

**GOOSNARGH PARISH COUNCIL  
AGENDA**

**ANNUAL PARISH COUNCIL MEETING**

**MONDAY 20<sup>th</sup> MAY 2024**

**FOLLOWING THE ANNUAL PARISH MEETING**

**AT 7.30PM IN WHITECHAPEL VILLAGE HALL**

**(Please note the earlier date due to the Bank Holiday)**

**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 APPROVAL OF THE MINUTES of the meeting held on 22<sup>nd</sup> April 2024**

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

**5 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.**

**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 4<sup>th</sup> 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**

- Make routine decisions on behalf of the Council
- deal with emergencies
- spend small sums of money - not to exceed £100 (Financial Regs 4.5)
- grant 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.

- a) 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.**
- b) Members are required to verbally confirm that their electronic devices, to which emails are sent, are password protected**
- c) Members are requested to verbally confirm that they understand the need to delete correspondence and personal contact details once a matter is completed.**

**That concludes the governance procedures for the new municipal year.**

## **8 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.

## **9 UPDATE ON ONGOING MATTERS**

### **a) Speed Indicator Devices**

Cllr Butler and the Clerk met with LCC to discuss the Speed Indicator Device locations. A copy of LCC's comments has been issued to Members. LCC engineers are now carrying out a final inspection of the locations. Once approved, the Council will be required to consult the public, authorise the erection of the poles and purchase the SPID.

### **b) Past & Present project**

It was agreed that a site meeting would take place on the 29<sup>th</sup> April to discuss the location of the Past and Present board. Those attending are requested to provide feedback and confirm the next steps for the board to be erected.

## **10 2023/24 INTERNAL AUDIT REPORT AND ANNUAL GOVERNANCE AUDIT RETURN**

At the time of printing the agenda, the Internal Audit report was still being prepared

**If the report is circulated prior to the meeting, Members may be required to consider any observations or recommendations.**

The Clerk will present the end of year financial report which includes the Annual Governance and Accountability Return. (AGAR) Members are reminded that the Internal Audit checklist was approved under MIN 23/24.80 of the March meeting.

Members are required to

**(b) consider and approve Section 1 (Annual Governance Statement) by Resolution in advance of approving the Accounting Statements.**

**(c) consider and approve Section 2 (Accounting Statements) by Resolution**

**(d) ensure both sections are signed and dated by the person presiding at the meeting**

## **11 INSURANCE**

The Parish Council insurance is due for renewal on the 1<sup>st</sup> June at a cost of £294.45. This is a minimal increase on last year's renewal.

**Members are requested to confirm the renewal of the policy.**

## 12 FINANCIAL MATTERS

Members are required to approve the following accounts for payment

Clerk Salary May	J Buttle	£289.01	BACs
PAYE	HMRC	£72.20	BACs
2 x new noticeboards MIN 58	Notice Board Company	£1,181.96	BACS

## 13 COUNCILLOR TRAINING COURSES

LALC are offering the following training courses by ZOOM priced at £65 - discounted to £40 for LALC Members.

- PLANNING FOR PARISH & TOWN COUNCILS - 22<sup>nd</sup> May 2024 - 7.00-9.30pm
- UNDERSTANDING NEIGHBOURHOOD PLANS - 20<sup>th</sup> June 2024 - 7.00-9.30pm
- WHISTLESTOP TOUR FOR NEW COUNCILLORS - 3<sup>rd</sup> July, 2024 - 7.00-9.00pm

Members are requested to advise if they wish to attend

## 14 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.

[06/2024/0415](#) Change of use of agricultural land to residential curtilage including tackle store element of approved holiday chalet at Swallows Barn, Woodfold Farm, Crombleholme Fold

[06/2024/0423](#) 1no. agricultural livestock building in a field adjacent Eaves Green House Farm, Eaves Green Lane.

## 15 NEW CORRESPONDENCE RECEIVED BY THE CLERK

Members are requested to note the attached reply from LCC in relation to drainage concerns

Members are requested to note the following road closures

- The temporary closure of Inglewhite Road on the 20<sup>th</sup> May to enable Openreach to carry out works on their overhead network has been cancelled.
- a temporary closure of Langley Lane on 23/05/24 to enable Openreach on behalf of British Telecom to carry out maintenance works on their assets.
- temporary road closure on Preston Road, Longridge, on 26/05/24 to enable chamber frame and cover works to take place.
- A temporary road closure on Goosnargh Lane, Goosnargh from 23/07/24 to 25/07/24 to enable Network Plus on behalf of United Utilities to install a new customer connection.

## 16 OTHER 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.

## 17 DATE OF NEXT MEETING

Monday 24<sup>th</sup> June 2024 at 7.30pm in Whitechapel Village Hall.

END