

Grimsargh Parish Council

Minutes of Annual Parish Council Meeting held on Thursday 9 May,
2013 at 7.30 pm at Grimsargh Village Hall

Present:- Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor David Hindle; Councillor Mrs Lynn McCann; Councillor Mrs Eileen Murray and Councillor David Nicholson.

In attendance:- Sue Whittam – Clerk to the Council
Councillor Neil Cartwright – Preston City Council
Councillor Tom Davies – Preston City Council
County Councillor George Wilkins – LCC
Reverend Halliwell – St Michaels Church
2 members of the public

1. (13/14) Appointment of Chairman 2013/2014

The Clerk reported that no one had put themselves forward for Chairman but a Chairman had to be appointed at this meeting. After some discussion Councillor Mrs Eileen Murray agreed to be Chairman with a view to relying on other Members of the Parish Council to reduce the burden by undertaking some of the work that was currently being undertaken by Councillor Mrs Murray.

Councillor Mrs Eileen Murray was duly elected Chairman for the next 12 months. She signed the Chairman's Acceptance of Office.

Resolved

That Councillor Mrs Eileen Murray is elected as Chairman of the Parish Council for 2013/2014.

2. (13/14) Appointment of Vice-Chairman 2013/2014

The Parish Council discussed the appointment of Vice-Chairman of the Parish Council. It was agreed that the Parish Council should have two Vice-Chairman for this year to help the Chairman with the amount of work needed especially as the Parish Council was allocating a great deal of resource to fighting planning applications for major developments. In order to gain experience and possibly take on the Chairman's role in future years it was agreed that Councillor Mrs Lynda Cryer and Councillor David Nicholson should both be appointed as Vice-Chairman for this coming year.

Councillor Mrs Lynda Cryer and Councillor David Nicholson were elected as Vice-Chairmen of the Parish Council for 2013/2014.

Resolved

That Councillor Mrs Lynda Cryer and Councillor David Nicholson are elected as Vice-Chairmen of the Parish Council for 2013/2014.

3. (13/14) Apologies for Absence

Apologies for absence were received from Councillor Andy Ellis.

4. (13/14) Disclosure of Personal and Prejudicial Interests

None.

5. (13/14) Minutes of the Last Meeting

Resolved

That, the minutes of the Parish Council meeting held on 4 April, 2013 be approved as a correct record and signed by the Chairman.

6. (13/14) Adjournment for Public Participation and Policing Issues

The Chairman, Councillor Mrs Eileen Murray adjourned the meeting for public participation and as the police were not present at tonight's meeting welcomed County Councillor George Wilkins, City Councillors Tom Davies and Neil Cartwright, Reverend Chris Halliwell and two members of the public, to the meeting. The two members of the public had come along to find out about the Parish Council and did not wish to speak on any particular item.

The Chairman Councillor Mrs Eileen Murray then reconvened the meeting.

7. (13/14) Town and Country Planning Act, 1990

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

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| 06/2013/0245 | - | Hallam Land Management Ltd:- Land North of The Hills, Longridge Road, Grimsargh. Outline application for residential development (up to 100 dwellings), public open space and ancillary works (all matters reserved). |
| 06/2013/0277 | - | Certificate of lawfulness for use of agricultural land as extended residential cartilage to Chapel House Barn. Chapel House Barn, Elston Lane, Grimsargh, Preston PR2 5LE. |

The Parish Council discussed the latest Planning Application from Hallam Land Management Ltd and were disappointed that they had appealed to the High Court with their original application and that they had also submitted a further application on the same land. The Chairman, Councillor Mrs Eileen Murray said that she had circulated an e mail sent from a Longridge resident objecting to the Planning Application and they had given permission for the points to be used in the Parish Council's letter. It was noted that the deadline for objections was the 24 May which

was a relatively short time frame. It was agreed that a flyer should be circulated to local residents informing them about this latest application and that they would need to submit a new objection to Preston City Council by 24 May. It was also agreed that the Parish Council would object to the Planning Application on the grounds that the proposed development was in the Area of Separation, the lack of school places and traffic issues. It was further agreed that the Chairman in conjunction with the Clerk would draft the letter in line with the above.

With regard to Planning Application 06/2013/0277 the Clerk reported that this had been received by e mail this afternoon. It was agreed that as the Parish Council only had 21 days to respond to this application, the Parish Councillors should look at this Planning Application on Preston City Council's website and if they had any concerns then they should contact the Clerk who would convene a meeting of the Planning Sub-Committee.

Resolved

1) That the Parish Council objects to Planning Application 06/2013/0245 - Hallam Land Management Ltd:- Land North of The Hills, Longridge Road, Grimsargh. Outline application for residential development (up to 100 dwellings), public open space and ancillary works (all matters reserved), on the grounds that the proposed development was in the Area of Separation, the lack of school places and traffic issues.

2) That the Chairman, Councillor Mrs Eileen Murray in conjunction with the Clerk drafts out the letter of objection in line with the above and this is submitted to Preston City Council by 24 May 2013.

3) That with regard to Planning Application 06/2013/0277 that the Parish Councillors look at this application on Preston City Council's website and if they had any concerns then they should contact the Clerk who would convene a meeting of the Planning Sub-Committee.

8. (13/14) Report of the Community Engagement Working Group

As Councillor Andy Ellis was unwell and therefore unable to attend this evening's meeting, the Chairman Councillor Mrs Eileen Murray gave a verbal report from the Community Engagement Working Group.

In particular there were two projects that the Working Group were keen to progress and were therefore seeking the approval of the Parish Council. The first was the Community Co-ordination Group which would look at getting local groups together and diarising events in the village. This would be an opportunity to maybe share best practice and also equipment. Councillor David Nicholson said that this seemed a good idea as it showed how successful events could be if they worked together as they did at the Guild last year. The Chairman, Councillor Mrs Eileen Murray explained that the cost to the Parish Council would be just for the room hire for a couple of meetings to get the local clubs/groups together and to start them off. Councillor Mrs Eileen Murray agreed to find the list of local groups and work with the

Clerk to send out a letter to them all inviting them to join. This was agreed by the Parish Council.

The second project was a review of the website. This had been up and running for some time now and there was a local resident who was very skilled at website design and updates. It was agreed that the Chairman should speak to this resident and ask her to update the website on behalf of the Parish Council. It was further agreed that the cost of around £150-£200 should be allocated to this.

Resolved

1) That the Chairman, Councillor Mrs Eileen Murray in conjunction with the Clerk should contact local groups in the village and invite them to a meeting at the Village Hall with a view to setting up a Community Co-ordination Group. The cost of the room hire for a couple of meetings to be funded by the Parish Council.

2) That the Chairman, Councillor Mrs Eileen Murray liaises with the local resident to update the Parish Council website and that a budget of £150-£200 is allocated to this work.

9. (13/14) Appointment of representatives to outside bodies, Sub-Committees and Working Groups

Resolved

i) That the following representatives are appointed to the outside bodies as listed below:-

1. Preston Area Committee (3 Members)

Councillor Mrs E Murray
The Clerk
Councillor David Nicholson

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

That with regard to this Charity, Councillor Mrs Joyce Chessell to speak to Ron Woollam to find out what is involved. The representative to be confirmed at the next meeting of the Parish Council.

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

Councillor Mrs J Chessell

Sub-Committees

ii) That a Planning Sub-Committee is established consisting of the Chairman, Councillor Mrs Eileen Murray; Councillor David Nicholson and Councillor Peter

Burton, and that the constitution and terms of reference are approved as set out below:-

Planning Sub-Committee (3 Members)

Chairman of the Parish Council, (or Vice-Chairman in their absence) + 2 others.

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.

iii) That the following Working Groups are established as set out below:-

1. **Community Engagement Working Group – Councillor Andy Ellis, Councillor Mrs Eileen Murray, Councillor Lynn McCann, Councillor Lynda Cryer and Councillor Peter Burton.**

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 Eileen Murray, Councillor Mrs Lynn McCann and Councillor Peter Burton.

Terms of Reference

- Review and update Grimsargh Parish Council's Financial rules and regulations.
- Review and make recommendations on the budget provision to ensure it is adequate for the Parish Council's needs for 2013/2014.
- Review and report on the Fidelity Guarantee to make sure the Parish Council is adequately covered.
- 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 Mrs Eileen Murray and Councillor Mrs Lynda Cryer – 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.

4. Best Kept Village Working Group – the Clerk, Councillor David Nicholson, Councillor Mrs Lynda Cryer and Councillor Mrs Eileen Murray.

- 1) The purpose of the Working Group will be to examine the Judges report from 2012 and develop/implement an action plan for improvement.

Terms of Reference

To be agreed by the Group at their first meeting

- iv) That the Preston Guild 2012 Advisory Working Group and the Conservation Area Status Working Group are now disbanded.

10. (13/14) Bins in the Parish Area

The Chairman, Councillor Mrs Eileen Murray explained that she had asked this item to be included on the Agenda as the Parish Council were receiving an increasing number of requests for bins. Councillor David Nicholson said that Redrow Residents Association were also aware that there was a lack of bins on their estate. It was agreed that Councillor David Nicholson would let the Clerk have a list of locations for bins on the Redrow Estate and that she would then contact Preston City Council. The problem with windblown litter on The Hills was also discussed and it was further agreed that the Clerk should contact Valpak recycling about this problem.

11. (13/14) Refurbishment of the Parish Council Offices

The Clerk reported that she had received two quotations for the resurfacing of the area directly outside the Parish Council offices. County Councillor Wilkins said that before going ahead the Clerk should speak to Paul Dunne at Lancashire County Council to see if they could help with this project. This was agreed by the Parish Council.

12. (13/14) Lancashire County Council – The Hills and Elston Lane Area Grimsargh and Preston (various roads Preston City) (20MPH speed limit) Order 201*

The Clerk had circulated to the Parish Council the above draft proposals as produced by Lancashire County Council. The Parish Council still felt that the 20 mph should be extended on Elston Lane to include the houses opposite Rosemary Glen. County Councillor George Wilkins said that the Clerk should respond to Maggie Isherwood at Lancashire County Council with these comments and he would support this. The Parish Council was happy with the proposals for The Hills.

Councillor Mrs Joyce Chessell referred to the signage for the 20mph zones and in particular on Lindale Avenue where the signs made it difficult for people in wheel chairs or with prams to stay on the footpath. The Clerk agreed to pass these comments to Lancashire County Council as well.

13. (13/14) Nellie Carbis Millennium Woodland Annual Insurance

The Clerk reported that the Nellie Carbis Millennium Woodland insurance was due at the end of May 2013. However this needed reviewing to ensure it was adequate for the Parish Council's needs. It was noted that currently the insurance only covered meetings and not any manual work carried out on the woodland.

The Clerk reported that the current policy was with the British Trust for Conservation Volunteers now known as TCV but the policy provided was underwritten by Zurich insurance who was also the Parish Council's insurance providers. The Clerk was liaising with Zurich Insurance to see if one policy could be obtained to cover all the Parish Council's needs including the Nellie Carbis Millennium Woodland. It was therefore agreed that the Clerk should look into this and e mail the Parish Council with details of the cost.

Resolved

That the Clerk is approved to liaise with Zurich Insurance to see if one policy can be obtained to cover all the Parish Council's needs including the Nellie Carbis Millennium Woodland. This is subject to a satisfactory price being received and circulated to the Parish Council.

14. (13/14) Parish Council Insurance

It was noted that the Parish Council insurance was due for renewal on 1 June 2013 and that the Clerk was currently dealing with Zurich Insurance to sort out one policy as per minute 13 above.

15. (13/14) Parish Council Newsletter

The Chairman, Councillor Mrs Eileen Murray reminded the Parish Councillors that items for the newsletter were needed urgently and she would forward the draft newsletter to the Parish Council soon.

Councillor David Hindle agreed to write an item on Grimsargh wetlands for inclusion in the newsletter.

16. (13/14) Preston Area Committee/3 Tier Forum

The Chairman, Councillor Mrs Eileen Murray gave a quick update on the Preston Area Committee/3 Tier Forum. She explained that at the last meeting Chris Hayward from Preston City Council attended the meeting and gave a very interesting insight into the planning process. It was noted that the infrastructure masterplan that would include things like schools and health provision was being formulated and it was hopeful that this would be presented to the September meeting of the Three Tier Forum.

Resolved

That the report is received and noted.

17. (13/14) Friends of Grimsargh Green (FoGG) – for information only

Councillor Mrs Joyce Chessell gave an update to the Parish Council on the work of FoGG. She explained that she had now met with Matt Kelly about various issues and with regard to drainage on the football pitch FoGG were trying to secure funding. A grant application would be submitted to the next Parish Council meeting for consideration. County Councillor George Wilkins said that the Lancashire Football Association based at Leyland often helped with funding. The Clerk agreed to give Councillor Mrs Joyce Chessell the contact number for the Football Association.

It was noted that the QEII event would be held this Sunday 12 May on the Village Green and everyone was welcome.

Resolved

That the report is received and noted.

18. (13/14) Financial Matters, appointment of internal auditor and banking

It was noted that we currently had an estimated £39,678.96 in the bank as at 1 May 2013. This included this year's precept of £24,500.

Resolved

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

- Sue Whittam – Clerk – 1 April, 8 April, 15 April, 22 April and 29 April = 5 weeks at £92 per week = £460 (cheque no 632).
- Adam Cooper – April 38 hours at £12.25 per hour = £465.50 + VAT @ 20% = £93.10 Total £558.60. (Cheque no 633).

2) That, Donna Kidd is appointed as the internal auditor for Grimsargh Parish Council at a cost of £60.

19. (13/14) Clerk's Report – for information only

It was noted that the notice advertising the vacancy on the Parish Council was now on our noticeboards and website. Anyone interested in the Parish Council was asked to along to our May and June meetings to find out what is involved. We were aiming to co-opt onto the Parish Council at our July meeting.

Reference was made to recent correspondence received from two residents about the conservation area questionnaires. One of the letters was a copy of correspondence that was addressed to Preston City Planning Department. This was noted. The other was an e mail sent to the Clerk who would reply on behalf of the Parish Council.

20. (13/14) Date of Next Meeting

It was noted that the next Parish Council Meeting would be held on Thursday 6 June 2013 at 7.30 pm in the Village Hall.