

GOOSNARGH PARISH COUNCIL

A meeting of the Parish Council will be held
on **Monday 23rd March 2026 at 7.30pm**
in Whitechapel Village Hall

A G E N D A

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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 (11)

3. APPROVAL OF MINUTES

Members are required to approve the attached Minutes of the 23rd Feb 2026 meeting.

4. PUBLIC PARTICIPATION INCLUDING POLICE MATTERS

Members of the public wishing to raise matters in accordance with the Council's Standing Orders should raise them here. The length of the adjournment is 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 are routinely invited to every meeting.

5. REPLACEMENT CLERK

Mrs Buttle announced plans to retire as Parish Clerk in Jan 2026 and under MIN 25/26.69 Members resolved to approve the job description and advert. Interviews were held on 16th Feb and as advised under MIN 25/26.81 the Council resolved to appoint Mrs Griffiths.

Unfortunately, due to a change in personal circumstances, Mrs Griffiths withdrew her application, however, Beverley Helme, a former Clerk to Cabus Parish Council, contacted the Clerk about the vacancy. Beverley was interviewed by Cllrs Scambler, Hayton and Butler on the 16th March and they have recommended that she be offered the role of Parish Clerk.

Members are requested to confirm the appointment on the same terms and conditions approved for Mrs Griffiths at the February meeting and Mrs Helme and the Chairman will be required to sign her Contract of Employment.

Both Clerks will attend the March meeting. Mrs Buttle will assist with the Minutes and actions.

Hard copies of the Council documents will be transferred to the new Clerk on the 24th March. Electronic copies including the website and emails will be added to her computer - along with PAYE and bank log in details - allowing Mrs Helme to resume her duties immediately.

Mrs Buttle's employment as Parish Clerk will terminate on the 27th March, however, as previously agreed, she will complete the 2025/26 financial year end and Audit and will invoice the Council separately for this work, at her existing rate of pay.

6. SLCC MEMBERSHIP

The Council currently contributes towards the Clerk's Membership to the Society of Local Council Clerks an organisation which provides training, advice and model templates of documents to assist a Clerk in their role. As the Clerk worked for 2 parishes, the cost was shared pro-rata by both Whittingham and Goosnargh Councils, which no longer applies.

Members are requested to approve a new membership of £116 plus a £10 joining fee.

7. FINANCIAL STATEMENT 1st – 28th Feb 2026

The Chairman is required to verify that the monthly finance statement has been reconciled against the bank statements.

8. MARCH ACCOUNTS FOR PAYMENT

Members are required to approve the following invoices for payment

| | | | |
|-------------------------------|------------------|---------|------|
| Whitechapel Village Hall Hire | Whitechapel Hall | £250.00 | BACS |
| Clerk March Salary | J Buttle | £310.17 | BACs |
| PAYE | HMRC | £77.60 | BACs |
| Jan – Mar Home use | J Buttle | £97.50 | BACs |
| Jan – Mar mileage | J Buttle | £45.00 | BACs |

9. INTERNAL AUDIT ARRANGEMENTS

As part of the conclusion of the 2025/26 financial year,

- a) Members are required to consider whether adequate measures were in place to protect the Council from financial risks by referring to the attached Terms of Reference and the Risk Management Register.
- b) Members are also required to approve the attached checklist, demonstrating that the Council has followed the correct procedures in readiness for the Internal audit.
- c) Members are required to approve S Wiseman as the Council's Internal auditor.

10. CIL PROJECTS

Attached is a copy of the 2025/26 CIL report and Business Plan detailing identified projects.

Members are requested to advise if there are any updates on the itemised projects.

11. NEW CIL REQUEST

The attached letter explains that St James Church, Whitechapel, would like to ask the Parish Council for a CIL contribution towards replacing the church lych gates. A quote for their replacement has been received for £936.00.

Members are requested to consider the CIL request

12. HIGHWAY ISSUES

Members are requested to **note** that

- LCC are yet to reply to the request to erect clearer Give Way or STOP signs at the Silk Mill Lane junction. The case record is CF13289. A reminder email has been sent.
- The proposal to add double yellow lines on Goosnargh Lane near the junction with Willow Grove MIN 24/25.62 was approved by LCCs cabinet on the 5th March.

13. PROW (Public Right of Way) CONSULTATION

As stated on the Feb Minutes, the owner of a property affected by the proposed diversion of a PROW near Goosnargh Oliverson School, contacted the Parish Council stating that the diversion is incorrectly marked on the plans. The matter was referred to LCC who are now querying the historic use of the PROW.

In order to record the route A-C as a public footpath, LCC need to establish that it has been used by the public since 2013. At point C, the path leads in 3 different directions C-D, C-E and C-F – all of which are shown on the **attached** drawing.

LCC have requested that walkers, who have used the marked route to access point C, complete a user evidence form, confirming their direction of travel from point C onwards.

To assist in the collection of information, Members are requested to approve that a copy of the plan and user form can be added to the Parish Council website.

14. PLANNING APPLICATIONS RECEIVED

Members are requested to comment on the following application

[06/2026/0046](#) Installation of car port and demolition of building to allow for creation of storage building and use of curtilage as residential at Woodlands Farm, Bleasdale Road

15. UPDATE ON EXISTING ISSUES / 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.

16. DATE OF NEXT MEETING

Monday 27th April 2026 in Whitechapel Village Hall at 7.30pm.

END