

Grimsargh Parish Council

Minutes of the Parish Council Meeting held on Thursday 6 July 2017 at 7.30pm held at Grimsargh Village Hall

Present:- Councillor Mrs Lindsay Philipson (Chairman); Councillor Peter Burton (Vice-Chairman); Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor Keith Middlebrough and Councillor Mrs Eileen Murray.

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

29. (17/18) Apologies for Absence/ Chairman's Health & Safety Announcements

Apologies for absence were received from, Councillor Mrs Joyce Chessell; Councillor David Hindle; Councillor Ian Liptrot; City Councillor Ron Woollam and PC Chris Banks/PCSO David Reid. The Chairman, Councillor Mrs Lindsay Philipson briefed the Parish Council on possible health and safety considerations for this evening's meeting.

30. (17/18) Declarations of Interest

Councillor Mrs Eileen Murray declared a personal and prejudicial interest in item 8 – Report from the Finance Working Group as her husband had put forward a financial proposal from ESM Consulting.

31. (17/18) Minutes of the Last Meeting

Resolved

That the minutes of the Parish Council Meeting held on 1 June 2017 be approved as a correct record and signed by the Chairman.

32. (17/18) Adjournment for Public Participation and Policing issues

The Chairman, Councillor Mrs Lindsay Philipson adjourned the meeting for public participation and took the opportunity to congratulate Councillor Keith Middlebrough on the fabulous Field Day held this year. All agreed that it had been a truly excellent event.

It was also noted that Preston City Council dealt with the travellers on the Village Green extremely quickly and efficiently and also they did an excellent job of cleaning up after the travellers had moved on.

The Chairman, Councillor Mrs Lindsay Philipson then reconvened the meeting.

33. (17/18) Town and Country Planning Act, 1990

It was noted that there were no Planning Applications for consideration at this meeting. However, the Parish Council had been informed that the Planning Application for the Older Person's Village had been submitted to Preston City Council but it was still being validated and apparently a further report from the applicant needed to be submitted. It was therefore likely that it would be a number of weeks before the Parish Council was consulted about this Planning Application. The applicant had not responded to the request from the Parish Council for a public consultation event to be held in the village.

It was therefore agreed that the Parish Council would ensure as far as possible, that all residents were aware of this Planning Application and so could comment if they wished. If the Planning Application was likely to be considered by the Parish Council at their next meeting in September it was agreed that the Parish Council would distribute a flyer to the whole village with details of the Planning Application and also advising residents that the Parish Council would hold a public meeting for residents for one hour before the Parish Council meeting on 7 September 2017. In addition to this it was agreed that the applicant should also be invited to attend.

If the consultation on this Planning Application was received sooner than expected then a meeting of our Planning Sub-Committee would be arranged but a flyer would still be distributed to the whole village and residents could attend the Planning Sub-Committee if they wished.

It was noted that the Clerk has located a copy of our Nellie Carbis Millennium Woodland land registry documents and confirmed that the Parish Council owned the land.

The Clerk reported that the Parish Council had received notification of a consultation by Preston City Council on a draft Preston Shopfront Design Supplementary Planning Document (SPD) and that the closing date for comments was 7 August 2017. It was agreed that the Clerk should reply to the consultation advising that the Parish Council welcomed this SPD and looked forward to it being adopted and enforced.

Reference was also made to the "A" board outside Stanner House but it was likely that this board was actually on the owner's land and not on the public highway.

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

Resolved

1) That, with regard to the Planning Application for the Older Person's Village in Grimsargh, that when the Parish Council is consulted on this application a flyer is distributed to the whole village and a public meeting is held either as part of the Planning Sub-Committee or the one hour before the next meeting of the Parish Council on 7 September 2017. In addition to this the applicant will also be invited to attend.

2) That, with regard to the Shopfront Design SPD that the Clerk responds to the consultation advising that the Parish Council welcomes this SPD and looks forward to it being adopted and enforced.

34. (17/18) Neighbourhood Planning - update

The Chairman, Councillor Mrs Lindsay Philipson gave an update on progress so far with the draft questionnaire. She informed the Parish Council that we were now on draft 3 and that this draft would be discussed further at the Neighbourhood Planning Steering Group meeting arranged for 12 July 2017. The Chairman, Councillor Mrs Lindsay Philipson and Councillor Mrs Eileen Murray had also met with Tom Wiggans at Preston City Council and a further meeting had been arranged for 24 July 2017.

The Chairman, Councillor Mrs Lindsay Philipson was pleased to report that due to the excellent hard work done by Councillor Mrs Eileen Murray that the Parish Council had been successful in receiving a grant of £6,410 towards the production of our Neighbourhood Plan. This grant would be used for the printing of the questionnaire (using a professional printer); the publishing of the questionnaire on line (using Sally Gorton); consultation fees for our Planner Tim Brown and other minor costs such as room hire. It was noted that the grant would need to be spent by the end of January 2018.

The Chairman, Councillor Mrs Lindsay Philipson also thanked Councillor Terry Cryer, Councillor Lynda Cryer and Councillor Mrs Eileen Murray for their help promoting the Neighbourhood Plan at Field Day, as this had certainly raised the profile of the Neighbourhood Plan in the village.

Resolved

That the report is received and noted.

35. (17/18) Grimsargh Wetlands – update

The Chairman, Councillor Mrs Lindsay Philipson gave an update to the Parish Council on the progress with the Charitable Incorporated Trust (CIO). She informed the Parish Council that we were awaiting the outcome of the application for the CIO which will possibly be agreed at the end of July 2017.

The Chairman, Councillor Mrs Lindsay Philipson also reported that representatives from the Grimsargh Wetlands Trust had also been involved in Field Day and that a lovely banner had been produced, and the Trustees organised a raffle which raised £250 for the Trust. In addition a number of people had wanted to become volunteers for the Wetlands and this was great news. It was reported that currently the Trustees were firming up the work schedule and sorting out signage and health and safety issues.

A copy of the draft lease between the Parish Council and the Wetlands Trust had been circulated to the Parish Council and this was agreed. It was noted that there

were some final typos to be amended and that the draft lease would also be presented to the Wetlands Trust for their comments. As it was likely that the Charitable Trust would receive approval from the Charities Commission before the next meeting of the Parish Council and that we had to have the lease agreed in order to proceed, it was unanimously agreed that the Clerk in conjunction with the Chairman, Councillor Mrs Lindsay Philipson should be given authority to sign off the lease on behalf of the Parish Council.

Resolved

That, the report is received and noted and that approval is given to the Clerk in conjunction with the Chairman to sign the final version of the lease between the Parish Council and the Grimsargh Wetlands Trust.

36. (17/18) Report from the Finance Working Group held on 7 June 2017

(Councillor Mrs Eileen Murray declared a personal and prejudicial interest in this item and left the meeting).

Councillor Peter Burton presented the report of the Finance Working Group held on 7 June 2017. Councillor Burton explained that Steve Murray from ESM Consulting had submitted an investment proposal and he had considerable knowledge and experience. However, he was not a certified Independent Financial Advisor (IFA) but it was not compulsory for the Parish Council to use a certified IFA. It was agreed that Councillor Peter Burton and Councillor Keith Middlebrough should meet with Steve Murray to discuss his proposals further. This would then be compared to the costs of other investment proposals received. A further report with recommendations would then be presented to the Parish Council for approval. There was also discussion about the amount to be invested and it was agreed that the Finance Working Group should discuss this further and again make recommendations to the Parish Council.

With regard to the Community Infrastructure Levy (CiL), the Finance Working Group recommended to the Parish Council that the 5% for administration is taken out of CiL monies for this year and future years unless circumstances change or mitigating factors indicate this practice should be altered. This was unanimously agreed.

It was noted that an update on the budget would be presented to the September meeting of the Parish Council.

Resolved

- 1) That Councillor Peter Burton and Councillor Keith Middlebrough meet with Steve Murray from ESM Consulting to discuss further the investment proposal and report back with recommendations to the Parish Council.
- 2) That the Finance Working Group discusses the appropriate amount of investment and reports back with recommendations to the Parish Council.
- 3) That with regard to the Community Infrastructure Levy (CiL) the 5% for administration is taken out of CiL monies for this year and future years unless circumstances change or mitigating factors indicate this practice should be altered.

Councillor Mrs Eileen Murray returned to the meeting.

37. (17/18) TCV Membership

The Parish Council gave consideration to the renewal of their membership to the Conservation Volunteers known as TCV at a cost of £38 per year. It was agreed that the Parish Council would renew their membership for this year but would look in detail about the benefits of being a member before renewing again next year.

Resolved

That the Parish Council agrees to renew its membership of TCV at a cost of £38 per year and that this membership will be reviewed before renewing again next year.

38. (17/18) CCTV Project

The Parish Council gave consideration to the reply received from the Head of ICT at Lancashire Police regarding the CCTV project in the village. It was disappointing that the project had stalled and that the Police were suggesting that trusted Parish Council representatives operate the scheme. Councillor Terry Cryer said that it was likely that users of the system would have to undertake Data Protection training, our signage would also need to be changed and the service level agreement between the Parish Council and the Police would be obsolete.

The Chairman, Councillor Mrs Lindsay Philipson said that this had an effect on public perception and it reflected badly on an excellent project that should be being used in the village to help protect the residents. Various options were discussed and it was felt that the Parish Council should purchase a standalone computer that could possibly be put in the Village Hall subject to agreement by the Police and the Village Hall Committee. This was likely to cost about £500 - £600. It was further agreed that the Clerk should contact the Head of ICT to ask if the Parish Council purchased the computer then would the police be willing to access it from the Village Hall.

It was noted that the Police had referred in their letter to a new portal which would allow people to upload digital media via their internet site which would then be accessed by Police Officers. This would be up and running next year and it had been suggested by the Police that this was the way forward.

The Clerk also reported that she had now received a letter from Clive Grunshaw the Police and Crime Commissioner who had stated that we should have received the reply from the Head of ICT in answer to our concerns.

A further update on this project would be provided at the September meeting of the Parish Council.

Resolved

That the Clerk contacts the Head of ICT at the Police to ask if the Parish Council purchased a standalone computer that would be placed at a suitable location in the

village such as the Village Hall, would the Police be willing to access this for crime purposes.

39. (17/18) Authorised signatories for Parish Council accounts

The Parish Council reviewed the signatories on their bank accounts. With regard to the NS & I (National Savings) account it was agreed that all current Parish Councillors namely Councillor Mrs Lindsay Philipson; Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor David Hindle; Councillor Ian Liptrot; Councillor Keith Middlebrough; Councillor Mrs Eileen Murray and the Clerk Sue Whittam should be signatories on this account. In addition to this former Councillors Ron Woollam; David Nicholson; Andy Ellis and Lynn McCann should be removed from the authorised signatories list. It was noted that to withdraw money from this account required any two signatures from the approved list. It was agreed that the Clerk would amend the signatories as above and inform NS & I of these changes.

With regard to the Nat West Bank Account it was agreed that all current Parish Councillors namely Councillor Mrs Lindsay Philipson; Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor David Hindle; Councillor Ian Liptrot; Councillor Keith Middlebrough; Councillor Mrs Eileen Murray and the Clerk Sue Whittam should be signatories on this account. In addition to this former Councillors Ron Woollam; David Nicholson; Andy Ellis and Lynn McCann should be removed from the authorised signatories list. It was noted that to withdraw money from this account required any two Councillor signatures from the approved list and the Clerk. It was agreed that the Clerk would update the mandate for the Nat West Account and that new signatories would be required to take their ID to the bank for verification before the changes could be implemented. Therefore it was agreed that the authorised signatories in the current mandate, for the accounts detailed in section 2 of the mandate be changed in accordance with section 4 and 6 and the current mandate will continue as amended.

Resolved

1) With regard to the NS & I (National Savings) account it was agreed that all current Parish Councillors namely Councillor Mrs Lindsay Philipson; Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor David Hindle; Councillor Ian Liptrot; Councillor Keith Middlebrough; Councillor Mrs Eileen Murray and the Clerk Sue Whittam should be signatories on this account. In addition to this former Councillors Ron Woollam; David Nicholson; Andy Ellis and Lynn McCann should be removed from the authorised signatories list.

2) With regard to the Nat West Bank Account it was agreed that all current Parish Councillors namely Councillor Mrs Lindsay Philipson; Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor David Hindle; Councillor Ian Liptrot; Councillor Keith Middlebrough; Councillor Mrs Eileen Murray and the Clerk Sue Whittam should be signatories on this account. In addition to this former Councillors Ron Woollam; David Nicholson; Andy Ellis and Lynn McCann should be removed from the authorised signatories list. It was further agreed that the authorised signatories in the current mandate, for the

accounts detailed in section 2 of the mandate be changed in accordance with section 4 and 6 and the current mandate will continue as amended.

40. (17/18) Preston Area Committee (PAC)

Councillor Mrs Eileen Murray gave an update to the Parish Council from the PAC meeting held on 21 June 2017. She explained that Councillor Orme who was the Chairman of LALC had attended the meeting and a very open discussion was held on how to improve LALC. In particular there had been a good discussion about updating LALC's website and systems to make better use of modern technology. It was agreed at the PAC meeting that this would be a suitable resolution to go to the LALC Annual General Meeting to be held in November and the Parish Council supported this recommendation.

41. (17/18) Survey – Growing a rural community

The Clerk reported that she had received a request to respond to a survey about growing a rural community. There was a brief discussion about this to see if it was a genuine survey or one designed to find out detailed information about parishes. On looking at the website it was felt that this was a genuine request for information and Councillor Mrs Eileen Murray agreed to complete the survey on behalf of the Parish Council.

Resolved

That Councillor Mrs Eileen Murray completes the growing a rural community survey on behalf of the Parish Council.

42. (17/18) Financial Matters and banking

It was noted that we had an estimated £313,596.19 in the bank as at 5 June 2017. It was noted that this amount did not take into account the recent transfer from the Nat West Bank Account to the NS & I (National Savings) Account of £75,000. It was further reported that the Clerk had reclaimed back VAT of £2,971.33 and this amount was not included in the figure above as it was credited to our bank account at the end of June and the latest bank statement did not cover this date.

Resolved

1) It was noted that since the last meeting the following had been paid:-

i) Reimbursement to Jayne Woollam (Trustee) for the banner for the Wetlands as agreed at the last meeting - £74.40 + VAT total £89.28. (Cheque no 852).

ii) AVJ for newsletter printing - £495.00 (Cheque no 853).

2) The following invoices were agreed for payment:-

i) The Clerk, Sue Whittam, 4, 11, 18 and 25 June at £278.80 per week = £1,115.20 + Neighbourhood Planning hours 22 (up to 30 June 2017) £306.68 = £1,421.88 – tax and NI = £1,054.22. (Cheque no 854).

ii) Cllr Mrs Lindsay Philipson for reimbursement for Neighbourhood Planning materials for Field Day £161.13. (Cheque no 855).

iii) Donna Kidd for internal audit £60.00 (Cheque no 856).

iv) Sally Gorton for website admin £67.50 (Cheque no 857).

v) Adam Cooper (Contractor) 67 hours at £13.75 per hour = £921.25. (Cheque no 858).

3) It was agreed that a number of blank cheques should be signed to cover the August break including Clerk, Lengthsmen's salary for July, new bins for Old Railway Walk, signage reimbursement for Wetlands, external audit fee.

43. (17/18) Clerk's Report – for information only

There was nothing further for the Clerk to report.

44. (17/18) Date of Next Meeting

It was noted that the next meeting of the Parish Council would be held on Thursday 7 September 2017 at 7.30 pm at Grimsargh Village Hall.