

GOOSNARGH PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
FOLLOWING THE ANNUAL PARISH MEETING
MONDAY 19th MAY 2025
AT 7.30PM IN WHITECHAPEL VILLAGE HALL
A G E N D A

1 ELECTION OF CHAIRMAN

Under the Local Government Act 1972 s15 (1), the first business of the Annual Parish Council meeting must be to appoint a Chairman.

Members are required to elect a Chairman for the next 12 months.

2 ELECTION OF VICE-CHAIRMAN

Members are requested to elect a Vice-Chairman for the next 12 months.

3 APOLOGIES

Members are reminded that apologies should be given in advance of the meeting. If a Councillor is absent for 6 consecutive months, an apology must be approved by Council prior to the 6 months elapsing or the Councillor will be disqualified.

Members are requested to note any given apologies for the May meeting.

4 TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS

Members are required to check and if necessary, update their Member interest forms which can be viewed on the Parish Council website. Any alterations made throughout the municipal year, must be submitted to the Clerk within **28 days** of the change occurring.

Members are required to declare any Interests relating to matters on this agenda.

5 GOOSNARGH & WHITTINGHAM UNITED CHARITY

The Parish Council may nominate a representative to serve as a Trustee to the Goosnargh & Whittingham United Charity.

Members are requested to consider if they wish to nominate a Councillor who must declare the interest on their Member Interest form.

6 ADMINISTRATION

At the start of the new municipal year, Members are requested to confirm the following administrative / financial procedures

- a) Meetings will be held in Whitechapel Village Hall on the **4th Monday of the month at 7.30pm.** (Standing Order 2a)
- b) **Items delegated to the Clerk under S101 of the Local Government Act 1972 include**
 - Making routine decisions on behalf of the Council
 - dealing with emergencies
 - spending small sums of money - not to exceed £100 (Financial Regs 4.5)
 - granting a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business
- c) The Local Government (Electronic Communications) Order 2015 enables a Member to receive the Council summons by email but the Agenda Notice must still be displayed on the Notice Boards. **Members are required to confirm that they are happy to receive papers electronically.**

7 GENERAL DATA PROTECTION REGULATIONS

The Parish Council must comply with General Data Protection Regulations. As part of that process, the Council must adopt and publish the attached Privacy Policy.

Members are required to approve the Privacy Policy Statement and verbally confirm that they understand that they must obtain confirmation before sharing any personal data – which includes residents' email addresses.

8 INFORMATION TECHNOLOGY POLICY

The new audit regime requires that Councils have an information technology (IT) policy.

Members are required to adopt the attached IT Policy which confirms

- a) that any electronic devices to which Council emails are sent, are password protected**
- b) any loss of an electronic device containing Council data is reported to the Clerk**
- c) correspondence and personal contact details must be deleted once a matter is completed.**

9 LALC MEMBERSHIP 2025/26

The Lancashire Association of Local Councils (LALC) provides training, advice and information on local matters. It also services a Preston Area Committee which LALC members can attend to find out more about local matters such as planning or highways.

Members are requested to consider the attached information and decide whether to become Members of LALC at an approximate cost of £200.

If Membership is confirmed, Members are requested to appoint 2 Councillors to attend the Preston Area Committee.

That concludes the governance procedures for the new municipal year.

10 APPROVAL OF THE MINUTES of the meeting held on 28th April 2025

The March Minutes were approved but not signed as the Clerk was not present at the April meeting. **Consequently, the Chairman is required to sign the Minutes of the March and April meetings as a true record.**

11 PUBLIC PARTICIPATION

Members of the public wishing to raise matters in relation to items on this Agenda should raise them here. This is a time limited session at the discretion of the Chairman.

NOTE: The Council cannot make a decision or support a scheme unless the matter has been included on the agenda.

12 2024/25 END OF YEAR ACCOUNTS, INTERNAL AUDIT & ANNUAL GOVERNANCE AUDIT RETURN

The Clerk will present the 2024/25 end of year financial report (*deferred from the April meeting*) and the Internal Audit Report. The Council meets the criteria to claim an exemption from completing a full Annual Governance Audit Review for 2024/25.

Members are required to approve the end of year accounts and the internal audit report. The Chairman is required to sign the Certificate of Exemption - noting that the public rights to inspect the records will be from 3rd June – 14th July.

13 CIL REPORT 2024/25

The Parish Council receives Community Infrastructure Levy (CIL) for new development in the Parish. Funding from CIL must be spent on new infrastructure or improvements to the Parish and the CIL finances should be documented separately from the Parish Council accounts.

- 1) **Members are required to consider and approve the attached CIL Finance Report, detailing income and expenditure during 2024/25 (deferred from the April meeting)**
- 2) **Members are requested to approve the 2025/26 CIL Business Plan which details ongoing projects with estimated costs already considered by the Council.**

a) Speed Indicator Devices

Members are requested to confirm that the SPID will be moved to other locations and provide an update on the Inglewhite Lane pole.

b) Past & Present project

Members are requested to confirm when the signboard will be erected on the Village Green and if they wish to contact the ramblers to launch the walks. (

c) Whitechapel Village Hall requests for funding

Under MIN 24/25.44 Members agreed to use CIL to install solar panels at the Village Hall. The attached email confirms that the plans were unsuccessful and they wish to request that the £4000 is reassigned to improve the toilets.

Members are requested to consider the reassigning the £4,000.

In addition, there will be a second phase of works to improve the wooden floor, surrounds, and decorative finishes. Although quotes not available, **Members are requested to consider if CIL funding could be allocated to the second phase.**

14 FINANCIAL MATTERS

Members are requested to note receipt of the Precept £6,750 and the April CIL payment of £11,627.54.

Members are required to approve the following accounts for payment

April Grounds Maintenance	Nurture	£313.72
Clerk Salary May 2025	J Buttle	£300.54
PAYE	HMRC	£75.20

Goosnargh & Whittingham Festival - The 2025/26 budget includes a donation of £100.

Members are requested to approve the payment.

Under 24/25 MIN 93 Members resolved that the Parish Council will pay for the entertainment costs associated with a VE Day event at the Village Hall up to £500. The costs total £300 and are confirmed as

- £50 - Garstang ukelele band
- £50 - Kings dance academy
- £200 - Lancaster university Folk and Morris group

Members are requested to approve a payment of £300 to Whitechapel Village Hall under S137 of the Local Government Act 1972.

15 INSURANCE

The Parish Council insurance is due for renewal on the 1st June at a cost of **£316.28** This is a minimal increase on last year's renewal.

Members are requested to confirm the renewal of the policy.

16 PLANNING APPLICATIONS

Members are requested to advise if there are any comments on the following summarised planning applications which can be accessed on the application link.

[06/2024/1229](#) Garage and associated works at Half Bridge Barn, Inglewhite Road, Preston,

[06/2025/0460](#) 1no. self-build dwelling following demolition of outbuildings at White Moss Gate, Horns Lane, Preston

[06/2025/0487](#) Permission in Principle for up to 2no. dwellings south of Goosnargh Lane,

[06/2025/0491](#) Listed building consent for replacement windows; replacement conservatory; removal of render & chimney stack Brook Farm, Broadith Lane, Preston

[06/2025/0496](#) Tree works including a felling at Cringle Brooks Barn, Carron Lane, Preston,

17 UPDATE ON EXISTING ISSUES / NEW CORRESPONDENCE

LCC reply to the subsidence concern at Button Street

We noted that there is some surface course deterioration and settlement at this location, but we did not find any underlying issues of concern. However, in light of your further enquiry, we completed a further inspection of this location. As a result, we are going to complete remedial work to the carriageway surface to reduce any surface level defects. We are also going to arrange for a camera survey to make sure there is no subsidence affecting the structural integrity of the bridge. We will then arrange for any necessary remedial action if we deem it appropriate.

Members are reminded of the invitation to attend a rededication of St Francis Chapel by the Bishop of Lancaster on Sunday 25th May at 10.30 am.

18 MATTERS OF CONCERN TO MEMBERS

This item provides Members with an opportunity to raise any new concerns to be actioned by the Clerk or to be added to the next Agenda.

19 DATE OF NEXT MEETING

Monday 23rd June 2025 at 7.30pm in Whitechapel Village Hall.

END