

## **Grimsargh Parish Council**

Minutes of the Parish Council Meeting held on Thursday 7 November, 2019 at 7.30 pm, at Grimsargh Village Hall.

**Present:-** Councillor Mrs Lindsay Philipson (Chairman); Councillor Terry Cryer (Vice-Chairman); Councillor Mark Bell; Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Lynda Cryer; Councillor David Hindle and Councillor Mrs Eileen Murray.

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

### **74. (19/20) Apologies for Absence/Chairman's Health & Safety Announcements**

Apologies for absence were received from Councillor Ian Liptrot and Councillor Ian Donnell and Councillor Harry Landless from Preston City Council. The Chairman, Councillor Mrs Lindsay Philipson briefed the Parish Council on possible health and safety considerations for this evening's meeting.

### **75. (19/20) Declarations of Interest**

Councillor David Hindle declared a personal and prejudicial interest in Item 6 – Grimsargh Wetlands as Chairman of Grimsargh Wetlands Trust.

Councillor Mrs Eileen Murray declared a personal and prejudicial interest in item 11 – Grant Application Grimsargh Village Hall as the Chairman of the Village Hall Committee.

### **76. (19/20) Minutes of the Last Meeting**

#### **Resolved**

That the minutes of the Parish Council Meeting held on 3 October 2019 be approved as a correct record and signed by the Chairman.

### **77. (19/20) Adjournment for Public Participation and Policing Issues**

The Chairman, Councillor Mrs Lindsay Philipson adjourned the meeting for public participation and said that the Police were hoping to be at the meeting this evening but in any event had forwarded a Police report to the Chairman for the meeting. It was reported that for the period 1 October 2019 – 31 October 2019 there had been 9 burglaries, 2 criminal damage incidents and 1 assault (total 12 crimes). The Chairman, Councillor Mrs Lindsay Philipson stated that there had been a high volume of burglaries both in Grimsargh and Whittingham and these had occurred in the early hours of the morning and had involved outbuildings, sheds and vans. It was noted that the Police had visited a number of victims to offer reassurance and crime prevention advice with regards to securing property, adding surveillance and alarms. A number of residents had already taken it upon themselves to get CCTV systems fitted on their properties as well as better fitting/secure garage doors and replacing fence panels that were broken. The

Police had also received a number of negative comments on social media regarding these incidents but unfortunately Preston Police did not have the resources to be in the rural areas when there were responding to Grade 1 calls. It was also noted that these burglaries were carried out by professional thieves and that the Police were looking at a number of suspects for these crimes. The Chairman, Councillor Mrs Lindsay Philipson said she had already reminded people via our Facebook page about keeping property secure and reporting any incidents to the Police on line even if anything had not been stolen. It was noted that a number of the burglaries had involved the theft of expensive bikes and it was suggested that residents should not keep bike racks on their cars as this would make potential thieves aware that there were bikes at the property.

The Chairman, Councillor Mrs Lindsay Philipson asked if anyone else had anything to raise under this item. Councillor Ron Woollam referred to the ongoing problem with the lighting on Old Railway Walk and that it seemed to be a problem with the lighting system itself rather than just individual bulbs. Preston City Council were currently looking into the cause of the issue. Councillor Ron Woollam also referred to the flooding outside the School which was an issue being dealt with by Lancashire County Council.

The Clerk referred to a letter received from a local resident regarding overdevelopment in the village and concerns regarding the highways. Each Parish Councillor had also received a copy and it was noted that the resident was hoping to come along to the meeting this evening but had been unavoidably delayed. The Parish Council were very sympathetic and understood the issues raised in the letter. However, it was noted that the Parish Council had no responsibility for any of the issues raised and were limited on what they could do. The Parish Council did lobby both the City and County Council with regard to development in the village and also relating to highways issues and would continue to do so on behalf of all residents. The Parish Council also thought it would be useful to see a copy of the replies from both Preston City Council and Lancashire County Council to the resident's letter as ultimately, they had the responsibilities to implement any of the changes that the resident was asking for.

Councillor Mrs Eileen Murray said that the Parish Council had received an offer of a rooted Christmas tree from a local resident. Although it was not an option this year, due to the fact that the Parish Council had already ordered a tree through Preston City Council, it may be an option for next year depending on if the City Council approve the use of the tree and that it can be moved without causing it too much damage. The Parish Council very much appreciated the offer of a tree and asked the Clerk to contact Preston City Council regarding permission and advice regarding removing the tree early next year.

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

## **78. (19/20) Town and Country Planning Act, 1990**

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

06/2019/1049 - Land South of Whittingham Lane, Grimsargh.

Reserved Matters application (namely scale, appearance, layout and landscaping) for 66 no dwellings and associated infrastructure pursuant to outline planning permission 06/2018/0711.

- 06/2019/1109 - Land to the West of Preston Road, Grimsargh. Reserved Matters applications (namely scale, appearance, layout and landscaping) for an older person's village for residents aged 55 and over comprising 60 no bedroom care home, 60 no apartments, 20 no bungalows, surgery, associated landscaping and open space pursuant to outline planning permission 06/2017/0676.
- 06/2019/1110 - Land to the West of Preston Road, Grimsargh. Full Application Major for 30 no bedroom care facility (class C2) with associated car park, access and landscaping).
- 06/2019/1155 - 1 Ploughman's Court, Grimsargh. 1 no detached dwelling and new vehicular access.
- 06/2019/1150 - 19 Tunbrook Avenue, Grimsargh. Single storey extension following demolition of conservatory, rear dormer and installation of first floor window in side elevation.
- 06/2019/1237 - Dixons Farmhouse, Dixons Lane, Grimsargh. 1 no dwelling including linked one and a half storey double garage and detached garage following demolition of existing dwelling.
- 06/2019/1220 - Land to rear of 60 Preston Road, Grimsargh. 1 no dwelling.

With regard to Planning Application 06/2019/1049, the Parish Council had no major concerns about this application but they did have a slight concern about the note on the Site Layout Plan General Arrangements which stated that there was a potential footpath connection to Grimsargh Park ie Grimsargh Village Green. It was noted that the Village Green was owned by Preston City Council and the Parish Council were aware that there had been previous discussions about this proposal. The Parish Council were concerned as the Village Green had no lighting and was prone to flooding. They agreed to suggest that if a footpath was provided it should have adequate lighting and be of a suitable standard to prevent flooding.

With regard to Planning Application 06/2019/1109, although the Parish Council understood that outline plans were provided for illustrative purposes only, usually there was some similarity between outline and reserved matters. The Parish Council were concerned that in this case the Reserved Matters Application had no resemblance whatsoever to the original outline. The whole layout had been changed round and the care home and apartments had swapped places and this change did not seem to add any benefit and actually caused issues for local residents. The Parish Council had been assured at outline stage that all the buildings including the apartments would be 2.5 storeys high at the most but disappointingly noted that they were now proposed to be some 14.7 metres high and 3.5 storeys which was not in keeping with Grimsargh. The Parish Council were also concerned that the apartments were small blocks before with communal space but now appeared to have no communal space at all. They were also particularly concerned about the removal of trees especially those close to existing homes.

The Parish Council was also concerned about the care home as there was no actual height given for this and as the apartments on site had increased in height, they were concerned that the care home could look overbearing. Also, the plans did show a yellow hatched exit which the Parish Council understood that highways stated that this was not necessary in the original application and therefore questioned if this should be there.

The Parish Council did fully support the provision of a crossing as it was extremely important that residents were able to cross safely as the main road was extremely busy in Grimsargh. The Parish Council also took into account the objections from local residents when commenting on this application.

With regard to Planning Application 06/2019/1110, although the Parish Council welcomed in principle the provision of a dementia care facility in the village, they did have a couple of concerns.

In particular, with regard to parking the Parish Council felt it was important that adequate parking was provided on site. As this was a specialist unit, the ratio of staff to residents at the home would be quite high due to the care needed. The Parish Council wished to see that enough parking places were provided both for staff and visitors as there was not suitable parking outside of the site in Grimsargh. The Parish Council were also concerned about the visual impact and especially as the care home would be visible from the road and also to the houses opposite.

With regard to Planning Application 06/2019/1155, although the Parish Council had no objection as such, they were concerned about the size of the house for the plot and the loss of trees. Also, the Parish Council were aware that when Ploughman's Court was built (around 20 years ago), that piece of land was not built on, and at the time the Parish Council understood that it was due to drainage issues on the site. The Parish Council thought that there may be some previous documentation relating to the original planning application about this stored by Preston City Council and the Clerk was asked to bring this matter to the Planning Officer's attention. With regard to Planning Applications 06/2019/1150, 06/2019/1237 and 06/2019/1220 the Parish Council had no comments to make on these applications.

The Parish Council had also received notification on a Consultation on the approach for the Memorandum of Understanding and Statement of Co-Operation regarding the provision and distribution of housing land.

It was noted that the Central Lancashire authorities (namely Preston City Council, South Ribble Borough Council and Chorley Council) proposed to adopt the use of the standard method formula to calculate the aggregate minimum number of homes needed across the area, in accordance with the National Planning Policy Framework and National Planning Practice Guidance. The relevant development plan policy relating to the supply of housing in Central Lancashire was adopted in 2012, and as such was over five years old.

It was proposed to do this through a Joint Memorandum of Understanding (MOU) and Statement of Co-operation (SOC) which would be adopted by all three Councils. Upon adoption, the Councils would work together to monitor housing completions and five-year housing land supply positions against these requirements.

Further information was circulated to the Parish Council and the closing date for comments was 15 November 2019. The Parish Council agreed not to comment on this consultation.

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

## **Resolved**

i) That with regard to Planning Application 06/2019/1049, the Parish Council had no major concerns about this application but they did have a slight concern about the note on the Site Layout Plan General Arrangements which stated that there was a potential footpath connection to Grimsargh Park ie Grimsargh Village Green. It was noted that the Village Green was owned by Preston City Council and the Parish Council were aware that there had been previous discussions about this proposal. The Parish Council were concerned as the Village Green had no lighting and was prone to flooding. They agreed to suggest that if a footpath was provided it should have adequate lighting and be of a suitable standard to prevent flooding.

ii) That with regard to Planning Application 06/2019/1109, although the Parish Council understood that outline plans were provided for illustrative purposes only, usually there was some similarity between outline and reserved matters. The Parish Council were concerned that in this case the Reserved Matters Application had no resemblance whatsoever to the original outline. The whole layout had been changed round and the care home and apartments had swapped places and this change did not seem to add any benefit and actually caused issues for local residents. The Parish Council had been assured at outline stage that all the buildings including the apartments would be 2.5 storeys high at the most but disappointingly noted that they were now proposed to be some 14.7 metres high and 3.5 storeys which was not in keeping with Grimsargh. The Parish Council were also concerned that the apartments were small blocks before with communal space but now appeared to have no communal space at all. They were also particularly concerned about the removal of trees especially those close to existing homes.

The Parish Council was also concerned about the care home as there was no actual height given for this and as the apartments on site had increased in height, they were concerned that the care home could look overbearing. Also, the plans did show a yellow hatched exit which the Parish Council understood that highways stated that this was not necessary in the original application and therefore questioned if this should be there.

The Parish Council did fully support the provision of a crossing as it was extremely important that residents were able to cross safely as the main road was extremely busy in Grimsargh.

iii) That with regard to Planning Application 06/2019/1110, although the Parish Council welcomed in principle the provision of a dementia care facility in the village, they did have a couple of concerns.

In particular, with regard to parking the Parish Council felt it was important that adequate parking was provided on site. As this was a specialist unit, the ratio of staff to residents at the home would be quite high due to the care needed. The Parish Council wished to see that enough parking places were provided both for staff and visitors as there was not suitable parking outside of the site in Grimsargh. The Parish Council were also concerned about the visual impact and especially as the care home would be visible from the road and also to the houses opposite.

iv) That with regard to Planning Application 06/2019/1155, although the Parish Council had no objection as such, they were concerned about the size of the house for the plot and the loss of trees. Also, the Parish Council were aware that when Ploughman's Court was built (around 20 years ago), that piece of land was not built on, and at the time the Parish Council understood that it was due to drainage issues on the site. The Parish Council thought that there may be some previous documentation relating to the original planning application about this stored by Preston City Council and the Clerk was asked to bring this matter to the Planning Officer's attention.

v) That with regard to Planning Applications 06/2019/1150, 06/2019/1237 and 06/2019/1220 the Parish Council had no comments to make on these applications.

vi) That with regard to the Consultation on the approach for the Memorandum of Understanding and Statement of Co-Operation regarding the provision and distribution of housing land, the Parish Council had no comments to make on this consultation.

## **79. (19/20) Report from the Finance Working Group**

The Clerk presented the report from the Finance Working Group from their meeting held on 23 October, 2019. A copy of the notes from the meeting are presented in the Minute Book.

The Clerk reported that a number of the items considered by the Finance Working Group appeared elsewhere on this evening's Agenda including the Financial Rules

and Regulations, the Financial Risk Assessment, the Annual CiL report, the investment report and the Q1 budget review.

However, she reported that as part of the discussions on the investment report, the Finance Working Group were recommending the removal of Keith Middlebrough as a signatory on the investment accounts as he was no longer a member of the Parish Council. The Clerk had checked with Cheetham Jackson our investment advisors regarding this and they had confirmed that Keith should be removed from the account and that a replacement signatory was not required at this time. This was unanimously agreed by the Parish Council.

The Finance Working Group were also recommending that with regard to CiL monies, that CiL monies should be used for all reasonable costs connected to the Wetlands unless there was a valid legal reason not to do so. This was unanimously agreed by the Parish Council.

### **Resolved**

- i) That the report from the Finance Working Group as now presented is received and noted. A copy of the notes are presented in the Minute Book.
- ii) That approval is given to the removal of Keith Middlebrough as a signatory on the Parish Council investment accounts due to Keith no longer being a member of the Parish Council and that an additional signatory is not required at this time.
- iii) To note that the Financial Rules and Regulations, the Financial Risk Assessment, the Annual CiL report, the investment report and the Q1 budget review would be considered as separate items on the November Agenda.
- iv) That approval is given for CiL monies to be used for all reasonable costs connected to the Wetlands unless there was a valid legal reason not to do so.

### **80. (19/20) Grimsargh Wetlands**

Councillor David Hindle declared a personal and prejudicial interest in this item as Chairman of Grimsargh Wetlands Trust and left the meeting for this item.

The Parish Council gave consideration to a request from Grimsargh Wetlands Trust for approval to site a storage container for tools/equipment on the Wetlands. The Clerk informed the Parish Council that the Wetlands Trust wished to site a 10 ft high x 10 ft wide by 20 ft long container which would provide storage and also provide cover for the trustees and volunteers in the event of inclement weather. It was intended that the unit would be situated at the back of the compound and would be sympathetically painted and screened with trees. It was noted that the container would require planning permission from Preston City Council. The Parish Council supported the provision of the container as long as it was not overly obtrusive, suitably screened and granted planning permission by Preston City Council.

The Chairman, Councillor Mrs Lindsay Philipson reported that Councillor Mrs Eileen Murray and herself had revisited the Wetlands with the Wetlands Trust Secretary, Jayne Woollam to look at the encroachment issues and she was pleased to report that the encroachment issues had now been addressed. It was noted that one of the residents did have an agreement to use some of the land which had been arranged through United Utilities and Solicitors before the ownership was transferred to the Parish Council.

### **Resolved**

i) That approval is given to the Wetlands Trust to site a container on the Wetlands for the storage of tools/equipment as long as it was not overly obtrusive, suitably screened and granted planning permission by Preston City Council.

ii) That the update on the encroachment issues on the Wetlands as now presented are received and noted.

Councillor David Hindle returned to the meeting.

### **81. (19/20) Annual CiL report**

The Parish Council gave consideration to the draft Annual CiL report for the year end 31 March 2019. This had been recommended for approval by the Finance Working Group who had considered this at their October meeting. This was unanimously agreed by the Parish Council and a copy is presented in the Minute Book. It was noted that the Annual CiL report would be published on the Parish Council's website.

### **Resolved**

That approval is given to the Annual CiL report for the year end 31 March 2019 and a copy is presented in the Minute Book.

### **82. (19/20) Financial Rules and Regulations**

The Parish Council reviewed the Financial Rules and Regulations which had also been considered by the Finance Working Group at their meeting in October. There were no suggested amendments or additions to the Financial Rules and Regulations. The Parish Council unanimously approved the Financial Rules and Regulations and a copy is presented in the Minute Book.

### **Resolved**

That approval is given to the Financial Rules and Regulations and a copy is presented in the Minute Book.

### **83. (19/20) Financial Risk Assessment**

The Parish Council reviewed the Financial Risk Assessment which had also been considered by the Finance Working Group at their meeting in October. The Finance Working Group were recommending a couple of amendments to the Financial Risk



Assessment which related to the section on Data Protection. It was noted that the Data Protection Privacy Policy had been approved by the Parish Council on 6 September 2018 and the Financial Risk Assessment needed to be updated to reflect this. Also, with regard to the Data Retention Policy the Finance Working Group were recommending to the Parish Council that all information relating to grants and/or general correspondence relating to individuals or groups should be retained for 12 months from the completion of the relevant project unless there was a legal requirement to keep it for longer than this. This was unanimously agreed by the Parish Council and the Financial Risk Assessment would be updated to include this information.

The Clerk also reported that she had a draft Data Retention Policy that covered all aspects of the Parish Council's work and she would present this to the Parish Council for approval early next year.

A copy of the updated Financial Risk Assessment is presented in the Minute Book.

### **Resolved**

That the updated Financial Risk Assessment as now presented is approved by the Parish Council, and a copy is placed in the Minute Book.

### **84. (19/20) Grant Application – Grimsargh Village Hall**

Councillor Mrs Eileen Murray declared a personal and prejudicial interest in this item as Chairman of the Village Hall Committee and left the meeting for this item.

The Parish Council gave consideration to a grant to Grimsargh Village Hall for the purchase and installation of a heat pump to provide heating and cooling for the Village Hall kitchen. The grant application form and associated documentation had been circulated to the Parish Council for their consideration. It was noted that the cost of the new pump would be around £3,500 and that the Village Hall Committee were asking for a contribution of £2,000. After discussion it was agreed that the Village Hall Committee should be awarded £1,750 towards the cost of the new pump which would be 50% of the proposed costs. This would be awarded from the Parish Council solar farm monies. However, it was agreed that if the Village Hall needed extra funding for the heat pump then they should resubmit their request to the Parish Council for consideration.

### **Resolved**

That Grimsargh Village Hall Committee are awarded £1,750 (from solar farm monies) towards the cost of their new heat pump for the Village Hall kitchen. However, if the Village Hall need any extra funding towards this pump then they are advised to resubmit their request to the Parish Council for consideration.

Councillor Mrs Eileen Murray returned to the meeting.

### **85. (19/20) CCTV – update**

Councillor Terry Cryer reported that a meeting had been held with Kevin who had installed our CCTV to set up the lap top and link this to our CCTV system. However, there had been a couple of minor issues and hopefully these would be resolved soon. At present just one camera was not linked to the lap top. It was agreed that the Clerk should purchase a mouse for use with the lap top.

It was noted that some of the signage had been put up in the village but Councillor Terry Cryer reported that he needed to obtain some additional brackets for some of the signs. It was felt that it would be appropriate to put some CCTV signage on Old Railway Walk. The paperwork also needed to be finalised and the user agreements that had been previously agreed would be put in place.

### **Resolved**

- i) That the update on the CCTV system is received and noted.
- ii) That the Clerk is authorised to purchase a mouse for use with the lap top.

### **86. (19/20) December Newsletter**

The Clerk had circulated the draft items for the newsletter but there were still a couple of items to be received. It was also noted that the item on the Christmas tree switch on would not be included as the newsletter would be distributed after the event.

The Chairman, Councillor Mrs Lindsay Philipson also suggested an item called "In case you missed it" which would highlight information that had been on our FB page, as not everyone had access to social media. Everyone thought this was an excellent idea.

### **87. (19/20) Christmas Arrangements**

It was noted that the Carols around the Crib would be held on Friday 13 December at 6.15 pm and that mince pies would be available. The Clerk would remind Adam to set the Crib up in time for the event.

It was agreed that the switch on of the Christmas tree lights would be on Saturday 30 December at 6.00 pm. Councillor Peter Burton agreed to speak to Keith Middlebrough about Father Christmas and he would also arrange the choir. Councillor Mrs Joyce Chessell said she would sort out the sweets.

### **88. (19/20) Establishment of a Working Group – Young People**

The Parish Council unanimously agreed to set up a Working Group to look at facilities for young people in the village. It was agreed that Councillor Mark Bell, Councillor Peter Burton and Councillor Mrs Joyce Chessell would be members of the Working Group and that they would formulate some draft Terms of Reference at their first meeting.

## **Resolved**

That a Working Group for Young People is established comprising of Councillor Mark Bell, Councillor Peter Burton and Councillor Mrs Joyce Chessell and that the draft Terms of Reference for the Working Group would be formulated at their first meeting.

### **89. (19/20) Bike Security/bike racks**

The Parish Council gave consideration to the provision of bike racks in the village. The Chairman, Councillor Mrs Lindsay Philipson said that there were no places in the village for people to secure their bikes, and that a lot of people did cycle in the village and, the Parish Council did want to encourage cycling as part of promoting health and well-being. After discussion it was suggested that bike racks on the Village Green, the Village Hall and the Wetlands maybe appropriate places.

Councillor Mrs Joyce Chessell said she could see no problem with having bike racks on the Village Green car park and she would discuss this with FOGG. The Clerk would also contact Preston City Council as owners of the Village Green to seek their approval and find out how they would wish to take this forward. The Clerk would also contact the Wetlands Trust about putting a bike rack on the Wetlands.

Councillor Mrs Eileen Murray said she would ask the Village Hall Committee to consider this as well.

## **Resolved**

That consideration is given to the provision of bike racks on the Village Green, at the Village Hall and at the Wetlands and that a further update will be provided to the Parish Council when feedback is received from FOGG, Preston City Council, the Village Hall Committee and the Wetlands Trust.

### **90. (19/20) Financial Matters and banking**

It was noted that we currently had an estimated £67,219.10 in the Nat West bank as at 4 October 2019.

It was further noted that we had paid since the last meeting: -

Grimsargh Wetlands Trust (CiL monies) £20,000. (Cheque no 1000).

## **Resolved**

1) The following invoices were agreed for payment: -

i) Paula Fitzgerald Neighbourhood Plan Stage 1 - £1,470. (Cheque no 1001).

ii) Sue Whittam 15/11/19 - £934.01 + £20.00 for Remembrance Wreath = total £954.01 (Cheque no 1002).

iii) Adam Cooper Lengthsman/Contractor – £555.75 (Cheque no 1003).

iv) Key Engineering and Hygiene for Hi Vis vests - £86.40. (Cheque no 1004).

## 2) Q1 budget

The Parish Council noted the Q1 budget report. The Parish Council was asked to let the Clerk have any additional items for expenditure to be included in the 2020/2021 budget as soon as possible as the budget would be determined at the December meeting.

## 3) Investment Report

The Parish Council noted the current investment update which was a confidential report and had been circulated to the Parish Council for information.

### **91. (19/20) Cross Boundary Partnership Meeting – update for information only**

The Chairman, Councillor Mrs Lindsay Philipson reported that she had attended a meeting together with the Clerk with representatives from Whittingham Parish Council and Longridge Town Council to explore cross boundary issues and how we could work better together. The types of issues discussed had included a joint traffic assessment study, infrastructure projects and broadband. It was noted that a further meeting would be held at the end of November which would also include Borough and City Councillors.

### **92. (19/20) Clerk's report - for information only**

There was nothing further for the Clerk to report.

### **93. (19/20) Date of Next Meeting**

It was noted that the next Meeting would be held on Thursday 5 December 2019 at 7.30 pm in the Village Hall.