

## Haighton Parish Council

### Annual Parish Meeting

Minutes of the Annual Parish Meeting held on 16<sup>th</sup> May, 2022. This meeting was held by means of telephone and e-mail, owing to the continuing pandemic.

### Annual Parish Assembly

A sign inviting members of the public to raise issues prior to this meeting had been displayed on the noticeboard and website for 7 days.

*Items raised by members of the public:* None.

*Minutes of the last Annual Parish Council Meeting held on 17<sup>th</sup> May 2021: agreed as an accurate record of the meeting, then signed by the Chairman.*

### Annual Parish Council Meeting

*Appointment of Chair:* Cllr. Clarke to remain as Chair: proposed by Cllr Jones, seconded by Cllr Leach.

*Appointment of Vice-chair:* Cllr Kennedy to remain as Vice-Chair: Proposed by Cllr Clarke, seconded by Cllr Jones.

*Appointment of signatories of council cheques:* all agreed that Cllrs Clarke, Leach and Jones to remain as signatories.

*Annual Highway Review:*

No problems were reported.

### **Governance:**

- *Review of this Council's Accounting records and Risk Assessment:* it was agreed that all was in order. This has been entered as Appendix 1 to these minutes.
- *Assets:* The list of assets had not changed from the previous year. Entered as Appendix 2 to these minutes.
- *Review of the level of Fidelity Guarantee:* The Zurich policy provides HPC with cover for £25,000.
- *Internal Audit: Review of Effectiveness:* Mr P Derbyshire had carried out the Internal Audit for YE 31.3.22.
- *Review of the Standing Orders of this Council:* All members agreed that these were satisfactory. Entered as Appendix 3 to these minutes. *For appendixes 1-4 refer to the minutes of last year's Annual Meeting.*

### Normal Parish Council Meeting

Minutes of the Parish Council Meeting held on 16<sup>th</sup> May 2022.

*Minutes of the last Parish Council Meeting held on 28<sup>th</sup> March 2022:* Confirmed and signed by the Chairman

*Matters Arising:*

- None

*Correspondence:*

- No issues of any importance to report.

### **Planning:**

*Applications:*

- 06/2022/0353: Outline application for 4no. Dwellings seeking approval for access and layout (all other matters reserved), Summers Farm, Cow Hill. Application No. 06/2021/1044 for five dwellings was proposed for the same

site (actually slightly smaller than for the current application) and subsequently withdrawn last year. Following consultation of all members of the council, it was agreed that HPC should maintain its objection for exactly the same reasons, ie., failure to comply with policies EN1 and EN4 of the Local Plan, and lack of sustainability owing to remoteness from transport links and services. Were this application to be approved, this part of Cow Hill would have the appearance of a suburban street, when viewed together with the 5 dwellings that have already gained approval on the site of the derelict barn and adjacent to it.

- 06/2022/0536: Application No. 06/2022/0260: Proposal: Conversion of an existing garage to 1no. dwelling, insertion of two dormer windows, roof lights and juliet balcony to rear following demolition of existing outbuilding. Site Address: Savick House, Whittingham Lane, Houghton, Preston PR2 5RP. This appeared to be an identical application to 06/2022/0260 which had been refused on 4/5/22, therefore the Clerk assumed members' objection to the application would be unchanged.

*Approvals:*

- None

*Refusals:*

- Application No. 06/2022/0260: Proposal: Conversion of an existing garage to 1no. dwelling, insertion of two dormer windows, demolition of existing outbuilding. Site Address: Savick House, Whittingham Lane, Houghton, Preston PR2 5RP.

*Application Withdrawn:*

- Application No. 06/2022/0206: Proposal: Erection of 1no. storage building and 1no. rural worker's dwelling. Site Address: Land at Clarksons Fold Farm, Cow Hill, Houghton, Preston PR2 5SE.

*Appeals:*

- None

***Meetings:***

- None

***Accounts:***

- The Annual Audit had been prepared by the Clerk.

***Certificate of Exemption:***

- Following agreement by all members of the Council, it was signed by the Chair and by the Clerk. Since HPC has a gross income and expenditure of less than £25,000 and had not violated any of the Audit regulations in the previous year, it satisfies the criteria for exemption and need only publish the audit documents on the noticeboard and website. The Certificate of Exemption must be sent to the Auditor.

***Annual Audit-Statement of Assurance***

- The Annual Governance Statement was completed after discussion of each question and approved by all members. It was then signed by the Chairman and Clerk.

*Annual Audit-Accounts:*

- The accounting statements for YE 31/3/22 were approved by all members and signed and dated by the Chairman and Responsible Financial Officer (the clerk).
- The Annual Internal Audit Report had been completed by Mr P Derbyshire after examining the parish council's accounts.
- The Notice of Appointment of Date for the Exercise of Elector's rights will be displayed along with the Audit documents from 21/6/22 to 29/7/22. The accounts will then be available for inspection by electors between the hours of 4.00pm and 6.00pm .

*The Annual Precept:*

- No remittance advice statement had been received from PCC. However, it is assumed that the precept will be forthcoming.

*Payments:*

- Cheque No.352 for £57.51 paid in favour of LALC for this year's subscription.
- Cheque No.353 for £200.41 paid in favour of Zurich Municipal for the renewal of this years' insurance cover.

*Community Infrastructure Charge Payments:*

- E-mail received from Mr Drew Gough, CIL Monitoring Officer, PCC. He wished to know if HPC's bank account details were the same as those shown in PCC's records in order to transfer £9545.44 for two of the dwellings recently built on land adjacent to The Paddock, Whinfield Cottage, Cow Hill. The two dwellings, 'Benfield' and 'Tomfield' each generated a CIL levy of £4772.72. The Clerk explained to Mr Gough that HPC had no public facilities, such as playing fields, village hall, etc., nor any land on which to create any. Mr Gough said that the money would go into PCC's funds for improvements to Fishergate etc. in Preston city centre.

*AOB:*

- No other matters were raised by any member of the Council.