

Grimsargh Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 12 May, 2016 starting at 7.30pm held at Grimsargh Village Hall

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

In attendance:- Sue Whittam – Clerk to the Council
PCSO David Reid

1. (16/17) Appointment of Chairman 2016/2017

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 2016/2017. 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 2016/2017.

2. (16/17) Appointment of Vice-Chairman 2016/2017

It was unanimously agreed that Councillor Peter Burton is appointed as Vice-Chairman for 2016/2017.

Resolved

That Councillor Peter Burton is appointed as Vice-Chairman for 2016/2017.

3. (16/17) Apologies for Absence/ Chairman's Health & Safety Announcements

Apologies for absence were received from Councillor David Hindle and City Councillors Neil Cartwright and Tom Davies. Apologies for lateness were received from Councillor Keith Middlebrough. The Chairman, Councillor Mrs Lindsay Philipson briefed the Parish Council on possible health and safety considerations for this evening's meeting.

4. (16/17) Declarations of Interest

None.

5. (16/17) Minutes of the Last Meeting

Resolved

That, the minutes of the Meeting held on 7 April 2016 be approved as a correct record and signed by the Chairman.

6. (16/17) Adjournment for Public Participation and Policing Issues

The Chairman, Councillor Mrs Lindsay Philipson adjourned the meeting for public participation and welcomed PCSO David Reid to the meeting. PCSO David Reid presented the annual crime figures for Grimsargh. He reported that there had been 66 crimes over the last 12 months. This included 44 burglaries which was still quite high but was less than last year. It was pleasing to note that people were now locking their doors and keeping their property more secure however, there was still room for improvement. Part of the issue was the location of Grimsargh and its easy accessibility to the motorway, and the fact that it was on a main road that linked Preston to Longridge. PCSO David Reid thought that the CCTV would really help in the village in detecting crime and was pleased that the Parish Council had supported this project.

PCSO David Reid also referred to speeding issues on Whittingham Lane and Vicky Hewitt from the Road Safety Team was looking at what could be done. In particular it was explained that Whittingham Lane went from the national speed limit down to 30 MPH, so the signage showing the 30 MPH speed limit would be moved nearer to Cow Hill and possibly rumble strips would be placed there to warn vehicles to slow down.

PCSO David Reid also informed the Parish Council that the police were continuing to work with St Michaels School, giving drug advice to year 6 pupils and also taking them to the Waddecar Activity Centre as a reward for good behaviour. For the younger years, PCSO David Reid said they carried out Safety Town which was aimed at Reception years to year 3 and helped make the children aware of road safety.

With regard to parking issues on Yew Tree Avenue, PCSO David Reid said he had recently ticketed two cars. Councillor Terry Cryer asked about parking on pavements and PCSO Reid explained that the police as a rule did not issue parking tickets for those vehicles that parked on the pavements if they left enough room for a large wheelchair to safely pass by.

Councillor Mrs Joyce Chessell raised her concerns about the parking on Lindale Drive which was an ongoing issue. PCSO David Reid asked Councillor Mrs Chessell to email him with details and he will look into this issue. Councillor Peter Burton referred to problems with quad bikes/scooters and said that a resident had taken some footage on his mobile phone of the youths riding the scooters and this had been forwarded to the police. PCSO David Reid had not seen the footage and asked if it could be forwarded direct to him.

Finally, PCSO David Reid said that PCSO Ian Martin would be taking over from PCSO Sarah Catterall who had gone to train as a police officer.

The Chairman, Councillor Mrs Lindsay Philipson thanked PCSO David Reid for his report and then reconvened the meeting.

7. (16/17) Town and Country Planning Act, 1990

The Parish Council considered the following Planning Applications:-

- 06/2016/0321 - Land adjacent 218 Preston Road, Grimsargh PR2 5JS. 1no dwelling with access from Preston Road.
- 06/2016/0277 - Grimsargh Club – erection of single storey extension to side and canopy to front – 148 Preston Road, Grimsargh. PR2 5JQ

With regard to Planning Application 06/2016/0321, Councillor Mrs Joyce Chessell said she was not in favour of this application being granted permission and she had sent an objection letter to Preston City Council. Councillor Mrs Joyce Chessell said that there were already problems with traffic and parking on Lindale Avenue and this Planning Application would further exacerbate the problems. It was noted that the access to the proposed property would be from Preston Road and not Lindale Avenue. Councillor Terry Cryer said he could not see an issue with this application and it was agreed that the Parish Council would not object. However, Councillor Mrs Joyce Chessell said she would encourage local residents to write in their individual objections to this application.

With regard to Planning Application 06/2016/0277, the Parish Council unanimously agreed not to object to this Planning Application and welcomed the Club owner's intentions to improve Grimsargh Club for local residents and to ensure that it was accessible for the disabled.

The Parish Council were devastated that the appeal decision relating to land at Preston Road Grimsargh for the outline planning permission for up to 150 dwellings – reference APP/N2345/W/15/3007033 by Gladman Developments Limited, had been allowed by the Planning Inspector. This was in spite of, and contrary to, a recent appeal held relating to land at Ingol Golf Club when the Inspector dealing with that appeal had said that the Local Plan was sound and Preston City Council had demonstrated its five year supply of deliverable housing land. Preston City Council were currently looking at the implication of the Gladman decision on their plan and future Planning Applications.

It was noted that the appeal by United Utilities for outline planning for erection of 12no residential dwellings (access applied for only) for land at Preston Road Grimsargh would start on Tuesday 28 June at 10.00 am at the Town Hall, Preston. (Ref APP/N2345/W/16/3145578). It was unanimously agreed that the Chairman, Councillor Mrs Lindsay Philipson would attend the appeal hearing and speak on behalf of the Parish Council.

It was further noted that Planning Application 06/2016/0234 which was a resubmission of Planning Application 06/2015/0690 referred to above had been called in by an Officer at Preston City Council and would therefore be going to Planning Committee on 9 June 2016. It was unanimously agreed that the Chairman, Councillor Mrs Lindsay Philipson would speak at the Planning Committee on behalf of the Parish Council.

It was also noted that the Planning Sub-Committee dealt with Planning Application 06/2016/0258 for land off Ribblesdale Drive Grimsargh and a copy of the Planning Sub-Committee Minutes appeared on the Agenda as a separate item. A copy of the objection letter to the Planning Application had been circulated to the Parish Council.

Resolved

- 1) That with regard to Planning Application 06/2016/0321, the Parish Council agreed not to object to this Planning Application.
- 2) That with regard to Planning Application 06/2016/0277, the Parish Council agreed not to object to this Planning Application and welcomed the Club owner's intentions to improve Grimsargh Club for local residents and to ensure that it was accessible for the disabled.
- 3) That with regard to the appeal by United Utilities for outline planning for erection of 12no residential dwellings (access applied for only) for land at Preston Road Grimsargh, it was noted that the appeal would start on Tuesday 28 June at 10.00 am at the Town Hall, Preston and it was unanimously agreed that the Chairman, Councillor Mrs Lindsay Philipson would speak on behalf of the Parish Council.
- 4) That with regard to Planning Application 06/2016/0234 which was a resubmission of Planning Application 06/2015/0690 referred to above, it was agreed that the Chairman, Councillor Mrs Lindsay Philipson would speak at the Planning Committee on 9 June 2016 on behalf of the Parish Council.
- 5) That with regard to Planning Application 06/2016/0258 for land off Ribblesdale Drive Grimsargh, it was noted that the Planning Sub-Committee had dealt with this application and a copy of the objection letter had been circulated to the Parish Council.

8. (16/17) Minutes from the Planning Sub-Committee from their meeting held on 25 April 2016

The Parish Council noted the Minutes of the Planning Sub-Committee from their meeting held on 25 April 2016. A copy of the Planning Sub-Committee Minutes is presented in the Minute Book.

Resolved

That the Minutes of the Planning Sub-Committee from their meeting held on 25 April 2016 are noted by the Parish Council.

9. (16/17) Appointment of representatives to outside bodies, Sub-Committees and Working Groups

Resolved

That the following Members are appointed to outside bodies, Sub-Committees and Working Groups for 2016/2017 as follows, and it was noted that other Working Groups would be set up as and when necessary:-

Outside Bodies

1. Preston Area Committee (3 Members)

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

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 Peter Burton 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.

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

- 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.
- To explore and recommend new/improved methods of involving residents in activities to improve our community environment
- 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.
- To engage with the community and voluntary sector to suggest suitable projects to be undertaken in the village.
- To evaluate infrastructure projects in the village and look at ways of promoting and allocating the funds for those projects
- 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 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.
- To monitor CiL expenditure and report back on an annual basis.
- 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 (incorporating the Best Kept Village Working Group) – 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 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)

4. Community Safety Working Group – Councillor Mrs Lindsay Philipson, Councillor Terry Cryer and Councillor Mrs Lynda Cryer

- 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.

5. Grimsargh Wetlands Working Group – the Clerk – Sue Whittam, Councillor David Hindle, Councillor Mrs Eileen Murray, 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.

6. Neighbourhood Planning Working Group – the Clerk – Sue Whittam, Councillor Terry Cryer, Councillor Lynda Cryer, 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 (draft)

- To look at the options/advantages and costs for a Neighbourhood Plan for Grimsargh.
- 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 advise the Parish Council on the procedure and timescales for developing a Grimsargh Neighbourhood Plan.
- To provide a written report back to the Parish Council with recommendations in line with the above.

7. Employment Working Group – Councillor Peter Burton, Councillor Terry Cryer and Councillor Keith Middlebrough.

Terms of Reference (draft)

- 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.

10. (16/17) Parish Council Newsletter

The Clerk reported that she had received some of the items for the June Newsletter but some were still outstanding and she asked for these to be forwarded to her as soon as possible. It was also agreed to put an item in the newsletter on crime and also one on the green waste (brown bin) charges by Preston City Council.

11. (16/17) Parish Council Insurance

The Clerk reported that the Parish Council insurance was due on 1 June 2016, and that the CCTV equipment would need to be added to the insurance schedule. It was noted that we were still awaiting the final specification of the CCTV equipment and it was therefore agreed to delegate the insurance renewal to the Clerk to deal with on behalf of the Parish Council. It was further agreed that the Clerk could look at obtaining a three year tied in deal with the insurance company if this was more cost effective.

Resolved

That, the renewal of the Parish Council insurance is delegated to the Clerk to negotiate on behalf of the Parish Council.

12. (16/17) Lancashire County Council – Public Rights of Way Delivery Scheme 2016/2017

The Clerk reported on the Lancashire County Council – Public Rights of Way Delivery Scheme for 2016/2017. She informed the Parish Council that the Scheme was slightly different to previous years as the amount of money given for opting into the scheme had increased to £250 and this would have to be used for strimming on public rights of way. The Parish Council unanimously agreed to opt into this year's Public Rights of Way Delivery Scheme.

Resolved

That, the Parish Council opt into the Public Rights of Way Delivery Scheme for 2016/2017.

13. (16/17) CCTV Project – Update

Councillor Terry Cryer updated the Parish Council on the CCTV project. He informed the Parish Council that he had contacted Lancashire County Council about the positioning of the CCTV signage and this had now been approved. He had also ordered the brackets for the signage and it was agreed that the cost of £140.15 should be reimbursed to Councillor Terry Cryer. It was noted that the CCTV was currently being installed and that the police would forward a Service Level Agreement that would need to be signed by the Clerk. This was to confirm that the CCTV equipment would be accessed by the police for crime detection only.

The Chairman, Councillor Mrs Lindsay Philipson thanked Councillor Terry Cryer for the update.

Resolved

That the update on the CCTV project is noted and that approval is given to the reimbursement of £140.15 to Councillor Terry Cryer for the brackets for the CCTV signage.

14. (16/17) Website Maintenance – Update

The Chairman, Councillor Mrs Lindsay Philipson reported that we had now received a quote from Sally Gorton for our website maintenance and this was £67.50 per month for an estimated 1.5 hours per month. It was agreed that this was excellent value and the Parish Council agreed that Sally Gorton should be asked to update our website on a monthly basis.

Resolved

That Sally Gorton is asked to update the Parish Council website at a cost of £67.50 per month.

15. (16/17) Provision of Defibrillators – Update

The Clerk had received some information from the North West Ambulance Service on defibrillators. There were a number of types and designs available on the market and there were also packages available such as the one available from Cardiac Science which included the cabinet, defibrillator, replacement pads, and eight years warranty together with theft and damage insurance for £1495. All defibrillators had to be ordered through the North West Ambulance Service.

It was agreed that the Parish Council would pay for a defibrillator on the village green and that other community groups, if they wished to have a defibrillator should contribute 50% of the cost. The Parish Council would also need to pay for the installation by a qualified electrician and Councillor Mrs Eileen Murray agreed to forward to the Clerk the details of a local reputable electrician. Councillor Keith Middlebrough was speaking to Grimsargh Club to see if they wished to go ahead with a defibrillator outside their premises. The Chairman, Councillor Mrs Lindsay Philipson said she would speak to St Michael's Primary School PTA to see if they were interested as well. It was agreed that the Clerk should obtain the cost of purchasing up to six defibrillators for the village.

Resolved

That the Parish Council agrees to the purchase of a defibrillator for the village green and to fund 50% of other defibrillators in the village up to a maximum of 6 units. The Parish Council further agrees to pay for the installation of all defibrillators in the village and the Clerk is asked to obtain costings for up to 6 units.

16. (16/17) Delivery of Parish Council Publications - Update

It was noted that the Clerk would obtain costings for the delivery of Parish Council publications shortly and Councillor Peter Burton said he would also speak to the Scouts about this to see if they were willing to deliver publications in exchange for a donation to their Group.

17. (16/17) Financial Matters and Banking

It was noted that we had an estimated £84,968.65 in the bank as at 5 May 2016. This included £27,500 from Anesco for the solar farm and £24,406.82 CiL monies. It was further noted that the precept should be credited to the bank account this week.

Resolved

i) It was noted that the following invoices had been paid:-

1) Clerk, Sue Whittam, Salary 4, 11, 18, and 25 April (new rate as agreed in the budget of £13.50 per hour = £189 per week (4 weeks £756 – tax and NI = £600.48 (Cheque no 776).

2) Adam Cooper Lengthsman, wages for April 2016 – 61 hours at £13 per hour total £793 (Cheque no 777).

ii) Councillor Terry Cryer was reimbursed for the brackets for the CCTV signage at a cost of £145.15 as agreed at the meeting. (Cheque no 778).

iii) It was further agreed that a number of cheques should be signed to pay any outstanding accounts that needed to be paid before the next meeting including the insurance.

iv) The Parish Council not the current position with regard to Cil and a copy of the spreadsheet is included in the Minute Book.

v) It was also agreed that the Clerk should look at removing the recent CiL monies and the Anesco solar farm money to the Post Office savings account if it was easy to deposit and transfer funds.

18. (16/17) Clerk's Report – for information only

The Clerk reported that she would order the bench for the Nellie Carbis Millennium Woodland and John Gornall would be asked to carve some appropriate words on a piece of wood from the garden in memory of David Leech.

The Clerk also reported that she had received a note from Preston City Council advising that they would no longer be carrying out highway maintenance and that Lancashire County Council had assumed responsibility for this from 1 April 2016. The Clerk was currently looking at the implications of this for Grimsargh.

She was also looking at how the Lengthsman disposed of the waste including dog waste from the village and would report back on this as soon as possible.

19. (16/17) Date of Next Meeting

It was noted that the next Meeting would be held on Thursday 2 June at 7.30 pm.