

## **Farington Parish Council**

### **Minutes of a remote meeting of the Parish Council held on Monday 14 September at 7.00 pm.**

**Present:-** Councillor Mike Otter (Chairman); Councillor Paul Wharton-Hardman (Vice-Chairman); Councillor Michael Green; Councillor Elaine Robb; Councillor Chris Wharton-Hardman and Councillor Mrs Karen Walton.

**In attendance:-** Sue Whittam - Clerk to the Council  
2 members of the public.

Please note that the Parish Council agreed not to hold their Annual Parish Council Meeting until this could be held face to face in accordance with Regulation 4 of the Coronavirus Regulations. Consequently, the numbering of the Minutes will continue with the 19/20 sequence of numbering until the Annual Parish Council Meeting is held.

#### **143. (19/20) Sound Check, Muting, Voting and Chairman's welcome to attendees**

The Chairman, Councillor Mike Otter welcomed everyone to this month's remote Parish Council meeting.

#### **144. (19/20) Apologies for Absence**

Apologies for absence were received from Councillor Paul Buckley.

#### **145. (19/20) Declarations of interest**

The Chairman, Councillor Mike Otter declared a prejudicial interest in item 7 – Grant Application – Hutton Church of England Grammar School as he was a Parish Council appointed Governor on the Foundation.

Councillor Elaine Robb declared a personal and prejudicial in item 6 – Planning Issues in particular referring to the Planning Application on the Pickering's Farm Masterplan, as part of the Masterplan was bordering her property.

Councillor Michael Green, Councillor Mrs Karen Walton and Councillor Paul Wharton-Hardman declared a personal interest in the item of Urgent Business on the Car Parking Consultation as Members of South Ribble Borough Council.

#### **146. (19/20) Minutes of the Last Meeting**

It was noted that with regard to Minute 138 - Financial Matters, the Clerk would be looking at updating the signatories on the account when the Parish Council was able to meet face to face.

**Resolved**

That the Minutes of the Parish Council Meeting held on 22 June and 13 July 2020 are an accurate record and it was agreed that these would be signed at the next face to face meeting in accordance with LGA 1972 Sch. 12 Part VI para 41 (1).

#### **147. (19/20) Adjournment for Public Participation**

The Chairman, Councillor Mike Otter adjourned the meeting for public participation and welcomed two members of the public to the meeting. It was noted that due to the meeting being remote, the Clerk had asked where possible for members of the public to submit any questions in advance of the meeting. One lady had submitted some questions and an update to the Clerk and with her permission this had been circulated to the Parish Council. The first issue that the lady had raised was regarding the Pickering's Farm Masterplan which would be heard by South Ribble Borough Council's Planning Committee on 17 September 2020. (At this stage Councillor Elaine Robb declared a prejudicial interest and left the meeting). The lady explained that if anyone wished to speak on the Masterplan, they needed to register with Democratic Services at South Ribble Borough Council by Tuesday 15 September. It was agreed that Councillor Karen Walton would register to speak on behalf of the Parish Council. Councillor Michael Green also confirmed that he would be speaking at the Planning Committee. It was noted that the Parish Council had submitted the same comments regarding the Pickering's Farm Masterplan to South Ribble Borough Council with the additional comment asking for additional primary care such as a GPs surgery. The response had been agreed by email by the Parish Council. (Councillor Elaine Robb returned to the meeting).

The lady also raised the issue of the Wainhomes, Coote Lane application and the Judicial Review. It was noted that the appeal would have to be reheard and that currently we were not aware of a date for the hearing. In addition to this Wainhomes had submitted a similar application 07/2020/00505/OUT and the Parish Council had sent an objection to this application, but currently we did not have a date for when this would be heard by the Planning Committee.

The lady also thanked the Parish Council for their support over the last few months especially with regard to the Planning Applications.

The lady also raised the ongoing issue of the broken fence due to the accident in August 2019. Councillor Michael Green agreed to raise this with the officer again. Councillor Paul Wharton-Hardman asked if the Parish Council could pay to replace the fence. The Clerk explained that the land was owned by Lancashire County Council and not the resident, and it was no doubt an insurance issue as the damage had been caused by an accident. It was therefore the responsibility of Lancashire County Council to replace the fence.

Councillor Michael Green raised the issue of a consultation currently being carried out by South Ribble Borough Council on Parking Charges. The Clerk was unaware of this Consultation so the Chairman, Councillor Mike Otter and the Parish Council agreed to treat this consultation as a matter of Urgent Business, and it would therefore be discussed later in the meeting.

There were no further issues to be raised under this item and therefore the Chairman, Councillor Mike Otter reconvened the meeting.

#### **148. (19/20) Planning Issues**

In addition to those matters discussed under public participation above, the Parish Council gave consideration to the Government White Paper Consultation on the Future of Planning. The link to the document had been circulated to the Parish Council and it was noted that the closing date for comments was 29 October 2020. The Parish Council agreed to look at this at their next meeting to enable Parish Councillors to look at the document in detail.

#### **Resolved**

That the Parish Council consider the Consultation on the Government White Paper on the Future of Planning at their next meeting in October.

#### **149. (19/20) Grant Application – Hutton Church of England Grammar School**

The Chairman, Councillor Mike Otter declared a prejudicial interest in this item and took no part in the decision.

The Parish Council gave consideration to a grant application from Hutton Church of England Grammar School towards their swimming pool repair project. It was reported that the estimated cost of the project was £250,500 and they were seeking a grant of around £5,000. The Clerk reported that she had been in contact with the Clerk to Hutton Parish Council to see if they had been approached to support a grant application for this project. She informed the Parish Council that Hutton Parish Council had received an initial approach via a Parish Councillor, but they did not have a grants scheme and also, they had advised the applicant that they would need to provide further information before an application for funding could be considered.

The Clerk advised the Parish Council that further details regarding this project would be needed before the Parish Council could make a decision. In particular, the following questions/concerns were raised: -

- Is the overall cost of the proposed project justifiable, as £250,500.00 was a huge amount needed for this project?
- What funds were the Trust contributing to the project?
- Had a robust business case been prepared?
- Would the swimming pool be open to the public once the project was complete?
- What if the cost of the project could not be raised – was there a plan “B”?

Although the Parish Council were sympathetic towards the request for funding, they did feel that the project was very ambitious and that their questions/concerns would need to be answered before the Parish Council could commit any amount towards the project. The Parish Council agreed that they would also like to see a copy of the Trust's accounts and full details of the project including a breakdown of the costs/proposed works.

It was also noted that under the Parish Council grants scheme the usual amount awarded was a maximum of £1,000 and the Parish Council asked the Clerk to inform the applicant that if they do receive satisfactory answers to all their questions raised, and information provided as requested, then they would consider the grant request again, and if successful the amount awarded would unlikely to exceed £1,000. This was unanimously agreed by the Parish Council.

### **Resolved**

That, with regard to the grant application received from Hutton Church of England Grammar School for their swimming pool project, the Clerk contacts the applicant to seek further information and clarification to their questions and concerns as outlined above, including the additional information required in order for the Parish Council to make a decision. The Parish Council also asked the Clerk to confirm that once the requested information was received and if their grant application was successful then the applicant should also be advised that they were unlikely to receive a grant higher than £1,000.

### **150. (19/20) Parish Council Meeting dates for 2021**

The Clerk had circulated the draft meeting dates for 2021 to the Parish Council. It was noted that these would be held face to face if possible but remotely if necessary. The following dates were unanimously agreed by the Parish Council: -

January no meeting

Monday 8 February 2021	-	Bashall Grove Community Centre.
Monday 8 March 2021	-	St Paul's CE Primary School.
Monday 12 April 2021 (Annual Parish Meeting)	-	Bashall Grove Community Centre.
Monday 10 May 2021 (Annual Parish Council Meeting)	-	St Paul's CE Primary School.
Monday 14 June 2021	-	Bashall Grove Community Centre.
Monday 5 July 2021	-	St Paul's CE Primary School

August no meeting

Monday 13 September 2021	-	Bashall Grove Community Centre.
Monday 11 October 2021	-	St Paul's CE Primary School.
Monday 8 November 2021	-	Bashall Grove Community Centre.
Monday 13 December 2021	-	St Paul's CE Primary School.

### **Resolved**

That the draft dates for the Parish Council meetings for 2021 as now presented are approved by the Parish Council.

## **151. (19/20) Projects for expenditure 2020/2021**

The Parish Council discussed the following projects: -

Noticeboards – The Clerk confirmed that the Parish Council had received £400 from the Parish Champion's Grant Fund towards our new noticeboards. The Parish Council currently had around £1,500 of CiL monies towards the boards and the estimated cost was £2,000 for replacing the five boards. It was agreed that this project should go ahead and that as a reminder the details of the proposed boards should be circulated to the Parish Council. Councillor Mrs Karen Walton said that the Parish Council were welcome to have the spare board in her garden and it was agreed that the Lengthsman would collect this.

Parish Council Newsletter – due to the ongoing issues with the Covid pandemic, the production of the newsletter was deferred until later in the year. However, it was noted that we could make more use of our website to inform local residents and the Clerk confirmed that if any Councillor had information to go on the website, they should send it to her in the first instance.

St Paul's Park playground – The Clerk confirmed that she had met two playground suppliers in recent months to look at the playground and she was waiting for further details and costs.

## **152. (19/20) Financial Matters**

### **Resolved**

1) It was noted that we had £53,263.12 (bank statement up to 9 August 2020) in the bank. It was further noted that the precept of £56,500 was credited to our bank account on 22 June 2020. The Parish Council had also received a grant of £400 from the Parish Champion towards our new noticeboards.

It was noted that since the last meeting we had paid: -

01/07/20 – S Whittam, Clerk's salary £1,022.50 (Cheque no 918).

01/07/20 – HMRC Q1 Tax and NI £565.34 (Cheque no 919).

02/07/20 – St Paul's CE Primary School, grant £300.00 (Cheque no 920).

02/07/20 – St Paul's Church grant £850.00 (Cheque no 921).

17/07/20 – Peter Heise £879.00 (wages) + £100 skip BTR = £979.00 (Cheque no 922).

27/07/20 – Donna Kidd internal audit fee £60.00 (Cheque no 923).

01/08/20 – S Whittam, Clerk's salary £1,022.50. (Cheque no 924).

14/08/20 – Peter Heise £879.00 wages (Cheque no 925).

31/08/20 – South Ribble Borough Council – Annual licence fee for St Paul’s Park £423.00 (Cheque no 926).

31/08/20 – Rospa for St Paul’s Park inspection £82.20 (Cheque no 927).

01/09/20 – S Whittam, Clerk’s salary £1,022.50 (Cheque no 928).

05/09/20 – Newgate Nursery plants £58.92 (Cheque no 929).

09/09/20 – Peter Heise wages (3 weeks as was on holiday for 1 week) £659.25 (Cheque no 930).

09/09/20 – C & W Berry for Lengthsman’s materials – bags £17.94 (Cheque no 931).

It was also noted that we had paid the following direct debits: -  
British Gas for BTR field – 26 May (£130.51); 23 June (£117.85); 22 July (£100.51)  
Nest Pension for Clerk – 3 July & 6 August (£54.32)

2) There were no outstanding invoices for payment at the meeting.

### 3) **Report from the internal auditor**

The Clerk reported that the internal auditor had raised no issues other than a couple of questions regarding our payment to ICO for data protection and why we had not claimed back VAT on one of the receipts. The Clerk had explained that the ICO payment was currently £35.00 but this could change, as it was set up as a continuing direct debit. The other question related to a Councillor purchasing on behalf of the Parish Council and had paid cash. There was not an individual receipt in the name of the Parish Council so therefore we were unable to claim the VAT.

It was noted that the accounts were submitted to the external auditor at the end of July and we were still awaiting their report.

4) The Parish Council approved the contribution to Zoom pro (with Grimsargh Parish Council) at a cost of £6 per month in order for remote meetings to be held.

### **153. (19/20) Freedom of Information Policy**

The Clerk had circulated a draft Freedom of Information Policy for approval by the Parish Council and to be published on the Parish Council website. The Parish Council gave consideration on the information that should be provided free of charge and also information that needed to be charged based on the amount of information requested.

It was proposed by Councillor Paul Wharton-Hardman that the first two hours of the Clerk’s time should be free of charge for Freedom of Information requests and also the information as long as this was provided electronically. Any request requiring over two hours of the Clerks time would be charged for the additional hours at the Clerk’s hourly rate and printing would be costed at 10 pence per sheet, if it could not be provided electronically.

This was seconded by Councillor Elaine Robb and unanimously agreed by the Parish Council.

### **Resolved**

- 1) That the draft Freedom of Information Policy is approved by the Parish Council, and a copy is published on the Parish Council website.
- 2) That with regard to the amount of information that should be provided free of charge, the Parish Council agrees that the first two hours of the Clerk's time should be free of charge for Freedom of Information requests and also for the information provided as long as this was provided electronically. Any request requiring over two hours of the Clerks time would be charged for the additional hours at the Clerk's hourly rate and printing would be costed at 10 pence per sheet, if it could not be provided electronically.

### **154. (19/20) Borough Council and County Council reports – for information only**

Councillor Mrs Karen Walton reported that there had been no meetings of the Leyland Community Hub so no progress had been made. She also expressed her concern about the traffic on The Cawsey. It was noted that LALC had organized a meeting of the South Ribble Area Committee via zoom.

Councillor Michael Green referred to the lack of engagement with the community by South Ribble Borough Council and also the consultation on Leyland Town Centre which had only just been published with a 13-day deadline for comments.

There was nothing further to report.

### **155. (19/20) Item of Urgent Business – South Ribble Borough Council Car Parking Consultation**

Councillor Michael Green, Councillor Mrs Karen Walton and Councillor Paul Wharton-Hardman declared a personal interest in this item.

As agreed earlier at the meeting, the Parish Council had unanimously agreed to this consultation being an item of Urgent Business due to the closing date for comments being before the next meeting of the Parish Council ie 20 September 2020. It was noted that the Parish Council had not been consulted directly on this Consultation which was disappointing as it did have implications for car parks in Farington Parish.

The Parish Council expressed concern about the proposals that actually increased the charges to businesses and residents in spite of giving the first hour "free". In particular the Parish Council commented that as we all were still dealing with the covid 19 pandemic which was making life difficult for a number of people, the

Parish Council felt that they could not support any changes that would have a detrimental effect on businesses and residents.

## **Resolved**

That the Clerk is authorised to respond to the South Ribble Borough Council Car Parking Consultation in line with the above comments.

### **156. (19/20) Clerk's Report – For Information Only**

The Clerk reported that the Parish Council had received lovely thank you letters/cards from St Paul's Church for the recent grant for the maintenance of their Church Hall floor; and also, from St Paul's School for the grant for the activity packs for families during the summer holidays.

It was also reported that the lease for BTR field was being chased by Rowland Homes as their Solicitors had been furloughed and some were just returning to work. It was noted that Andy Hill from Leyland Town has been in touch to say he has heard that Lostock Hall St Gerard's will not wish to use BTR after this next season and they would like to be kept in mind if there was a vacancy for the pitch.

The Clerk reported that our insurers said that the cabinet for the defibrillator was caused by general wear and so was not covered by our insurance.

It was noted that we had received the annual inspection report from Rospa on the playground. No major issues were identified but some of the surface tiles were beginning to move due to age and the tarmac is developing a few ruts. Obviously, these would be dealt with when we have the new refurbished playground (update under projects), but it was one to keep an eye on.

The Clerk confirmed that she would contact the British Legion to find out what was happening with the road closures/parade this year.

With regard to the wreaths for Remembrance Sunday it was agreed that five wreaths should be purchased by the Parish Council. It was suggested that the Parish Council logo should be included on the wreaths. The Chairman, Councillor Mike Otter agreed to order the wreaths on behalf of the Parish Council and be reimbursed in due course, he also agreed to ask if the Parish Council logo could be included as suggested.

### **157. (19/20) Next Meeting**

It was noted that the next scheduled meeting was due to be held on 12 October and that this would be held remotely. The Clerk would circulate the link and make this available to the public.