

HEATH CHARNOCK PARISH COUNCIL MEETING

Thursday 6 August 2020 at 7.30 pm in

Due to the corona virus this meeting was conducted on line by Zoom teleconference facility

Minutes

Attendance:

Cllrs Graham Ashworth (Chair), David Carpenter, Kathleen Maidment, Robert Darbyshire, Tricia Power, County Cllr Kim Snape and Christine Bailey, Parish Clerk.

Apologies Cllrs Ian Oakes (Vice Chair) and Richard Cornes

Declarations of Interest: None.

1. Minutes of 11 June 2020: These were proposed by Cllr Carpenter, seconded by Cllr Maidment and will be signed by Cllr Ashworth on Monday, 10 August 2020.

2. Matters Arising

a. Residents in the 10 households on Lower Rawlinson Lane who agreed to be in the 'Group' to look after the kiosk following adoption have each been given copy of signed Management Agreement between the Group and HCPC, BT's maintenance guidelines and the notice of ownership transfer from BT to HCPC. Cllr Darbyshire is a member of the Group. An adoption notice has been displayed inside the kiosk. **Action:** It was agreed the Clerk would send an email to the lead householder to maintain contact with the Group.

3. Planning: (site and plan proposals by email)

For Comment

a. **20/00632/FULHH:** Single storey rear extension and single storey side/rear extension at Copperbeech, 2 Olde Stoneheath Court, PR6 9EH. HCPC has no concern. **Action: Clerk**

b. **20/00495/FULHH:** Conversion of existing garage into habitable accommodation and provision of additional parking to front at 10 Field Spring Gardens, PR7 4AF. HCPC has no concern. **Action: Clerk**

c. Chorley Council has granted planning permission for **19/01115/FUL:** Erection of 1no. dwelling (following partial demolition of existing stables buildings and demolition of buildings) on land 300 m NE of Holland Fold Farm, Long Lane. HCPC discussed the Case Officer's Report. **Action: The Clerk to request a meeting with the Chief Planning Officer.**

The following decisions were noted where Chorley Council has granted planning permission for:

d. **20/00170/FUL:** Erection of 2no. detached bungalows, following the demolition of existing shed at land 50m south of 3 Mercer Court, PR7 4EE

e. **20/00308/FUL:** Erection of an agricultural building and construction of an access track from existing highway access on Back Lane on land adjacent to Gillette Playing Fields at Weavers Brow

f. **20/00163/FUL:** Erection of 1no. single storey dwelling, following the demolition of existing outbuildings at the rear of Mon Abri, Bolton Road, PR7 4AZ

4. Community Issues

a. Cllr Carpenter has begun the re-design of Parish website to comply with the Government's Accessibility and GDPR Legislation which is effective from 23 September 2020. **Action: Cllr Carpenter was asked for an update at 31 August 2020 and for this item to be considered at the next meeting.**

b. It was noted that the Community Foundation for Lancashire (CFL) Covid 19 programme has awarded a grant to Adlington Town Council to pay for food parcels initially during the school holidays for families in financial hardship and referred by a local school to Living Waters (LW) Storehouse.

c. It was agreed that HCPC meetings would continue to be held remotely using online teleconference facilities given the guidance in the NALC/SLCC check list as at 4 July 2020 for local councils.

5. Financial Update:

It was noted that the:

a. **Balance at the Bank** was £12,738.14 at 24 July 2020 Statement including the receipt of the LCC Foot Path Maintenance Grant 20/21 of £500.

b. Previously approved expenditure debited since 11 June 2020 meeting comprised:

i. Adlington in Bloom 50% contribution to New Road planting - £12.58

ii. Clerk Salary (June 2020) – £288.82

iii. Clerk Expenses (May 2020): Admin: postage £3.66 & mileage £6.75. Total = £10.41

iv. Re-imbursement of Heart Internet costs: Parish web hosting annual fee £57.46 and Clerk email annual premium mail box renewal - £12.00

v. Adlington in Bloom 2020/21 annual donation - £200. AiB has acknowledged its receipt.

vi. HMRC PAYE on Clerk's salary: April – June, Quarter 1- £184.80

vii. Annual Donation to Shop Mobility - £50

c. Approved expenditure still to be debited from the HCPC bank account as part of the 2019/20 year-end accounts: BT Payphones for the adoption of the red kiosk, Rawlinson Lane - £1.00

d. At the 6 August 2020 meeting HCPC **approved the payment** of the following items:

i. Clerk Salary (July £350.42 and August 2020 £350.42) – £700.84

ii. Clerk Expenses (June and July 2020): Admin:£0.00 & mileage £8.25. Total = £8.25

e. **Risk Management Register** was approved for the Chairman to sign after the meeting.

f. **Asset Register 2019/20** was approved to include the adoption of Red Kiosk, Rawlinson Lane.

g. **HCPC CIL Report for 2019/20** was approved as a nil return for signing and for Chorley Council.

h. APL Ltd as the Internal Auditor has carried out **an independent review of the Council's financial management procedures**. APL has signed page 4 of the Council's Annual Governance and Accountability Return (AGAR) 2019/20 and has recommended that a full annual visual inspection of the assets is carried out. This was accepted by the Parish Council for inclusion in future procedures.

i. **HCPC Annual Governance Statement 2019/20 (AGAR, page 5)** was approved for the Chairman to sign, for display on the Parish website and in the Noticeboards to comply with the legislation.

j. **HCPC Accounting Statement 2019/20 (AGAR, page 6)** was approved for the Chairman to sign.

k. **Certificate of Exemption 2019/20** was approved for submission to the external auditor, PKF Littlejohn LLP, London and for display to meet the publication requirements.

l. **Timetable for public display & the six working weeks' notice of the opportunity to request to view HCPC's 19/20 year end accounts** was approved. This will start from 26 August 2020.

6. Correspondence:

a. Local Government Association: Introduction and Model Member Code of Conduct and the public consultation till 17 August 2020 were noted.

b. In the Boro July 2020 which has been previously circulated. This was noted.

c. Consumer Alerts from LCC Trading Standards, July 2020 was noted.

7. Any Other Business:

a. Adlington Town Council request comments from local councils on how the 2020 Remembrance Event might be organised to maintain social distancing requirements. A remotely arranged meeting of the main participants will be held on Wednesday 16 September from 7.30pm to discuss this and to determine how and whether to proceed. An Agenda will be issued. **Action: Cllrs Cornes and Power as HCPC representatives were asked to note the date and time of this meeting.**

b. Cty Cllr Kim Snape suggested that HCPC consider arranging a skip in autumn given that the Spring Clean Up Skip was cancelled due to corona virus. The Keep Britain Tidy campaign dates are 11-27 September. Some concern was expressed given the need for volunteers to staff the skip and in view of social distancing requirements. This item was deferred until the next meeting. **Action: Clerk**

c. It was reported that some acts of anti-social behaviour have taken place within the Parish.

8. Date of Next Meetings: to be held by teleconference and email until further notice:

Thursday 17 September 2020 and Thursday, 8 October 2020.

Christine Bailey,
HCPC Clerk, 23.8.2020