

## HEATH CHARNOCK PARISH COUNCIL (HCPC) MEETING

Thursday 15 September 2016 at Adlington Community Centre, Railway Road, Adlington

### MINUTES

**Present:** Cllrs Graham Ashworth (Chair), David Carpenter, Robert Davison, Paul Williams, County Cllr Kim Snape and Christine Bailey Parish Clerk

**Apologies:** Cllrs Ian Oakes (Vice Chair), Richard Cornes and Kathy Maidment

**Declarations of Interest:** None

**1. Minutes of 11 August 2016 meeting:** Proposed by Cllr Carpenter, seconded by Cllr Williams and signed by Cllr Ashworth.

#### **2. Matters Arising:**

- a. Repairs completed by LCC to deep potholes and United Utilities to the mains water pipe and missing stop tap following storm damage to the **Bridle Way 86** to rear of 18, Olde Stoneheath Court
- b. Overgrown vegetation on **Footpath 3 to New House Farm** – is being cut (completed since the meeting in LCC's September mowing of Public Rights of Way programme)
- c. Overgrown hedge and vegetation across the footpath from **152 Babylon Lane to Bramble Bank (along the frontage of Shaws land)** - LCC has asked the adjacent land owner/user to take remedial action.
- d. LCC will be asked to require the adjacent landowner/user to cut back the overhanging hedge and vegetation between **216 -274 Babylon Lane**
- e. **Overgrown hedges at 101 and 103, Rawlinson Lane** have been cut
- f. **Remembrance Sunday** – Cllr Williams attended the planning meeting. Two Parish Councillors are to attend the Remembrance Service and Ceremony on Sunday 13 November 2016. **Action** - Clerk to order the wreath and make arrangements

#### **3. Planning:**

- a. **16/00814/FULHH:** Erection of a single storey side extension as an orangery at The Willow 37A Chorley Road Heath Charnock Chorley PR6 9LD. **No objection.**

#### **4. Community Matters**

- a. **Replacement of Parish Notice Board in Limbrick** – The Parish will remove the existing noticeboard to prepare the site on Monday 10 October 2016 ready for the replacement Notice Board to be installed on Wednesday 12 October with notification of the landlord of the Black Horse
- b. **Annual Parish Newsletter** – Cllr Carpenter will prepare draft content for publication in February 2017. County Cllr Snape arranged to distribute it.
- c. **Memorial Stone** – Cllr Ashworth proposed a large memorial stone within a design similar to the Anderton Gateway to be placed on the grassed area at Skew Bridge behind the log roll flower bed. It was suggested that the rank, initial, name and regiment of all the soldiers who died in World War I who were born and/or lived in Heath Charnock would be included. **Action:** Investigation of the potential sign plate; the design, cost and contractor initially liaising with

Anderton Parish; the design, style and cost of the name plate and cost of the names to be recorded; possibility of applying for grant contributions towards the memorial through the South East Parishes meeting and/or the Parish Champions Fund.

- d. Adlington Library** – County Cllr Snape has asked for the LCC decision to close the Library to be called in for investigation at the LCC Oversight and Scrutiny Committee. The LCC decision is being challenged as closure is claimed as a breach of LCC’s statutory duty. Friends of Adlington Library (FoAL), is fundraising to enable the library to re-open. CBC’s position following its Expression of Interest to safeguard the library is to be clarified.

## 5. Finance Update

- a. **Balance at Bank:** Confirmed as £9,757.13 at 24 August 2016 from the August Bank Statement
- b. **Actual expenditure** as at 24 August 2016 is £2,593.90
- c. A **grant of £579** was received from Lancashire Association of Local Councils (LALC) for the Parish to buy its own pc/laptop, scanner, IT software to comply with the requirements of the Transparency Code. Cllr Carpenter is to advise the Parish on what to buy for the Clerk’s use.
- d. **Notice of Conclusion of Parish (external) Audit** for year ending 31 March 2016 – The Clerk informed the meeting that the Annual Return has been approved; the Certificate and documents must be published for at least 14 days on the Parish Web site; be kept to be made available for public access for at least 5 years; and that no fee is required to be paid. The Parish noted the advice that its Responsible Financial Officer (RFO) should not be a Councillor. This situation had only arisen at the year-end as a temporary measure when former Cllr Elaine Adams was appointed as Acting Temporary Clerk from 11 February – 20 May 2016 following the resignation of the previous Clerk and prior to the start in post of the current Clerk who is the RFO.
- e. **Paid since last meet:**
- i. Clerk’s Salary – two months (July and August) -£433.34
  - ii. Clerk’s Parish Mileage- £11.25 and office expenses – stamps and copying -£9.10 = £20.35
  - iii. Heart Internet annual hosting fee – reimburse Alan Styles –VAT only - £6.38
  - iv. £25 donation to Friends of Adlington Library (FoAL)
  - v. 50% deposit to order Limbrick replacement noticeboard (£822 inclusive of VAT), and
  - vi. HMRC for Clerk - two months at £108.33 (July and August) authorised of the Quarter 2 payment due by 19 October 2016 to include the September HMRC payment
- f. **Accounts to be paid:**
- i. Clerk’s Salary – (September) - £233.33
  - ii. Clerk’s Parish Mileage - £11.25 & office expenses: stamps, stationery & copying - £12.20 = £23.45
  - iii. HMRC for Clerk – (September) - £58.33
  - iv. Remembrance Wreath - £18.50

## **6. Correspondence**

- a. Don Hesketh has been appointed as the Anderton Parish Clerk from 6 October following Maureen Price's retirement

## **7. Any Other Business:**

- a. The continuing closure of Chorley Hospital A&E was discussed in light of local and national concerns about the funding for and future of the NHS. The Parish agreed to be part of a proposed letter from all the Parishes in Chorley to Hospital Trustees.
- b. Cllr Carpenter informed the meeting that the wooden steps have been replaced along the Footpath towards the back of Hole House Farm at grid reference SD 603 143.
- c. It was proposed that limestone chippings (MOT type 1) similar to those that have recently been laid on Washfields adjacent to Rothwell's Farm would address the access problems along the footpath at the edge of the fields adjacent to the Golf Club and Skew Bridge. The Parish authorised Cllr Carpenter to consider what is required for this work to be paid for from the budget the Parish was given for footpath maintenance. The Clerk will contact Adlington Town Council for more information.
- d. Cllr Carpenter said signs for the Adlington Circular Walk and the Bridge 72 post are missing. The Parish agreed to replace them within the Heath Charnock stretch. Cllr Carpenter was asked to get a design and cost for their replacement.
- e. **Community Clean-up day** has been arranged and a skip will be placed at the Whitehorse Pub carpark on Saturday 15 October. The Parish will advertise the event for volunteers to get involved.

## **8. Next Meeting:**

**Thursday 13 October at 7.30pm** - at Adlington Community Centre, Railway Road, Adlington

There being no more business the meeting closed at 9pm.

Christine Bailey, Parish Clerk

18.09.16