

## **Grimsargh Parish Council**

Minutes of the Annual Parish Council Meeting held on Thursday 10 May 2018 at 7.00 pm at Grimsargh Village Hall

**Present:-** Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor Ian Liptrot; Councillor Mrs Eileen Murray and Councillor Mrs Lindsay Philipson

**In attendance:-** Sue Whittam – Clerk to the Council  
PC Chris Banks

### **1. (18/19) Appointment of Chairman 2018/2019**

The Clerk reported that there had been one nomination for the position of Chairman of the Parish Council and this was Councillor Mrs Lindsay Philipson. It was therefore unanimously agreed that Councillor Mrs Lindsay Philipson be approved as Chairman of the Parish Council for 2018/2019.

Councillor Mrs Lindsay Philipson signed the Chairman's Acceptance of Office.

#### **Resolved**

That, Councillor Mrs Lindsay Philipson is appointed as Chairman of the Parish Council for 2018/2019.

### **2. (18/19) Appointment of Vice Chairman 2018/2019**

The Clerk reported that there were no nominations for the position of Vice-Chairman of the Parish Council for 2018/2019. Councillor Peter Burton said that he did not want to be considered for the position of Vice-Chairman for this year due to other commitments. It was therefore agreed to defer the position of Vice-Chairman until the next meeting of the Parish Council.

#### **Resolved**

That the appointment of Vice-Chairman of the Parish Council is deferred until the next Parish Council meeting in June.

### **3. (18/19) Apologies for Absence/ Chairman's Health & Safety Announcements**

Apologies for absence were received from Councillor Keith Middlebrough; Councillor Neil Cartwright (Preston City Council) and Councillor Ron Woollam (Preston City Council). The Chairman, Councillor Mrs Lindsay Philipson briefed the Parish Council on possible health and safety considerations for this evening's meeting. The Chairman, Councillor Mrs Lindsay Philipson said that there was an item of urgent business relating to the Central Lancashire Open Space and Playing Pitch Strategy Consultation that could not wait until the next meeting of the Parish Council as a

response to the Consultation had to be submitted preferably by the beginning of June 2018. This was unanimously agreed.

#### **4. (18/19) Declarations of Interest**

None.

#### **5. (18/19) Minutes of the Last Meetings**

##### **Resolved**

That the minutes of the Parish Council Meetings held on 5 April 2018 and 18 April 2018 be approved as a correct record and signed by the Chairman.

#### **6. (18/19) Adjournment for Public Participation and Policing Issues**

The Chairman, Councillor Mrs Lindsay Philipson adjourned the meeting for public participation and welcomed PC Chris Banks to the meeting. PC Chris Banks explained to the Parish Council that after fourteen years working for the rural parishes he was now moving to Garstang. He said that this had been a big decision but he felt it was the right time to move on. PC Banks said his last day working for the rural areas was 23 May 2018. It was noted that three Police Officers had now been transferred to Broughton Police Station and they would be covering the rural areas between them. With regard to Grimsargh Field Day and the road closures then the Field Day Committee would need to find out what would happen for this year's event by contacting Broughton Police Station.

The Chairman, Councillor Mrs Lindsay Philipson on behalf of the Parish Council, thanked PC Chris Banks for all his work and dedication that he had given to Grimsargh over the years and wished him well in his new role.

The Chairman, Councillor Mrs Lindsay Philipson asked if any members of the Parish Council had anything to raise under public participation. It was noted that there were still issues with odours allegedly from KT Recycling and the Clerk reported that the Environment Agency were still investigating these issues and an extra Officer from the Environment Agency had been also assigned to the site.

The Clerk also reported that a resident had raised concerns about Church House Farm burning materials over the bank holiday weekend. It was noted that if any residents had any concerns about burning materials then these should be reported directly to Environmental Health at Preston City Council.

It was also noted that concerns had been expressed about works being carried out at the Plough pub. However, it was further noted that the Landlord was aware that Planning Permission would be required for change of use from a Bowling Green to a children's playground and that this would be dealt with in due course by Preston City Council. In addition to this if the Plough were going to put on outside events then a Temporary Event Notice would be required from Preston City Council.

The Clerk also reported that with regard to the Parish Council's request for trees on the Douglas Lane verge, Preston City Council had looked at this and had felt that

boulders would be more appropriate to deter vehicles driving on to the grass and the Clerk was waiting to find out how much these would cost.

The Chairman, Councillor Mrs Lindsay Philipson also informed the Parish Council that a bin on Old Railway Walk would be moved to Blackleach Avenue on the walk through to the Redrow Estate. This was following a request from a local resident regarding the lack of a bin in this area. It was noted that Adam Cooper would move the bin shortly.

## **7. (18/19) Town and Country Planning Act, 1990**

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

06/2018/0457        -        Southworth View, 261 Longridge Road, Preston  
Single storey front and side extension, and garage  
conversion including new bay window to front.

With regard to Planning Application 06/2018/0457 the Parish Council had no comments to make on this application.

There were no further planning issues to be considered by the Parish Council.

### **Resolved**

That with regard to Planning Application 06/2018/0457 the Parish Council had no comments to make on this application.

## **8. (18/19) 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 for 2018/2019.

### **Resolved**

The Parish Council agreed to appoint representatives to outside bodies, Sub-Committees and Working Groups as follows, and in addition to this updated the Terms of Reference as appropriate and agreed that the Wetlands Working Group was no longer required as the transfer of the Wetlands to the Wetlands Trust had now been completed:-

### **Outside Bodies**

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

Councillor Mrs E Murray  
The Clerk – Sue Whittam  
Councillor Peter Burton  
Reserve – Councillor Mrs Lindsay Philipson

#### **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

**Sub-Committees**

**1. Planning Sub-Committee (4 Members)**

Chairman of the Parish Council, (or Vice-Chairman in their absence)  
Councillor Peter Burton, Councillor Ian Liptrot and Councillor Mrs Eileen Murray.

**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 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: [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 Mrs Lindsay Philipson, Councillor Mrs Eileen Murray, Councillor Terry Cryer and Councillor Keith Middlebrough

#### **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 Keith Middlebrough, Councillor Peter Burton and Councillor Mrs Eileen Murray.

### **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.
- 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** **Currently:-**

The Clerk (Sue Whittam), Councillor Terry Cryer, Councillor Lynda Cryer, Councillor Keith Middlebrough, Councillor Mrs Eileen Murray and Councillor Mrs Lindsay Philipson. (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 Mrs Lindsay Philipson, Councillor Peter Burton, Councillor Terry Cryer and Councillor Keith Middlebrough.

#### **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.

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

#### **9. (18/19) Grimsargh Wetlands - update**

The Chairman, Councillor Mrs Lindsay Philipson updated the Parish Council on progress with the Wetlands. She said that Membership of the Trust would be formally opened on 31 May 2018 at 7.30pm at Grimsargh Club and that when the cost of Corporate Membership had been clarified by the Trustees then the Clerk

would arrange for the cheque to be paid for the Parish Council to become Corporate Members.

It was also noted the first AGM of the Wetlands Trust would be held on 4 July at 7.30pm in the Village Hall. With regards to the Lease then this would be sorted very soon.

### **Resolved**

That the report is received and noted.

### **10. (18/19) Neighbourhood Planning - update**

The Chairman, Councillor Mrs Lindsay Philipson informed the Parish Council that a meeting had been held with Chris Blackburn who was the new Head of Planning Policy at Preston City Council together with Tom Wiggans and Christine Margerison who both worked in the Planning Policy Team. The meeting had been a joint meeting with representatives from Barton Parish Council's Neighbourhood Planning Steering Group. It was noted that due to the review of the Preston Local Plan and other planning policies that were likely to change including the National Planning Policy Framework (NPPF), this would mean that the Grimsargh Neighbourhood Plan would slow down slightly while other policies were put in place that would directly affect our Neighbourhood Plan. It was further noted that as part of the Local Plan review, there would be a call for sites probably around summer time and Parish Councils were being advised to participate in the review and potentially suggest any possible small sites for around 10-15 homes.

The meeting had been a positive one with the Planning Policy Team and a further meeting would be held later in summer. In the meantime, the Chairman, Councillor Mrs Lindsay Philipson said that we could be carrying on with developing our aims and objectives and moving on with our Neighbourhood Plan albeit at a slower pace

### **Resolved**

That the update on the Neighbourhood Plan is received and noted.

### **11. (18/19) Grimsargh Village Green maintenance and drainage**

The Chairman, Councillor Mrs Lindsay Philipson informed the Parish Council that she together with Councillor Mrs Joyce Chessell and the Clerk had attended a positive meeting with Mark Taylor the Head of Parks and Neighbourhood Services at Preston City Council and Stephen Daley his Deputy. They had discussed the drainage and maintenance of the Village Green and how to take this forward. Mark Taylor had now clarified that under the City Deal agreement £25k had been allocated for the drainage and a revised cost of the scheme had now been obtained and this was £29,654 + VAT. In addition to this Preston City Council were advising that a Play Inspection Programme (PiP) carried out by the FA would be a good way to understand the current situation with the potential pitch and the future maintenance required. The cost of this would be around £150.

Councillor Mrs Joyce Chessell said that a number of teams were interested in using the pitch once it was established and it was important that the drainage should be carried out as soon as possible.

It was unanimously agreed that the Parish Council would pay the additional cost of the drainage of the pitch which was £4,654 + VAT on the total amount of £29,654. In addition to this the Parish Council also agreed to pay for the PiP to be carried out at an estimated cost of £150. Both these amounts would be funded from the Parish Council's CiL monies.

### **Resolved**

That the Parish Council agrees to fund the additional cost of the pitch drainage on the Village Green at a cost of £4,654 and the VAT on the total cost of £29,654. In addition to this the Parish Council also agrees to pay for the PiP at an estimated cost of £150. Both of these amounts to be funded from the Parish Council's CiL monies.

## **12. (18/19) Parish Council Insurance**

The Parish Council reviewed their annual insurance to ensure it was adequate for the Parish Council's needs. The Clerk reminded the Parish Council that we had entered into a three year deal with Zurich Municipal insurance as this was most cost effective. It was unanimously agreed that the insurance was appropriate for the Parish Council's needs and that the premium of £819.87 should be paid.

### **Resolved**

That the Parish Council has reviewed its annual insurance and agreed that it is appropriate for the Parish Council's needs and authorises the payment of £819.87 to Zurich Municipal for 2018/2019.

## **13. (18/19) Lancashire County Council – Consultations**

The Parish Council gave consideration to the following consultations:-

- a) Consultation on Community Transport in Lancashire. It was noted that the closing date for comments was 10 June 2018.
- b) Consultation on Street Lighting Maintenance. It was noted that the closing date for comments was 17 June 2018.

After discussion it was agreed that it may be more appropriate for individuals to respond to both these consultations and it was further agreed to alert people to these consultations via our Facebook page and website. The Parish Council therefore agreed not to respond directly to these consultations.

### **Resolved**

That, the Parish Council agrees not to respond directly to these consultations but to alert people to these consultations via their Facebook page and website.

## **14. (18/19) Review of Local Government Ethical Standards Consultation**

The Parish Council considered replying to the Review of Local Government Ethical Standards Consultation. It was noted that the closing date for comments was 18 May 2018. After discussion it was agreed that the Clerk should respond to the Consultation on behalf of the Parish Council and that a copy of the response should also be sent to Marion Gelder at LALC for information.

### **Resolved**

That with regard to the Consultation on the Review of Local Government Ethical Standards, that the Clerk responds on behalf of the Parish Council and that a copy of the response should also be sent to Marion Gelder at LALC for information.

### **15. (18/19) Clerk's Computer**

The Clerk informed the Parish Council that her computer which was over ten years old had recently broken and was beyond repair. As her new computer would be used solely for Parish Council work for both Grimsargh and Farington Parish Councils she asked if the Parish Council would consider contributing 50% of the cost of the replacement computer with the other 50% being paid for from Farington Parish Council. The cost for each Parish Council would be £312.97. This was unanimously agreed and further agreed that her computer should automatically be replaced every four years. The Clerk also reminded the Parish Council that she had external hard drives for both Parish Councils and that work was backed up onto these on a regular basis.

### **Resolved**

That the Parish Council agrees to fund the cost of 50% of the Clerk's computer at a cost of £312.97 and that the computer should be replaced automatically every four years.

### **16. (18/19) June Newsletter**

The Clerk had circulated the items for the June newsletter and these were agreed. It was noted that the newsletter would be printed in time for circulation before Field Day in June.

### **17. (18/19) Financial Matters and banking**

It was noted that we currently had an estimated £270,127.84 in the Nat West bank as at 5 April 2018. We were still awaiting the May bank statement. It was also noted that we should be receiving a CiL payment of £21,358.28 and this should have been credited to our account on 28 April 2018. The Clerk was also chasing the Precept payment to see when it would be paid.

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

05/04/18 – Grimsargh Cricket Club £3,000 (Cheque no 926) as agreed at the last meeting.

06/04/18 – Adam Cooper Contractor £701.25 (Cheque 905).

It was noted that cheque 896 was used to pay John Gornall for tree works as agreed at the last meeting, as Preston City Council ordered the bench from Glasdon's and would invoice us accordingly. Cheque number 896 was originally earmarked for Preston City Council.

20/04/18 – British Red Cross donation £100.00 as agreed at the last meeting. (Cheque no 927).

05/05/18 – The Clerk, Sue Whittam 2,9,16,23 and 30 April at new rate (+ 2%) as agreed at the last meeting so £284.37 per week – tax and NI and pension (new rate £16.78) = £1032.27 (Cheque no 928).

It was also noted that the new rate for pension contributions from 1 April 2018 was Employee contribution £16.78 and Employer contribution £13.98 total £30.76 (direct debit).

### **Resolved**

1) The following invoices were agreed for payment:-

i) Adam Cooper contractor – 46 hours @ £13.75 per hour total £632.50. (Cheque 929).

ii) Annual Insurance premium £819.87 as agreed earlier at the meeting. (Cheque 931).

iii) Sue Whittam (Clerk) reimbursement for dog bags - £90.24 and contribution to computer as agreed earlier at the meeting £312.97 = total £403.21. (Cheque no 930).

2) 2017 / 2018 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 Mrs Lindsay Philipson.

### **18. (18/19) Clerk's Report – for information only**

The Clerk reported that she had submitted the Parish Council bank details and approved signatories for the investments to Simon Crompton but she also needed the National Insurance numbers of those who were approved to sign on the investment account.

The Clerk also reported that a lovely thank you letter had been received from Grimsargh Cricket Club for the grant towards the changing facilities on the Village Green.

Finally the Clerk reported that she had received an invoice for the new bench for the Village Green but this was payable to Glasdons. As the order had been placed by Preston City Council and the invoice addressed to them, then the Parish Council would be unable to claim back the VAT on this order. This was noted.

#### **19. (18/19) Item of Urgent Business – Central Lancashire Open Space and Playing Pitch Strategy Consultation**

As agreed earlier in the meeting, this item was considered as it could not await the next meeting of the Parish Council. It was agreed that the Chairman, Councillor Mrs Lindsay Philipson together with Sue Whittam, the Clerk should respond to this consultation on behalf of the Parish Council.

#### **Resolved**

That with regard to the Central Lancashire Open Space Playing Pitch Strategy Consultation that the Chairman, Councillor Mrs Lindsay Philipson together with Sue Whittam, the Clerk should respond to this consultation on behalf of the Parish Council.

#### **20. (18/19) Date of Next Meeting**

It was noted that the next meeting would be held on Thursday 7 June at 7.30 pm in the Village Hall.