

Grimsargh Parish Council

Minutes of the Parish Council Meeting held on Thursday 5 October 2017
at 7.30pm held at Grimsargh Village Hall

Present:- Councillor Mrs Lindsay Philipson (Chairman); Councillor Peter Burton (Vice-Chairman); Councillor Mrs Joyce Chessell; Councillor Keith Middlebrough and Councillor Mrs Eileen Murray.

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

64. (17/18) Apologies for Absence/ Chairman's Health & Safety Announcements

Apologies for absence were received from, Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor David Hindle and Councillor Ian Liptrot. The Chairman, Councillor Mrs Lindsay Philipson briefed the Parish Council on possible health and safety considerations for this evening's meeting.

65. (17/18) Declarations of Interest

None.

66. (17/18) Minutes of the Last Meeting

Resolved

That the minutes of the Parish Council Meeting held on 7 September 2017 be approved as a correct record and signed by the Chairman.

67. (17/18) Adjournment for Public Participation and Policing issues

The Chairman, Councillor Mrs Lindsay Philipson adjourned the meeting for public participation and asked if anyone had anything to raise under this item. Councillor Mrs Joyce Chessell said she was concerned about the temporary traffic lights near the Plough which apparently were there to enable some utility works to be carried out. The lights had caused problems for vehicles going through the village. It was agreed that the Clerk should contact Highways at Lancashire County Council about this.

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

68. (17/18) Town and Country Planning Act, 1990

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

06/2017/1005 - Beacon View, Dixons Lane, Grimsargh PR2 5LG
Single storey side and rear extension and first floor
extension to garage.

With regard to Planning Application 06/2017/1005, the Parish Council had no comments to make on this Planning Application.

It was noted that the Reserved Matters application for Park House Farm (06/2017/0724), had been approved by Planning Committee at Preston City Council earlier today. The applicants Wainhomes had at the last minute amended their application to disperse the affordable housing on the site and change those properties that were too close together. These amendments had meant that the Officer's recommendation had changed from refusal to approval which had been supported by the Planning Committee.

With regard to the Older Person's Village it was noted that this was likely to go to the next meeting of the Planning Committee on 9 November 2017. The Parish Council agreed that the Chairman, Councillor Mrs Lindsay Philipson should be approved to speak on this Planning Application on behalf of the Parish Council. Councillor Mrs Joyce Chessell said she would be happy to accompany the Chairman to the meeting.

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

Resolved

- 1) That, with regard to Planning Application 06/2017/1005 the Parish Council had no comments to make on this application.
- 2) That, with regard to Planning Application 06/2017/0676 for the Older Person's Village in Grimsargh, the Chairman, Councillor Mrs Lindsay Philipson is given approval to attend the Planning Committee and speak on behalf of the Parish Council on this application.

69. (17/18) Neighbourhood Planning – update

The Chairman, Councillor Mrs Lindsay Philipson informed the Parish Council that currently 253 questionnaires had been returned and completed questionnaires were still being returned to the "drop off" points in the village. This was a very pleasing result. It was noted that a meeting of the Neighbourhood Planning Steering Group had been held on 4 October to discuss how to analyse the information contained in the questionnaires. The Steering Group were recommending that an independent data capture and analysing company should be used to collate this information. This would ensure that the information would be independently scrutinised. This was unanimously agreed by the Parish Council. It was noted that the Parish Council had received a grant for the Neighbourhood Plan and money would be used from this grant allocation for the data capture and analysis. Councillor Keith Middlebrough

said that Preston College had used a similar company for some work and he recommended contacting RCU who were locally based. The Clerk agreed to obtain quotes for this work and contact RCU and any other companies for a quotation.

Resolved

- 1) That, approval is given to the use of a data capture and analysis company to collate the information contained in the Neighbourhood Plan questionnaires.
- 2) That the report is received and noted.

70. (17/18) Grimsargh Wetlands – update

The Chairman, Councillor Mrs Lindsay Philipson gave an update to the Parish Council on progress with the Grimsargh Wetlands Trust. She said that the Wetlands Trust had arranged a volunteers day on 8 October and also there had been a good report about the Wetlands Trust in the Longridge News. Councillor Mrs Eileen Murray asked about the lease and the Clerk confirmed that she was waiting for the amended final version. It was therefore suggested and agreed that the Clerk should contact Jayne Woollam as the Secretary of Grimsargh Wetlands Trust to confirm that the Parish Council were happy for the volunteers day on 8 October to go ahead subject to the relevant Risk Assessments and insurance being in place to manage the volunteers. This was unanimously agreed.

With regard to being Corporate Members of the Wetlands Trust, it was agreed that the Parish Council should apply to be Corporate Members when membership is made available. This was also unanimously agreed.

With regard to appointing an independent person to liaise with the Wetlands Trust, it was agreed that this would be discussed further at the next meeting of the Parish Council.

Resolved

- 1) That the progress with the Grimsargh Wetlands Trust is noted.
- 2) That approval is given to the Grimsargh Wetlands Trust carrying out a volunteers day on 8 October 2017.
- 3) That approval is given to the Parish Council becoming Corporate Members of the Grimsargh Wetlands Trust when membership becomes available.
- 4) That the Parish Council considers appointing an independent person as liaison with Grimsargh Wetlands Trust and this will be discussed further at the November meeting of the Parish Council.

71. (17/18) Green Spaces - update

The Chairman, Councillor Mrs Lindsay Philipson informed the Parish Council that the Clerk, Councillor Mrs Joyce Chessell and herself had met with Mark Taylor at Preston City Council to discuss the points raised by the Parish Council at their last meeting. It was noted that Councillor Neil Cartwright had also attended the meeting

and that Adrian Philips had been detained at another meeting so had given his apologies.

The Chairman, Councillor Mrs Lindsay Philipson said there had been an open discussion about the issues and that Mark Taylor had promised to respond to the points raised in time for the October Parish Council meeting. A response had now been received. In particular Preston City Council had updated the map to take into account the areas that they currently maintained including the Redrow estate. With regard to the S106 agreement, Preston City Council were of the opinion that the maintenance money was for five years and not ten years as stated in the notes from the meeting held on 19 April 2011 between Preston City Council and Grimsargh Parish Council. Councillor Mrs Murray who was present at the meeting in 2011 stated that this was categorically not true and that the notes from the meeting had been circulated to the Preston City Council representatives who had attended the meeting and they had not said that the original minutes were incorrect. Councillor Mrs Joyce Chessell also agreed with this.

It was therefore agreed that the Clerk should contact Mark Taylor and Adrian Philips and state that as far as the Parish Council were concerned the S106 monies used to fund the play area and maintenance on the Village Green were for a period of ten years. Therefore the Parish Council would agree to the contribution towards the green space maintenance of £3,190.00 subject to the Village Green element of the green space maintenance being proportionally reduced to take into account the monies that Preston City Council have already received from the S106 agreement. This was unanimously agreed.

Resolved

That the Parish Council agrees to the Clerk contacting Mark Taylor and Adrian Philips at Preston City Council to state that as far as the Parish Council are concerned the S106 monies used to fund the play area and maintenance on the Village Green is for a ten year period. Therefore, the Parish Council would agree to the contribution towards the green space maintenance of £3,190.00 subject to the Village Green element of the green space maintenance being proportionally reduced to take into account the monies that Preston City Council have already received from the S106 agreement.

72. (17/18) Electoral Review of Lancashire – Draft Recommendations

The Parish Council gave consideration to the consultation by the Local Government Boundary Commission regarding the electoral review of Preston. It was noted that the draft recommendations had been published and the Boundary Commission were currently recommending that Rural East was a three Councillor Ward. The Parish Council agreed to support these proposals.

Resolved

That, the Parish Council supports the recommendations of the Local Government Boundary Commission regarding the electoral review of Preston in particular that the Rural East Ward should be a three Councillor Ward.

73. (17/18) General items for expenditure

The Parish Council gave consideration to the following items of expenditure:-

- i) Re order of green dog poop bags - £31.20 including VAT per case of 800. It was agreed that three cases should be ordered.
- ii) Repairs to benches in the village – estimated between £300 -£400. This expenditure was agreed.
- iii) Re felting of bus shelters in the village – estimated cost £150. This expenditure was agreed.

Councillor Mrs Joyce Chessell also mentioned the old concrete sections of seats that were outside the Parish Council store and the Clerk agreed to speak to the Lengthsman to get these removed.

Resolved

- i) That approval is given to the purchase of three cases of green dog poop bags at a cost of £31.20 per case and this should be funded from Parish Council CiL monies.
- ii) That approval is given to repair the benches in the village at an estimated cost of between £300 - £400 and this should be funded from Parish Council CiL monies.
- iii) That approval is given to the re-felting of the bus shelters in the village at an estimated cost of £150 and this should be funded from Parish Council CiL monies.

74. (17/18) CCTV Project

The Clerk said there was nothing further to report on this project at the moment and a further update would be provided on progress in due course.

75. (17/18) December Newsletter

The following items were agreed for inclusion in the December newsletter:-

Neighbourhood Planning – Lindsay.
Wetlands – Eileen.
Remembrance Sunday – Lindsay.
Carols around the crib – Sue.
PC meeting dates – Sue.
Spotlight on the Plough – Lindsay.
Volunteering – Eileen.
Field Day Ball – Jayne Woollam.
Best Kept Village – Lindsay.
Planter Competition – Lindsay.
Myth busting – Eileen/Lindsay.

The Chairman, Councillor Mrs Lindsay Philipson had also obtained a quote from B&D printers who had printed the Neighbourhood Planning questionnaires. They were quoting £343 + VAT for £1,200 copies. However, it was noted that this did not include the artwork so there would be an additional cost for this. Councillor Mrs Joyce Chessell asked if the newsletters could be printed on thinner less shiny paper and the Chairman, Councillor Mrs Lindsay Philipson said she would ask the printers to do this.

The Parish Council unanimously agreed to use B&D Print Services Ltd for the printing of the next Parish Council newsletter

Resolved

That the Parish Council approves using B&D Print Services Ltd for the printing of the December Parish Council newsletter at an estimated cost of £343 + VAT, and the additional cost of producing the artwork.

76. (17/18) Preston Area Committee (PAC)

Councillor Peter Burton and the Chairman, Councillor Mrs Lindsay Philipson gave a brief update on the PAC meeting held on 27 September. It was reported that a number of Parish Councils were in ongoing discussions with Preston City Council about green space maintenance and Broughton Parish Council were looking at adopting their green spaces in their parish.

It had been suggested at the PAC meeting that there is more communication between parishes when dealing with cross-boundary planning applications. However, practically speaking it would be difficult for parishes to work together on planning applications as they may have different views on if the application should be granted or refused.

The Chairman, Councillor Mrs Lindsay Philipson confirmed that she would be attending the LALC conference in November and proposing the resolution from PAC regarding LALC updating their website and electronic communication to improve efficiency.

Resolved

That the report is received and noted.

77. (17/18) Financial Matters, report from the external auditor and banking

It was noted that we currently had an estimated £239,519.32 in the bank as at 4 September 2017. It was noted that this did not include the cheque to Grimsargh Wetlands Trust (-£20,000), which had been cashed and would be included in the October bank statement.

Resolved

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

- i) Grimsargh Pre School grant £100 as agreed at the last meeting. (Cheque 870).
- ii) B & D Print for Neighbourhood Plan Questionnaire printing (from NP Grant money) - £2,296.80. (Cheque no 871).

2) The following invoices were agreed for payment:-

- i) The Clerk, Sue Whittam, 3, 10, 17 and 24 September at £278.80 per week = £1,115.20 - tax and NI = £845.74 + printer £40, paper, ink and postage £70.82 = Total £956.56 . (Cheque no 872).
- ii) Councillor Mrs Lindsay Philipson – reimbursement for planter presentation and prizes - £69.34 (Cheque no 873).
- iii) BDO LLP for external audit (intermediate) - £720. (Cheque no 874).
- iv) Adam Cooper (Contractor) – 46 hours @£13.75 = £632.50. (Cheque no 875).

3) Report from the external auditor

The Clerk reported that the external auditor had raised an issue about the reporting of the internal audit as when she submitted copies of the signed minutes as part of the intermediate audit – our minutes did not specify that the internal auditor had raised no issues. It just said the audits had raised no issues. The external auditor had stated:-

“The smaller authority must ensure in future years that the findings of the internal auditor are reported to the smaller authority. The smaller authority must devise an action plan, if there are any issues to report, which ensures the issues are dealt with appropriately. The smaller authority’s approval of the audit report and if required details of the action plan should be recorded in the minutes. It is essential that the minutes clearly record the decisions of the smaller authority as they are the lawful record of the events of the meetings.”

This was noted by the Parish Council and any appropriate action would be taken.

78. (17/18) Clerk’s Report – for information only

The Clerk reported that there was currently a waste collection consultation on the Preston City Council website and advised people to have a look at this as the closing date was 17 October 2017 and it had implications for those living in rural areas and down farm tracks.

79. (17/18) Date of Next Meeting

It was noted that the next meeting of the Parish Council would be held on Thursday 2 November 2017 at 7.30 pm at Grimsargh Village Hall.