

## **Grimsargh Parish Council**

Minutes of the Annual Parish Council meeting held remotely on Thursday 1 October, 2020 at 7.30 pm.

**Present:-** Councillor Mark Bell; Councillor Peter Burton; Councillor Mrs Joyce Chessell; Councillor Mrs Lynda Cryer; Councillor Terry Cryer; Councillor David Hindle and Councillor Mrs Lindsay Philipson Councillor.

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

### **1. (20/21) Sound Check, Muting, Voting and Chairman’s welcome to attendees**

The current Chairman, Councillor Mrs Lindsay Philipson welcomed everyone to this month’s remote Parish Council meeting.

### **2. (20/21) Appointment of Chairman for 2020/2021**

The Clerk reported that she had received one nomination for the appointment of Chairman for 2020/2021 and this was Councillor David Hindle. It was therefore unanimously agreed that Councillor David Hindle be approved as Chairman of the Parish Council for 2020/2021. The Chairman, Councillor David Hindle said he was delighted to accept the Office of Chairman but had a hard act to follow as Councillor Mrs Lindsay Philipson had done an excellent job of chairing the Parish Council over the last few years.

It was agreed that Councillor David Hindle would sign the Chairman’s Acceptance of Office when a face to face meeting could be held.

#### **Resolved**

That, Councillor David Hindle is appointed as Chairman of the Parish Council for 2020/2021.

### **3. (20/21) Appointment of Vice-Chairman for 2020/2021**

The Clerk reported that she had received one nomination for the appointment of Vice-Chairman for 2020/2021 and this was Councillor Mark Bell. It was therefore unanimously agreed that Councillor Mark Bell be approved as Vice-Chairman of the Parish Council for 2020/2021.

#### **Resolved**

That Councillor Mark Bell is appointed as Vice-Chairman of the Parish Council for 2020/2021.

#### **4. (20/21) Apologies for Absence**

Apologies for absence were received from Councillor Mrs Eileen Murray and Councillor Ian Liptrot. Cllr Liptrot last 'attended' a meeting in March and although he was keeping up to date through copies of the Minutes and Agenda, the legislation regarding attending meetings prior to Coronavirus still applied. The Parish Council **Resolved** to formally approve Cllr Liptrot's absence in accordance with S85 of the LGA 1972.

#### **5. (20/21) Declarations of Interest**

None.

#### **6. (20/21) Minutes of the Last Meeting**

##### **Resolved**

That the minutes of the remote Parish Council Meeting held on 3 September 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).

#### **7. (20/21) Adjournment for Public Participation and Policing Issues**

The Chairman, Councillor David Hindle 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 Ron Woollam informed the Parish Council that he had received a number of complaints about the hedges on Whittingham Lane at the Duchy Homes site and he had contacted the site foreman to ask these to be cut.

It was noted that there had not been any information from the Police since the Covid pandemic began.

The Chairman, Councillor David Hindle then reconvened the meeting.

#### **8. (20/21) Town and Country Planning Act, 1990**

It was noted that there were no Planning Applications for discussion at tonight's meeting.

It was reported that the Parish Council had received notification of the Consultation on the Government White Paper on Planning for the Future and that the closing date for comments was 29 October 2020. It was further reported that this had also been discussed at the recent meeting of the Preston Area Committee (PAC). The Clerk had also circulated some notes that provided a brief summary of the White Paper together with some notes provided by Cllr Pat Hastings from Broughton Parish Council. There was a general discussion about responding to the Consultation and it was agreed to focus on those matters that affected the Parish Council. In particular the Parish Council agreed to comment on Neighbourhood Planning and the importance of this to the local area and that Neighbourhood Plans should continue to

have “weight” in planning terms. The Parish Council also agreed to comment on Community Infrastructure Levy (CiL) monies and the importance of these to the Parish Council as they delivered local facilities and infrastructure for the benefit of residents. Under the White Paper proposals CiL would become the Infrastructure Levy (IL), and it was not clear how much money would be passed onto the Parish Council under the proposed new system. It was agreed that the Clerk would respond to the Consultation on behalf of the Parish Council in line with the comments made at the meeting.

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

### **Resolved**

That, with regard to the Consultation on the White Paper, Planning for the Future, that the Clerk responds to the Consultation in line with the above comments on behalf of the Parish Council.

### **9. (20/21) Appointment of representatives to outside bodies, Sub-Committees and Working Groups**

The Parish Council gave consideration to the appointment of representatives to outside bodies, Sub-Committees and Working Group until the next scheduled Annual Parish Council Meeting in May 2021. It was noted that the Clerk had previously circulated the current membership of these groups to the Parish Council earlier in the year and had asked for Parish Councillors to submit any changes as required. The document circulated with the Agenda took into account recent changes.

### **Resolved**

The Parish Council agreed to appoint representatives to outside bodies, Sub-Committees and Working Groups as follows, and in addition to this updated the Terms of Reference as appropriate as also detailed below:-

#### **Outside Bodies**

- i). Preston Area Committee (3 Members)**  
Councillor Mrs Lindsay Philipson; Councillor Mrs E Murray; The Clerk – Sue Whittam; and Reserve - Councillor Peter Burton.
- ii). Boylton, Houghton and Farrington Charity (1 member)**  
Councillor Mrs J Chessell
- iii). The Education Charity of John Farrington (1 member)**  
Councillor Mrs J Chessell
- iv). Liaison Role with Grimsargh Wetlands Trust (1 member)**  
The Clerk Sue Whittam for day to day liaison and attending meetings of the Wetlands Trust as appropriate. Councillor Terry Cryer and Deputy Councillor Peter Burton for representing the Parish Council at the Trust AGM and any other meetings that would require the Parish Council to vote.

## **Sub-Committees**

### **1. Planning Sub-Committee (4 Members)**

Chairman of the Parish Council, (or Vice-Chairman in their absence)  
Councillor Peter Burton, Councillor Ian Liptrot and Councillor Mrs Eileen Murray.

#### **Terms of Reference**

- i) The Planning Sub-Committee has delegated executive powers to consider all planning applications relating to Grimsargh Parish Council and to respond to Preston City Council.
- ii) The Planning Sub-Committee may canvas opinions for and against applications to assist with fair determination of applications. The Sub-Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with Grimsargh Parish Council Standing Orders.
- iii) A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
- iv) The Sub-Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
- v) All members of the Planning Sub-Committee shall try to attend a Planning Training Workshop organised by LALC or other appropriate body.

### **2. Nellie Carbis Millennium Woodland/Best Kept Village Sub-Committee**

The Clerk, Councillor Mrs Lynda Cryer, Councillor David Hindle and Councillor Mrs Lindsay Philipson – other members from the village to be co-opted onto the group as necessary.

#### **Terms of Reference**

- To establish and revise, as necessary, a schedule of maintenance works – what and when.
- To ensure these works are carried out according to the schedule – using voluntary support where possible but engaging paid services if required.
- To authorise expenditure on the Nellie Carbis Millennium Woodland in line with the allocated budget for the Woodland.
- To propose “special projects” – with plans and costs to seek to obtain funding for such projects from grant sources – this may include from the Parish Council, but outside sources should be explored thoroughly.

- To promote the use of the Nellie Carbis Millennium Woodland by residents, local schools and others, encouraging involvement in the upkeep and enhancement by residents.
- It is an aim for the Nellie Carbis Millennium Woodland to encourage biodiversity and enhance the natural environment, to manage, rather than control or dominate it.
- To review the Judges report from each year's Best Kept Village Competition and devise an action plan with recommendations for consideration by the Parish Council.
- To encourage local businesses, groups and individuals to be involved in the Best Kept Village Working Group/competition to help bring the village up to an appropriate standard.
- To identify general areas of improvement in the village and advise the Parish Council on solutions.
- Provide a written report from its meetings and report back to the Parish Council with recommendations for action.

The following will be guidelines:

- No, or limited use of chemical restraints
- Essential work only to be carried out during the nesting season
- Minimal clearing of small fallen branches and mainly to paths or for H&S purposes
- Primarily use of native species, though some additional planting for variety and interest, as appropriate
- Additional guidelines as per the Forestry Commission document "So you Own A woodland" and links contained therein: [http://www.forestry.gov.uk/pdf/so-you-own-a-woodland.pdf/\\$file/so-you-own-a-woodland.pdf](http://www.forestry.gov.uk/pdf/so-you-own-a-woodland.pdf/$file/so-you-own-a-woodland.pdf)

## Working Groups

### 1. Community Engagement Working Group (incorporating the Projects Working Group)

Councillor Mrs Lynda Cryer, Councillor Mrs Lindsay Philipson, Councillor Mrs Eileen Murray, Councillor Terry Cryer and **one vacancy**.

#### Terms of Reference

- To explore and recommend new/improved methods of communicating with the community. The aim being to improve awareness throughout the Village of the activities of the Parish Council and increase the amount of feedback and incoming information from residents.
- To explore and recommend new/improved methods of involving residents in activities to improve our community environment
- The Group will appoint a Chairman or co-ordinator who will write up notes from the meetings, suitable for communicating to the rest of the Parish Council and also for publication on the website.
- To engage with the community and voluntary sector to suggest suitable

- projects to be undertaken in the village.
- e) To evaluate infrastructure projects in the village and look at ways of promoting and allocating the funds for those projects
  - f) To provide a written report back to the Parish Council with recommendations.

## **2. Finance Working Group**

The Clerk (Sue Whittam), Councillor Peter Burton, Councillor Mrs Joyce Chessell and Councillor Mrs Eileen Murray.

### **Terms of Reference**

- Monitor and review on at least an annual basis Grimsargh Parish Council's Financial rules and regulations including the investment strategy to ensure they are adequate for the Parish Council's needs.
- Review and make recommendations on the budget provision for each financial year.
- Review any actions arising from the annual internal and external audits and make recommendations to the Parish Council to deal with these issues.
- Monitor and review the Parish Council's accounts to ensure they are legally compliant and promote best practice.
- To monitor CiL expenditure and report back on an annual basis.
- To explore opportunities for investments of all monies held by the Parish Council and make recommendations to the Parish Council.
- To monitor and review the Parish Council's investments and to make recommendations to the Parish Council in respect of these.
- To consider best practice and efficiencies with regard to Parish Council contracts.
- To monitor and review contractor activities including the Lengthsman and make recommendations to the Parish Council.
- Provide a written report from its meetings and report back to the Parish Council with recommendations for action.

## **3. Community Safety Working Group**

Councillor Mrs Lindsay Philipson, Councillor Terry Cryer, Councillor Mrs Lynda Cryer and the Clerk (Sue Whittam).

### **Terms of Reference**

- To recommend to the Parish Council ideas to protect our local community from crime and to help people feel safer.
- Monitor and review the effectiveness of crime prevention techniques including the CCTV installed by the Parish Council.
- To work closely with other agencies such as the Police to raise community awareness.
- To source suitable grants and funding.
- Provide a written report from its meetings and report back to the Parish Council with recommendations for action.

#### **4. Neighbourhood Planning Working Group**

The Clerk (Sue Whittam), Councillor Terry Cryer, Councillor Lynda Cryer, Councillor Mrs Eileen Murray, Councillor Mrs Lindsay Philipson and one vacancy. (Other experts from outside the Parish Council can be seconded onto the Working Group as necessary).

##### **Terms of Reference**

- To develop a Neighbourhood Plan for Grimsargh and report back to the Parish Council on progress.
- To liaise with other Parishes and Town Councils such as Broughton and Longridge to learn from their experiences in developing a Neighbourhood Plan.
- To source funding to support the development of a Neighbourhood Plan.
- To provide a written report back to the Parish Council with recommendations in line with the above.

#### **5. Employment Working Group**

Councillor Mrs Lindsay Philipson, Councillor Peter Burton, Councillor Terry Cryer and one vacancy.

##### **Terms of Reference**

- To ensure the Parish Council is complying with its statutory obligations for the health and safety of employees.
- To review the Clerk's work, conditions and pay on an annual basis.
- To carry out an annual appraisal with the Clerk.
- To deal with any grievances/concerns raised by the Parish Council or the Clerk.
- To make recommendations to the Parish Council.

#### **6. Young Persons Working Group**

Councillor Peter Burton, Councillor Mark Bell and one vacancy

Terms of Reference – to be drafted by the Working Group.

#### **7. Road Safety Working Group**

Councillor Mrs Joyce Chessell, Councillor David Hindle and John Baron.

##### **Terms of reference**

- To explore the traffic and parking problems between Preston Road and Houghton Green Lane Grimsargh.
- To gather traffic information on the road usage.
- To collate information on the 2 proposed housing developments west of the village.

- To explore appropriate road traffic signage, traffic calming measures etc.
- To liaise and discuss with residents in the area in order to gather ideas and their views.
- To explore alternative parking sites on match days.
- Identify possible and appropriate funding sources based on findings.
- To discuss and meet with various bodies in an effort to reach a satisfactory resolution.
- To produce recommendations with costs as appropriate based on the outcome of the investigation and report back to the Parish Council with recommendations.

It was noted that further Sub-Committees and Working Groups would be established during the year as appropriate.

### **10. (20/21) Road Safety Working Group**

Councillor Mrs Joyce Chessell informed the Parish Council that the Working Group had produced some draft Terms of Reference for the Group and it was noted that these had been included under item 9 as above. Councillor Mrs Joyce Chessell also confirmed that the Group were working on a plan of action to deal with the traffic issues and that she had made initial contact with the Road Safety Department at Lancashire County Council, County Councillor George Wilkins, County Councillor Keith Iddon and others to ensure they were aware of the dangerous issues on the roads in Grimsargh. The Chairman, Councillor David Hindle agreed that something needed to be done and also referred to a recent accident involving a child in Grimsargh. The Clerk confirmed that she had spoken to both the Football Team and the Cricket Team and it was unlikely that any matches between both sports would clash as the cricket season would usually finish when the football season began. However, she confirmed that the teams were all aware of the dangers of parking on Whittingham Lane and this would be managed as far as possible.

The Chairman, Councillor David Hindle thanked Councillor Mrs Joyce Chessell for the progress made so far and looked forward to finding solutions to the highway's issues on Whittingham Lane.

#### **Resolved**

That the report is received and noted.

### **11. (20/21) Football Pitch Licence – Grimsargh Village Green**

The Clerk reported that the draft Licence had now been received from Preston City Council and our Solicitor had raised a number of issues for discussion. The Clerk had circulated the questions raised by our Solicitor and she had also discussed some of the issues, as appropriate with Preston City Council. These had been circulated to the Parish Council as part of the Agenda for this meeting. The Parish Council unanimously agreed with the suggested way forward and a copy of the email containing the questions and approved answers, together with the draft Licence and

approved amendments are included in the Minute Book. The Clerk was authorised to respond to our Solicitor with the amendments as approved and in addition to this the Parish Council also gave delegated authority for the Clerk in conjunction with the Chairman of the Parish Council the authority to sign the licence on behalf of the Parish Council.

### **Resolved**

i) That, approval is given for the Clerk to respond to the Parish Council's Solicitor with the suggested amendments as outlined in the email from the Clerk to the Parish Council dated 29 September, and that a copy of both the email and the approved draft Licence are included in the Minute Book.

ii) That, approval is given for the Clerk in conjunction with the Chairman to sign the final licence on behalf of the Parish Council.

### **12. (20/21) Parish Council Newsletter**

It was noted that the newsletter items would need to be signed off at the November meeting of the Parish Council and the Clerk confirmed that she had only received the Heritage Corner item from the Chairman so far. It was also agreed to include an item on the retirement of Councillor Eileen Murray who would be stepping down from the Parish Council in December and on the new Chairman and Vice-Chairman.

The Clerk also reported that she had received a quote from the Preston City Council Print Unit to produce the December newsletter and the cost quoted was £420.30. This was cheaper than our previous printers. Councillor Terry Cryer proposed that we accepted the quote from Preston City Council Print Unit and this was seconded by the Chairman, Councillor David Hindle. This was unanimously agreed by the Parish Council.

### **Resolved**

That the December newsletter for the Parish Council is printed by Preston City Council Print Unit at a cost of £420.30.

### **13. (20/21) Speeding Indicator Device (SPiD)**

The Clerk reported that she had been in touch with the Clerk to Whittingham Parish Council who had purchased SPiDs for their village and asked for further information and advice about the process. It was noted that the first step was to contact the Safe and Healthy Travel Co-ordinator at Lancashire County Council (LCC) who would undertake a site visit to establish if SPiDs were suitable and look at possible locations. The Clerk would ensure that the concerns of the Parish Council regarding speeding at each end of the village and also on Whittingham Lane were reported to LCC. Once the locations had been agreed by LCC then the Parish Council would need to enter into an agreement with them and pay for the provision and installation of the permanent posts for the SPiDs. It was suggested that similar SPiDs to those purchased by Whittingham Parish Council would seem also appropriate for Grimsargh as they were permanent and solar powered. To extract the data from the SPiDs the Clerk would have a small key fob which would transfer the data from the

SPiD, which could then be downloaded onto her computer. The data would give the times and speeds of vehicles which would be extremely useful to help target further enforcement by the Police and other agencies as appropriate. The cost of each SPiD was likely to be around £5,000 which would be £15,000 for three SPiDs and in addition to this the cost to LCC for the licence and also the provision and installation of the permanent posts was likely to be around £2,000. Therefore, the total cost of the whole project for three SPiDs was estimated to be £17,000. However full costings would be presented to a future meeting of the Parish Council when all details of locations for the SPiDs had been identified.

It was proposed by Councillor Mark Bell that the Parish Council looks to purchase a maximum of three permanent solar powered SPiDs for Grimsargh and that this should be used from Parish Council CiL monies. This was seconded by Councillor Mrs Lindsay Philipson and unanimously agreed.

Although it was noted that the Road Safety Working Group were currently looking at a number of possible solutions for the issues on Whittingham Lane, it was agreed that the Clerk would include Whittingham Lane as a possible location for a SPiD. It was noted that the process did take a number of months, so it was agreed that the Clerk would contact the Safe and Healthy Travel Co-ordinator to start the process of identifying suitable locations for SPiDs in Grimsargh.

### **Resolved**

That, approval is given for the Clerk to contact LCC to look at suitable locations for a maximum of three permanent solar powered SPiDs in Grimsargh, and that the funding for this project including the costs of the SPiDs and LCC licence/installation of permanent posts, is funded from Parish Council CiL monies.

### **14. (20/21) Financial Matters and banking**

It was noted that we currently had an estimated £93,889.93 in the Nat West bank as at 4 September 2020.

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

- i) Adam Cooper Contractor 30 hours @£14.25 total £427.50 (Cheque no 1039).
- ii) Kedel for new noticeboard for The Hills £694.53 (CiL monies) (Cheque no 1040).
- iii) Sue Whittam 15/09/20 - £901.24. (Cheque no 1041).
- iv) Cllr Mrs Lindsay Philipson for reimbursement for vouchers for planter parents as agreed at the last meeting £94.80 (Cheque no 1042).
- v) HMRC Q2 for tax and NI - £1069.01. (Cheque no 1043).

It was also noted that we had paid £48.48 Nest Pension for Clerk direct debit on 6 August 2020.

### **Resolved**

1) The following invoices were agreed for payment: -

- i) Sue Whittam 15/10/20 - £901.24
- ii) Adam Cooper Contractor September to be confirmed at the next meeting.

**15. (20/21) Clerk's report – for information only**

The Clerk reported that she had held a successful remote meeting with representatives from Myerscough Football Club and Grimsargh Cricket Club to look at how the teams could work together as sports clubs using the village green. Both Clubs were now in regular contact with each other and Myerscough Football Club had started to use the pitch on the village green and this would be primarily for the girl's teams.

**16. (20/21) Date of Next Meeting**

It was noted that the next scheduled meeting of the Parish Council would be held on Thursday 5 November at 7.30 pm and this would be a remote meeting.