

## HEATH CHARNOCK PARISH COUNCIL MEETING

Members of the Parish Council are summoned to the Heath Charnock Parish Council Meeting at  
Adlington Community Centre, Railway Road on THURSDAY 5 MAY 2022 at 7.30pm

### AGENDA

#### Attendance and Apologies:

#### Declaration of any pecuniary interests:

Members are reminded of their responsibility to declare any pecuniary or other interest in respect of any matter contained in this Agenda. If you have such an interest, you must withdraw from the meeting at that point. Normally you should leave the room before the business starts to be discussed. You do however have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case, you must not seek improperly to influence a decision on the matter.

**1. Consideration and approval of 7 April 2022 meeting minutes (enclosed):** Proposer; seconder; signature.

#### 2. Matters arising for information only:

2a. The temporary Closure of Footpaths 9-16-FPS19, 6, 20 Heath Charnock & 9-4-FP1 Anderton, Chorley is required to undertake reservoir safety works on the spillway at Upper Rivington Impounding Reservoir and the applicant is not able to manage safe access during the works.

2b. Plantscape has delivered the half-baskets to Chorley Council's depot for planting and display.

#### 3. Planning: for consideration and comment as a consultee (access via the weekly planning lists)

a. **22/00422/FULHH:** Erection of domestic outbuilding at Hallsworth Manor, Long Lane, PR6 9EG

b. **22/00363/FUL:** Engineering works to construct a level development platform and culverted stream at Hole House Farm, Chorley Road, PR6 9LD

#### 4. Community Issues:

a. Report back from the Adlington and District Queen's Platinum Jubilee Trail meeting of 3 May 2022 on the key points to update HCPC and for discussion:

- i. The QPJ Trail Programme booklet delivery requested by 13 May 2022 across the Parish
- ii. To receive an update on the actual QPJ costs and the pro-rata contribution for HCPC, ATC and APC (see enclosure)
- iii. Any issues arising from the 3 May 2022 joint QPJ Planning meeting.

#### 5. Financial Update:

a. **Approved expenditure debited from HCPC's bank account since the 25 March 2022 Statement:**

i. L Snape £200 – Annual HCPC Newsletter delivery

ii. Clerk net Salary (April 2022) = £300.98

iii. Clerk Expenses (March 2022): Admin: £0 Mileage: 37 miles @ 25ppm = £9.25. Paid as £9.00, with deduction of 25p due to a clerical error made in respect of the previous mileage claim.

iv. PAYE paid to HMRC from April 2022 gross salary =£64.60

b. Chorley Council has confirmed payment of: the precept at £8,200 and an additional CIL payment of £284.07. Neither was received by the 25 April 2022 Bank Statement.

c. **Balance at Bank:** £19,592.14 at 25 April 2022 statement balance. This includes current CIL money of £11,045.46. The balance at the bank excluding CIL is £8,546.68 and before receipt of any income for 2022/23.

d. VAT reclaim for 2021/22 financial year submitted to HMRC for VAT reclaim = £142.32

**e. Expenditure to be approved at 5 May 2022 meeting:**

i. Clerk gross monthly salary of £365.58, to be paid as two payments: Clerk net salary and PAYE to HMRC. APL Accountants Ltd will confirm both payments by the meeting.

ii. Clerk Expenses (April 2022): Admin: £2.50 plastic wallets Mileage: 37 miles @ 25ppm = £9.25.

iii. LCC 6 lamp post inspections, Chorley Road - £330 plus VAT of £66 =£396.00

v. Plantscape for 12 half floral baskets and delivery £507.80 plus VAT of £101.56 =£609.36. Net capital cost proposed to be taken from CIL monies.

vi. Lucy Snape- Delivery of QPJ Trail programme booklet across the Parish =£200

vii. Annual Donations paid in May annually based amounts included in 2022/23 Parish budget for:

- North West Ambulance Service - £250
- Adlington in Bloom - £200
- Adlington Luncheon Club – £100 payment deferred from 2020/21. Club has restarted.
- Shop Mobility - £60

vii. The redecoration of the two benches and the repainting of the Parish Boundary Stones on Chorley Road and at Cowling are all completed by Mr John Makinson as quoted. £265 including all labour and materials.

f. Review revised Risk Management Register as at 31 March 2022 for approval and signing (enclosed)

g. Review Asset Register at 31 March 2022 (enclosed) for approval and signing as part of AGAR page

6. APL accountants has advised that the two benches are added into the 2022/23 Asset Register

g. HCPC CIL Report for 2021/22 – No Expenditure. All CIL retained at £11,045.46 for approval and signing (enclosed)

h. Report from APL Ltd as Internal Auditor page 4 of the draft AGAR (enclosed). Final to be signed

i. HCPC Annual Governance Statement 2021/22: page 5 of the draft AGAR enclosed. Final to sign

j. HCPC Accounting Statement 2020/22: draft enclosed. Final to be presented for approval and signing

k. Certificate of Exemption 2021/22: Draft enclosed. Final to be presented for approval and signing after the independent audit is completed on Tuesday 3 May 2022

l. Timetable for public display & submission of Parish accounts for external verification - 6 week period required from Monday, 6 June 2022 – Friday 15 July 2022

**6. Correspondence:**

a. LCC has said that the GM Clean Air Zone sign on Rawlinson Lane has been agreed for re-location. If the proposal proceeds and the sign is necessary in this area, an alternative location can be found.

**7. Any Other Business**

**8. Date of Next Meetings confirmed as:**

Wednesday, 1 June 2022 (due to the QPJ long bank holiday weekend) at 7.30pm at Adlington Community Centre, Railway Road and Thursday 11 August 2022

Christine Bailey,  
HCPC Clerk,  
30.4.2022