

## **Grimsargh Parish Council**

Minutes of the Annual Parish Council Meeting held on Thursday 1 May, 2014 at 7.00 pm held at Grimsargh Village Hall

**Present:-** Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Dan Dewhurst; Councillor David Hindle; Councillor Keith Middlebrough and Councillor Mrs Lindsay Philipson.

**In attendance:-** Sue Whittam – Clerk to the Council  
Councillor Neil Cartwright – Preston City Council

### **1. (14/15) Appointment of Chairman 2014/2015**

As there were no nominations for the appointment of Chairman for 2014/2015 it was agreed that there would be a different Chairman for each meeting. This would give the newer members of the Parish Council the opportunity to experience chairing the meeting. It was noted that if you were the Chairman for a meeting then you would continue as Chairman until the next Chairman takes over at the following meeting.

#### **Resolved**

That each Parish Councillor has the opportunity to chair at least one meeting for 2014/2015 as follows:-

Thursday 1 May 2014 – Councillor Mrs Lynda Cryer  
Thursday 5 June 2014 - Councillor Peter Burton  
Thursday 3 July 2014 – Councillor Mrs Joyce Chessell  
Thursday 4 September 2014 – Councillor Mrs Lynn McCann  
Thursday 2 October 2014 – Councillor David Hindle  
Thursday 6 November 2014 – Councillor Dan Dewhurst  
Thursday 4 December 2014 – Councillor Mrs Lindsay Philipson  
Thursday 8 January 2015 – Councillor Keith Middlebrough  
Thursday 5 February 2015 – Councillor Mrs Eileen Murray  
Thursday 5 March 2015 – Councillor Mrs Lynda Cryer  
Thursday 2 April 2015 – Councillor Peter Burton

Councillor Mrs Lynda Cryer then took over as Chairman for the meeting.

### **2. (14/15) Appointment of Vice-Chairman 2014/2015**

Councillor Mrs Lynda Cryer confirmed that she would be happy to continue as Vice-Chairman for 2014/2015. This was unanimously agreed.

#### **Resolved**

That Councillor Mrs Lynda Cryer is appointed as Vice-Chairman for 2014/2015.

### **3. (14/15) Apologies for Absence**

Apologies for absence were received from Councillor Mrs Lynn McCann, Councillor Mrs Eileen Murray, Councillor Tom Davies – Preston City Council and Reverend Halliwell.

#### **4. (14/15) Disclosure of Personal and Prejudicial Interests**

None.

#### **5. (14/15) Minutes of the Last Meeting**

##### **Resolved**

That, the minutes of the Parish Council meeting held on 3 April, 2014 be approved as a correct record and signed by the Chairman.

#### **6. (14/15) Adjournment for Public Participation and Policing Issues**

The Chairman, Councillor Mrs Lynda Cryer adjourned the meeting for public participation and as the police were not present asked if anyone had anything to raise under public participation.

Councillor Dan Dewhurst said he was aware of problems on Yew Tree Avenue with vehicles double parking and parking near to the road junction. He was going to visit the road with County Councillor George Wilkins and City Councillors Neil Cartwright and Tom Davies to look at the issues and he would report back to the Parish Council. It was noted that Paul Dunne who was the Public Realm Manager for Lancashire County Council would get involved where junctions were a problem and the police had the power to enforce dangerous driving. Councillor Mrs Joyce Chessell said that Lindale Avenue near the dentist had the same problem so this was not just an isolated case.

The Chairman, Councillor Mrs Lynda Cryer then reconvened the meeting.

#### **7. (14/15) Town and Country Planning Act, 1990**

It was noted that there were no new Planning Applications for consideration at tonight's meeting. However we had received from Preston City Council notification of a Certificate of Lawfulness application:-

06/2014/0245            -            Chapel House, Elston Lane, Grimsargh. Certificate of Lawfulness for existing use of land as residential curtilage. Closing date for comments 9 May 2014.

With regard to the Wainhomes Development appeal hearing Councillor Mrs Lindsay Philipson said that people had found it quite difficult to hear the inspector as he was quite softly spoken and microphones had not been used. It was noted that it would be six weeks before the result of the appeal was known. Councillor Mrs Lindsay Philipson said that both she and Councillor Mrs Murray had attended for part of the

appeal hearing and that the local resident had done a great job delivering the statement on behalf of the local residents and the Parish Council.

### **Resolved**

1) With regard to application 06/2014/0245 for a Certificate of Lawfulness, that the Parish Council has no comments to make with regard to this application.

2) That the report is received and noted.

### **7. (14/15) Report of the Community Engagement Working Group**

Councillor Peter Burton presented the report from the Community Engagement Working Group with regard to the Community Hub for information. It was noted that two google calendars had now been created and an item on this had been prepared for the next Parish Council newsletter.

### **Resolved**

That the report is received and noted.

### **8. (14/15) Report of the Community Safety Working Group**

This item was deferred until the next meeting of the Parish Council.

### **9. (14/15) Appointment of representatives to outside bodies, Sub-Committees and Working Groups**

### **Resolved**

That the following Members are appointed to outside bodies, sub-committees and working groups for 2014/2015 as follows and it was noted that other Working Groups would be set up as and when necessary:-

### **Outside Bodies**

#### **1. Preston Area Committee (3 Members)**

Councillor Mrs E Murray  
The Clerk – Sue Whittam  
Councillor Keith Middlebrough

#### **2. Boylton, Houghton and Farrington Charity (1 member)**

Councillor Mrs J Chessell

#### **3. The Education Charity of John Farrington (1 member)**

Councillor Mrs J Chessell

## **Sub-Committees**

### **1. Planning Sub-Committee (3 Members)**

Chairman of the Parish Council, (or Vice-Chairman in their absence) + 2 others (Councillor Mrs Eileen Murray, Councillor Peter Burton and Councillor David Hindle + the current Chairman for that month or Councillor Lynda Cryer as Vice-Chair in their absence).

#### **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.

## **Working Groups**

### **1. Community Engagement Working Group – (Councillor Lynn McCann, Councillor Lynda Cryer, Councillor Peter Burton, Councillor Dan Dewhurst and Councillor Lindsay Philipson).**

#### **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.

### **2. Finance Working Group – (The Clerk - Sue Whittam, Councillor Mrs Lynn McCann, Councillor Peter Burton and Councillor Keith Middlebrough).**

#### **Terms of Reference**

- Monitor and review on at least an annual basis Grimsargh Parish Council's Financial rules and regulations 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.
- Provide a written report from its meetings and report back to the Parish Council with recommendations for action.

**3. Nellie Carbis Millennium Woodland Working Group – (The Clerk, Councillor Lynda Cryer and Councillor 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 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.

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)

**4. Best Kept Village Working Group – (The Clerk – Sue Whittam, Councillor Lindsay Philipson and Councillor Mrs Lynda Cryer).**

**Terms of Reference**

- To review the Judges report from 2012 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.

**5. Community Safety Working Group – (Councillor Dan Dewhurst, Councillor Mrs Lynn McCann and Councillor Mrs Lynda Cryer).**

- To recommend to the Parish Council ideas to protect our local community from crime and to help people feel safer.
- To look at the advantages/disadvantages of installing CCTV or other technology in the village and report back to the Parish Council with recommendations and suggest appropriate places for installation.
- Monitor and review the effectiveness of crime prevention techniques.
- 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.

**6. Grimsargh Wetlands Working Group – (The Clerk – Sue Whittam, Councillor David Hindle and Councillor Mrs Eileen Murray). (Note this Working Group will be holding its first meeting shortly and the draft Terms of Reference will be agreed at that meeting).**

The current remit for establishing the group as agreed at the Parish Council meeting on 3 October 2013.

1) That the Grimsargh Wetlands Working Group is established to explore further the potential for a local group to acquire the Wetlands, with the condition of some level of development taking place on the land fronting Preston Road, and that the group thoroughly investigates and evaluates the options available, returning to Grimsargh Parish Council with reports and recommendations.

2) That the Grimsargh Wetlands Working Group initially consists of Councillor Mrs Eileen Murray, Councillor David Hindle and the Clerk, Sue Whittam with the group being able to draw on local expertise as appropriate.

**10. (14/15) Strawberry Tea 2014**

Councillor Mrs Lynda Cryer informed the Parish Council that she had provisionally booked the village hall for the strawberry tea for Sunday 17 August, 2014 between 1pm-4pm. This was the event to reward those involved in looking after planters in the village. This was agreed by the Parish Council. With regard to the budget for the event this was agreed at a maximum of £100.

Councillor Mrs Lindsay Philipson said she had spoken to Spout Farm and they were happy to help with the judging of the planters. Councillor Keith Middlebrough confirmed that Field Day Committee were happy to continue looking after their planter.

**Resolved**

That approval is given to the strawberry tea event for 2014 to be held on Sunday 17 August between 1pm-4pm at the village hall at a maximum cost of £100.

#### **11. (14/15) Parish Council Insurance**

The Clerk reported that it was the time of year to review the annual insurance for the Parish Council to make sure it was adequate for the Parish Council's need. It was noted that the Parish Council currently had a long term agreement with Zurich Municipal insurance which included cover for the Nellie Carbis Millennium Woodland. It was agreed that the insurance covered all the Parish Council's current requirements and the annual insurance premium of £467.16 was agreed.

#### **Resolved**

That the Parish Council insurance is renewed with Zurich Municipal at a cost of £467.16.

#### **12. (14/15) Parish Council Newsletter**

The draft items had been circulated to the Parish Council for comments and approval and these were agreed. The Clerk reported that she would be sending off the draft newsletter to Amelia at AVJ Design after the bank holiday so any final comments would need to be forwarded to her by then.

Councillor Peter Burton said he would obtain the distribution list for the newsletter from Councillor Mrs Murray and re allocate the distribution of the newsletters to include the new Councillors. Councillor Mrs Lindsay Philipson said she was happy to collect the newsletters when they had been printed.

#### **Resolved**

That the report is received and noted.

#### **13. (14/15) Friends of Grimsargh Green (FoGG)**

Councillor Mrs Joyce Chessell gave an update on the work of FoGG. This had been circulated by e mail to the Parish Council.

It was noted that FoGG were waiting for the delivery of top soil and the G's to go on the bed where the trees have been removed. The new benches had been ordered and so had the locally sourced stone from Longridge for the QEII plaque.

#### **Resolved**

That the report is received and noted.

#### **14. (14/15) Financial Matters and banking**

It was noted that we currently had an estimated £22,536.93 in the bank as at 1 April 2014. (We were still awaiting the May bank statement).

## **Resolved**

1) That, the following invoices be approved for payment:-

a) Sue Whittam – Clerk – 7, 14, 21 and 28 April 2014 = 4 weeks at £96.80 per week = £387.20 (new rate of £12.10 per hour as previously agreed) (Cheque no 679).

b) Adam Cooper – 56 hours at £12.25 per hour = £686.00 + VAT @ 20% = £137.20 total = £833.20 (Cheque no 680).

c) GVCA village hall hire November 2013 – April 2014 = £105 (Cheque no 681).

d) Cllr Mrs Eileen Murray plants for refreshments for Nellie Carbis community day as previously agreed + £2.00 car parking for meeting at Preston City = £39.31 (Cheque no 682).

e) Zurich Insurance for Parish Council annual insurance £467.16 (Cheque no 683).

### **15. (14/15) Clerk's Report – for information only**

There was nothing further to report from the Clerk.

### **16. (14/15) Date of Next Meeting**

It was noted that the next meeting of the Parish Council would be held on Thursday 5 June 2014 at 7.30 pm in the Village Hall.