

## **Grimsargh Parish Council**

Minutes of the Parish Council meeting held on Thursday 2 June, 2021 held at Grimsargh Village Hall at 7.30 pm.

**Present:-** Councillor David Hindle (Chairman); Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor Mrs Lindsay Philipson and Councillor Mrs Jayne Woollam.

**In attendance:-** Sue Whittam – Clerk to the Council  
Councillor Ron Woollam – Preston City Council

### **18. (21/22) Apologies for Absence/Chairman's Health & Safety Announcements**

Apologies for absence were received from Councillor Mark Bell (Vice-Chairman); Councillor Graham Jolliffe, Preston City Council; Councillor Harry Landless, Preston City Council; PC Felipe Garcia, Lancashire Police and PCSO Julie Anyon, Lancashire Police.

The Chairman, Councillor David Hindle welcomed everyone to the meeting and briefed the Parish Council on possible health and safety considerations for this evening's meeting.

### **19. (21/22) Declarations of Interest**

None.

### **20. (21/22) Minutes of the Last Meeting**

It was noted that under Minute 2 (21/22) the resolution should say **Vice**-Chairman.

#### **Resolved**

That, with the addition of the amendment to Minute 2 (21/22) as above, the minutes of the Parish Council Meeting held on 13 May 2021 be approved as a correct record and signed by the Chairman.

### **21. (21/22) Adjournment for Public Participation and Policing Issues**

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

Councillor Mrs Joyce Chessell referred to the SPIDs discussed at the last meeting and asked if everyone was happy with the preferred locations. All present confirmed that they were happy with the suggested locations, although it was noted that these still needed to be approved by the County Council Highways Engineer.

Councillor Mrs Lindsay Philipson referred to the development at the vicarage that now looked as if it was going ahead, and said that it was important to keep an eye on

potential drainage issues as local residents were concerned about surface water draining from the new properties into the ditch/culvert close to existing residents.

The Clerk reported that the Parish Council had received an email from a local resident regarding the grass cutting on Redrow and she would contact Preston City Council to find out why some of the grass had not been cut, and that the resident had been advised that this was not the responsibility of Preston City Council, which was not actually correct.

## **22. (21/22) Town and Country Planning Act, 1990**

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

- |              |   |   |
|--------------|---|---|
| 06/2021/0753 | - | Land off Ribblesdale Drive Grimsargh<br>Variation of Condition 6 of outline planning permission<br>06/2016/0258 for residential development of up to 70 no dwellings. |
| 06/2021/0742 | - | Church House Farm, Preston Road Grimsargh<br>Single storey extension to side and rear, and dormer gable to rear, following demolition of existing orangery and porch. |

With regard to Planning Application 06/2021/0753, it was reported that the applicant was requesting to vary Condition 6 of their outline planning permission ref 06/2016/0258 because they had not completed their section 278 agreement with Lancashire County Council which obligated the applicant to carry out the widening of Ribblesdale Drive before any construction took place.

The Parish Council agreed to formally object to this variation as they were very disappointed that in spite of outline permission being granted in 2016, the applicant had not managed to complete their agreement with highways which was a fundamental part of this scheme. It was noted that when the original outline was being discussed, the Parish Council and residents were quite rightly extremely concerned about the width of Ribblesdale Drive and the detrimental effect that construction traffic would have on neighbouring properties, residents and vehicle/pedestrian safety. This was the reason why it was so important that the highway works should be agreed and undertaken in advance of any development works taking place. The Parish Council and residents were pleased that this was a condition agreed at the time of the original outline being granted, and the Parish Council felt that it was still important that this was adhered to.

In addition to this the Parish Council felt that if this condition was varied, allowing any development even if it is a limited amount for a temporary period would still have a detrimental effect as referred to above.

With regard to Planning Application 06/2021/0742, the Parish Council had no comments to make on this application.

The Clerk informed the Parish Council that Preston City Council were consulting on a housing needs survey and everyone was encouraged to reply individually to the consultation.

Councillor Mrs Joyce Chessell reported that Fir Trees Farm was up for sale.

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

**Resolved**

i) That, with regard to Planning Application 06/2021/0753, the Parish Council agreed to formally object to this variation as they were very disappointed that in spite of outline permission being granted in 2016, the applicant had not managed to complete their agreement with highways which was a fundamental part of this scheme. It was noted that when the original outline was being discussed, the Parish Council and residents were quite rightly extremely concerned about the width of Ribblesdale Drive and the detrimental effect that construction traffic would have on neighbouring properties, residents and vehicle/pedestrian safety. This was the reason why it was so important that the highway works should be agreed and undertaken in advance of any development works taking place. The Parish Council and residents were pleased that this was a condition agreed at the time of the original outline being granted, and the Parish Council felt that it was still important that this was adhered to.

In addition to this the Parish Council felt that if this condition was varied, allowing any development even if it is a limited amount for a temporary period would still have a detrimental effect as referred to above.

ii) That, with regard to Planning Application 06/2021/0742, the Parish Council had no comments to make on this application.

**23. (21/22) Appointment of representatives to outside bodies, Sub-Committees and Working Groups**

The Parish Council agreed at the last meeting that the report on the appointment of representatives to outside bodies, Sub Committees and Working Groups should be deferred and a copy forwarded to Councillor Mrs Jayne Woollam, to give her the opportunity to consider which groups she would like to be part of. The Clerk reported that this had now been actioned and Councillor Mrs Jayne Woollam had agreed to participate in a number of outside bodies, Sub-Committees and Working Groups, however there were still a number of vacancies due to the Parish Council having one vacancy on the Council. A copy of the updated report had been circulated to the Parish Council and the appointment of outside bodies, Sub-Committees and Working Groups was therefore agreed as follows: -

**Outside Bodies**

**i). Preston Area Committee (3 Members)**

Councillor Mrs Lindsay Philipson; Councillor Peter Burton; The Clerk – Sue Whittam; and Reserve – Councillor Mrs Jayne Woollam

- 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 Peter Burton, Councillor Mrs Lindsay Philipson; Councillor Mrs Jayne Woollam

#### **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 Lindsay Philipson – 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: [\\$file/so-you-own-a-woodland.pdf](http://www.forestry.gov.uk/pdf/so-you-own-a-woodland.pdf)

## **Working Groups**

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

Councillor Mrs Lynda Cryer, Councillor Mrs Lindsay Philipson, Councillor Terry Cryer, Councillor Mrs Jayne Woollam and one vacancy

## **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 - one vacancy

### **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 Mrs Lindsay Philipson, Councillor Terry Cryer, Councillor Mrs Lynda Cryer and the Clerk (Sue Whittam).

### **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 Terry Cryer, Councillor Lynda Cryer, Councillor Mrs Lindsay Philipson, 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**

Councillor Mrs Lindsay Philipson, Councillor Peter Burton, Councillor Terry 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**

Councillor Peter Burton, Councillor Mark Bell and Councillor Mrs Jayne Woollam

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

#### **7. Road Safety Working Group**

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 approval is given to the appointment of representative to outside bodies, Sub-committees and Working Groups as set out in the report above.

### **24. (20/21) Financial Matters and banking**

It was noted that we currently had an estimated £52,501.79 in the Nat West bank as at 5 May 2021. It was further noted that this included the CiL payment of £49,821.09 was credited on 23 April. The Parish Council were still awaiting the payment of the precept.

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

Clerk's Salary 15 May 2021 - £951.48. (Cheque no 1081).

Zurich Municipal insurance £848.27. (Cheque no 1082).

Green Spaces Contribution to Preston City Council £3,190.00. (Cheque no 1083).

### **Resolved**

- 1) The following invoices were agreed for payment: -

i) Sue Whittam 15/06/21 - £951.28 + reimbursement for two sets of paediatric defib pads costing £165.72 = total £1,117.

ii) Waymarkers for Grimsargh Walks as agreed to signs express £400.00 (CiL monies).

iii) Adam Cooper Lengthsman to be confirmed at the next meeting.

## **2) 2020/2021 End of year report and Annual Return**

The Clerk presented the end of year financial report which included the Annual Governance and Accountability Return (AGAR). i) The Parish Council reflected on the effectiveness of the system of internal control and approved and completed the Annual Governance Statement. ii) The Parish Council then considered the end of year financial report and approved the Accounting Statements which were then signed and dated by the Chairman, Councillor David Hindle. It was further noted that the Clerk had arranged for the internal auditor to complete her audit in time for submission to the external auditor.

## **25. (20/21) Clerk's report – for information only**

The Clerk reported that the newsletter would be ready shortly and it was agreed that the Clerk would arrange for this to be delivered to Councillor Peter Burton's address.

There was nothing further for the Clerk to report.

## **26. (20/21) Date of Next Meeting**

It was noted that the next Parish Council meeting would be held on Wednesday 7 July at 7.30 pm, this was a change of date due to the availability of the large room at the Village Hall.