

HEATH CHARNOCK PARISH COUNCIL MEETING

Thursday 8 April 2021 at 7.30 pm

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

Attendance:

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

Apologies: Cllrs Ian Oakes (Vice Chair) and Kathleen Maidment

Declarations of Interest: None.

1. Minutes of 11 March 2021: These were proposed by Cllr Carpenter, seconded by Cllr Power to be signed by Cllr Ashworth after the meeting.

2. Matters arising for information and not on the Agenda:

- a. The AED cabinet has been fitted to A6 front elevation of Frederick's Ice Cream parlour as shown in the attached photographs. Frederick's staff will receive training in its use from NWAS.
- b. Notices of forthcoming elections on 6 May 2021 for Chorley Borough, Lancashire County Council, LCC Police & Crime Commissioner and local (Parish/Town) councils were advertised by Chorley Council in the Chorley Guardian, through individual polling cards and have been displayed in the Parish Noticeboards, inviting nominations by 4pm on 8 April 2021.
- c. LCC PROW Team has confirmed it will reinstate Footpath Sign 9-16-FP33 in Limbrick.
- d. The Clerk has asked LCC PROW Team to re-instate the Public Bridleway 63 sign knocked down by a vehicle at the Wigan Lane entrance onto Sand Pit Lane. LCC PROW Team have acknowledged.

2. Planning:

The Parish Council considered the application below and commented as follows:

a. **21/00072/FUL:** Change of use of the land to a residential Gypsy and Traveller site involving the siting of two mobile homes and five touring caravans and retention of the utility block and access at 2, Heath Paddock, Hut Lane, PR6 9FP. The planning history of the site, Chorley Council's proposal to establish a Gypsy and Travellers site at Cowling Brow and this specific application were all discussed. The Parish Council proposed that a further temporary extension of the previous consent 18/00905/FUL due to expire in July 2021 should be approved to allow the applicant and family to continue to live at Hut Lane under exactly the same terms and conditions until the Cowling Farm site is ready for occupation. This would include authorisation for four touring caravans only. A vote was taken by the Parish Council. Four Councillors were in agreement with one abstention.

4. Community Issues:

- a. The appointment of an external website developer was agreed following a vote of four in favour and one opposed to accept the lowest quote of three to redesign the Parish website to be compliant with the Government's Web Accessibility Guidelines (WCAG 2.1) and GDPR legislation using modern software tools. The lowest quote was accepted at a total cost of £300 for the redesign and £50 for training and initial support during year 1 for the Clerk.
- b. The Parish Council agreed to assist the Residents' Group by paying for the empty kiosk on Rawlinson Lane to be jet washed and for Cllr Darbyshire, as a member of the Group to assess any further essential maintenance required on health and safety grounds or to improve its appearance. The Parish Council will invite ideas for the possible future use of the vacant kiosk. Appropriate actions and an indicative budget will need to be discussed and agreed to support a future grant application. A LCC Champions Grant application might contribute towards further maintenance and/or re-use costs. Cllr Darbyshire said he would talk to the Residents' Group.

c. A draft meeting calendar for 2021/22 were discussed and provisionally agreed. Current UK Government Guidance recommends local councils begin to meet face to face from 17 May onwards subject to social distancing and capacity measures being in place to be Covid compliant and that the public should be invited to join from 21 June 2021 onwards. There were three votes in favour and two against resuming face to face meetings from the June meeting. The possibility of a hybrid meeting was agreed in principle to assist those still shielding. The new Council will discuss this.

d. The Clerk's monthly check on the grit bin at Skew Bridge showed that a small amount of litter is being placed inside the bin each month since December 2020 and Chorley Council is regularly emptying it. The Parish Council believes that the grit bin is located in the best place to site a replacement litter bin. Cllr Snape was asked to talk to Chorley Council's asset management team.

5. Financial Update:

These items were noted as follows:

a. The **balance at Bank** was £9,775.14 at the 25 March 2021 statement received from Virgin Money (formerly Yorkshire Bank in Preston).

b. **Expenditure debited** in the 25 March 2021 Statement from HCPC's bank account comprised:

i. Clerk Salary (March 21) – £350.42.

ii. Clerk Expenses (Feb 21): This invoice was reimbursed in error by the Clerk at the same amount claimed in the previous month as Admin: £6.20 and Mileage: £5.75 = £11.95 (item 5.b.iii of the 11 March 2021 meeting minutes). The actual Clerk Expenses (Feb 21) authorised for payment on 15 March 2021 comprised: Admin: Printer black ink & stationery: £24.47 and Mileage: £7.75 = £32.22. The underpayment of £20.27 was acknowledged and agreed to be paid as item 5.c.ii below.

c. **Expenditure approved** at 8 April 2021 meeting comprised the:

i. Clerk Salary (April 21): Following the meeting the Accountant APL Ltd has confirmed the Clerk's net salary as £308.38 to include the September 2020 CPI inflation figure increase as agreed in the 2021/22 Parish Council budget.

ii. Balance as per bii above from Feb 21 Clerk's expenses on printer black ink and mileage = £20.27

v. Clerk Expenses (March 21): Admin: Laptop repair: £30 and Mileage: £11.50 = £41.50

vi. Reimbursement of the Clerk for the transfer of the Parish Council's website and Clerk's email facility to Winserve to include an initial transfer fee, the annual web host cost and HCPC domain name fees = £85.13, inclusive of VAT.

d. It was agreed that the year-end accounts for the financial year 2020/21 and the completion of **the Annual Governance and Accountability Return (AGAR)** would be prepared for the independent audit and for the Parish Council to approve for submission to the external auditor **no later than Friday 2 July 2021.**

6. Correspondence:

It was noted that:

a. In the Boro April 2020 April Consumer Alerts from LCC Trading Standards and the LCC Winter bulletin w/c 29 March 2021 had been forwarded to Parish Councillors.

b. Chorley Council's consultation response to the proposed changes to the National Planning Policy Framework and National Model Design Code Consultation had been submitted. There was discussion about the possible implications for affordable housing and for the Borough as a whole.

e. The temporary closure for up to 6 months of Footpath 9-16-FP71 in Heath Charnock was noted to allow the Hole House Farm site to be redeveloped for new homes.

f. Chorley Council Neighbourhood Priorities - 2019/20 Project Update Report had been circulated.

g. Keep Britain Tidy National Clean-up campaign would run from 28 May – 13 June 2021.

7. Any Other Business

a. As Chair, Cllr Graham Ashworth thanked the Parish Councillors and Clerk for their support over the last five years. Chorley Council will inform the Clerk whether there will be an election in Heath Charnock Parish on 6 May 2021. If the Parish election is not contested the 6 May meeting date will be retained. Otherwise a revised date would need to be arranged.

8. Date of Next Meetings: subject to 7 to be held by teleconference and email until further notice:
Thursday, 6 May 2021 Annual Parish Meeting at 7pm, the Parish Council Annual General Meeting at 7.10pm and the monthly May Parish Council meeting at 7.30pm

Christine Bailey,
Parish Clerk,
16 April 2021.