



WOODPLUMPTON PARISH COUNCIL
MEETING TO BE HELD IN
THE LIBRARY, WOODPLUMPTON PRIMARY SCHOOL
WOODPLUMPTON ROAD, PRESTON
ON MONDAY 19TH JUNE 2023 at 7.00pm

Due to the room capacity, residents are requested to notify the Clerk before 12.00 if they wish to attend, so that use of an alternative room can be checked.

1 APOLOGIES

Members are requested to note any given apologies.

2 APPROVAL OF THE 15th MAY ANNUAL COUNCIL MINUTES

The Chairman is required to sign the attached Minutes as a true record.

Members are requested to **note** the attached draft Minutes of the 15th May 2023 Annual Parish Meeting which will be signed at the May 2024 Annual Parish Meeting.

3 TO ACCEPT DECLARATIONS OF INTERESTS

Members are reminded of their responsibility to declare any interests in respect of matters contained in the agenda noting that there may be statutory restrictions on the right to participate and vote on that matter – see Standing Order 2023 (13)

Following a discussion with the City Council, several Members are required to amend their Members Interest forms which will be brought to the meeting.

4 PUBLIC PARTICIPATION

Members of the public wishing to raise matters in accordance with Standing Order 2023 (3f, 3g & 3h), should raise them here. The length of the adjournment will be at the Chairman's discretion.

NOTE: Matters requiring a Council decision must be included as a specific Agenda item. For more details, please contact the Clerk.

- The Police, County and City Councillors have been invited to attend.
- Mr Hill (Parish Lengthsman) wishes to attend to explain the points in agenda item 5

5 LENGTHSMAN'S REPORT

As Mr Hill has requested to attend the meeting, this item appears early on the agenda.

Mr Hill proposes the following works to benches on Catforth Road.

1. removing a bench which needs major repairs – see attached photo - and is not being used as it is next to a dog bin.
2. Cleaning and painting a 2nd bench on Catforth Road
3. Cleaning and tidying a metal memorial bench which needs a good clean as it is overgrown. Previously he has been requested not to tidy the memorial area.

Members are requested to determine if the proposals are necessary and approve the cost of any materials.

Mr Hill has also reported that branches have been snapped off trees on The Orchard playing field and in the Community Garden, small stones are being forced into the water feature outlet to try to block it. Plants are also being damaged by people playing ball games.

Members are requested to determine how to resolve the above matters – perhaps by adding a 'no ball games' sign in the Community Garden.

6 2022/23 INTERNAL AUDIT REPORT

The Internal Audit has been completed following the appointment of a new Internal Auditor. Several queries were raised which the Clerk has answered in full.

The Report confirms that all of the control objectives have been met, however, page 2 C recommends that the Council reviews the Fidelity Guarantee to cover its total balances - bearing in mind that any risk to the Council is low due to the audit controls in place.

In line with page 2 E, the Clerk has requested that the Lengthsman asks for a VAT invoice for future purchases so that any VAT can be reclaimed.

a) Members are required to approve the attached Internal Audit Report.

b) Members are required to consider whether to increase the Fidelity Guarantee to cover the current balances of £700,000 bearing in mind that balances will drop once CIL funds are spent.

7 REVIEW OF FINANCIAL REGULATIONS

The Parish Council's financial procedures are based on a model document issued by the National Association of Local Councils in 2019. No changes are proposed to the current version which was adopted on the 8th February 2021; however, the Regulations should be checked and updated at the start of a new municipal year.

Members are required to review and approve the Council's adopted Financial Regulations – attached

8 2022/23 FINANCIAL STATEMENT 1st April – 31st May 2023

The Chairman is required to verify that the financial accounts and bank statements have been reconciled noting that the VAT refund and the PROW grant have been credited.

9 ACCOUNTS FOR PAYMENT AND RECEIPTS

Members are required to note and approve the following accounts already paid in accordance with Standing Order 2023 15 (b) xii

Insurance Policy renewal	£400.76	BACS	REF 26
Internal Audit fee	£150.00	BACS	REF 27
Lengthsman 15hrs + 4hrs litter x £ x 4 wks	£1,216	BACS	REF 28

The Parish Council acts as Trustees for the Community Garden and at the May meeting, it was resolved to transfer £2005 to the Community Garden bank account to pay for the ground's maintenance. The amount has **not** been transferred yet because the Clerk has still not received the bank statements from Barclays.

Consequently, **Members are requested to pay the grounds maintenance invoices from the Parish Council bank account.** The invoice totals will then be deducted from the transfer to the garden account once the bank administration is sorted out.

March & April Garden Invoices & bird seed to Mr Hill	£456.49	BACS
Clerk's June Salary	£1259.87	BACs
HMRC PAYE June	£105.74	BACs
Employer Nat Ins June	£88.71	BACs

10 TRAINING COURSES

Cllr Green has requested to attend 3 LALC training courses - Introduction to Planning and Understanding Precepts with links valid for 12months at £15 each and a full course Planning for Town and Parish Councils at a cost of £40.

Funding for training courses is included in the budget and members are recommended to approve the costs.

11 THE ORCHARD VERGE AND YELLOW LINES

During the meeting with the LCC Infrastructure Delivery team at the end of March, it was stated that *LCC Highways have reluctantly agreed that the yellow lines could be reduced at the Parish Council's expense - however*, it was made clear that the verge will continue to be damaged as larger vehicles navigate the junction and - as there may also be a risk to pedestrians standing at the junction or using the crossing points further up the Orchard - *LCC Highways reiterated that the ideal solution remains to prohibit parking to allow adequate space on the carriageway, as installed.*

LCC could not agree to a suggestion to surface the verge to protect it from damage as it is owned by Community Gateway and they advised that *it was pertinent for the Parish Council to approach changes inside the highway (changes to the yellow lines) and outside of the highway (on Community Gateway land) in a holistic manner to avoid the need for multiple TRO's to remove, then reinstate all or part of the yellow lines.*

Based on the above, a meeting with LCC Highways and Community Gateway was scheduled for the w/c 12th June to establish if Community Gateway will allow the verge to be surfaced.

a) If the meeting is positive, Members are requested to confirm that the Parish Council will seek quotes to surface the verge at the Parish Council's expense.

If the meeting is negative, LCC have stated that there may be an option to place an obstacle on the verge (with Gateway's agreement) *if the yellow lines are retained* however, there needs to be an acceptance from all parties that verge overrun may still occur.

As stated in the opening paragraph, although LCC Highways remain of the opinion that the ideal solution remains to prohibit parking – they have reluctantly agreed to the removal of the yellow lines to resolve complaints with residents.

To progress this option, they need an instruction from the Parish Council to confirm the length of lining to be removed which will then be subject to a formal TRO process. Assuming there are no objections to the TRO, amendments to the lining can be made by the officers who handled the original traffic calming proposals.

b) Members are required to confirm their instructions regarding the length of the yellow lines so that the TRO process can begin as soon as possible. The estimated cost to the Parish Council will be approx £5,000.

To assist the process, Members are requested to refer to the 'original' plan approved by Members showing a shortened version of the yellow lines – attached.

12 WOODPLUMPTON HUMP GRADIENTS

Members expressed concern that the hump gradients on Woodplumpton Road are not as steep as expected and consequently, traffic does not slow down significantly. LCC have explained that the humps are within approved tolerance levels however the 'ramp' between the road surface and the hump could be altered to give a steeper incline. If the works can be completed whilst LCC attend to other works in the area, the estimated cost is estimated cost of £9,347.

Members are required to confirm if the works should be funded through CIL monies.

13 CATFORTH TRAFFIC CALMING PLANS

As advised at the May meeting, final plans for the scheme have been produced with a revised cost of **£321,166.89**. Assuming there are no problems, the plans will be emailed to all Members and a draft will be added to the website with a statement that they are a draft copy and may be amended by the TRO process.

Members are required to confirm the cost, an approach to the Solicitor to progress the S278 Legal Agreement and the addition of the plans on the website.

14 PLANNING APPLICATIONS BEFORE COUNCIL

Members are required to comment on the following applications which are not routine. and require a reply by 23rd June 2023. Applications can be viewed at www.preston.gov.uk

06/2023/0587 Reserved matters application (namely access, appearance, landscaping, layout and scale) pursuant to outline permission 06/2020/0966 for local centre retail development (convenience store) on land to the west of Sandy Lane, Cottam, Preston

06/2023/0599 Reserved matters application (namely appearance, access, landscaping, layout and scale) pursuant to outline permission 06/2020/0966 and subsequent non-material amendment 06/2022/0670 for local centre development (care home) on land at Sandy Lane, Cottam, Preston

A summary of the salient points from the Planning and Design and access statements were emailed to Members in advance of the meeting.

Members are also requested to approve the attached delegated comments for June.

15 CONSIDERATION OF CIL ITEMS

The May agenda requested that CIL expenditure items be emailed to the Clerk for consideration at the June meeting. A copy of the suggestions received is attached.

As the Council may only consider items advertised on the agenda – particularly in relation to costs – **it is proposed that Members form a Working Group to discuss the items further, before bringing a quantified and costed report to the Council to approve.**

16 MEETINGS WITH RESIDENTS

Further to comments that residents wish to discuss items with Members and cannot always attend a Parish Council meeting which has a time restricted public participation section, the Chairman has proposed that Members arrange a ‘coffee’ morning for residents.

Members are requested to consider the proposal and if agreed, confirm the frequency and budget for the refreshments / room hire.

17 SUMMER NEWSLETTER

The summer edition of the Parish Council Newsletter needs to be approved at the July meeting. **Members are requested to forward any topics / articles to the Clerk.**

Current items include the Chairman’s annual report, the Finance report, new Councillor details, updates on the traffic issues, progress on the CIL suggestions and dates of future meetings.

18 NEW CORRESPONDENCE / UPDATES

Members may use this opportunity to **update** the Clerk or other Councillors on pending items not on the agenda.

- Feedback is requested from the Preston Area Committee meeting held on the 14th June which should have included advance details of the Road Safety Partnership strategy consultation.
- Cllr P Entwistle will attend the Neighbourhood Plan meeting with the Clerk on the 17th July to ensure that any changes proposed by the City Council / consultant are in keeping with the Parish Council’s aspirations.

19 DATES OF FUTURE MEETINGS

Members are requested to note the next meeting will be held on **Monday 17th July 2023** in Woodplumpton Primary School.