

Grimsargh Parish Council

Minutes of a remote meeting of the Parish Council held on Thursday 3 September, 2020 at 7.30 pm.

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

In attendance:- Sue Whittam – Clerk to the Council
Councillor Ron Woollam – Preston City Council
1 member of the public present

181. (19/20) Sound Check, Muting, Voting and Chairman's welcome to attendees

Councillor Mrs Eileen Murray "hosted" the meeting and Councillor Mark Bell agreed to co-host the meeting. The Chairman, Councillor Mrs Lindsay Philipson welcomed everyone to this month's remote Parish Council meeting.

182. (19/20) Apologies for Absence

Apologies for absence were received from Councillor Peter Burton and Councillor Ian Liptrot.

183. (19/20) Declarations of Interest

None.

184. (19/20) Minutes of the Last Meeting

Resolved

That the minutes of the remote Parish Council Meeting held on 2 July 2020 be approved as a correct record and signed by the Chairman at the next face to face Council meeting in accordance with LGA 1972 sch. 12 Part VI para 41 (1).

185. (19/20) Adjournment for Public Participation and Policing Issues

The Chairman, Councillor Mrs Lindsay Philipson adjourned the meeting for public participation, welcomed the member of the public to the meeting, and asked if anyone had anything to raise under this item.

Councillor Mark Bell explained that some works were being done on The Hills and it appeared that fibre broadband was being installed which was excellent news. The Chairman, Council Mrs Lindsay Philipson said that indeed it was excellent news for the residents of The Hills who suffered with poor broadband reception.

The member of the public present raised the issues of traffic speeding on Whittingham Lane. He explained that he was the Chairman of the Silver Birches community and he had circulated a letter to the residents regarding a number of

issues including speeding, the lack of pavements and lighting in that area, and parking on the roads and the Village Green. The Chairman, Councillor Mrs Lindsay Philipson explained that a number of Planning Applications had been approved near Cow Hill and close to the Village Green, and each time the Parish Council had objected and raised serious concerns in particular about the lack of pavements and lighting. The Planning Applications had been approved by Preston City Council but the concerns raised by the Parish Council had not been taken onboard. The Parish Council was very limited in what they could do.

Councillor Mrs Joyce Chessell agreed it was a serious issue and felt that the parking and speeding issues would result in an accident at some stage and nobody wanted this to happen. She felt that it was important to liaise with Lancashire County Council who were responsible for highways. It was therefore agreed that a small Working Group would be established to liaise with Lancashire County Council and look at what could be done with regard to speeding, parking and lighting on Whittingham Lane and also close to the Village Green. It was agreed that Councillor Mrs Joyce Chessell, Councillor David Hindle and the member of the public, John Baron would be representatives on this group.

John Baron also made reference to the hedges that needed cutting and was advised that it would be Duchy Homes as the landowners who would be responsible for those hedges. He also raised concerns about parking if the football teams and cricket teams were playing at the same time.

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

186. (19/20) Town and Country Planning Act, 1990

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

- 06/2020/0708 - 235 Preston Road, Grimsargh PR2 5JR
Change of use from agricultural land to residential curtilage.
- 06/2020/0766 - Elston Grange, Elston Lane, Grimsargh PR2 5LE
Reserved matters application (namely appearance, layout and scale) pursuant to outline planning permission 06/2018/0921 for 3 no dwellings.
- 06/2020/0796 - 15 Swallowfold, Grimsargh PR2 5JN
First floor extension and replacement conservatory roof.
- 06/2020/0780 - 1 Ploughman's Court, Grimsargh PR2 5HZ
1 no detached dwelling.

With regard to Planning Application 06/2020/0708, the Parish Council were aware that parcels of land were currently being sold by the current landowner to residents on Preston Road. The additional land purchased by residents would back onto the Grimsargh Wetlands formerly reservoirs which was a Biological Heritage Site

(BHS) and owned by the Parish Council and maintained by Grimsargh Wetlands Trust. The Parish Council understood that as a condition of the sale the additional land was not permitted to be built on and in addition to this a clawback clause exists. The Parish Council felt that it was important that the additional land that would become part of the residential curtilage was not allowed to be built on and also there should be no direct access via a gate or otherwise onto Grimsargh Wetlands/ BHS. The boundary to the site was a hedge and this would be on the other side of the resident's fence, the Parish Council agreed to ask that due to the site being a BHS and the importance of rare nesting birds, flowers and fauna that the integrity of the hedge behind the house was protected. This was of paramount importance to the Parish Council and the Wetlands Trust.

With regard to Planning Application 06/2020/0766, the Parish Council supported this Reserved Matters application and particularly welcomed the eco friendly design of the proposed buildings.

With regard to Planning Application 06/2020/0796, the Parish Council had no comments to make on this application.

With regard to Planning Application 06/2020/0780, the Parish Council agreed to leave this to Preston City Council's Planning Department to decide on this application.

The Parish Council had also received notification of the Consultation on the Government White Paper on the Future of Planning. The document could be accessed using the following link:-

<https://www.gov.uk/government/consultations/planning-for-the-future>

As the closing date for comments was 29 October 2020, the Parish Council agreed to consider this at their next meeting to be held in October and it was noted that this would also be discussed at the Preston Area Committee meeting in September.

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

Resolved

i) That, with regard to Planning Application 06/2020/0708, the Parish Council were aware that parcels of land were currently being sold by the current landowner to residents on Preston Road. The additional land purchased by residents would back onto the Grimsargh Wetlands formerly reservoirs which was a Biological Heritage Site (BHS) and owned by the Parish Council and maintained by Grimsargh Wetlands Trust. The Parish Council understood that as a condition of the sale the additional land was not permitted to be built on and in addition to this a clawback clause exists. The Parish Council felt that it was important that the additional land that would become part of the residential curtilage was not allowed to be built on and also there should be no direct access via a gate or otherwise onto Grimsargh Wetlands/ BHS. The boundary to the site was a hedge and this would be on the other side of the resident's fence, the Parish Council agreed to ask that due to the site being a BHS and the importance of rare nesting birds, flowers and fauna that the integrity of the hedge behind the house was protected. This was of paramount importance to the Parish Council and the Wetlands Trust.

ii) That, with regard to Planning Application 06/2020/0766, the Parish Council supported this Reserved Matters application and particularly welcomed the eco-friendly design of the proposed buildings.

iii) That with regard to Planning Application 06/2020/0796, the Parish Council had no comments to make on this application.

iv) That with regard to Planning Application 06/2020/0780, the Parish Council agreed to leave this to Preston City Council's Planning Department to decide on this application.

v) That with regard to the consultation on the Government White Paper on the Future of Planning, it was agreed that this would be discussed at the next meeting of the Parish Council in October.

187. (19/20) Parish Council Newsletter

The Parish Council gave consideration to items for the December newsletter. They also discussed how the newsletter should be produced and circulated, and it was agreed that a copy delivered to each house would be the best approach. The following ideas were suggested: -

Village Hall – new heat pump/activities and update on clubs using the hall. (Eileen).
Covid Stories – including the Church, pub, club, school and how individuals have helped etc.

Sports facilities in the village.

Carols around the Crib – provisional date 11 December 2020.

Heritage Corner – history of The Plough (David).

Remembrance Sunday (Lindsay).

Planning update.

Planter parents.

New to the village.

Neighbourhood Plan.

Friends of Grimsargh Green (Fogg) (Joyce).

The Clerk also agreed to contact the printers at the Town Hall to find out about the cost of producing the newsletter.

188. (19/20) Parish Council Website

Councillor Mark Bell and Councillor Mrs Lynda Cryer had agreed to look at the Parish Council website to see if any updates or amendments were needed.

Councillor Mark Bell confirmed that he had looked at the website from a technical basis and that he had found no problems with any links on the website. Councillor Mrs Lynda Cryer had looked at the website from a content point of view and she confirmed that there was nothing much that could be improved as the website was easy to navigate with all documents being easily accessible in just a few clicks.

The Chairman, Councillor Mrs Lindsay Philipson thanked both Councillor Mark and Councillor Mrs Lynda Cryer for looking at the website and providing feedback.

189. (19/20) Wetlands Trust

The Clerk reported that with regard to the Lancashire Environment Fund (LEF) bid, this had been circulated by email to the Parish Council as a matter of urgent business and approval had been given by the Parish Council to provide third party match funding at a cost of £4,867 if the Wetlands Trust were successful in their bid. The monies would be deducted from the Wetlands Trust dowry.

With regard to encroachment issues at the Wetlands, the Chairman reported that she had attended a site visit at the Wetlands on Sunday 30 August together with the Clerk and Steve Whittam from the Wetlands Trust. Most residents had complied with the request to move any bins, rubbish, bird feeders or personal belongings from the Wetlands. However, there was one house on Preston Road (no 249), that still had three bird tables/feeders on the Wetlands. It was agreed that the Clerk would write a polite letter to ask for these to be removed to their own property and to remind the resident that the Wetlands was a closed site.

With regard to residents having gates in their boundary fences/hedges to access the Wetlands, it was noted that this was a difficult issue to deal with. If the Wetlands Trust did not wish anyone to have a gate onto the Wetlands then it was important that all residents, including any associated with the Wetlands Trust were treated equally. The Chairman, Councillor Mrs Lindsay Philipson also asked Councillor David Hindle, as Chairman of the Wetlands Trust to make sure that if the Trust had any specific issues regarding gates and access etc then the Parish Council would need full details of the house(s) involved. The Clerk had also clarified that the Parish Council did not own the ponds on the site.

Councillor David Hindle thanked the Parish Council for supporting the LEF bid and assured the Parish Council that any requests from the Trust would include the full details of any properties involved.

Resolved

- i) That, with regard to the LEF bid submitted by the Wetlands Trust, that approval is given by the Parish Council to support the bid and to provide third party match funding at a cost of £4,867 to be provided from the Wetlands dowry if the bid is successful.
- ii) That, with regard to encroachment, the Clerk is authorised to write a letter to the owner of 249 Preston Road, asking for the bird tables and personal property to be removed from the Wetlands.
- iii) That, with regard to other land issues, that if any further issues are raised by the Wetlands Trust then full details of the properties involved should be submitted to the Parish Council for their consideration.

190. (19/20) Speeding Indicator Device (SPiD)

The Clerk reported that she was currently looking into the cost and the siting of a SPiD for the village. However, this needed further consultation and approval from

Lancashire County Council. Further information would be provided for the October meeting.

Councillor Mrs Lynda Cryer also raised her concerns about speeding near to and on The Hills estate. The Chairman, Councillor Mrs Lindsay Philipson reminded the Parish Council about the possibility of setting up a resident's group on The Hills to look at issues such as this and that some residents may wish to organise this.

Resolved

That a provision of a SPiD for the village would be discussed further at the October meeting of the Parish Council.

191. (19/20) Christmas Tree

The Parish Council gave consideration to this year's Christmas tree on the Village Green. It was noted that as we now had the electricity supply installed, the cost for this year should be the cost of the tree, its installation and the cost of electricity use while the tree was in place. Councillor Mrs Joyce Chessell asked if the crib could also be put on the Village Green as well? The Clerk was unsure if the voltage installed would be enough for both the tree and the Crib but she would ask Preston City Council about this.

The Parish Council agree to fund the cost of a Christmas tree on the Village Green as per last year and the suggested date for the switch on for the lights was also agreed as 28 November 2020. It was noted that the Parish Council preferred the lights to be continually on rather than on a "pulse" mode.

Resolved

That, the Parish Council agrees to fund the Christmas tree on the Village Green as per previous years and that the switch on of the lights should take place on 28 November 2020.

192. (19/20) Freedom of Information Policy

The Parish Council gave consideration to a draft Freedom of Information Policy which would be published on the Parish Council's website. A copy of the Policy is presented in the Minute Book.

The Parish Council unanimously approved the Policy and agreed that the first hour of a request including up to £5.00 of printing/copying should be free. Any additional hours above that would be charged at cost (printing/copying) and with the Clerk's time at £25.00 per hour.

Resolved

- i) That approval is given to the Freedom of Information Policy as now presented, and it was agreed that this would be published on the Parish Council's website.
- ii) That with regard to charging for requests, it was agreed that the first hour of a request including up to £5.00 of printing/copying should be free. Any additional

hours above that would be charged at cost (printing/copying) and with the Clerk's time at £25.00 per hour.

193. (19/20) Document and Record Retention Policy

The Parish Council gave consideration to a draft Document and Record Retention Policy which would be published on the Parish Council's website. A copy of the Policy is presented in the Minute Book.

The Parish Council unanimously approved the Policy as presented.

Resolved

That approval is given to the Document and Record Retention Policy as presented and it was agreed to publish a copy of this Policy on the Parish Council's website.

194. (19/20) Financial Matters and banking

It was noted that we currently had an estimated £95,755.12 in the Nat West bank as at 5 August 2020. It was also noted that we had received £500 from Lancashire County Council for opting into the public rights of way scheme on 9 June 2020.

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

- i) HMRC Q1 for tax and NI - £1,069.01 (Cheque no 1033).
- ii) Adam Cooper Contractor 61 hours @ £14.25 per hour = £869.25 + £280.16 for timber for sloping planter and repairs £280.16 = total £1,149.41 (Cheque no 1034).
- iii) Sue Whittam 15/07/20 - £901.24. (Cheque no 1035). 15/08/20 - £901.04 (Cheque no 1038).
- iv) Donna Kidd for internal audit - £60.00 (Cheque no 1036).
- vi) Adam Cooper Contractor for July – 48 hours at £14.25 per hour = total £721.00 (Cheque no 1037).

It was also noted that we had paid £48.48 Nest Pension for Clerk direct debit on 9 June 2020 and 3 July 2020 (direct debits).

Resolved

1) The following invoices were agreed for payment: -

- i) Cllr Lindsay Philipson reimbursement for 9 vouchers for planter awards £90.00 + £5.00 for plants for Plough tub = total £95.00 – 20p = £94.80 (See report from internal auditor under 2 below).
- ii) Sue Whittam, Clerk 15/09/20 - £901.24
- iii) Adam Cooper Contractor 30 hours @ £14.25 per hour = total £427.50.
- iv) HMRC Q2 for tax and NI - £1069.01.

2) There was only one minor issue arising from the internal audit which related to cheque number 997 – total amount should be £81.30 not £81.50 (receipt for £8.30 not £8.50). This related to last year's reimbursement to Cllr Lindsay Philipson for the planter competition and therefore was overpaid by 20p. In fairness the receipt was a printed receipt and difficult to read.

The accounts were submitted to the external auditor for 31 July 2020.

195. (19/20) Clerk's report – for information only

The Clerk reported that she had now received some draft maps from Preston City Council for inclusion in our Neighbourhood Plan consultation. It was hoped that the Parish Council could consider the draft Emerging Policies document at their October meeting once the Steering Group had been consulted for their comments.

The Clerk also reported that she had organised a remote meeting with representatives from the Myerscough Football Club and Grimsargh Cricket Club on Wednesday 9 September at 7.00 pm.

The Clerk further reported that she had now ordered the recycled noticeboard from Kedel for The Hills as previously agreed by the Parish Council. The delay had been due to staff at the Company being furloughed. The total cost of the new board including header and extended legs was £694.53 and this would be funded from Parish Council CiL monies.

196. (19/20) Date of Next Meeting

It was noted that the next scheduled meeting of the Parish Council was due to be held on Thursday 1 October 2020. It was agreed by the Parish Council that this would be a remote meeting and it would also be the Annual Parish Council meeting, as it was unlikely that the Parish Council would be able to meet in person for some time. The Chairman, Councillor Mrs Lindsay Philipson explained to the Parish Council that she would be stepping down from the Chairman's role after five and a half years. She felt that it was now time for someone else to take on the role, but she said she should remain a member of the Parish Council. She also reported that Councillor Mrs Eileen Murray would be stepping down from the Parish Council in December 2020 after 17 years. Councillor Mrs Eileen Murray gave a vote of thanks to the Chairman, Councillor Mrs Lindsay Philipson for all her hard work and commitment she had given to the Parish Council in her role as Chair. Everyone agreed that she had done an outstanding and fantastic job. The Clerk reminded the Parish Council that it was important that someone stepped into the role of Chairman of the Parish Council and she would send an email to the Parish Council regarding the nomination of Chairman and Vice-Chairman for 2020/2021.