farmer.  
*The TRO is approved for a prohibition of driving. If bollards or gated entry is requested, it would require a redesign of the layout and a revision of the TRO. A private gated access on to an adopted highway is likely to be highly irregular and undesirable.*
5. advise if a modelling exercise was carried for HGV's turning into Ambrose Hall Farm from Woodplumpton Road  
*4 movements into and out of Ambrose Hall Lane using 16.5m articulated lorries were carried out.*
6. confirm if a safety audit has been carried out on the proposed closure and if so, was pedestrian access taken into account.  
*A stage 2 road safety audit has been completed on the proposed scheme. The safety of all road users including pedestrians and cyclists were taken in to account.*

Members reiterated previous statements that Whittle Hill is being closed to prevent it being used as a rat run and to provide a safe route for pedestrians and cyclists. The road is too narrow for a footway to be added and the cost of resurfacing the whole stretch would be extensive.

Decisions have been taken with the **majority** of road users and pedestrians in mind and it is not feasible to adjust the scheme based on the concerns of one business – especially when the concerns have been considered by LCC's cabinet when approving the TRO (see point 1). Furthermore point 4 confirms that it would be highly irregular and undesirable to create a gateway for one agricultural worker.

**MIN 23/24.82** Based on all of the above points Members **resolved** not to take any further action in relation to the concerns raised during public participation at the Sept meeting. Members also **resolved** not to request yellow lines to prevent parking at the Woodplumpton Road / Whittle Hill junction as, to the best of their knowledge, the concern related to one car which could be checked by the PCSO.

### d) The Orchard - Double Yellow lines

LCC have confirmed that there were no objections to the TRO to reduce the length of the double yellow lines at the Orchard and they have issued an invoice for £495 to remove the paint. They have also requested that the Parish Council advise residents not to park on the lines when the works are scheduled. An actual date is yet to be confirmed.

**MIN 23/24.83** Members **resolved** to approve payment of the invoice but stated that LCC should take responsibility for advising motorists of the works. This is because not all motorists will be residents and the Parish Council does not wish to incur any liability if the works have to be rescheduled due to parked cars.

#### e) Catforth Scheme.

As advised at the Sept meeting, the S278 Legal Agreement has been signed and the associated admin costs have been paid to LCC. The Solicitors fees of £1,260 have been paid due to a 14-day payment term. See the accounts section below.

LCC have issued an invoice for £373,097.44 which includes £364,097.44 for the construction works and materials and 3 TRO advertisements. The Clerk is querying the invoice as LCC issued an email stating that the TRO's were included with the Woodplumpton costs.

**MIN 23/24.84** Members **resolved** that the Clerk transfer £250,000 from CCLA account so that the correct invoice can be paid by cheque.

#### **POLITE PARKING NOTICE**

In Jan 2023, under MIN 22/121, Members resolved that the Lengthsman may continue to place a 'polite parking notice' on cars parking inconsiderately or causing an obstruction. The original policy decision and procedures were approved under MIN 109 of the Oct 2017 meeting.

Members considered an email complaint in relation to a notice issued on the 19<sup>th</sup> Sept 2023 and considered the photographs taken of 2 vehicles.

**MIN 23/24.85** Members acknowledged that 'inconsiderate' parking is a matter of opinion, however in this instance, they **resolved** to support the Lengthsman's decision that it was inconsiderate to park on the raised platforms which are intended to assist the free and safe flow of traffic through the village. It was further **resolved** that the photograph of the van and hedge blocking the pavement should be sent to LCC, with a request that the hedge should be trimmed back. The PCSO will also be requested to check the parking situation outside the Community Garden.

#### **2022/23 FINANCIAL STATEMENT 1<sup>st</sup> April – 30<sup>th</sup> Sept 2023**

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

#### **ACCOUNTS FOR PAYMENT AND RECEIPTS**

**MIN 23/24.86** Members **resolved** to note and approve the following accounts already paid in accordance with Standing Order 2023 15 (b) xii

Catforth Solicitor fees	Napthens	£1260.00	REF 68
Lengthsman Invoice weeks 24 - 27	B Hill	£1216.00	REF 69
Community garden Invoice Sept	B Hill	£225.00	REF 70

**MIN 23/24.87** Members **resolved** to approve the following accounts for payment

Clerk's Oct Salary	J Buttle	£1259.87	BACs
HMRC PAYE	HMRC	£105.74	BACs
Employer Nat Ins	HMRC	£88.71	BACs
Clerk Expenses	J Buttle	£203.05	BACs

#### **ROYAL BRITISH LEGION**

**MIN 23/24.88** Members **resolved** to approve the purchase of 2 poppy wreaths under S137 of the LGA 1972 at an approx. cost of £40.00.

#### **WAR MEMORIAL PLANTING & SILHOUETTES**

As stated on the agenda, the Parish Lengthsman has advised that various plants at Whittle Green will need replacing with winter plants. Some gaps also need filling in the War Memorial beds. New poppies are also required for the silhouettes at the Memorial as the old ones have faded.

**MIN 23/24.89** Members **resolved** to approve both purchases and it was further **resolved** that any surplus plants may be used to fill gaps in the Parish Council maintained land at Catforth.

#### **CATFORTH CAROL SERVICE**

**MIN 23/24.90** In accordance with the budget, Members **resolved** to approve a £25 donation to provide refreshments for the Catforth carol service in the Village Hall on the 6<sup>th</sup> Dec.

## **HALF YEARLY BUDGET ANALYSIS Apr 23 – Sept 23**

Members considered the 2023/24 budget analysis which shows the agreed expenditure items, the budget allocated, the expenditure to date and the remaining budget.

Members noted that the City Council estimated the parish election cost would be £2,076 however, the final invoice was £3,655.98 and the external audit fee was £365 higher due to the CIL income banding. Members were also reminded that under MIN 22/170 Members resolved to approve an unbudgeted increase to the Lengthsman's contract.

**MIN 23/24.91** Members **resolved** to fund the election surplus and the increase to the Lengthsman's contract using the budget contingency and to use the CIL interest to fund the audit surplus.

In addition to the contract increase, under MIN 22/172 Members also resolved to pay for an extra 4hrs a week litter picking during the summer months. Members **noted** that the decision needs to be reviewed at the next meeting with the additional costs possibly being funded from CIL interest.

## **CONSIDERATION OF 2024/25 BUDGET ITEMS**

Members **noted** that the November meeting will primarily focus on the 2024/25 budget requirements. The Clerk has noted that the budget needs to include the following items

- Adjustment to the Clerk's salary based on the advertised vacancy
- Increase to fees & subscriptions - including the Audit
- Increase to the newsletter costs including printing and postage
- Promotion of the Referendum / decision on the Neighbourhood Plan
- Plants for the new planters (which may be purchased through CIL)

Costs estimates for the above will be included in the 2024/25 November budget presentation.

## **PLANNING APPLICATIONS BEFORE COUNCIL**

Members were advised of the objections in relation to application 06/2023/0883 - a retrospective application for private equine use including the stabling of 8 horses, formation of a riding menage, turnout paddock and muck midden on land at Moss Lane as detailed on the delegated comments.

**MIN 23/24.92** Members **resolved** to support the reasons for objecting as detailed on the delegated planning comments. Members also **resolved** to object to application **06/2023/1035** for a single storey extension to a commercial building at Willbrig Cottage, Roots Lane due to concerns about highway safety and the fact that the 'rural suitability' of future occupants can't be guaranteed.

Members **noted** that Barton's Neighbourhood Plan will be going to a referendum in November which prompted concerns that Woodplumpton had been informed that the Referendum would be held with the May elections. The consultant has completed the alterations to Policy HOU1 (as advised at the Sept meeting) and arrangements are being made to present the plan to the 1<sup>st</sup> Nov Cabinet meeting. The Clerk has questioned if the Council should be represented.

## **PARISH & TOWN COUNCIL CONFERENCES**

Members **noted** that Cllr John Green may be able to attend to the Lancashire Parish and Town Council Conference on the 4<sup>th</sup> November. The Clerk will email the joining instructions.

## **NEW CORRESPONDENCE / UPDATES**

Members **noted** the following information

- LCC have confirmed that the 7.5T weight restriction signs on **Bartle Lane** will be refreshed on the 12<sup>th</sup> October, however they have also advised that the current road closure will be extended to the 5<sup>th</sup> January 2024.
- United Utilities will be providing an update on the proposed sewer at **Hoyles Lane** on the 18<sup>th</sup> October between 1800 and 20.00 in Cottam Community Centre.
- A white Ford Focus appears to have been abandoned in Catforth Village Hall car park. The Clerk was requested to report the matter to the police and express concerns that phone calls and emails regarding the matter have not been returned.

### **REVIEW OF THE CLERK'S EMPLOYMENT**

As advised at the Sept meeting, the Clerk has confirmed her plans to retire in the New Year. Further to MIN 23/24.75 a meeting was held to discuss the details of the vacancy which was advertised on the 25<sup>th</sup> Sept with a closing date of the 13<sup>th</sup> October. Members noted that few applications had been received due to the Council's preference to appoint a CiLCA qualified Clerk

**MIN 23/24.93** It was **resolved** that the position be readvertised stating that applicants will be expected to work towards the CiLCA qualification and maintain the status of being a Qualified Clerk. The closing date for applications will be the 10<sup>th</sup> November.

### **DATES OF FUTURE MEETINGS**

The next meeting will be held on **Monday 20<sup>th</sup> Nov 2023** in Woodplumpton Primary School at **7.00pm**