

Grimsargh Parish Council

Minutes of the Annual Parish Council meeting held on Thursday 9th May, 2024 at Grimsargh Village Hall at 7.30pm.

Present:- 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
Councillor Stephen Whittam – Preston City Council

1. (24/25) Appointment of Chairman for 2024/2025

The Clerk reported that there was one nomination for the position of Chairman and this was Councillor Peter Burton. It was therefore agreed that Councillor Peter Burton is appointed as Chairman of the Parish Council for 2024/2025. Unfortunately, Councillor Burton could not be present at tonight's meeting, so his Chairman's Acceptance of Office would be signed at the June meeting of the Parish Council.

Resolved

That, Councillor Peter Burton is elected as Chairman of the Parish Council for 2024/2025.

2. (24/25) Appointment of Vice-Chairman for 2024/2025

Councillor Mrs Jayne Woollam proposed that Councillor Trevor Haines was appointed as Vice-Chairman of the Parish Council for 2024/2025. This was seconded by the Councillor Mrs Joyce Chessell and unanimously agreed by the Parish Council.

In the absence of the Chairman, Councillor Trevor Haines agreed to chair the meeting. Councillor Trevor Haines briefed the Parish Council on possible health and safety considerations for this evening's meeting.

Resolved

That, Councillor Trevor Haines is elected as Vice-Chairman of the Parish Council for 2024/2025.

3. (24/25) Apologies for Absence

Apologies for absence were received from the Chairman, Councillor Peter Burton.

4. (24/25) Declarations of Interest

None.

5. (24/25) Minutes of the Last Meeting

Resolved

That the minutes of the Parish Council Meeting held on 4 April 2024 be approved as a correct record and signed by the Chairman.

6. (24/25) Adjournment for Public Participation

Councillor Mrs Jayne Woollam said that John Barron had not heard from the Parks Department at Preston regarding the welcome to Grimsargh sign, for the Village Green. Councillor Stephen Whittam said that he would chase the Parks Department.

Councillor Mrs Jayne Woollam said there had been a lot of complaints about the current road works on the Skew Bridge, and that residents felt that the traffic signals needed to be manned. However, it was noted that these works were being undertaken by United Utilities and were outside of the control of the Parish Council. It was further noted that most highways works were planned in advance, unless they were emergency works, and details of planned works could be viewed online on the Lancashire County Council website.

Councillor Mrs Jayne Woollam also mentioned the recent litter problem on the Village Green. The Clerk said that Adam/Colin were increasing the amount of litter picking on the Village Green, and some issues with youths had been reported to the Police.

Councillor Stephen Whittam said he was working with the Parks Department at Preston City Council to get the works completed on the Village Green. He said that the solar lights were still not working and needed replacing. The Parks Department were currently getting prices for replacing the lighting which the Parish Council had agreed to fund once a price had been received.

Councillor Stephen Whittam said that there were also problems with drainage on the Village Green. The Cricket Club were experiencing drainage problems and the house developer was blaming the Cricket Club. It was understood that Solicitors were now dealing with this matter.

Councillor Stephen Whittam also reported that he had received a reply from Planning Enforcement regarding the proposed path through the Village Green. The Enforcement Officer had said that no further action could be taken until the developer had completed all works on the site. He also reported that the barrier had now been put in place on Elston Lane to stop van drivers cutting through and also to provide some protection to cyclists and pedestrians.

The Chairman, Councillor Trevor Haines then reconvened the meeting.

7. (24/25) Town and Country Planning Act, 1990

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

06/2024/0448 - Woodtop Farm, Preston Road, Grimsargh PR2 5JS
Permission in principle for up to 4no dwellings.

06/2024/0421 - 17 Lindale Avenue, Grimsargh PR2 5LL
Front dormer.

With regard to Planning Application 06/2024/0448, the Parish Council were concerned about this application for a number of reasons; they felt that four dwellings would be an over intensification of the site. The site was also accessed via a single track which was extremely narrow and it would be difficult for any vehicles to pass each other; there was also difficulty with vehicles exiting the site as it was difficult to see any other vehicles approaching; the addition of further houses would increase the traffic using Preston Road which had been identified as an issue by the Parish Council; the site was also close to Tun Brook Wood, which was a SSI and should be protected. The Parish Council therefore agreed to object to the Planning Application for the reasons outlined above.

With regard to Planning Application 06/2024/0421, the Parish Council had no comments to make on this application.

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

Resolved

i) That with regard to Planning Application 06/2024/0448, the Parish Council agreed to object to this application as they felt that up to four dwellings would be an over intensification of the site. They also had concerns about the single-track access which was extremely narrow and it would be difficult for any vehicles to pass each other and there was difficulty with vehicles exiting the site as it was difficult to see as you exited the track. The Parish Council were also concerned about the additional traffic that would be created by up to four large detached homes. The site was also close to Tun Brook Wood, which was a SSI and should be protected.

ii) That with regard to Planning Application 06/2024/0421, the Parish Council had no comments to make on this application.

8. (24/25) Road Safety Working Group

The Chairman, Councillor Trevor Haines gave an update to the Parish Council on the Road Safety Working Group. He said that the Working Group had now had the opportunity to look at the data and had a number of recommendations to make to the Parish Council.

The first recommendation was for the installation of a speeding indicator device known as a SPiD and preferably a double sided one. The Working Group had identified a suitable location and a photo of the proposed location would be forwarded to the Clerk so she could contact Lancashire County Council. The second recommendation was for a vehicle activated sign known as a VAS to warn of the blind bend and advise vehicles to slow down. A photo of the proposed location would also be sent to the Clerk for inclusion in the email to Lancashire County Council. The SPiD and VAS would be funded from Parish Council CiL monies.

The final recommendation was for the extension of the pavement from outside Orchard Manor to Cow Hill. It was noted that this would mainly fall in Haighton and therefore Grimsargh Parish Council would not be able to use CiL monies to fund this. It was noted that crowdfunding may be an option.

The Parish Council agreed that the Clerk should contact Lancashire County Council with the above recommendations and also send photos of the proposed locations for the SPiD and the VAS.

Resolved

That the Clerk contacts Lancashire County Council with the recommendations as outlined above to progress the installation of a SPiD and VAS, both funded from Parish Council CiL monies. With regard to the extension of the pavement this should also be included in the email to Lancashire County Council to consult on how this could be progressed.

9. (24/25) Community Engagement Working Group

Councillor Mrs Jayne Woollam said that there had been a recent meeting of the Community Engagement Working Group to discuss the resident's packs. Councillor Simon Rusling said that the packs needed revising and after discussion at the Working Group meeting, they were recommending that the packs should be online, so they would be a digital residents pack. The Working Group were suggesting that a number of links were put on the Parish Council website to signpost residents to information about the village and the various Clubs and Societies that residents may wish to get involved in.

It was noted that the Parish Council would not be endorsing the various Clubs etc that were available but merely providing the information to help keep residents informed.

Councillor Mrs Jayne Woollam agreed to circulate a list of potential Clubs and Societies etc so the Parish Council could consider this further.

Resolved

That the report from the Community Engagement Working Group is received and noted, and that Councillor Mrs Jayne Woollam circulates a list of potential Clubs and Societies etc to the Parish Council for potential inclusion on the Parish Council's website as a digital resident's pack.

10. (24/25) 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

The Clerk (Sue Whittam), Councillor Peter Burton, Councillor Terry Cryer, Councillor Lynda Cryer, Councillor Trevor Haines and Councillor Mrs Jayne Woollam. (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 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, and Councillor Trevor Haines. (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.

It was noted that some of the above outside bodies, Sub-committees and Working Groups met infrequently, so these would be reviewed next year to see if they were required.

Resolved

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

11. (24/25) Grimsargh Skew Bridge Widening Scheme

It was noted that there had been a number of comments on social media about the proposed widening of the Skew Bridge, which were not all factually correct. Lancashire County Council had been in touch with the Parish Council and the Clerk had recently circulated an update on the project to the Parish Councillors.

It was noted that: -

The work would require the removal of one footbridge and widening of the road.

Public engagement would take place with residents and businesses able to view the plans and make comments. The plans were available now and people would be able to comment from the end of May.

The work was programmed in for the summer of 2025. This was to minimise disruption to motorists. During the construction process all efforts would be made to minimise disruption to traffic.

Part of the work would require the road to be closed for up to 2 weeks and there would be temporary traffic lights for part of the time. These times would be publicised well in advance.

It was estimated the whole scheme will take around four months, and pedestrian access would be maintained throughout the work.

A pedestrian crossing was planned to be installed outside the primary school. This would be a signal-controlled puffin crossing.

The project was part of a wider scheme funded by the Department for Transport to improve bus services across Lancashire. It was selected as the reliability of the service between Longridge and Preston was significantly affected by delays caused by the bridge.

The Parish Council noted the information provided by Lancashire County Council and agreed to comment once they had further information regarding the proposed diversion route details and further information about the temporary closure.

Resolved

That the information on the proposed Skew Bridge Widening Scheme is received and noted, and that the Parish Council would comment once they had further information regarding the proposed diversion route details and further information about the temporary closure.

12. (24/25) 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 were still a couple of items outstanding. The Chairman, Councillor Trevor Haines said he would write an update on behalf of the Road Safety Working Group. The Parish Council also agreed to have the newsletter delivered as per previous newsletters.

13. (24/25) Financial Matters and banking

It was noted that we currently had an estimated £192,915.35 in the Nat West bank as at 5 April 2024.

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

Sally Gorton for Website admin (November 2023 – March 2024) - £132.89. (Cheque no 1257).

Grimsargh Village Hall for room hire including Wetlands meetings - £125.00. (Cheque no 1258).

Wetlands Trust (Biodiversity grant for Tern raft) £300. (Cheque no 1259).

Adam Cooper, Contractor November 31.5 hours at £15 per hour £472.50 + £20 water pump service = £492.50; December 26 hours at £15 per hour = £390.00; Jan 34 hours at £15 per hour £510.00 + timber for Nelle Carbis £130.28 = £640.28; February 36 hours at £15 per hour =£540; March 33 hours at £15 per hour £495.00 + timber for trellis and garden bench £59.83 + new planter near Plough £50.00 = £604.83. Total £2,667.61. (Cheque no 1260).

Sue Whittam, Clerk's salary April £1,266.73. (Cheque 1261).

JRB Enterprises Ltd – 2 invoices, dog bin bag new dispenser £104.34 + bin bags £130.26 = total £234.60. (Cheque no 1262).

Jake Higham – contribution helmet £250. (Cheque no 1263).

It was also noted that we had paid Nest Pension (Clerk) 7 March and 5 April £48.88 – direct debits. We had been advised that bank charges for 2 March to 28 March were £3.15.

Resolved

The following invoices were approved for payment: -

- i) Sue Whittam, Clerk's Salary 15 May £1,266.53.
- ii) LALC annual subscription - £539.13.
- iii) Adam Cooper Contractor – to be confirmed at the next meeting.
- iv) Annual Insurance premium - £961.44.

14. (24/25) Clerk's report – for information only

The Clerk reported that she had held an online meeting with Peter Black who was a qualified planner and had recently undertaken the review of Broughton Parish Council's Neighbourhood Plan. Peter was going to look at our draft plan in detail and provide some costings to the Parish Council. He had advised the Clerk to look at applying for a grant from Locality to help with the costs.

15. (24/25) Date of Next Meeting

It was noted that the next Parish Council meeting would be held on Thursday 6th June 2024 at 7.30 pm at Grimsargh Village Hall.

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.

16. (24/25) Parish Council Insurance (para 3)

The Clerk discussed the Parish Council insurance and the insurance premium of £961.44 was agreed. It was noted that the Parish Council were currently in a long-term agreement with Zurich Municipal. A further confidential discussion took place regarding the insurance.

Resolved

- i) That approval is given to pay the annual insurance premium of £961.44.
- ii) That the Clerk proceeds with the confidential item as discussed and agreed.