

Grimsargh Parish Council

Minutes of the Annual Parish Council meeting held on Thursday 12 May, 2022 held at Grimsargh Village Hall at 7.30pm.

Present:- Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor David Hindle; Councillor Mrs Agustina Oliver and Councillor Mrs Jayne Woollam.

In attendance:- Sue Whittam – Clerk to the Council
1 member of the public

1. (22/23) Appointment of Chairman for 2022/2023

The Clerk reported that there were two nominations for the position of Chairman and these were Councillor Peter Burton and Councillor David Hindle. A secret ballot was undertaken and Councillor Peter Burton was elected Chairman of the Parish Council for 2022/2023.

Councillor Peter Burton signed the Chairman's Acceptance of Office. The Chairman, Councillor Peter Burton then welcomed everyone to the meeting and briefed the Parish Council on possible health and safety considerations for this evening's meeting.

Resolved

That, Councillor Peter Burton is elected as Chairman of the Parish Council for 2022/2023.

2. (22/23) Appointment of Vice-Chairman for 2022/2023

It was proposed and seconded that Councillor David Hindle is appointed as Vice-Chairman of the Parish Council for 2022/2023. This was unanimously agreed.

Resolved

That, Councillor David Hindle is appointed as Vice-Chairman of the Parish Council for 2022/2023.

3. (22/23) Apologies for Absence

None.

4. (22/23) Declarations of Interest

Councillor David Hindle and Councillor Mrs Jayne Woollam declared a personal and prejudicial interest in Item 15 – Land close to Grimsargh Wetlands as they were Chairman and Secretary to Grimsargh Wetlands Trust respectively.

5. (22/23) Minutes of the Last Meeting

Resolved

That the minutes of the Parish Council Meeting held on 7 April 2022 be approved as a correct record and signed by the Chairman.

6. (22/23) Adjournment for Public Participation

The Chairman, Councillor Peter Burton adjourned the meeting for public participation and asked if anyone had anything to raise under this item.

Councillor Mrs Jayne Woollam referred to the possibility of a 3G pitch in the village and the Clerk confirmed that she was looking into this but a feasibility study needed to be carried out. The possibility was for a pitch to be on the land behind the village hall. This was subject to this land being suitable and approved by Preston City Council who owned the land.

Councillor Mrs Agustina Oliver asked about the potential for a crossing outside the school. The Clerk confirmed that this needed to be discussed/agreed with Highways at Lancashire County Council but this was one of the projects that the Parish Council supported.

Councillor Mrs Joyce Chessell informed the Parish Council that she had left messages for Rennie Pinder regarding the cameras and the data collection and she was awaiting a reply.

The member of the public asked if it was possible to borrow the projector from the village hall for the Platinum Jubilee event on 5 June for use in the nostalgia tent. The Clerk said she would ask the Village Hall Committee if the Parish Council could borrow the projector but obviously if there was any damage then the Parish Council would need to repair/replace. Councillor Mrs Joyce Chessell also asked if the Parish Council would be able to borrow a couple of tables and likewise the Clerk confirmed that she would also ask the Village Hall Committee about these as well.

Councillor Mrs Joyce Chessell said that she was willing to go to Elston Lane to look at the issues with the footpath to speak to the builders, and it was likely that a kissing gate/fencing would be a solution to stop children running into the road. She said that she would be happy for any other member of the Parish Council to go with her.

The Chairman, Councillor Peter Burton then reconvened the meeting.

7. (22/23) Town and Country Planning Act, 1990

The Parish Council gave consideration to the following Planning Applications: -

06/2022/0455	-	99 Preston Road Grimsargh PR2 5SD 1 no dwelling following demolition of existing dwelling (pursuant to 06/2019/1448 to seek variation of condition no 1 "approved plans").
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- 06/2022/0474 - The Old School House, 103 Preston Road PR2 5SD
Single storey side extension, 13 no solar panels,
alterations to vehicular access and front boundary.
- 06/2022/0475 - 223 Preston Road Grimsargh PR2 5JR
Change of use from agricultural land to residential
garden.
- 06/2022/0488 - 273 Preston Road Grimsargh PR2 5JR
Single garage with summer room and new boundary
treatment following demolition of existing garage, shed
and boundary treatment (Retrospective).
- 06/2022/0251 - 46 The Hills Grimsargh PR2 5BF
Change of use of land to residential garden
(Retrospective).
- 06/2022/0522 - 233 Preston Road Grimsargh PR2 5JR
Change of use of land to residential garden.

With regard to Planning Applications 06/2022/0455, 06/2022/0474, 06/2022/0488 and 06/2022/0251 the Parish Council had no comments to make on these applications.

With regard to Planning Applications 06/2022/0475 and 06/2022/0522 both relating to land close to Grimsargh Wetlands and for change of use of land to residential garden, the Parish Council had no objections to the application and the Clerk had submitted the standard response to both these applications as follows: -

These applications are similar to a number of other applications that have been considered over the last 18 months or so, and relate to parcels of land sold by United Utilities to residents close to Grimsargh Reservoirs now known as Grimsargh Wetlands.

To maintain a consistent approach to all these applications, the Parish Council was asking for the same standard response to this application as in previous applications. The Parish Council did not object to these applications but had a number of comments to make.

The Parish Council are aware that parcels of land have been sold by the current landowner to residents on Preston Road. The additional land purchased by residents would be close to the Grimsargh Wetlands formerly reservoirs which is a Biological Heritage Site (BHS) and is owned by the Parish Council and maintained by Grimsargh Wetlands Trust. The Parish Council understood that as a condition of the sale the additional land was not permitted to be built on and in addition to this a clawback clause existed. It was important that the additional land that would become part of the residential curtilage was not allowed to be built on and also there should be no direct access via a gate or otherwise to Grimsargh Wetlands/BHS. The boundary to the site is a hedge and this would be on the other side of the residents fence, the Parish Council would ask due to the site being a BHS and the importance

of rare nesting birds, flowers and fauna that the integrity of the hedge behind the houses are protected. This was of paramount importance to the Parish Council and the Wetlands Trust.

There were no further planning matters for discussion at the meeting.

Resolved

i) That, with regard to Planning Applications 06/2022/0455, 06/2022/0474, 06/2022/0488 and 06/2022/0251 the Parish Council had no comments to make on these applications.

ii) That with regard to Planning Applications 06/2022/0475 and 06/2022/0522 The Parish Council did not object to these applications but did have a number of comments to make as follows: -

The Parish Council are aware that parcels of land have been sold by the current landowner to residents on Preston Road. The additional land purchased by residents would be close to the Grimsargh Wetlands formerly reservoirs which is a Biological Heritage Site (BHS) and is owned by the Parish Council and maintained by Grimsargh Wetlands Trust. The Parish Council understood that as a condition of the sale the additional land was not permitted to be built on and in addition to this a clawback clause existed. It was important that the additional land that would become part of the residential curtilage was not allowed to be built on and also there should be no direct access via a gate or otherwise to Grimsargh Wetlands/BHS. The boundary to the site is a hedge and this would be on the other side of the residents fence, the Parish Council would ask due to the site being a BHS and the importance of rare nesting birds, flowers and fauna that the integrity of the hedge behind the houses are protected. This was of paramount importance to the Parish Council and the Wetlands Trust.

8. (22/23) Platinum Jubilee Working Group

Councillor Mrs Joyce Chessell gave an update on the latest meeting of the Platinum Jubilee Working Group held on 12 April 2022. A copy of the notes of the meeting had been circulated to the Parish Council and a copy is presented in the Minute Book.

Councillor Mrs Joyce Chessell reported that she had purchased a laminator for the posters at a cost of £60.93; boards for displaying the nostalgia information costing £331.19 and a gazebo for the event (note the marquee was too large and would take 12 people to erect) £299.99. It was noted that the Working Group were well within their budget for the event. The receipts were given to the Clerk who would reimburse Councillor Mrs Joyce Chessell, which was a total of £692.11.

It was noted that Simon Rusling was organising the football matches at the event and it was agreed that these should be held on the dedicated football pitch. The Clerk agreed to contact the cricket team to advise them about the event, and also to make sure that the football teams would not be using the pitch.

Resolved

i) That, the report of the Platinum Jubilee Working Group is received and noted, and a copy of the notes from their meeting held on 12th April 2022 is presented in the Minute Book.

ii) That, approval is given to the reimbursement to Councillor Mrs Joyce Chessell for the purchases as outlined in the above report. (Total £692.11).

9. (22/23) Appointment of representatives to outside bodies, Sub-Committees and Working Groups

The Parish Council gave consideration to the appointment of representatives to outside bodies, Sub Committees and Working Groups and agreed as follows: -

Outside Bodies

i). Preston Area Committee (3 Members)

Councillor Peter Burton; Councillor Mrs Jayne Woollam
The Clerk – Sue Whittam; and one vacancy for reserve.

ii). Boylton, Houghton and Farrington Charity (1 member)

Councillor Mrs J Chessell

iii). The Education Charity of John Farrington (1 member)

Councillor Mrs J Chessell

iv). Liaison Role with Grimsargh Wetlands Trust (1 member)

The Clerk Sue Whittam for day-to-day liaison and attending meetings of the Wetlands Trust as appropriate. Councillor Terry Cryer and Deputy Councillor Peter Burton for representing the Parish Council at the Trust AGM and any other meetings that would require the Parish Council to vote.

Sub-Committees

1. Planning Sub-Committee (4 Members)

Chairman of the Parish Council, (or Vice-Chairman in their absence),
Councillor Mrs Joyce Chessell (temporary basis until the vacancies are filled),
Councillor Mrs Jayne Woollam. (One vacancy).

Terms of Reference

- i) The Planning Sub-Committee has delegated executive powers to consider all planning applications relating to Grimsargh Parish Council and to respond to Preston City Council.
- ii) The Planning Sub-Committee may canvas opinions for and against applications to assist with fair determination of applications. The Sub-Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with Grimsargh Parish Council Standing Orders.

- iii) A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
- iv) The Sub-Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
- v) All members of the Planning Sub-Committee shall try to attend a Planning Training Workshop organised by LALC or other appropriate body.

2. Nellie Carbis Millennium Woodland/Best Kept Village Sub-Committee

The Clerk, Councillor Mrs Lynda Cryer, Councillor David Hindle and Councillor Mrs Jayne Woollam – other members from the village to be co-opted onto the group as necessary.

Terms of Reference

- To establish and revise, as necessary, a schedule of maintenance works – what and when.
- To ensure these works are carried out according to the schedule – using voluntary support where possible but engaging paid services if required.
- To authorise expenditure on the Nellie Carbis Millennium Woodland in line with the allocated budget for the Woodland.
- To propose “special projects” – with plans and costs to seek to obtain funding for such projects from grant sources – this may include from the Parish Council, but outside sources should be explored thoroughly.
- To promote the use of the Nellie Carbis Millennium Woodland by residents, local schools and others, encouraging involvement in the upkeep and enhancement by residents.
- It is an aim for the Nellie Carbis Millennium Woodland to encourage biodiversity and enhance the natural environment, to manage, rather than control or dominate it.
- To review the Judges report from each year’s Best Kept Village Competition and devise an action plan with recommendations for consideration by the Parish Council.
- To encourage local businesses, groups and individuals to be involved in the Best Kept Village Working Group/competition to help bring the village up to an appropriate standard.
- To identify general areas of improvement in the village and advise the Parish Council on solutions.
- Provide a written report from its meetings and report back to the Parish Council with recommendations for action.

The following will be guidelines:

- No, or limited use of chemical restraints
- Essential work only to be carried out during the nesting season

- Minimal clearing of small fallen branches and mainly to paths or for H&S purposes
- Primarily use of native species, though some additional planting for variety and interest, as appropriate
- Additional guidelines as per the Forestry Commission document “So you Own A woodland” and links contained therein: [http://www.forestry.gov.uk/pdf/so-you-own-a-woodland.pdf/\\$file/so-you-own-a-woodland.pdf](http://www.forestry.gov.uk/pdf/so-you-own-a-woodland.pdf/$file/so-you-own-a-woodland.pdf)

Working Groups

1. Community Engagement Working Group (incorporating the Projects Working Group)

Councillor Mrs Lynda Cryer, Councillor Terry Cryer, Councillor Mrs Jayne Woollam and two vacancies.

Terms of Reference

- a) To explore and recommend new/improved methods of communicating with the community. The aim being to improve awareness throughout the Village of the activities of the Parish Council and increase the amount of feedback and incoming information from residents.
- b) To explore and recommend new/improved methods of involving residents in activities to improve our community environment
- c) The Group will appoint a Chairman or co-ordinator who will write up notes from the meetings, suitable for communicating to the rest of the Parish Council and also for publication on the website.
- d) To engage with the community and voluntary sector to suggest suitable projects to be undertaken in the village.
- e) To evaluate infrastructure projects in the village and look at ways of promoting and allocating the funds for those projects
- f) To provide a written report back to the Parish Council with recommendations.

2. Finance Working Group

The Clerk (Sue Whittam), Councillor Peter Burton, Councillor Mrs Joyce Chessell and Councillor Terry Cryer.

Terms of Reference

- Monitor and review on at least an annual basis Grimsargh Parish Council’s Financial rules and regulations including the investment strategy to ensure they are adequate for the Parish Council’s needs.
- Review and make recommendations on the budget provision for each financial year.
- Review any actions arising from the annual internal and external audits and make recommendations to the Parish Council to deal with these issues.
- Monitor and review the Parish Council’s accounts to ensure they are legally compliant and promote best practice.
- To monitor CiL expenditure and report back on an annual basis.

- To explore opportunities for investments of all monies held by the Parish Council and make recommendations to the Parish Council.
- To monitor and review the Parish Council's investments and to make recommendations to the Parish Council in respect of these.
- To consider best practice and efficiencies with regard to Parish Council contracts.
- To monitor and review contractor activities including the Lengthsman and make recommendations to the Parish Council.
- Provide a written report from its meetings and report back to the Parish Council with recommendations for action.

3. Community Safety Working Group

Councillor Terry Cryer, Councillor Mrs Lynda Cryer and the Clerk (Sue Whittam) and one vacancy.

Terms of Reference

- To recommend to the Parish Council ideas to protect our local community from crime and to help people feel safer.
- Monitor and review the effectiveness of crime prevention techniques including the CCTV installed by the Parish Council.
- To work closely with other agencies such as the Police to raise community awareness.
- To source suitable grants and funding.
- Provide a written report from its meetings and report back to the Parish Council with recommendations for action.

4. Neighbourhood Planning Working Group

The Clerk (Sue Whittam), Councillor Peter Burton, Councillor Terry Cryer, Councillor Lynda Cryer, Councillor Mrs Jayne Woollam and one vacancy. (Other experts from outside the Parish Council can be seconded onto the Working Group as necessary).

Terms of Reference

- To develop a Neighbourhood Plan for Grimsargh and report back to the Parish Council on progress.
- To liaise with other Parishes and Town Councils such as Broughton and Longridge to learn from their experiences in developing a Neighbourhood Plan.
- To source funding to support the development of a Neighbourhood Plan.
- To provide a written report back to the Parish Council with recommendations in line with the above.

5. Employment Working Group

Currently: Councillor Peter Burton, Councillor Terry Cryer, Councillor Lynda Cryer and one vacancy.

Terms of Reference

- To ensure the Parish Council is complying with its statutory obligations for the health and safety of employees.
- To review the Clerk's work, conditions and pay on an annual basis.
- To carry out an annual appraisal with the Clerk.
- To deal with any grievances/concerns raised by the Parish Council or the Clerk.
- To make recommendations to the Parish Council.

6. Young Persons Working Group

Currently: Councillor Peter Burton, Councillor Mrs Agustina Oliver and Councillor Mrs Jayne Woollam.

Terms of Reference – to be drafted by the Working Group.

7. Road Safety Working Group

Currently: Councillor Mrs Joyce Chessell, Councillor David Hindle and John Baron.

Terms of reference

- To explore the traffic and parking problems between Preston Road and Houghton Green Lane Grimsargh.
- To gather traffic information on the road usage.
- To collate information on the 2 proposed housing developments west of the village.
- To explore appropriate road traffic signage, traffic calming measures etc.
- To liaise and discuss with residents in the area in order to gather ideas and their views.
- To explore alternative parking sites on match days.
- Identify possible and appropriate funding sources based on findings.
- To discuss and meet with various bodies in an effort to reach a satisfactory resolution.
- To produce recommendations with costs as appropriate based on the outcome of the investigation and report back to the Parish Council with recommendations.

Other Sub-Committees and Working Groups to be established during the year as appropriate.

Resolved

That the appointment of representative to outside bodies, Sub-committees and Working Groups are agreed in line with the above.

10. (22/23) The Hills/Recycling Lives

The Chairman, Councillor Peter Burton had asked for this item to be on the agenda to update the Parish Council on the recent fire at Recycling Lives. He explained that the fire had caused disruption to the surrounding area and roads and that investigations were currently being carried out to find out the cause etc. It was noted that the Company had also bought the additional office site previously owned by KT.

The Chairman, Councillor Peter Burton also informed the Parish Council that some asbestos roofing had been deposited in the car park at The Hills and that Persimmon had removed this. An enclosed skip and specialist contractors had been used due to the contamination from asbestos.

Resolved

That, the report is received and noted.

11. (22/23) Flower beds/planters/garden furniture

Councillor Mrs Jayne Woollam referred to the flower beds and planters in the village and reminded the Parish Council that as we had entered the Best Kept Village Competition then we needed to have the village looking at its best. The Clerk reported that she had received an estimate for the refurbishment of the black iron on the “ski ramp” planters which would cost £125 per planter. There were three of these planters in the village and the Parish Council agreed that these should be refurbished. The Clerk advised that she would try and have these refurbished before the judging for the Best Kept Village Competition but this was not guaranteed.

Councillor Mrs Jayne Woollam also advised the Parish Council that she would be contacting the “planter parents” to see if they wanted to carry on looking after their planters, she was also looking for additional volunteers. One resident had already contacted the Parish Council and was willing to look after the one opposite the Plough. It was agreed that all the planters needed a refresh. Councillor Mrs Agustina Oliver was also willing to help out with the planters and involve young people in the village.

Councillor Mrs Jayne Woollam said that she had seen some new planters at Ashleigh nursery which were three tier and cost £500 each. The Parish Council agreed to purchase one of these planters at £500 to be funded by CiL monies. Councillor Mrs Jayne Woollam also said she would organise a meeting of the “planter parents” to discuss their planting this year, which was very important due to it being the Queen’s Platinum Jubilee.

Resolved

i) That, approval is given to the refurbishment of the black iron on the three “ski ramp” planters at a cost of £125 per planter.

ii) That, approval is given to the purchase of a new tiered planter costing £500 to be funded from CiL monies.

iii) That, approval is given to Councillor Mrs Jayne Woollam to contact the “planter parents” regarding a meeting about the planters to celebrate the Queens Platinum Jubilee.

12. (22/23) Financial Matters and banking

It was noted that we currently had an estimated £159,945.33 in the Nat West bank as at 5 May 2022. This included a CiL payment of £29,853.05 but did not include the precept which was due to be credited at the end of this week.

It was further noted that we had also been informed that the Nat West were changing our account and would charge £0.35 per item for automate payments; £0.70 per £100 for cash payments; £0.70 per manual payments (in and out). This was because our account exceeded the limit on a not-for-profit account ie over £100,000 turnover so we were no longer eligible for free banking. The changes would come into force from 2 July 2022.

It was also noted that the following invoices had been paid since last meeting: -

Clerk Salary £1,313.87 + backpay £265.32 – tax and NI = £1,350.47 (Cheque no 1133).

LALC Annual Membership £495.80 (Cheque no 1134)

Best Kept Village Competition entry fee £25.00 (Cheque no 1135)

Zurich insurance for annual payment and event insurance £1,019.82 (Cheque no 1136)

RG Distribution Ltd for Platinum Jubilee pin £366.00 (Cheque no 1137).

Hop till you drop – for Platinum Jubilee final payment £330.00 (Cheque no 1138)

Signs Express for signs for Village Green for new mural £358.19 (CiL) (Cheque no 1139).

Adam Cooper Contractor March 36 hours @ £15.00 = £540 and April 34 hours @ £15 per hour = £510, total cheque £1,050 (Cheque no 1140).

It was further noted that we had also paid Nest pension (7 March), (7 April) £48.88 – direct debit.

Resolved

The following invoices were approved for payment: -

Clerk 15 May 2022 £1,173.50.

Adam Cooper Contractor – to be confirmed at the next meeting.

Remainder of Platinum Jubilee providers, including reimbursement to Councillor Mrs Joyce Chessell of £692.11 as outlined in item 8 (22/23) above.

13. (22/23) Clerk’s report – for information only

The Clerk reminded the Parish Council that they had agreed to plant the oak tree grown by Isobel Gorton in the village. The Parish Council agreed to plant this in the Nellie Carbis Millennium Woodland and the Clerk would arrange this.

The Clerk also informed the Parish Council that a couple of bus shelters would need replacing over the next 12 – 18 months. She asked if the Parish Council preferred to have the wooden bus shelters. The Parish Council agreed to also look at recycled plastic shelters and the Clerk agreed to obtain some brochures.

14. (22/23) Date of Next Meeting

It was noted that the next Parish Council meeting would be held on Thursday 2 June 2022 at 7.30 pm at Grimsargh Village Hall.

Local Government Act 1972

That the public be excluded from this meeting during consideration of the following item of business on the grounds that there is likely to be disclosure of exempt information which is described in the paragraphs of Schedule 12A to the Local Government Act 1972 which is specified against the heading to each item, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing it.

15. (22/23) Land close to Grimsargh Wetlands (para 3)

(Councillor David Hindle and Councillor Mrs Jayne Woollam declared a personal and prejudicial interest in this item as Chairman and Secretary of the Wetlands Trust respectively and left the meeting).

The Clerk informed the Parish Council that the Wetlands Trust had a donor that may be interested in buying the surplus land currently owned by United Utilities and that the Parish Council needed to consider the implications of this. After discussion the Parish Council agreed that they would still wish to purchase the land but they would not wish to be in competition with the Wetlands Trust. The Clerk was asked to contact the Trust to outline the implications of this, and report back to the Parish Council at their next meeting.

Resolved

That, the Clerk contacts the Wetlands Trust to advise them about the implications of the purchase of land and that a further update is provided to the Parish Council at their next meeting.