

Grimsargh Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 16 May, 2019 at 7.00 pm, at Grimsargh Village Hall.

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

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

1. (19/20) Appointment of Chairman 2019/2020

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 2019/2020.

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 2019/2020.

2. (19/20) Appointment of Vice-Chairman 2019/2020

The Chairman, Councillor Mrs Lindsay Philipson reported that there had been two nominations for the position of Vice-Chairman and these were Councillor Mrs Joyce Chessell and Councillor Terry Cryer. A secret ballot was therefore held and Councillor Terry Cryer was elected as Vice-Chairman for 2019/2020.

Resolved

That, Councillor Terry Cryer is appointed as Vice-Chairman of the Parish Council for 2019/2020.

3. (19/20) Apologies for Absence/Chairman's Health & Safety Announcements

Apologies for absence were received from PCSO Julie Anyon and PCSO Vicky Shackleton, and also Councillor Harry Landless and Councillor Ian Donnell from Preston City Council. The Chairman, Councillor Mrs Lindsay Philipson briefed the Parish Council on possible health and safety considerations for this evening's meeting.

4. (19/20) Declarations of Interest

None.

5. (19/20) Minutes of the Last Meeting

Resolved

That the minutes of the Parish Council Meeting held on 4 April 2019 be approved as a correct record and signed by the Chairman.

6. (19/20) Adjournment for Public Participation and Policing Issues

The Chairman, Councillor Mrs Lindsay Philipson adjourned the meeting for public participation and asked if anyone had anything to raise under this item. Reference was made to the drains flooding close to St Michael's CE Primary School. Councillor Peter Burton said there were similar problems with drains on Pendle Hill Close and also with rats. Councillor Mrs Eileen Murray said that the drain outside her house was blocked and she had reported this on line to Lancashire County Council and it was now sorted. She advised people to report on line as this system seemed to work.

It was noted that gas works were starting on the main road and would possibly cause traffic delays.

Councillor Mrs Joyce Chessell asked about the centenary plaque on the Village Green car park and asked when it would be repaired. The Clerk said it was on the Lengthmsan's list of things to do in the village but she would speak to him to get this sorted as soon as possible. Councillor Mrs Joyce Chessell said that the GG's on the green would be done next week in time for the judging of the Best Kept Village Competition.

There was a general discussion about the youths on the Village Green and possible drug paraphernalia although some of the substances found were legal highs. Councillor Ron Woollam said that he had received complaints that some of the youths were being intimidating and there was allegedly some damage to the benches on the Village Green. It was felt that the benches were probably quite old and needed replacing so an agenda item for replacement benches would be on the June Agenda.

The Chairman, Councillor Mrs Lindsay Philipson said that she was aware that the local police had been dealing with the youths and had spoken to them a number of times. She was not aware of any damage and felt that they were just on the green as they had nowhere else to go. The Chairman, Councillor Mrs Lindsay Philipson also said that as the police could not attend the meeting of the Parish Council this evening they had sent through information on crimes in the village. It was noted that there had been 6 crimes reported in April which were: - 1 public order offence; 1 vehicle theft; 1 burglary; 1 domestic; 1 harassment and 1 fly-tipping. The police had also advised that residents should continue to be vigilant and lock their doors and cars as there had been two recent incidents of cars being stolen from Whittingham Lane, even though locked. They asked that people should consider CCTV and security lights at their properties and if any car alarms were activated in the night, they advised people to check their property immediately and call 999 if people were caught in the act, or 101 if property is

discovered missing the following day. It was further reported that the Preston police response team were aware of this and had been tasked by the Risk and Threat Sergeant to patrol Grimsargh throughout the night.

There was also a brief discussion on CCTV and it was agreed that the purchase of a suitable computer for use with the CCTV system should be added to the Agenda items for June.

The Chairman, Councillor Mrs Lindsay Philipson reconvened the meeting.

7. (19/20) Town and Country Planning Act, 1990

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

- 06/2019/0536 - Dam House Farm, 217 Preston Road, Grimsargh
Prior notification submission for change of use from
Agricultural to 1no dwelling.
- 06/2019/0467 - Elston Hall Farm, Elston Lane, Grimsargh
Erection of new agricultural livestock building (Dairy
Cattle).
- 06/2019/0526 - Rosemary Glen, Elston Lane, Grimsargh
Outline Planning Permission for 1no dwelling (Access,
Layout and Scale only) with all other matters reserved.

With regard to Planning Applications 06/2019/0536; 06/2019/0467 and 06/2019/0526 the Parish Council had no comments to make on these applications.

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

Resolved

That with regard to Planning Applications 06/2019/0536; 06/2019/0467 and 06/2019/0526 the Parish Council had no comments to make on these applications.

8. (19/20) 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 2019/2020.

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 also approved the draft Terms of Reference for the Liaison Role with Grimsargh Wetlands Trust as also detailed below:-

Outside Bodies

- i). **Preston Area Committee (3 Members)**
Councillor Mrs Lindsay Philipson; Councillor Mrs E Murray; The Clerk – Sue Whittam; and Reserve - Councillor Peter Burton.
- 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)**
Councillor Terry Cryer and Deputy Councillor Peter Burton.

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, 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: [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 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 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

The Clerk (Sue Whittam), Councillor Terry Cryer, Councillor Lynda Cryer, Councillor Mrs Eileen Murray, Councillor Mrs Lindsay Philipson 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.

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

Parish Council representative to the Grimsargh Wetlands Trust.

Terms of Reference

- Be the appointed representative and attend meetings of the Wetlands Trust when invited and feedback any relevant information to Grimsargh Parish Council. Please note that any official requests for information should be sent

from the Clerk to the Council to the Secretary of the Wetlands Trust and Vice Versa.

- The role is a liaison role and therefore cannot make agreements or decisions on behalf of GPC as all such require approval by Grimsargh Parish Council. This is particularly important with regard to potential “legal” issues or anything pertaining to permissions - such as building on the land, or similar.
- Attend the AGM (if possible) and vote – using best judgement, as required. If the appointed representative is not available a Deputy may be appointed by the Parish Council to attend the AGM.
- Become fully familiar with the terms of the lease governing the arrangement between the Wetlands Trust and the Parish Council
- Attend other meetings involving the Wetlands Trust and third parties for example United Utilities as appropriate.
- The representative of the Parish Council is not a general advisor to the Trustees but there to foster good communication between the Parish Council and the Wetlands Trust.

9. (19/20) Grimsargh Wetlands – update

The Chairman, Councillor Mrs Lindsay Philipson gave an update to the Parish Council on the informal meeting between representatives of the Grimsargh Wetlands Trust and United Utilities regarding the recent flooding incident. It was noted that further meetings would be held also involving representatives from the Parish Council.

Councillor David Hindle also informed the Parish Council that a meeting had been held with Eccleston Homes to look at raising the height of the fencing on the new houses that backed onto the site, and also Eccleston Homes were considering providing a concessionary path. However, it was noted that as the Wetlands was a closed site any additional paths need to be padlocked.

There was a quick discussion on trees on the site and after checking it was noted that none of the trees had Tree Preservation Orders (TPO's) on them.

The Chairman, Councillor Mrs Lindsay Philipson also informed the Parish Council that she had been invited to attend a Trustee meeting on the 29th May. Councillor Terry Cryer as the appointed representative between the Parish Council and the Trust was unable to attend this meeting and therefore Councillor Peter Burton as Deputy agreed to attend instead. The Clerk agreed to contact the Secretary to the Trust to obtain information about the meeting including the Agenda and venue.

It was further noted that the Wetlands Trust AGM would be held on 3 July 2019 and as Councillor Terry Cryer was unable to attend then Councillor Peter Burton as Deputy would attend instead.

Resolved

- i) That the update on Grimsargh Wetlands is received and noted.

ii) That Councillor Peter Burton attends the next meeting of the Wetlands Trust on 29 May on behalf of the Parish Council and likewise the Wetlands Trust AGM on 3 July 2019.

10. (19/20) Parish Council Newsletter

The Clerk reported that most of the items for the June newsletter had now been received and these had been circulated to the Parish Council. The only missing items were the Boylton, Houghton and Farrington Charity (Councillor Mrs Joyce Chessell asked Councillor Ron Woollam at the meeting to chase this item with the Secretary to the Charity); Field Day (the Clerk reported she was chasing this up with former Parish Councillor Keith Middlebrough); and the Flower, Produce and Handicraft Show (Councillor Peter Burton confirmed that this item would be received in the next few days).

11. (19/20) Public Rights of Way Local Delivery Scheme

The Parish Council gave consideration to “opting into” this year’s Public Rights of Way Local Delivery Scheme. The Clerk reported that this Scheme was continuing again this year and for undertaking public rights of way work the Parish Council would receive £250. The Parish Council unanimously agreed to opt into this year’s Scheme.

Resolved

That the Parish Council agrees to opt into the Public Rights of Way Local Delivery Scheme for 2019/2020.

12. (19/20) Parish Council Insurance

The Parish Council reviewed their annual insurance to ensure it was adequate for the Parish Council’s needs. The Clerk informed the Parish Council that the options were to enter into a one, three, or five-year deal for the insurance. After discussion the Parish Council unanimously agreed that the insurance was appropriate for the Parish Council’s needs and also to enter into a three-year deal at a cost of £833.86

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 £833.86 to Zurich Municipal for 2019/2020.

13. (19/20) Items for expenditure

The Parish Council considered the following items of expenditure -:

i) Stone planters for the village – Councillor Mrs Eileen Murray explained to the Parish Council that she had obtained some information on style and costs of stone, recycled plastic and self-watering planters. However, due to delivery dates it was unlikely that any of these could be delivered in time for the Best Kept Village

Competition judging. After discussion it was agreed to purchase half barrel wooden planters instead at a cost of £374.80 and look at purchasing alternative planters at a later date.

ii) Christmas Tree – the Clerk confirmed that she had now received an estimated price from Preston City Council to supply electricity to the village green for a Christmas tree and this was around £3,000. It was noted that Preston City Council would obtain tenders for this work to be carried out. The Parish Council unanimously agreed to go ahead with the supply of electricity to the village green at an estimated cost of £3,000 using Parish Council CiL monies. There was also a general discussion about the lights for the tree and although last years lights could be used for electricity, the Parish Council wanted to ensure that they would be bright enough. They therefore agreed that the Clerk should ask Preston City Council if the Parish Council could borrow the Christmas lights to see how bright they were using an electricity supply.

Resolved

i) That with regard to new planters for the village, it was agreed that half barrel wooden planters would be purchased at a cost of £374.80 and that the Parish Council would look at purchasing alternative planters at a later date.

ii) That with regard to the supply of electricity to the village green, it was agreed that the Parish Council would fund the estimated cost of £3,000 from Parish Council CiL monies. In addition, the Parish Council also agreed that the Clerk should ask Preston City Council if the current Christmas lights could be borrowed to see how bright they were using an electricity supply.

14. (19/20) LALC Spring Conference Saturday 15 June

The Parish Council gave consideration to attending the LALC Spring Conference to be held on Saturday 15 June at a cost of £35 per person. It was agreed not to attend this year's conference.

Resolved

That the Parish Council agrees not to attend this year's LALC Spring Conference to be held on 15 June 2019.

15. (19/20) Parish Council Vacancy

The Clerk reported that following the Parish Council elections we now had one vacancy on the Parish Council that could be filled by co-option. The Parish Council unanimously agreed to advertise the vacancy in the newsletter and on the notice boards and website etc in line with our usual vacancy procedures. This meant that anyone who was interested in joining the Parish Council would be asked to attend the next two meetings of the Parish Council to see how the Parish Council works.

Resolved

That approval is given to the advertisement of the Parish Council vacancy in our newsletter and on our noticeboards and website etc in line with our usual vacancy procedures.

16. (19/20) Financial Matters and banking

It was noted that we currently had an estimated £87,133.47 in the Nat West bank as at 3 May 2019. This included the precept (£40,000) and CiL payment (£5,853.90) and £65 from the Village Hall for defibrillator pads and £65 from St Michael's CE Primary School for defibrillator pads.

It was also noted that we had paid Nest Pension £30.76 on 7th March and 8th April and new rate of £49.49 on 23rd April. (Direct Debits).

It was further noted that we had paid since the last meeting: -

Adam Cooper 45 hours @ £13.75 per hour total £618.75 (Cheque no 963).

Sue Whittam Clerk 15/4/19 – new rate £14,620 pa – tax and NI and pension contribution = £934.21 (Cheque no 964). Please note we have divided the Clerk's pay over 12 months (including March pay) to give almost equal instalments over the year. The Clerk's pay day will be the 15th of each month.

LALC Annual Subscription £482.23 (Cheque no 965).

Resolved

1) The following invoices were agreed for payment: -

i) Sue Whittam 15/5/19 - £934.01(Cheque no 966).

ii) Adam Cooper – contractor £584.25 (Cheque no 967).

iii) HDC for Old Railway Walk sign £1,156.25 including £192.71 VAT. It was noted that this invoice had not been received but was expected shortly.

iv) Zurich insurance as agreed earlier at the meeting £833.86. (Cheque no 968).

v) Half Barrel wooden planters as agreed earlier at the meeting £374.80. (Cheque no 969). (Reimbursement to Councillor Mrs Eileen Murray who paid online for the planters).

2) 2018 / 2019 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. It was noted that as the Parish Council expenditure had been over £200,000 the Parish Council would have to complete an Intermediate Audit which meant that additional paperwork would need to be supplied to the External Auditor.

17. (19/20) Clerk's report - for information only

The Clerk reported that she had received an email from a local resident raising concerns about dog fouling. It was noted that the Parish Council would raise awareness of this issue again through the Facebook Page.

18. (19/20) Date of Next Meeting

It was noted that the next Meeting would be held on Thursday 6 June 2019 at 7.30 pm in the Village Hall.

Local Government Act 1972

That the public be excluded from this meeting during consideration of the following item of business on the grounds that there is likely to be disclosure of exempt information which is described in the paragraphs of Schedule 12A to the Local Government Act 1972 which is specified against the heading to each item, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing it.

19. (19/20) Grimsargh Village Green – drainage tenders (Para 3).

The Clerk reported that Preston City Council had now completed the tender procedure for the drainage on the village green and details of the tenders had been circulated to the Parish Council. It was noted that there was a shortfall of £3,964.60 as a result of the tenders that had been received. However, it was noted that this included a 5% contingency amount. The Parish Council had already agreed to fund £5,000 to this project (from CiL monies), and after discussion further agreed to fund the shortfall of £3,964.60 also from CiL monies.

Resolved

That the Parish Council agrees to fund the shortfall of £3,964.60 from CiL monies towards the drainage on the village green.