

HEATH CHARNOCK PARISH COUNCIL MEETING

Thursday, 5 May 2022 at 7.30pm held on at Adlington Community Centre, Railway Road.

Attendance:

Parish: Cllrs David Carpenter (Chair), Graham Ashworth, Richard Cornes, Robert Darbyshire, John Donnellon, Tricia Power and Christine Bailey, Parish Clerk.

Apologies received from: Cllr Michelle le Marinel (Vice Chair) and Lancashire County Cllr Kim Snape

Declarations of Interest: None.

1. Minutes of 7 April 2022: These were proposed by Cllr Cornes, seconded by Cllr Darbyshire and were signed by Cllr Carpenter.

2. Matters arising:

HCPC noted that:

- a. 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. The contractor is not able to manage safe public access during the works.
- b. The 12 semi-circular hanging baskets have been delivered to Chorley Council to arrange the planting and display of the baskets by 26 May 2022. Lancashire County Council (LCC) has GN22 certified the six lamp posts.
- c. LCC has confirmed that the Greater Manchester Clean Air Zone sign is to be repositioned into the service strip. No date has been set depending on the future of this initiative.

3. Planning applications: HCPC considered and commented as follows on:

- a. **22/00422/FULHH:** Erection of domestic outbuilding at Hallsworth Manor, Long Lane, PR6 9EG. The Parish Council has no objection providing the outbuilding is for domestic purposes only.
- b. **22/00363/FUL:** Engineering works to construct a level development platform and culverted stream at Hole House Farm, Chorley Road, PR6 9LD. The Parish Council understand this work is an essential requirement. The expertise is with the County Council and the Planning authority to assess this proposal. The Parish Council hopes that the engineering works approved will have sufficient capacity to allow this site to be developed without any adverse impact on the proposed new or existing homes along the stream course to ensure that there is no increased risk flooding.

4. Community Issues:

- a. HCPC considered the main points arising from the Adlington and District Queen's Platinum Jubilee Trail meeting of 3 May 2022:
 - i. The actual and proposed shared QPJ costs and the indicative pro-rata contributions for HCPC, ATC and APC were noted. Cllr Power informed the meeting that some additional costs had been proposed by the QPJ Planning Group to include a joint council donation to LivingWaters Storehouse (Chorley Foodbank) to support struggling families in the District. Cllr Power said she has sourced the Arts Competition prizes at no cost to the local councils from local business sponsorship and/or the former ATC Mayors' Allowance. All QPJ costs are within the HCPC budget.
 - ii. The proposed QPJ joint council oak tree planting will be arranged for autumn and will be costed separately.
 - iii. The Council was invited to the proposed joint council photo to be taken on Thursday 2 June at 10am outside the Library to launch the A&D QPJ long weekend.
 - iv. All Councillors are asked to attend the QPJ activities and are invited to help give out the medallions at the youth engagement sessions and the AJFC Football Tournament, if available.

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 had been received at the issue of 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 prior to receipt of any 2022/23 income.
- d. VAT reclaim for 2021/22 financial year was submitted to HMRC for a VAT reclaim of £142.32
- e. **Expenditure authorised at 5 May 2022 meeting:**
 - i. Clerk gross monthly salary of £365.58, to be paid as two payments: Clerk net salary = £300.98 and PAYE to HMRC of £64.60 as confirmed by APL Accountants Ltd.
 - ii. Clerk Expenses (April 2022): Admin: £2.50 plastic wallets. Mileage: 37 miles @ 25ppm = £9.25. Total paid = £11.75.
 - iii. Lancashire County Council (LCC) for 6 GN22 lamp post inspections, Chorley Road - £330 plus VAT of £66 = £396.00
 - v. G Burley & Sons t/a as Plantscape for 12 half floral baskets (within the LCC lamp post weight limit) and delivery to Chorley Council's depot at £507.80 plus VAT of £101.56 =£609.36. Net capital cost agreed to be taken from CIL monies.
 - vi. Lucy Snape – On completion of the delivery of QPJ Trail programme booklet across the Parish at £200. Cheque issued on 13 May 2022
 - vii. Annual Donations paid in May annually based amounts included in 2022/23 Parish budget for:
 - North West Air Ambulance - £250
 - Adlington in Bloom - £200
 - Adlington Luncheon Club – £100 payment deferred from 2020/21. The Club has restarted.
 - Shop Mobility - £60
 - viii. The redecoration of the two benches near the M61 bridge 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. Photographs taken in support of the Asset Register
- f. The updated Risk Management Register as at 31 March 2022 was approved and signed by the Chair.
- g. The Asset Register at 31 March 2022 was approved and signed by the Chair for the total value to be included in the Annual Governance and Accountability Return (AGAR) on page 6. The location address of the Street Boundary Stone was changed to Reservoir wall, Street Drive. APL Accountants Ltd has advised that the two benches are added into the 2022/23 Asset Register. This was agreed.
- h. HCPC CIL Report for 2021/22 (Regulation 62A). This Report is for Chorley Council. It states that no CIL expenditure was made in the last financial year and that CIL money was retained in full at £11,045.46. The Parish Council approved this Report. It was signed by the Clerk and Chair.
- i. APL Accountants Ltd had completed and signed the Internal Audit report on 3 May 2022, page 4 of the AGAR for the Council to consider. This was noted and accepted by the Parish Council.
- j. The completed HCPC Annual Governance Statement 2021/22, page 5 of the AGAR was approved by the Parish Council and was signed by the Chair and the Clerk at the meeting.

- k. The HCPC Accounting Statement 2021/22 was signed by the Clerk at the end of the Independent Audit on 3 May 2022. It was approved by the Parish Council and signed by the Chair at the meeting.
- l. The Certificate of Exemption 2021/22, page 3 of the AGAR sets out the total gross HCPC annual income and expenditure. It was signed by the Clerk at the completion of the independent audit on Tuesday 3 May 2022. It was approved by the Parish Council and was signed by the Chair at the meeting to be submitted to the External Auditor to confirm HCPC meets the stated criteria.
- m. The timetable for public display & submission of Parish accounts for external verification for the required 6 week period will be from Monday, 6 June 2022 – Friday 15 July 2022 on the Parish Council website. The main income and expenditure documents will also be displayed in the noticeboards.
- n. It was agreed that the Parish Council will need to identify possible initiatives that the CIL monies could be used for. Ideas were invited in the 2022 Annual newsletter. There was no response from the public. It was agreed that this would become a regular Agenda item.
- o. The Clerk reported that she would buy the 6 large lamp post poppies that were unavailable last year and for which she has been paid £18, before RBL experiences this year's peak demand.

6. Correspondence:

- a. A local planning related matter was briefly discussed.
- b. A concern about access along one of the public footpaths in the parish will be referred to LCC.

7. Any Other Business - None

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