



WOODPLUMPTON PARISH COUNCIL
MEETING TO BE HELD IN
THE PARISH ROOMS, REAR OF ST ANNE'S
CHURCH WOODPLUMPTON ROAD, PRESTON
ON MONDAY 18th March 2024 at 7.00pm

PRESENT Chairman Matthew Greaves
Councillors: Pauline Bamber Paul Entwistle Maureen Entwistle
John Green Martin Stewart Daniel Guise
County and City Councillors: Sue Whittam, Stephen Whittam, Stephen Thompson
Mr D Mills (Parish Clerk)

members of the public as detailed on the attendance log.

1 APOLOGIES

Apologies were received from Cllr Barry Probin.

2 APPROVAL OF THE MINUTES of the Parish Council Meeting held on 12th Feb 2024.
MIN 23/24.141 Members **resolved** to approve the Minutes as a true record.

3 DECLARATIONS OF INTERESTS / WRITTEN DISPENSATIONS

There were no declarations of interest.

4 PUBLIC PARTICIPATION

MIN 23/24.142 It was **resolved** that the meeting be adjourned for public participation.

Members of the public raised a number of issues related to the traffic calming scheme in Woodplumpton. These centred around the difficult junction at White Cross, which receives more use since the closure of Whittle Hill. The use of Whittle Hill by a large volume of traffic including lorries and buses in both directions in its current condition was unacceptable. A number of options were considered by LCC to improve the overall safety of Woodplumpton's roads including:

- Upgrading Whittle Hill with pavements and traffic calming to allow the safe use by 2 way traffic.
- Upgrading Whittle Hill with pavements and traffic calming to allow the safe use by 1 way traffic.
- The closure of Whittle Hill with traffic travelling into Woodplumpton using the White Cross Roundabout.

The 2 options including the continued use of Whittle Hill were considered to be impractical (the road is narrow and structurally unsuitable for large vehicles and LCC did not own the required land to put in pavements) and expensive, therefore the option to close Whittle Hill was pursued.

The outstanding task is to pursue improvements to the junction at White Cross to make this more suitable for larger vehicles. The Junction will be formally reviewed in June 2024 and we intend to provide information and support to ensure a positive outcome from this review.

Tom Hastey agreed to share his risk assessment of the junction with the Parish Council.

A member of the public raised that bollards had been installed at the Newsham Hall Lane end of Whittle Hill, which prevented access for the disabled, prams and push chairs.

(Clerks note) – this was followed up after the meeting and following contact with LCC, the Bollards have now been repositioned, so that access is available for the disabled, prams and pushchairs.

Concerns were expressed about the extent and cost of the Catforth Scheme and the state of the roads in Catforth. This scheme has been developed and consulted upon over a number of years, with modifications made to address concerns raised. It is anticipated that road repairs will be undertaken alongside the traffic calming scheme.

There was a discussion around parking near to the playing field at the end of The Orchard. Councillor Bamber confirmed that a consultation would be undertaken in the village of Woodplumpton on a scheme for this area.

5 NEWSHAM HALL / WOODPLUMPTON ROAD JUNCTION AND WHITTLE HILL

Members discussed the notes of the meeting with LCC Highways on 14th March to consider both the White Cross junction and the junction between Woodplumpton Road and Whittle Hill.

MIN 23/24.143 Members **resolved** to undertake the following 2 actions:

1. Purchase & install as soon as possible two fixed & self-powered SPIDS on either side of the junction on Newsham Hall Lane. LCC Transport Infrastructure Delivery department will provide support to Parish to agree locations & permission to install them.
2. Pursue the undertaking of an independent assessment of the White Cross Junction and the Junction between Woodplumpton Road and Whittle Hill specifically with a large articulated vehicle (using Red Rose Training). This assessment will be submitted to LCC as part of the scheme review.

The Parish Council will consider additional actions at a future meeting, once action 2 has been completed.

6 PARKING IN WOODPLUMPTON VILLAGE

MIN 23/24.144 Members **resolved** to issue details of the proposed scheme for the Orchard play area/car park to the residents of Woodplumpton seeking views on the scheme.

7 PROPOSALS FOR THE LINEAR PARK

Preston City Council are pulling together a Planning Advisory Note, setting out their intentions regarding the development of the Linear Park. The Parish Council will discuss this further once more information is available.

8 CATFORTH TRAFFIC CALMING SCHEME

MIN 23/24.145 Members **resolved** that the Catforth Scheme should be approved at a cost of £376,204.45 and that once an invoice in this amount is provided by the Highways Authority, this should be paid immediately.

9 SPEED CONTROL AROUND THE PARISH

Members have noted that LCC have been undertaking speed assessments in a number of areas around the Parish, notably on the East West Link Road and William Young Way. LCC had been undertaking these checks due to reports of excessive speed on the new roads. The speed checking revealed an 85th percentile speed of 43mph (speed limit 30mph). LCC will now determine the appropriate action to take.

MIN 23/24 146 Members **Resolved** that speed monitoring tubes should be installed on Bartle Lane to check adherence with the new 30mph speed limit.

10 FLOODING ON SANDY LANE ADJACENT TO THE EAST WEST LINK ROAD

Concerns have been expressed that the flooding is now permanent with no action being taken to resolve the situation. The flooding is caused by a blockage in the drain in an adjacent field, not owned by Highways. Enforcement action has now been taken against the landowner to repair the drain, with a 30 day deadline.

11 FINANCIAL STATEMENT

MIN 23/24.147 The Chairman confirmed the parish account statement has been verified with the February bank statements and signed the documents.

Members will note that there is currently **£244,690.90** in the RBS account however, as stated on the February Minutes, the Catforth traffic calming invoice of **£376,205.45** needs paying.

MIN 23/24 148 Members **Resolved** to transfer £200,000 from the CCLA account to the current account to pay the invoice for Catforth and leave enough funds in the current account for other CIL projects. **The required paperwork was completed**

12 ACCOUNTS FOR PAYMENT AND RECEIPTS 29 February 2024

MIN 23/24.149 Members **resolved** to note and approve the following accounts already paid in accordance with Standing Order 15 (b) xii.

DETAILS	PAYEE	AMOUNT	REF
February payments	Cleared on the bank statement		
Clerk Sal Feb	D Mills	767.19	111
PAYE Feb D Mills	HMRC	563.67	112
Employer Nat Ins	HMRC	83.72	113
J Buttle (6 hours) see timesheets	J Buttle	100.02	114
March payments	Paid before the March meeting		
Feb Pension Schedule		TBA	115
Weeks 45 - 48	B Hill	1216.00	116
Paint & Litter pickers	B Hill	68.23	117
Moss & Weed Killer	B Hill	76.42	118
Payment to Community Garden Account (Note 1)	Community Garden	192.02	119

The payment to the community garden account, represents the budgeted amount of £2005, less the amount spent in the year to date of £1,812.98, which was paid from the Parish Council Bank Account per **MIN 23/24.34**.

13 ACCOUNTS FOR PAYMENT AND RECEIPTS

The following payments are proposed for March

Clerk Salary Mar 2024	£767.19	BACs	
Outgoing Clerk Salary – *depending on hours worked	TBA*	BACs	
Outgoing Clerk Expenses – Schedule to be submitted	TBA*	BACs	
HMRC PAYE	£563.67	BACs	
Employer Nat	£83.72	BACs	
Pension contributions x 2 (February and March)	£118.26	DD	
Lengthsmans Invoice –	£1360.65	BACs	
Printing Newsletter	£211.25	BACs	
Viking Invoice (Envelopes and Paper)	£48.48	BACs	
Viking Invoice (Labels)	£11.34	BACs	

Parish Rooms Rental 11 March 2024	£50.00	BACs	
Parish Rooms Rental 18 March 2024	£50.00	BACs	
Electricity Bill related to Christmas Lights	£45.34	BACs	

The outgoing Clerks Salary and expenses have not yet been finalized as they are dependent upon the work needed to complete the financial audit.

MIN 23/24.150 Members **RESOLVED** to approve the proposed payments for March with amounts to be verified at the April Meeting.

14 2023/24 END OF FINANCIAL YEAR - INTERNAL AUDIT REQUIREMENTS

MIN 23/24 151 In order to comply with Audit Requirements and Finance Regulations, Members **resolved** that the following documents are up to date, appropriate to the Council's requirements and are detailed enough to show that the Council has considered the financial procedures, audit requirements and risks.

Internal Audit - Terms of Reference

A. Risk Management Strategy

B. Risk Management Register

C. Asset Register and maintenance checklist

D. Internal Audit Checklist

MIN 23/24 152 Members **Resolved** to approve Sandra Wildman as the Council's Internal Auditor

15 LENGTHSMANS CONTRACT

The lengthsmans contract runs until 31 March 2024. A renewed contract is required to run into 2024/5.

MIN 23/24.153 Members **Resolved** to approve an extension to the Lengthsman's contract with 16 hours per week funded from ongoing monies and the additional 4 hours per week funded from CiL interest.

16 UNITY BANK AND THE SIGNING OF MANDATES TO ADD THE NEW CLERK

It is the intention to implement unity bank from April 2024

17 NEW ESTATES MAINTENANCE

This work is ongoing, with considerable effort required to produce a definitive list of responsibilities for the various areas.

18 PLANNING APPLICATIONS BEFORE COUNCIL

MIN 23/24.154 Members **RESOLVED** to approve the delegated comments made by the Clerk in respect of the March applications.

19 NEIGHBOURHOOD PLAN - REFERENDUM

The Clerk has circulated guidance on how the delivery of Neighbourhood plans is monitored.

19 NEWSLETTER

Distribution of the Newsletter commenced on 15th March 2024.

20 TRAINING FOR THE CLERK

MIN 23/24.155 Members **RESOLVED** that the Clerk should undertake Introduction to Local Council Administration (ILCA) training, which is the required pre-cursor to CiLCA. The course lasts for 12 months. The cost for this training provided by the Society for Local Council Clerks (SLCC) is £144.

21 UPDATE ON ISSUES FOR INFORMATION

It is currently not proposed to run a Woodplumpton Fete in 2024.

22 DATE OF NEXT MEETING

Members are requested to note that the next meeting is scheduled to take place on **Monday 15th April 2024** at 7.00 in the Parish Rooms.

END