

**GOOSNARGH PARISH COUNCIL**  
**AGENDA FOR THE**  
**ANNUAL PARISH COUNCIL MEETING**  
**WHITECHAPEL VILLAGE HALL**  
**MONDAY 22<sup>nd</sup> MAY 2023 FOLLOWING THE**  
**ANNUAL PARISH MEETING**

**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.**

Members may choose to defer the appointment of vice-chair until after item 6 so that co-opted members can be considered.

**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 24<sup>th</sup> April 2023**

**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**

As this is the start of a new municipal year following the 2023 elections, all Members are required to complete new notification of interest forms. 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 the agenda.**

**6 CO-OPTION VACANCY**

Following the Parish Council elections on the 4<sup>th</sup> May 2023, 3 vacancies exist – 1 in Whitechapel ward and 2 in St Mary's ward.

Mr Hayton has requested to be co-opted to the vacancy in Whitechapel ward.

Mr Platt has requested to be co-opted to the vacancy in St Mary's ward – leaving 1 vacancy.

If a further co-option request for the St Mary's ward vacancy, is received in writing by the Clerk before the meeting or by a person present at the meeting, the request may be considered – if not a co-option vacancy must be displayed.

**Members are requested to consider any co-option requests.**

**7 2022/23 INTERNAL AUDIT REPORT AND ANNUAL GOVERNANCE AUDIT RETURN**

The Clerk can't complete the AGAR or arrange an Internal audit as the Bank Account details have not been transferred. The default deadline for submission of these documents is

**Monday 3 July 2023.** Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT) for all financially active smaller authorities.

Under **MIN 560** of the April meeting, it was Resolved that Cllrs Butler, Hayton and Singleton would be account signatories.

**Members are requested to confirm these arrangements and arrange for the electronic signature of the bank mandate as soon as possible.**

## 8 FINANCIAL MATTERS

The City Council has advised that £2,509.40 CIL monies have been paid into the bank account but again, this can't be verified without the bank statement. It is also assumed that the Precept has been received. Outstanding payments include

- £289.50 Parish Council Insurance to Zurich
- Direct Debit mandate to easy website – [www.goosnarghparishcouncil.org.uk](http://www.goosnarghparishcouncil.org.uk)
- £2,509.40 to Nurture for grounds maintenance
- £200.00 to Jess Wight – consultancy research day.  
Details of the consultancy and next steps are still to be confirmed by Cllr Singleton.

## 9 PLANNING APPLICATIONS

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

[06/2023/0525](#) - Change of use of agricultural field to dog walking field including boundary fencing and access gates on land west of, Oak Barn, Goosnargh Lane,

The following applications all relate to Edenfield Farm, Horns Lane.

[06/2023/0482](#) - Single storey extension to agricultural building (Phase 1 of 3)

[06/2023/0484](#) - Single storey extension to agricultural building (Phase 2 of 3)

[06/2023/0483](#) - Single storey extension to agricultural building (Phase 3 of 3)

[06/2023/0475](#) - Agricultural access at Bushells Farm off Mill Lane, Goosnargh

## 10 NEWCORRESPONDENCE RECEIVED BY THE CLERK

- a) NW Preston Rally
- b) Confirmation of the Best Kept Village Entry
- c) Horns Lane Closure 7<sup>th</sup> – 11<sup>th</sup> August
- d) LCC reply re Inglewhite Road bridge damage
- e) LCC reply re Carron Lane Chevron
- f) Invitation to Cllrs to attend Whittingham Festival

## 11 OTHER MATTERS OF CONCERN TO MEMBERS

### 12 TRANSFER OF CLERK'S DETAILS / PAYMENT

**As the following item relates to current and proposed contracts of employment, the public may be excluded at this point under the Public Bodies Admission to Meetings Act 1960.**

Members are requested to note that Mr Saville has made enquiries regarding the conclusion of Mrs Saville's employment. **Members are required to note a legal obligation to issue the P60 before the 31<sup>st</sup> May.** In addition, Mr Saville has asked if there is an outstanding Death in Service benefit which the Clerk is checking.

In addition to the above, **Members also required to confirm the hours and payment rates for the temporary Clerk and advise whether they wish the vacancy to be advertised.**

### 13 DATE OF NEXT MEETING – Monday 26<sup>th</sup> June 2023 at 7.30pm in Whitechapel Village Hall.