

## **Grimsargh Parish Council**

Minutes of the Annual Parish Council Meeting held on Thursday 14 May, 2015 held at 7.30 pm at Grimsargh Village Hall

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

**In attendance:-** Sue Whittam – Clerk to the Council  
Councillor Tom Davies – Preston City Council  
PC Chris Banks  
Dan Dewhurst

### **1. (15/16) Appointment of Chairman 2015/2016**

The Clerk reported that there had been one nomination received for Chairman and this was Councillor Mrs Lindsay Philipson. It was unanimously agreed that Councillor Mrs Lindsay Philipson is appointed as Chairman for 2015/2016. Councillor Mrs Lindsay Philipson signed the Chairman's Acceptance of Office.

#### **Resolved**

That, Councillor Mrs Lindsay Philipson is appointed Chairman of the Parish Council for 2015/2016.

### **2. (15/16) Appointment of Vice-Chairman 2015/2016**

It was unanimously agreed that Councillor Peter Burton is appointed as Vice-Chairman for 2015/2016.

#### **Resolved**

That Councillor Peter Burton is appointed as Vice-Chairman for 2015/2016.

### **3. (15/16) Apologies for Absence**

Apologies for absence were received from Councillor Neil Cartwright – Preston City Council.

### **4. (15/16) Declarations of Interest**

None.

### **5. (15/16) Minutes of the Last Meeting**

Councillor Mrs Lynda Cryer said that with regard to Minute 141 (14/15) it was suggested that the trophy was presented at the Handicraft Show and as the Show

was outside the control of the Parish Council then this was just a recommendation not a firm resolution. This was agreed by the Parish Council.

## **Resolved**

That, subject to the amendment to Minute 141 (14/15) as above, the minutes of the Parish Council Meeting held on 2 April, 2015 be approved as a correct record and signed by the Chairman.

## **6. (15/16) Adjournment for Public Participation and Policing issues**

The Chairman, Councillor Mrs Lindsay Philipson adjourned the meeting for public participation and welcomed PC Banks to the meeting. PC Banks gave an update to the Parish Council on police activities in the area and explained that there had been problems with mini motorcycles (mini motos) going through the Redrow Estate and Ribblesdale Drive. The police were aware that it was two local lads who were riding around the estate and if PC Banks asked if anyone saw them they needed to be reported to the police. It was noted that on private land the use of mini motos was allowed but they were not allowed on public highways/land.

PC Banks also informed the Parish Council that two people had been arrested for a garage break in and that there had been two thefts overnight in Longridge it was likely that the incidents were connected and he said that if the Parish Council was going to proceed with CCTV in the village then it would be invaluable in this situation.

With regard to local festivals and Grimsargh Field Day PC Banks confirmed that the police were committed to supporting the villages in this respect.

PC Banks also informed the Parish Council that they had received information from Councillor David Hindle about badgers being targeted in the area. It was reported that at least four badger sets had been targeted in the last three months and the local badger protection group were looking at providing cameras to protect the badgers and identify the culprits. PC Banks had recovered a number of tools that had been used by the culprits. Councillor David Hindle said it was important to make a note of any registrations of vehicles that looked suspicious and report the information to the police.

The Chairman, Councillor Mrs Lindsay Philipson thanked the police for attending the meeting. She asked if anyone had anything further to raise under public participation. Councillor Tom Davies said that following the recent elections Broughton Parish Council had now only four members and there seemed to be a general apathy and reluctance for people to get involved in local issues.

With the agreement of the Chairman, Councillor Mrs Lindsay Philipson and the Parish Council it was agreed to discuss the installation of CCTV in the village to enable Dan Dewhurst to participate in the discussion.

Dan explained to the Parish Council that he had visited a number of houses and residents with PCSO David Reid to discuss CCTV being installed in the village and located on identified properties. It was noted that most residents that had been

approached had agreed to the CCTV and had been happy to be involved with the project. Four locations had now been agreed and residents were happy to use their own electricity as it would only involve a minimal cost.

Councillor Mrs Eileen Murray congratulated Dan and the Working Group on moving this project along and securing the residents agreement. She asked if the Parish Council needed to carry out any further public consultation or if we were happy to proceed. The Parish Council agreed they were happy to proceed with this project. Dan Dewhurst informed the Parish Council that PCSO Dave Reid would obtain signs for the village and especially for the entrance and exits to warn people that CCTV was in use. It was agreed that we would not publish details of where the CCTV was installed and it would be discreetly in place. An article on CCTV would be included in the June newsletter.

The Chairman, Councillor Mrs Lindsay Philipson thanked Dan and the Working Group for their valuable work on this project and then reconvened the meeting.

## **7. (15/16) Town and Country Planning Act, 1990**

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

06/2015/0288 - Land at Fell View Farm, Preston Road, Grimsargh.  
Erection of solar PV farm (Phase 2).

06/2015/0299 - 41 Waingate, Grimsargh.  
Erection of single storey extension to side of dwelling and  
insertion of first floor window in north-east elevation  
(amended scheme to planning approval 06/2014/0663).

With regard to Planning Application 06/2015/0288, as with the first Phase of the solar powered farm some members of the Parish Council had attended the public exhibition about this. The Parish Council agreed to reiterate their comments made about the first Phase in that they had no objection to the application but had some slight concerns about local wildlife and if it would have a detrimental effect on deer and other animals.

With regard to Planning Application 06/2015/0299, the Parish Council had no objection to this application.

### **Resolved**

1) That with regard to Planning Application 06/2015/0288, the Parish Council has no objection to this application but would ask that measures are in place to protect the local wildlife such as deer.

2) That with regard to Planning Application 06/2015/0299, the Parish Council has no objection to this application.

## **8. (15/16) Parish Council Vacancies**

The Clerk reported that as a result of the previous uncontested election held on 7 May we now had two vacancies on the Parish Council. Preston City Council had confirmed that these vacancies could be filled by co-option and the Clerk circulated the draft notice for our noticeboards and website. It was noted that the Parish Council had guidelines on how they would fill vacancies and it was our usual practice to ask people who were interested in becoming members of the Parish Council to attend a couple of meetings to find out more about the work involved. The draft notice was agreed and it was intended that the vacancies should be filled at our July meeting at the earliest.

### **Resolved**

That the report is received and noted and that the vacancy notice as presented is agreed and placed on the Parish Council noticeboards and website.

### **9. (15/16) Appointment of representatives to outside bodies, Sub-Committees and Working Groups/Working Group Guidelines**

#### **Resolved**

1) That the revised Working Group guidelines as now presented are approved and that a copy is placed in the Minute Book.

2) That the following Members are appointed to outside bodies, sub-committees and working groups for 2015/2016 as follows and it was noted that other Working Groups would be set up as and when necessary:-

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

Councillor Mrs E Murray  
The Clerk – Sue Whittam  
Councillor Peter Burton

#### **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),  
Councillor Mrs Eileen Murray and Councillor Peter Burton.

#### **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 Mrs Lynda Cryer, Councillor Peter Burton, Councillor Mrs Lindsay Philipson, Councillor Mrs Eileen Murray 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.

- 2. Finance Working Group – The Clerk - Sue Whittam, Councillor Keith Middlebrough, Councillor Peter Burton and one vacancy.**

### **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 – Sue Whittam, 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 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 Mrs Lynda Cryer and Councillor Mrs Lindsay Philipson.**

**Terms of Reference**

- To review the Judges report from each year's 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.

**5. Community Safety Working Group – Councillor Mrs Lynda Cryer, Councillor Mrs Lindsay Philipson and Dan Dewhurst.**

- 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, Councillor Mrs Eileen Murray, and Councillor Mrs Lindsay Philipson.**

**Terms of Reference**

- That the Grimsargh Wetlands Working Group fully explores options for a local group to acquire the Wetlands with the condition of some level of development taking place on the land fronting Preston Road, to include costs and feasibility of options.
- To plan and implement a communication strategy for the village and proactively engage with those residents directly affected by the proposals before consulting the whole village.

- To work with other agencies such as Groundwork Trust, United Utilities, Preston City Council and others to secure the future preservation of the wetlands.
- To explore the long term protection and management of the wetlands by the establishment of a not for profit/charitable trust.
- That the current Working Group consists of Councillor Mrs Eileen Murray, Councillor David Hindle, Councillor Mrs Lindsay Philipson and the Clerk but in addition to this the Working Group can appoint experts either individuals or representatives from organisations onto the Working Group as appropriate.
- To provide a written report back to the Parish Council with recommendations in line with the above.

#### **10. (15/16) Update on the Community Safety Working Group on CCTV**

As agreed earlier in the meeting this matter was discussed under Public Participation, and no further discussion was needed.

#### **Resolved**

That the Parish Council proceeds with the installation of CCTV and that an item on CCTV is included in the June edition of the Parish Council newsletter.

#### **11. (15/16) Planter Trophy/Post Office Noticeboard**

There was a brief discussion about the purchase of a suitable trophy for the planter competition. Councillor Keith Middlebrough agreed to ask the students at Preston's College if they could design a suitable trophy. It was agreed that Spout Farm may be a suitable place to present the trophy to the winners as Spout Farm judged and sponsored the competition last year. It was also agreed that a voucher for £30 should be given together with a suitable trophy for the winner and the second and third placed winners should be given chocolates equivalent to £10 each.

With regard to the noticeboard outside the Post Office, the Clerk informed the Parish Council that the Post Office noticeboard needed replacing and Mary at the Post Office had asked for the new board to be located at the opposite end of the Post Office. The Parish Council were happy to replace the noticeboard but felt that the location was important and moving it to the opposite end may detract people from reading the notices. Councillor Keith Middlebrough said he would also ask the students from Preston's college if they could build a noticeboard and he would find out the cost of this. The Chairman, Councillor Mrs Lindsay Philipson agreed to speak to Mary at the Post Office about the noticeboard and our concerns about the new location.

#### **Resolved**

- 1) That Councillor Keith Middlebrough asks the students at Preston College if they can design a trophy for the Parish Council and this will be reported back at the next meeting together with an estimated cost.



2) That consideration is given to presenting the trophy at Spout Farm if the owner is happy to do this.

3) That Councillor Keith Middlebrough asks the students at Preston's College if they can design a new noticeboard and details of this including costings are reported back to the next meeting of the Parish Council.

4) That the Chairman, Councillor Mrs Lindsay Philipson speaks to the Post Office owners about the new noticeboard and its location.

## **12. (15/16) Parish Council Insurance**

The Clerk presented the information on the renewal of the Parish Council insurance including information on 1,3 and 5 year agreements. It was agreed that the insurance covered all relevant issues and was adequate for our needs. It was felt that as the long term agreement savings were only minimal, and, in view of the fact that the Parish Council would have to amend its insurance during the year due to the acquisition of the Wetlands and the purchase of CCTV, then it was prudent to agree to the one year term rather than a long term deal.

### **Resolved**

That the Parish Council renews its insurance with Zurich at a cost of £461.60.

## **13. (15/16) Parish Council Newsletter**

The Clerk reported that all items for the newsletter, except for the CCTV article which had been agreed earlier at the meeting, had now been received.

A draft of the newsletter would be circulated to the Parish Council when the first proof had been received from the publisher. The newsletter would be available at the June meeting for distribution. It was important that the newsletter was delivered two weeks before Field Day and if any member of the Parish Council had difficulty in adhering to this date then they should let the Clerk know and alternative arrangements could be made.

## **14. (15/16) Consultation on Public Rights of Way Improvement Plan**

The Clerk had circulated details of the consultation on the Public Rights of Way Improvement Plan. It was noted that the closing date for comments was 15 June and this item had been deferred from the last meeting to give Members of the Parish Council the opportunity to read the consultation documents.

Councillor Mrs Eileen Murray said the consultation did not deal with specific issues and did not go into detail but was more aspirational. She would have liked to have seen information on the Ribble Valley Way included and Councillor David Hindle said likewise he would have liked to have seen information on the Tun Brook bridge.

It was agreed not to comment on the consultation but the Clerk would contact County Councillor George Wilkins and the Officer at Lancashire County Council to ask for an update on the Tun Brook bridge.

### **Resolved**

- 1) That the Parish Council agrees that it does not wish to comment on the consultation on the Public Rights of Way Improvement Plan.
- 2) That the Clerk contacts County Councillor George Wilkins and Lancashire County Council asks for an update on the Tun Brook bridge.

### **15. (15/16) Lancashire County Council – Public Rights of Way**

The Clerk had circulated information to the Parish Council about “opting in” to the local delivery for public rights of way for 2015/2016. It was noted that by “opting in” to the Scheme the Parish Council would receive £200 as in previous years. It was unanimously agreed to “opt in” to this year’s scheme.

### **Resolved**

That the Parish Council agrees to “opt in” to the public rights of way local delivery scheme for 2015/2016.

### **16. (15/16) LALC Spring Conference – Saturday 6 June 2015/LALC training**

The Clerk had circulated information to the Parish Council about the LALC Spring Conference to be held on Saturday 6 June at the Leyland Hotel. It was agreed that the Chairman, Councillor Mrs Lindsay Philipson should attend the conference on behalf of the Parish Council at a cost of £35.

The Clerk had also circulated the latest information on training courses being run by LALC during the summer. As most of the Parish Council had already attended these courses previously there were no nominations for attendance this time.

### **Resolved**

That the Chairman, Councillor Mrs Lindsay Philipson attends the LALC Spring Conference on Saturday 6 June on behalf of the Parish Council at a cost of £35.

### **17. (15/16) Harris Museum & Art Gallery – Community Exhibition “A Green & Pleasant Land – a rural life in art”.**

Councillor Mrs Eileen Murray had asked for this item to be placed on the agenda and she had circulated the details to local groups in the Parish to see if anyone wished to be involved. The only responses she had received had been from Field Day and local farmers. Councillor David Hindle agreed that he would liaise with Lancashire County Council and the groups to progress this idea. All agreed that it seemed a worthwhile project to get involved in and it would be beneficial for the village to capture in film local events and how farming has changed over the last 100 years.

## **Resolved**

That Councillor David Hindle co-ordinates with Lancashire County Council and local interested groups our involvement with the Community Exhibition – Our Green and Pleasant Land – a rural life in art.

### **18. (15/16) Financial Matters and banking**

It was noted that we had an estimated £23,383.65 in the bank as at 1 May 2015. We had received notification that our precept, £26,800 has been transferred by BACS on 6 May 2015.

## **Resolved**

1) It was noted that the following invoice had been paid:-

Adam Cooper – April 59 hours & £13 per hour (new rate) = £767 (Cheque no 725).  
This invoice has been paid.

2) The following invoice was agreed for payment:-

Sue Whittam – Clerk – 6, 13, 20 and 27 April = 4 weeks at £169.40 per week =  
£677.60 – tax & NI = £541.53 (Cheque no 726).

### **19. (15/16) Clerk's Report – for information only**

There was nothing further to report.

### **20. (15/16) Date of Next Meeting**

It was noted that the next meeting would be held on Thursday 4 June 2015 at 7.30 pm at Grimsargh Village Hall. The Chairman, Councillor Mrs Lindsay Philipson took the opportunity to thank Dan Dewhurst and Lynn McCann for their contribution to the Parish Council and also to congratulate Ben Wallace MP on his promotion.