

## **Grimsargh Parish Council**

Minutes of the Annual Parish Council meeting held on Thursday 11<sup>th</sup> May, 2023 at Grimsargh Village Hall at 7.30pm.

**Present:-** Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor Trevor Haines; Councillor Mrs Agustina Oliver; Councillor Simon Rusling and Councillor Mrs Jayne Woollam.

**In attendance:-** Sue Whittam – Clerk to the Council

### **1. (23/24) Appointment of Chairman for 2023/2024**

The Clerk reported that there was one nomination for the position of Chairman and this was Councillor Peter Burton. It was therefore proposed by Councillor Terry Cryer and seconded by Councillor Trevor Haines that Councillor Peter Burton is appointed as Chairman of the Parish Council for 2023/2024. This was unanimously agreed by the Parish Council.

Councillor Peter Burton signed the Chairman's Acceptance of Office. The Chairman, Councillor Peter Burton then welcomed everyone to the meeting and briefed the Parish Council on possible health and safety considerations for this evening's meeting.

#### **Resolved**

That, Councillor Peter Burton is elected as Chairman of the Parish Council for 2023/2024.

### **2. (23/24) Appointment of Vice-Chairman for 2023/2024**

Councillor Mrs Joyce Chessell proposed that Councillor Trevor Haines was appointed as Vice-Chairman of the Parish Council for 2023/2024. This was seconded by the Chairman, Councillor Peter Burton and unanimously agreed by the Parish Council.

#### **Resolved**

That, Councillor Trevor Haines is elected as Vice-Chairman of the Parish Council for 2023/2024.

### **3. (23/24) Apologies for Absence**

Apologies for absence were received from Councillor David Hindle and Councillor Stephen Whittam, Preston City Council.

### **4. (23/24) Declarations of Interest**

None.

### **5. (23/24) Minutes of the Last Meeting**

## **Resolved**

That the minutes of the Parish Council Meeting held on 6 April 2023 be approved as a correct record and signed by the Chairman.

### **6. (23/24) Adjournment for Public Participation**

As there were no members of the public present, the Chairman Councillor Peter Burton asked if any Parish Councillor had anything to raise under this item, that did not appear elsewhere on the Agenda.

Councillor Mrs Jayne Woollam said that the sign on Whittingham Lane was still broken and had not yet been replaced. The Clerk said she would check with Preston City Council, but these were only usually replaced when they had a batch of signs to be replaced in the area.

Councillor Mrs Jayne Woollam also mentioned the small information sign that the Friends of Grimsargh Green (FOGG) would like to put on the green to show walking distances around the park. The Parish Council were happy with this and thought it was a good idea, however it was Preston City Council who owned the Village Green who would have to give permission.

Councillor Mrs Jayne Woollam also mentioned the vandalism that had occurred over the weekend of the Coronation on the village green. There had been damage to the Cricket scoreboard and also graffiti on the King's picture, which was extremely disappointing. The vandalism had been reported to the police and the Parish Council's CCTV was being checked. It was noted that there had been an issue with the playback of the CCTV images, however Councillor Terry Cryer had contacted our CCTV provider to obtain any images relating to the vandalism and these would be provided to the police.

It was reported that following the vandalism there had been an increased police presence in the village, and the mounted police had also been seen in Grimsargh. It was agreed to put a small article in the next newsletter about the vandalism and highlighting that the Parish Council had CCTV.

It was noted that there was no update on the requests to Preston City Council for an additional waste bin or any comments received on the proposed Muga.

Councillor Mrs Jayne Woollam also said she had received a request from a resident asking about speed bumps, however the Road Safety Working Group were currently looking at possible solutions in relation to speeding in the village. Councillor Trevor Haines said that the additional data gathering would be carried out when Haighton Green Lane/Whittingham Lane were reopened so that accurate information would be collected.

Councillor Mrs Joyce Chessell referred to an issue on Maple Grove regarding drainage and a possible collapsed culvert. The Clerk agreed to ask Councillor Stephen Whittam to get in touch with Councillor Mrs Joyce Chessell to discuss the issue and look at a potential site visit.

It was noted that there had been a number of fantastic events across the village for the King's Coronation and that the Ceilidh had been very successful. The Chairman, Councillor Peter Burton thanked the Coronation Working Group for organising such a great event.

## **7. (23/24) Town and Country Planning Act, 1990**

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

- 06/2023/0465 - Grimsargh Post Office, 144-146 Preston Road.  
Single storey rear extension, removal of bollards to front of car par and dropped kerb.
- 06/2023/0461 - 10 Salisbury Avenue, Grimsargh.  
Two storey side extension and single storey rear extension following demolition of conservatory.
- 06/2023/0430 - 178 Preston Road, Grimsargh.  
Front porch; alterations to existing garage including raising of roof height and application of cedar cladding; alterations to existing rear outrigger, including side dormers and removal of rear bay; one hand half storey rear extension, application of render to application property, and replacement and additional windows.

With regard to Planning Applications 06/2023/0465, 06/2023/0461 and 06/2023/0430 the Parish Council had no comments to make on the applications.

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

### **Resolved**

That, with regard to Planning Applications 06/2023/0465, 06/2023/0461 and 06/2023/0430 the Parish Council had no comments to make on the applications.

## **8. (23/24) Grant Application**

Grimsargh Juniors Football Club – support for setting up the Club.

It was agreed to defer this application until the applicant is available to come along to a meeting of the Parish Council to discuss the application.

### **Resolved**

That the grant application for support to set up Grimsargh Juniors Football Club is deferred until the applicant is available to come along to a meeting of the Parish Council to discuss the application.

## **9. (23/24) Appointment of representatives to outside bodies, Sub-committee and Working Groups.**

The Parish Council gave consideration to the appointment of representatives to outside bodies, Sub Committees and Working Groups and agreed as follows: -

### **Outside Bodies**

- i). Preston Area Committee (3 Members)**  
Councillor Peter Burton; Councillor Mrs Jayne Woollam  
The Clerk – Sue Whittam; and one vacancy for reserve.
- 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)**  
The Clerk Sue Whittam for day-to-day liaison and attending meetings of the Wetlands Trust as appropriate.  
Councillor Terry Cryer and Deputy Councillor Peter Burton for representing the Parish Council at the Trust AGM and any other meetings that would require the Parish Council to vote.

### **Sub-Committees**

- 1. Planning Sub-Committee (4 Members)**  
Chairman of the Parish Council, (or Vice-Chairman in their absence),  
Councillor Mrs Joyce Chessell, Councillor Trevor Haines and Councillor Mrs Jayne Woollam.

#### **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, Councillor Trevor Haines and Councillor Mrs Jayne Woollam – 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 Terry Cryer, Councillor Trevor Haines, Councillor Simon Rusling and Councillor Mrs Jayne Woollam.

#### **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 Terry Cryer.

#### **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.
- To consider best practice and efficiencies with regard to Parish Council contracts.
- To monitor and review contractor activities including the Lengthsman 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 Peter Burton, 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**

Currently the Clerk (Sue Whittam), Councillor Peter Burton, Councillor Terry Cryer, Councillor Lynda Cryer, Councillor Mrs Jayne Woollam and one vacancy. (Other experts from outside the Parish Council can be seconded onto the Working Group as necessary). Note this Working Group will be confirmed once the Parish Council has discussed and agreed the way forward on the plan.

#### **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 Peter Burton, Councillor Terry Cryer, Councillor Lynda Cryer and Councillor Mrs Agustina Oliver.

#### **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.

#### **6. Young Persons Working Group**

Councillor Peter Burton, Councillor Mrs Agustina Oliver and Councillor Mrs Jayne Woollam. (Young people can be co-opted onto this Working Group when appropriate).

**Terms of Reference – to be drafted by the Working Group.**

#### **7. Road Safety Working Group**

Councillor Mrs Joyce Chessell, Councillor David Hindle, Councillor Trevor Haines and John Baron. (Residents can be co-opted onto this Working Group when appropriate).

#### **Terms of reference**

- To explore the traffic and parking problems between Preston Road and Houghton Green Lane Grimsargh.
- To gather traffic information on the road usage.
- To collate information on the 2 proposed housing developments west of the village.
- To explore appropriate road traffic signage, traffic calming measures etc.
- To liaise and discuss with residents in the area in order to gather ideas and their views.
- To explore alternative parking sites on match days.
- Identify possible and appropriate funding sources based on findings.
- To discuss and meet with various bodies in an effort to reach a satisfactory resolution.
- To produce recommendations with costs as appropriate based on the outcome of the investigation and report back to the Parish Council with recommendations.

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

#### **Resolved**

That the appointment of representative to outside bodies, Sub-committees and Working Groups are agreed in line with the above.



## **10. (23/24) Parish Council Insurance**

The Parish Council gave consideration to their annual insurance to ensure that it covered the Parish Council's requirements. It was noted that the Parish Council had agreed last year to enter into a three-year deal with Zurich Municipal, this was the second year of the current agreement. The Clerk reported that she had amended the insurance to include the new bus shelters and that the quote for this year was £984.80. The Parish Council unanimously agreed to proceed with the insurance with Zurich Municipal at a cost of £984.80.

### **Resolved**

That the Parish Council approves the payment of £984.80 to Zurich Municipal for the Parish Council insurance.

## **11. (23/24) Additional Land at Grimsargh Wetlands**

The Parish Council had carried out a brief site visit to the new land owned by the Parish Council before this evening's meeting. It was noted that the gate to the land had a combination padlock and that the Parish Council would need to obtain the code. The land would need to be maintained, but it was noted that the boundary hedge could not be cut until the end of bird nesting season. The grass would need cutting and its frequency would depend on growth. It was felt that Wilkinson's contractors should be used as they also carried out maintenance work on the Wetlands. The Parish Council agreed to give authority to the Clerk to arrange the maintenance on behalf of the Parish Council.

With regard to future use of the land a number of ideas were discussed including a wildflower meadow, community orchard or allotments. However, it was noted that the Parish Council could not put any structures on the land for storage of tools etc which would make the management of allotments difficult. The Parish Council agreed to discuss the use of the land at a future date before making a decision.

### **Resolved**

- i) That authority is given to the Clerk to arrange the maintenance of the additional land next to the Wetlands when required.
- ii) That the Parish Council agrees to discuss the use of the land at a future date before making a decision on its use.

## **12. (23/24) Parish Council Newsletter**

A number of draft articles for inclusion in the newsletter had been circulated to the Parish Council. It was noted that there was an additional item on Field Day and that further items on the pollution monitors and the vandalism/CCTV would be included. The Parish Council also agreed to have the newsletter delivered as per previous newsletters.

## **13. (23/24) Financial Matters and banking**

It was noted that we currently had an estimated £98,683.54 in the Nat West bank as at 5 April 2023. It was noted that £43,988.92 for CiL and £42,000 for the precept had been credited to our account and will appear on the May bank statement.

It was also noted that the following invoices had been paid since last meeting: -

St Michaels PTFA – grant as agreed at the last meeting £200.00 (cheque no 1202).

Lancashire Best Kept Village entry fee £25.00 (cheque no 1203).

Clerk's Salary April £1,265.50 (cheque no 1204).

Shipsters band for event on 7<sup>th</sup> May £1,200 (cheque no 1205).

Grimsargh Village Hall for hire for event on 7<sup>th</sup> May £100.00 (cheque no 1206).

Lancashire Association of Local Councils (LALC) annual membership £491.23 (cheque no 1207).

Janet Wallbank for Coronation Cake for event on 7<sup>th</sup> May £70.00 (cheque no 1207).

We have also been advised that the bank charges 4 March to 31 March 2023 were £4.20.

## **Resolved**

1) The following invoices were approved for payment: -

i) Sue Whittam Clerk May £1,265.50.

ii) Adam Cooper Contractor – to be confirmed at the next meeting.

iii) Annual insurance - £984.80.

iv) JRB bin bags, two invoices, £260.52.

## **14. (23/24) Clerk's report – for information only**

The Clerk mentioned the possibility of having a WhatsApp group for the Parish Council but as not everyone had access to this, it was agreed not to progress at this time.

## **15. (23/24) Date of Next Meeting**

It was noted that the next Parish Council meeting would be held on Thursday 1<sup>st</sup> June 2023 at 7.30 pm at Grimsargh Village Hall.