

Grimsargh Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 11 May 2017 at 7.30pm held at Grimsargh Village Hall

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

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

1. (17/18) Appointment of Chairman 2017/2018

The Clerk reported that there had been one written nomination for the position of Chairman for 2017/2018 and this was Councillor Mrs Lindsay Philipson. It was unanimously agreed that Councillor Mrs Lindsay Philipson should be Chairman of the Parish Council for 2017/2018.

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 2017/2018.

2. (17/18) Appointment of Vice-Chairman 2017/2018

The Clerk reported that there had been no written nominations for the position of Vice-Chairman for 2017/2018. However it was proposed by the Chairman, Councillor Mrs Lindsay Philipson and seconded by Councillor Mrs Eileen Murray that Councillor Peter Burton is appointed as Vice-Chairman of the Parish Council for 2017/2018. This was unanimously agreed.

Resolved

That Councillor Peter Burton is appointed as Vice-Chairman of the Parish Council for 2017/2018.

3. (17/18) Apologies for Absence/ Chairman's Health & Safety Announcements

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

4. (17/18) Declarations of Interest

None.

5. (17/18) Minutes of the Last Meeting

Resolved

That the minutes of the Meeting held on 6 April 2017 be approved as a correct record and signed by the Chairman.

6. (17/18) Adjournment for Public Participation and Policing issues

The Chairman, Councillor Mrs Lindsay Philipson welcomed Councillor Ron Woollam to the meeting who had recently been elected following the sad death of Councillor Tom Davies. Councillor Ron Woollam said he was here to help as much as he could and was currently working with the residents on Carbis Avenue to try and resolve problems caused by noise vibration from the Wainhomes development. He had recently had a meeting with the Technical Director, Gareth Williams at Wainhomes who had agreed to alter their working practices to minimise the problems caused by the vibration of plant and machinery. Councillor Ron Woollam said he would keep the Parish Council updated on progress with this issue.

As the police were not present at the meeting there was no police report. However, the Clerk informed the Parish Council that PCSO David Reid had agreed to send some annual crime statistics through to her for inclusion in the newsletter.

Councillor Mrs Joyce Chessell referred to problems with moles on the village green including the car park and she said she was in contact with Preston City Council who owned the land, to get their agreement to deal with the moles. However, Councillor Mrs Chessell said she was concerned that now Matt Kelly had left Preston City Council it was even more difficult to get in touch with anyone from Parks Department, and there was still the outstanding issues of the drainage and green space maintenance about which there had been nothing further from Preston City Council since the meeting for parishes in February. In the meantime FoGG would continue implementing parts of the plan designed by the landscape architect to improve the village green.

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

7. (17/18) Town and Country Planning Act, 1990

There were no Planning Applications for consideration at the meeting. However, the Parish Council had a brief discussion on the informal consultation about a proposed Older Person's Village details of which had been sent by the Planning Consultant acting on behalf of Applethwaite Homes, which was part of the Eric Wright Group. The Clerk had provisionally responded to suggest that a "drop in" type event should be held at a suitable location in Grimsargh such as the village hall and to point out that the initial plans seemed to cut through part of the Nellie Carbis Millennium Woodland which was owned by the Parish Council and would therefore have to be redrawn. It was noted that the proposed village would be for over 55's and various comments were made about this and how the scheme would actually work. It was agreed that the Clerk should contact the Planning Consultant and ask for a representative to attend before the next meeting of the Parish Council on 1 June to discuss their proposals. This would not be a public meeting but a briefing session for

the Parish Council. It was noted that this would last for around one hour and then the Parish Council meeting would be held as normal at 7.30pm. The Clerk should also reiterate that a “drop in” type event would be beneficial.

Resolved

That the Clerk should contact the Planning Consultant for the proposed Older Person’s Village and ask them to come along to discuss their proposals before the next meeting of the Parish Council on 1 June, and also to reiterate that a “drop in” type of event for Grimsargh residents would be beneficial.

8. (17/18) 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 2017/2018. It was noted that other Sub-Committees and Working Groups would be set up as and when necessary.

Resolved

That the following Members are appointed to outside bodies, Sub-Committees and Working Groups for 2017/2018 as follows, and approval is given to the updated Terms of Reference for the Sub-Committees and Working Groups:-

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 (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 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 Councillor Keith Middlebrough

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 Keith Middlebrough, Councillor Peter Burton 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 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.
- 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 and Councillor Mrs Lynda Cryer

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. Grimsargh Wetlands Working Group

The Clerk (Sue Whittam), Councillor Mrs Eileen Murray and Councillor Mrs Lindsay Philipson.

Terms of Reference

- 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 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.

5. Neighbourhood Planning Working Group

The Clerk (Sue Whittam), Councillor Terry Cryer, Councillor Lynda Cryer, Councillor David Hindle, Councillor Keith Middlebrough, 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

- 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.

6. Employment Working Group

Councillor Mrs Lindsay Philipson, Councillor Peter Burton, Councillor Terry Cryer and Councillor Keith Middlebrough.

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.

9. (17/18) Report from the Neighbourhood Planning Working Group

The Chairman, Councillor Mrs Lindsay Philipson gave an update on progress so far with the draft questionnaire. She informed the Parish Council that the various theme groups had met and devised initial questions. The next stage was for herself, Councillor Mrs Eileen Murray and the Clerk to get together to add additional questions, update the format and produce a further draft for the Steering Group to consider at their next meeting on 14 June 2017.

The Chairman, Councillor Mrs Lindsay Philipson also informed the Parish Council that the Steering Group had come up with suggestions on how to promote the Neighbourhood Plan and it had been suggested that a float at Field Day would be a good idea. Councillor Keith Middlebrough would be able to obtain the float for free but it would need decorating and the idea was to replicate the Neighbourhood Plan logo. The Neighbourhood Planning Steering Group recommended to the Parish Council that a small budget was needed to cover any promotional materials such as balloons and also possibly the cost of a stall in the marquee on Field Day. This was agreed by the Parish Council and a maximum budget of £100 was allocated to this.

Councillor Mrs Joyce Chessell asked about insurance cover for the event and if the Neighbourhood Planning Steering Group including Parish Councillors were covered for everything associated with the event. Councillor Keith Middlebrough confirmed that the Field Day insurance covered this and no additional insurance was needed by the Parish Council.

Resolved

- 1) That, the progress with the development of the Neighbourhood Planning questionnaire is received and noted.
- 2) That a maximum budget of £100 is allocated to the Neighbourhood Planning Steering Group to enable them to participate in Field Day on 24 June and to fund the cost of anything needed for this event including promotional materials.

10. (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 explained that a further meeting had been held with the Trustees on 8 May and they were now working together to put forward their submission to the Charities Trust as soon as possible. In addition to this the lifebuoys had now been purchased and basic signs saying Danger Deep Water and No Public Access would be ordered soon.

The Trustees were also looking at having a stall on Field Day. They were also working hard in obtaining quotes for insurance cover and proposed works on the Wetlands and they were gathering a list of potential volunteers.

The Chairman, Councillor Mrs Lindsay Philipson said that the Parish Council would need to look at investing the dowry for the Wetlands and it was advisable that the Finance Working Group should now meet to look at this and make recommendations to the Parish Council.

Resolved

That the update on Grimsargh Wetlands is received and noted.

11. (17/18) Parish Council Newsletter

The Clerk reported that most of the items for the June Newsletter had now been received and she was just waiting for the crime statistics from the police and then it would be sent off for design and printing.

A copy of the items provided so far was circulated to the Parish Council and these were approved.

12. (17/18) Parish Council Insurance

The Clerk reminded the Parish Council that the insurance was now due and that the Parish Council had entered into a three year agreement with Zurich. The Clerk reported that the quote for this year's insurance was £981.59 but it was unclear if this included insurance cover for the Wetlands which was approximately £164 per quarter. The Clerk had contacted the insurance company for clarification but had been unable to obtain an answer for tonight's meeting.

As the insurance renewal date was 1 June 2017, it was therefore agreed to authorise the Clerk to negotiate the insurance on behalf of the Parish Council. This was unanimously agreed.

Resolved

That approval is given to the Clerk to negotiate the insurance for 2017/2018 on behalf of the Parish Council.

13. (17/18) Preston City Council – Council Ward Boundaries for Preston Consultation.

The Parish Council considered the consultation by the Local Government Boundary Commission for England relating Council Ward boundaries for Preston City Council. It was noted that the closing date for comments was 5 June and information could be found about the consultation on the Preston City Council website.

Comments were made that due to the increase of development in the rural areas the projected electorate for 2023 would greatly increase and therefore an additional Councillor would be needed to cover the rural areas. It was therefore agreed that the Clerk should reply to the consultation on behalf of the Parish Council stating that due to the projected increase in electorate then a further Councillor would be required to cover the rural areas. This was unanimously agreed.

Resolved

That the Clerk is authorised to respond to the consultation by the Local Government Boundary Commission for England stating that due to the projected increase in electorate then a further Councillor would be required to cover the rural areas.

14. (17/18) Community Futures Membership Renewal

The Clerk reported that the annual subscription for Community Futures was now due for a renewal at a cost of £30.00. It was unanimously agreed that the Parish Council renews its subscription to Community Futures at a cost of £30.

Resolved

That approval is given to the renewal of the annual subscription to Community Futures at a cost of £30.

15. (17/18) Financial Matters, approval of accounts for year end 31 March 2017 and banking

It was noted that we had an estimated £270,127.84 in the bank as at 5 April 2017. This did not include the precept for this year (£33,000) which would be shown on the next bank statement. It was further noted that the next CiL payment was due from Preston City Council and the amount of £15,504.40 should appear on the next bank statement. The current balance included the payment from Grimsargh Club for the defibrillator so all defibrillator payments had now been received and credited to our bank account.

Resolved

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

i) 8/05/17 – The Clerk, Sue Whittam, new salary/hours as agreed in the budget – 20 hours at £13.94 per week for five weeks:- 2,9,16,23 and 30 April at £278.80 per week = £1,394 – tax and NI = £1,035.28. (Cheque no 840).

ii) 8/05/17 – Reimbursement to the Clerk, Sue Whittam for Lifebuoys/housing for Wetlands - £632.50. (Cheque no 841).

2) The following invoices were agreed for payment at the meeting:-

i) GVCA for Village Hall hire including rooms used for Parish Council, Wetlands and Neighbourhood Planning meetings - £250. (Cheque no 842).

ii) Community Futures Annual Subscription renewal £30.00 as agreed at the meeting. (Cheque no 843).

iii) Adam Cooper (Contractor) – 44 hours @£13.75 per hour (new rate as agreed in budget) = £605 (Cheque no 844) + Contractor's materials bus shelter paint/planter stain total £110.26 (Cheque no 845).

3) The Parish Council agreed the Annual Governance Statement (Section 1 of the Annual Return) and this was signed by the Chairman of the Parish Council, Councillor Mrs Lindsay Philipson.

4) The Parish Council had received a copy of the accounts prepared by the Clerk and these were approved by the Parish Council. The Statement of Accounts (Section 2 of the Annual Return) was signed by the Chairman of the Parish Council, Councillor Mrs Lindsay Philipson. A copy of the approved accounts is presented in the Minute Book.

5) It was noted that the external audit would be held on 3 July and the internal audit would be carried out by Donna Kidd shortly. It was further noted that this would be an intermediate audit due to the Parish Council receiving over £200,000 during 2016/2017.

6) It was agreed that £75,000 should be transferred from our Nat West account to the NS & I account.

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

As Pet World had not confirmed that they would sponsor the dog bag dispenser for Old Railway Walk, the Clerk confirmed that she would now order the dispenser and bags. There was nothing further for the Clerk to report.

17. (17/18) Date of Next Meeting

It was noted that the next meeting of the Parish Council would be held on Thursday 1 June 2017 at 7.30 pm at Grimsargh Village Hall.