

## 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 12 January 2023 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. **CC Community Engagement Officer Alex Roberts** is to outline how HCPC might support or become involved in the proposed development of an Adlington District community food bank/fridge proposal and the 'Warm Places To Go' initiative
2. **Consideration and approval of the minutes of 10 November 2022 meeting (enclosed):** Proposer; seconder; signature.
3. **Matters arising for information only:**
  - a. LCC refund of 2022 hanging baskets not received as at 23 December 2022. LCC has confirmed a major IT financial system upgrade is delaying some payments
3. **Planning: for consideration and comment as a consultee** - <http://chorley.gov.uk/planninglist>
  - a. **22/01079/FULHH:** Single storey rear extension and conversion of integral garage to habitable accommodation at The Nook, Westthoughton Road, PR7 4ER
  - b. **22/01152/FUL:** Erection of stable block (following demolition of existing stable block) on land adjacent to 123, Rawlinson Lane, Heath Charnock
  - c. To discuss HCPC's initial response to the online Central Lancashire Local Plan public consultation by 24 February 2023 to the Part 1 questions (circulated 21/12/22) around:
    - The direction of the emerging policies
    - Development requirements for housing and employment, and
    - Potential site allocations for these uses with links to potential sites in Chorley:  
<https://centrallocalplan.lancashire.gov.uk/media/1195/chorley-site-profiles.pdf> and  
<https://centrallocalplan.lancashire.gov.uk/media/1193/appendix-b-part-3-of-3-chorley-site-proformas.pdf>
    - Online questionnaire for HCPC's response : <https://centrallocalplan.citizenspace.com>
  - d. Neighbourhood Planning: offer of advice and support (circulated 3/1/23)
4. **Community Issues:**
  - a. Discussion of the issues arising and the next steps for HCPC following item 1 above in respect of an Adlington District community food bank/fridge proposal and the 'Warm Places To Go' initiative
  - b. To discuss the cost quote and initial design proposal (requested to follow) for the replacement of Walter's log roll at Skew Bridge with a low rise stone planter, the LCC Section 96 and 144 consents and sketch design required, notification of the land owner and the agreement to use of CIL money (circulated 21/12/22)
  - c. To discuss the feedback from the first joint council planning meeting (11/01/23) to mark the King's Coronation in Adlington District in May 2023, additional involvement from HCPC and the next steps
  - d. To consider ATC's request for HCPC to contribute towards the average weekly cost for two Youth Workers, vehicle & equipment to deliver the Adlington Youth Group at Fairview Youth & Community Centre at £154 x 2hr session per week (approx. £8k per annum). £3k is now secured. Other potential

funding sources include: LCC Champions Grant, LCC Sports and Culture with crowdfunding? Chorley small (budget spent in 22/23) or large community grants.

e. To consider ideas for a Chorley Town East Neighbourhood Area Priority Project 2023, to include a contribution towards the shortfall in annual funding required in 2023 to continue the Adlington Youth Group and to confirm HCPC representation at the hybrid meeting on 30 January 2023 at 6.30pm (circulated 21/12/22)

f. To discuss the Band Hut as a potential asset of community value to the Adlington District and how it might be protected in the future (circulated 18/12/22)

g. To agree the HCPC application for the GN22 stress test licence and fee to be paid in 2023 to secure consent to display the floral hanging baskets on Chorley Road lamp posts nos 34,35,36,37 & 38

h. To discuss the proposals to launch, recruit and manage volunteers to a Parish Litter Pick Group and to brand the high visibility vest as 'HCPC volunteers'.

i. LCC request for examples of joint working across the tiers of Local Government and with Local Councils (circulated 21/12/22)

j. Continuing concern from a resident about the need to restrict traffic speed on Babylon Lane by measures such as a hump or road narrowing (email attached 4.1.23)

K. Request from a resident for support to secure grit for Nickleton Brow to Knowsley Lane to reduce traffic accidents in bad weather and to address concerns around anti-social behaviour

#### **5. Financial Update:**

a. HCPC's bank account balance: at 23 December 2022 Statement: £21,988.61 including a CIL payment of £568.14 received 15 November 2022

b. Updated total CIL budget received at 15 November 22 = £11,897.67. CIL expenditure to date: hanging baskets = £507.81; repainting of 2 benches & 2 boundary stones = £265.00 Total CIL spent = £772.81. Updated CIL budget available: £11,124.86

c. HCPC own account balance in the Bank at 23 December 2022 (less the updated CIL balance) is £10,863.75

d. The Zurich Insurance Policy was taken out at £327.00 to cover the Parish Gateway Stone for 'all risks'

#### **e. Expenditure to be approved at 12 January 2023 meeting:**

i. Clerk gross December 22 and Jan 23 salary per month of £365.58 (latter to be confirmed by APL): Clerk net salary of £300.98 and PAYE to HMRC of £64.60 per month. Total due: net to Clerk £601.96 and PAYE to HMRC = £129.20

ii. Clerk Expenses (November & December 2022): Admin: 8 x second class stamps = £5.44 Mileage: 47 miles @ 25ppm = £11.75. Overall total = £17.19

iii. Reimburse Cllr Carpenter for the HCPC logo enhancement - cost to be confirmed.

iv. Chorley Council annual maintenance of 6 hanging floral baskets – invoice expected before the meeting – Cost £TBC

v. Fee to LCC to apply for a licence in 2023 to display 6 hanging baskets – cost £70.00

vi. HCPC contribution to Adlington & District RS costs 13 November 2022 as invoiced by ATC at £165.56 of a total cost of £844.70 towards the road closure management (less £500 donation), the Band, PA system & refreshments

vii. Information Commissioner's Office annual renewal of HCPC's GDPR/data protection fee due by 24.1.23 £40.00

viii. HCPC webhost and Clerk email to relocate to SiteGround at a year 1 cost of £60.88

ix. HCPC contribution towards the continuation of Adlington Youth Group if agreed - £TBC

**f. Review of key financial documents for 2023/24 proposed at the 10 November 2022 meeting to finalise:**

- i. The Parish Asset Register with the two repainted benches near the M61 bridge; the 12 half-hanging baskets for lamp posts (with the omission of those bought in June 2007); half of the boundary stone, Chorley Road as the basis of the Parish Council's insurance schedule with Zurich Municipal for 2 Dec 2022 to 1 Dec 23 year (enclosed).
- ii. HCPC's actual expenditure in 2022/23 as at 23 December 2022 and as projected to 31 March 2023 (enclosed)
- iii. HCPC's proposed income and expenditure budget for 2023/24, agreement of potential additional expenditure and consideration of the use of Community Infrastructure Levy (CIL) budget available for up to 5 years (separate CIL breakdown enclosed)
- iv. The proposed precept required by the Parish in the 2023/24 financial year
- g. To agree the appointment of Independent Auditor for the 2022/23 year end accounts – APL Accountants at a proposed cost of £150 net of VAT
- h. To approve the Independent Auditor's request to ask the Bank for the monthly bank statements to be dated at the actual month-end (not at 24 or 25 of each month) to facilitate the year-end accounts process and sign letter to notify the Bank (enclosed)

**6. Correspondence:**

- a. LCC's request for views on the operation of 'highways Public Realm Agreements' with responsibility split between LCC and CC. Responses requested by 16/1/23 by the Scrutiny Group (circulated 18/11/22)
- b. LALC online Planning Training session for Parish Councils, 23 February 2023 (circulated 23/11/22)
- c. Cllr Le Marinel LCC has requested HCPC discuss its response to the online resident and stakeholder National Highways & Transport Survey to allow LCC's performance to be compared against other authorities (circulated 27/11/22 with PDF copy enclosed)
- d. To note LCC Cabinet approved new policy and procedures regarding the installation of SpIDs <https://council.lancashire.gov.uk/documents/s204361/Appendix A.pdf> (copy circulated 15.12.22)
- e. To note the joint council QPJ Oak tree has been planted for protection. A name plaque ceremony will be held in spring 2023. Date and arrangements to be agreed.
- f. To discuss the Albany High School public consultation on its proposal from 2024 to retain 15 secondary school places for children from its attached Academy primary school in Horwich with demand exceeding supply places from children in all of the Adlington District council areas in 2022 (circulated 19 /12/22). Southlands HS are also intending to cut their admissions by 30 from Sept 23.
- g. LCC's request for good practice examples of joint working between local councils with the District and County Councils
- h. LCC's online Budget Consultation – comments required by 31 January 2023 (circulated 4/1/23 and attached) for HCPC's views to be agreed
- i. LCC Consumer Alerts, Jan 2023 (enclosed)

**7. Any Other Business**

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

Thursday 9 February 2023 at 7.30pm and Thursday 16 March 2023 and at Adlington Community Centre, Railway Road.

Prepared by Christine Bailey,  
HCPC Clerk, 07 January 2023