

Parish Council

Minutes of the Parish Council Meeting held on Thursday 1 December, 2016 starting at 7.30pm held at Grimsargh Village Hall

Present:- Councillor Mrs Lindsay Philipson (Chairman); Councillor Peter Burton (Vice-Chairman); Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor Ian Liptrot and Councillor Mrs Eileen Murray.

In attendance:- Sue Whittam – Clerk to the Council.
PC Chris Banks
PCSO David Reid

88. (16/17) Apologies for Absence/ Chairman's Health & Safety Announcements

Apologies for absence were received from Councillor David Hindle; Councillor Keith Middlebrough and Councillor Neil Cartwright from Preston City Council.

The Chairman, Councillor Mrs Lindsay Philipson said that she, as well as many Parish Councillors and residents were shocked and saddened to hear about the sudden death of Councillor Tom Davies and confirmed that a full civic funeral would be held on 2 December at the Minster. She also informed the Parish Council that an urgent item would be considered at the end of the meeting regarding possible donations to nominated charities in memory of Councillor Tom Davies.

The Chairman, Councillor Mrs Lindsay Philipson then briefed the Parish Council on possible health and safety considerations for this evening's meeting.

89. (16/17) Declarations of Interest and written requests for dispensation

The Clerk confirmed that written requests for dispensation had been received from all present in order for them to consider the precept during the period 1 December 2016 to 31 March 2019 in accordance with Section 33 of the Localism Act 2011. There were no further declarations of interest.

90. (16/17) Minutes of the Last Meeting

Resolved

That the minutes of the Meeting held on 3 November 2016 be approved as a correct record and signed by the Chairman.

91. (16/17) Adjournment for Public Participation and Policing Issues

The Chairman, Councillor Mrs Lindsay Philipson adjourned the meeting for public participation and welcomed PC Chris Banks and PCSO David Reid to the meeting. PCSO Chris Banks said he was also shocked at the sudden passing of Councillor

Tom Davies and he said that the police develop a close working relationship with local Councillors and he would be sadly missed.

With regard to the CCTV, PC Chris Banks said he was sorry about all the issues and delays caused by the police but they were struggling to get any satisfactory answers from the staff at Hutton. PCSO David Reid said he would pass on the contact details of the officer at Hutton dealing with the CCTV to Councillor Terry Cryer. Councillor Terry Cryer agreed that he would contact the Officer and if progress was not made then he would ask the Clerk to become involved.

PC Chris Banks informed the Parish Council that the annual Drink Drive Campaign had been launched and the police would be active in the village and would be breathalysing drivers as appropriate. He also said there were still issues with speeding especially in the Whittingham Lane area and that the Partnership for Road Safety was looking at this.

It was noted that there had been an increase in crime and the village was an easier target due to its location near to the motorway. It was noted that the police were supporting Grimsargh Club who had employed some security staff to deal with some issues. PCSO David Reid said there had been three recent crimes and these were once again due to property being insecure.

PCSO David Reid asked about the duck shoot and the Chairman, Councillor Mrs Lindsay Philipson said there had been no further issues but from what was understood from the shoot owner the site at Grimsargh was not currently being used.

Councillor Mrs Joyce Chessell raised her concern about the fireworks that had been set off from a private function at the village hall the previous Saturday as these had been extremely loud, close to properties and there had been a number of residents who had complained. Councillor Mrs Eileen Murray said that they were aware of some concerns and Sian from the village hall was looking into the issues raised.

The Chairman, Councillor Mrs Lindsay Philipson thanked the police for attending the meeting and then reconvened the meeting.

92. (16/17) Town and Country Planning Act, 1990

The Parish Council considered the following Planning Application:-

06/2016/1155 - Grimsargh Post Office, 144-146 Preston Road,
Grimsargh PR2 5JQ – change of use of garage to retail
area to include single storey rear extension

With regard to Planning Application 06/2016/1155, the Parish Council agreed to support this application as the shop was an important part of the village and any development to improve the shop should be encouraged.

Resolved

That, with regard to Planning Application 06/2016/1155, the Parish Council agreed to support this application as the shop was an important part of the village and any development to improve the shop should be encouraged.

93. (16/17) Report from the Neighbourhood Planning Working Group

The Chairman, Councillor Mrs Lindsay Philipson presented the notes from the Neighbourhood Planning Steering Group from their meeting held on 16 November 2016. It was noted that the date of the first Neighbourhood Forum had been changed to 18 January 2017 between 5.30pm – 8.30pm. Therefore, the front page of the newsletter would be about our Neighbourhood Plan and the Neighbourhood Forum meeting instead of producing a separate flyer for the village.

The Chairman, Councillor Mrs Lindsay Philipson informed the Parish Council that a meeting had been held with the Guides to obtain their feedback on the proposed Neighbourhood Plan and to see what they would like to be included. Some good suggestions and feedback had been received and copies of their completed forms were available in the shared drop box account. Councillor Peter Burton said he would contact the Scouts and find out when we could meet them to also ask for their input into the Neighbourhood Plan. The Chairman, Councillor Mrs Lindsay Philipson said it was important to engage with all the groups in the village to gain their support and participation.

It was noted that the next meeting of the Neighbourhood Planning Steering Group would be held on 11 January 2017 and this would be primarily to finalise the arrangements for the Neighbourhood Forum on 18 January 2017.

Resolved

That the report is received and noted.

94. (16/17) Grimsargh Wetlands – update

The Clerk had circulated with the agenda the draft legal agreements for the transfer of the Wetlands and copies had also been placed in our drop box account. It was noted that a few amendments had been made to the documents but hopefully they were now almost at the stage of sign off by the Clerk/Chairman. It was agreed that authority was given to the Clerk in conjunction with the Chairman to sign the legal documents on behalf of the Parish Council.

Councillor Mrs Joyce Chessell questioned the drainage links from the Wetlands to Longridge and said that no one seemed to know which way the sewers ran. It was noted that this was not necessarily a risk to the Wetlands but it would help for future reference and planning applications. Councillor Ian Liptrot said he would see if he could gain any information on this for the Parish Council.

The issue of Trustees for the wetlands was discussed and it was noted that the Wetlands item in the December newsletter asked people to express their interest in becoming a volunteer or a Trustee or both. Ideally the Parish Council was looking for around 5-7 Trustees but it was important that they had the right background/influencing skills to make the project a success.

The Clerk reported that she had now received the quotation from Groundwork to update the Wetlands Landscape Maintenance Schedule and plan drawings and also

for the development of Woodland Landscape Maintenance Schedule and plan drawings for the Nellie Carbis Millennium Woodland. The cost quoted for the Wetlands was two days at £610 and for the Nellie Carbis Millennium Woodland three days at £915.

The Chairman, Councillor Mrs Lindsay Philipson explained that at first it had seemed a good idea to put both the Wetlands and Woodlands together and manage it under one Trust. However, after further discussion with Community Futures and the Clerk, it was felt we may be over complicating the issue by putting both together and possibly the best approach would be to keep them separate. The Chairman, Councillor Mrs Lindsay Philipson proposed that we should accept the quote for the Wetlands at a cost of £610 but with regard to the Nellie Carbis Millennium Woodland we should keep this separate from the proposed trust and not go ahead with the Groundwork proposal. This was seconded by Councillor Terry Cryer and unanimously agreed. Councillor Mrs Joyce Chessell suggested that Dig In could be approached for work on the Woodland or Community Payback. The Chairman, Councillor Mrs Lindsay Philipson said she would also contact the Land Girls who were based in the village to seek their advice on what work was needed on the Woodland.

Resolved

- 1) That the progress with regards to the transfer of the Wetlands to the Parish Council is noted and that authority is given to the Clerk in conjunction with the Chairman to sign the legal documents on behalf of the Parish Council.
- 2) That the Parish Council gives approval to the quotation from Groundwork to update the Wetlands Landscape Maintenance Schedule and plan drawings at a cost of £610.
- 3) That the Nellie Carbis Millennium Woodland is kept separate from the Wetlands Trust and the Clerk informs Groundwork that the Parish Council does not wish to go ahead with the development of a Woodland Landscape Maintenance Schedule and plan drawings.

95. (16/17) Financial Risk Assessment

The Clerk reported that the Finance Working Group had considered the Financial Risk Assessment and there was one amendment referring to the Data Protection Section that had been updated to reflect that the Parish Council was now registered with the Information Commissioners Office for data protection issues. A copy of the proposed updated Financial Risk Assessment was circulated to the Parish Council.

The Parish Council approved the updated Financial Risk Assessment and a copy of the updated document is presented in the Minute Book.

Resolved

That approval is given to the updated Financial Risk Assessment as now presented and a copy of the updated document is presented in the Minute Book.

96. (16/17) Financial Rules and Regulations

The Clerk reported that the Finance Working Group had considered the Financial Rules and Regulations and they had suggested a couple of amendments to reflect the new responsibilities under the CiL regulations. A copy of the proposed updated Financial Rules and Regulations was circulated to the Parish Council.

The Parish Council approved the updated Financial Rules and Regulations and a copy of the updated document is presented in the Minute Book.

It was noted that under our Financial Rules and Regulations quarterly budget reports should be presented to the Parish Council and it was felt that this would be good practice to do so. In addition it was further noted that there was still a vacancy on the Finance Working Group and Councillor Mrs Eileen Murray agreed to fill the vacancy on this Working Group.

Resolved

1) That approval is given to the updated Financial Rules and Regulations and a copy of the updated document is presented in the Minute Book.

2) That Councillor Mrs Eileen Murray is approved as a Member of the Finance Working Group with immediate effect.

97. (16/17) Annual CiL Report

The Clerk presented the draft Annual CiL Report for approval. This covered the period up to 31 March 2016. It was noted that this was the first report required under the regulations. With regard to the administration of CiL the Clerk reported that 5% of CiL received could be used by the Parish Council for administration purposes. There was a general discussion about this and the Parish Council agreed to use the 5% for administration for year end 31 March 2016 and also for year end 31 March 2017 and then this would be reviewed.

The Parish Council approved the Annual CiL Report and a copy is presented in the Minute Book. It was noted that the Annual CiL Report would need to be published on the Parish Council website by 31 December 2016.

Resolved

1) That approval is given to the Annual CiL Report for the period up to 31 March 2016 and that the report is published on the Parish Council website by 31 December 2016 and a copy is presented in the Minute Book.

2) That the Parish Council agrees to 5% of CiL being used for administration purposes for year end 31 March 2016 and also for year end 31 March 2017 and then this will be subject to review by the Parish Council.

98. (16/17) CCTV Project - Update

Councillor Terry Cryer said that although the CCTV had been discussed earlier with the police he was also disappointed with the progress. He would contact the Officer at Hutton and see if he could speed up the progress on this issue and he would report back to the next meeting of the Parish Council.

99. (16/17) Financial Matters, budget, precept requirements for 2017/2018 and banking

It was noted that we had an estimated £86,663.98 in the bank as at 4 November 2016. We were still awaiting the December bank statement. This included our latest CIL installment of £4,395.30.

Resolved

The following invoices were agreed for payment:-

- i) Clerk, Sue Whittam, Salary 7, 14, 21, and 28 November 2016 = 4 weeks at £189 per week = £756 – tax and NI = £600.48 (Cheque no 811).
- ii) Adam Cooper Lengthsman –48 hours at 13 per hour total £624 (Cheque no 812) and materials for bus shelter £57.45 (Cheque no 813).

It was also agreed to sign a number of blank cheques for the bins, newsletters, HMRC, Clerks salary and Adam's wages/materials for December and possibly Solicitors fees for Wetlands and Groundwork Trust for works to be carried out. (seven cheques numbers 814- 820).

- iii) The Parish Council considered the draft budget for 2017/2018. The Chairman, Councillor Mrs Lindsay Philipson said that she had not had the chance to fully digest the draft budget and the Clerk advised that if necessary the budget and precept decision could be deferred until the next meeting as the precept only needed to be confirmed with Preston City Council by the 20 January 2017. At this stage the Clerk left the meeting while her salary and the recommendations made by the Employment Working Group was discussed.

On returning to the meeting the Chairman, Councillor Mrs Lindsay Philipson explained that the Clerk would receive an increase in her hours to 20 hours per week at a pay rate of LC2 SP 30 ie £13.94 per hour with effect from 1 April 2017 and this should be paid simply by standing order if possible. In addition a time sheet would be set up for the Clerk to complete on a regular basis.

- iv) The Parish Council agreed to finalize the budget and agree the precept at the January meeting.

100. (16/17) Clerk's Report – for information only

There was nothing further for the Clerk to report.

101. (16/17) Item of Urgent Business

With the agreement of the Chairman, Councillor Mrs Lindsay Philipson the following item was agreed as an item of Urgent Business that could not await the next meeting of the Parish Council:-

Donation to Charity in memory of Councillor Tom Davies

As referred to at the beginning of the meeting, the Chairman Councillor Mrs Lindsay Philipson explained that Tom's family had asked for donations to Dig In and Heartbeat and flowers would be from family only at his funeral to be held on 2 December 2016.

It was proposed by the Chairman Councillor Mrs Lindsay Philipson that a donation of £25 should be given each to Dig In and Heartbeat from the Parish Council in memory of Councillor Tom Davies. This was unanimously agreed by all present. In addition to this it was agreed that the bench would be replaced at Redrow with a new bench and a plaque in memory of Tom and it was further agreed that the Clerk would contact Tom's family to ask about the wording on the plaque.

Resolved

- 1) That a donation of £25 is given to both Dig In and Heartbeat from the Parish Council in memory of Councillor Tom Davies.
- 2) That approval is given to the replacement of the bench at Redrow and the Clerk is asked to contact Tom's family to agree the wording on the plaque for the bench.

102. (16/17) Date of Next Meeting

It was noted that the next meeting of the Parish Council would be held on Thursday 12 January 2017 at 7.30 pm in the Village Hall Grimsargh.