

## 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 15 June 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. Consideration and approval of the minutes of 11 May 2023 meeting (enclosed):** Proposer; seconder; signature.

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

- a. Cllr Donnellon met Simon Forster from Chorley Council to agree the proposed location of the public information board at the Wicket Gate, Weavers Brow as on the public highway for visibility.
- b. The Household waste collection event, arranged for Saturday 14 October at the White Horse Pub car park from 8.30am-12 noon, is now being confirmed with the incoming landlord.

#### 3. Planning: for consideration and comment as a consultee - <http://chorley.gov.uk/planninglist>

- a. 23/00458/FULHH: Single storey rear extension and single storey side extension at Yealand, Long Lane, PR6 9EQ
- b. 23/00441/ADV: Application for advertisement consent for the display of 1no. internally illuminated digital LCD (shop menu) display screen at Fredericks Ice Cream, Park Villa, Bolton Road, PR7 4AZ
- c. 23/00400/FULHH: Two storey rear extension at Ivy Cottage, Long Lane, PR6 9EE
- d. 23/00370/FUL: Erection of stables building and siting of static caravan (Retrospective) at Liptrot Farm, Gilbertson Road, PR7 4DJ (previous and proposed site plans enclosed)
- e. To consider whether to raise concern at Chorley Liaison meeting about planning legislation in respect of change of use from stables to residential development and its impact in rural locations.

#### 4. Community Issues:

- a. To receive an update from the contractor for the start on site to replace Walter's log roll with a low rise stone wall planter and on the replacement signage for the former Walter's Log Roll
- b. To discuss the options to plant the two shrubs intended for the rear of the Gateway Stone
- c. To agree HCPC's response to Chorley Council's Housing Assistance Policy consultation due by 19 June 2023 (enclosed)
- d. To consider the notes from the 18 May 2023 meeting and HCPC representation for the follow-up meeting with Mr Pratt, the Deputy Lancashire Police and Crime Commissioner to assess road safety concerns in the Nickleton Brow, Knowsley Lane and Rivington area on Tuesday 27 June 2023 at 2.30pm at Adlington Community Centre
- e. To consider information received on projects in the Adlington District supported by the LANPAC network (to follow)

- f. To consider the update from Chorley Council on the installation of the SpID at Rawlinson Lane and subject to LCC Highway's advice on location whether HCPC wishes to consider the option of a SpID on upper Babylon Lane (see photo enclosed) to reduce traffic speed given the concerns of a resident.
- g. To receive an update from Electricity NW on their request to cut back the horse chestnut tree branches at the Wigan/Rawlinson Lanes junction to free power lines consider whether the Parish Council should take any further action to protect on the trees on the Wigan Lane frontage of the land covenanted to the Parish Council (enclosure)
- h. To receive an update on the Parish Council vacancy currently advertised to be filled by co-option and next steps (enclosure).

## **5. Financial Update:**

### **HCPC's year-end accounts at 31 March 2023**

- a. Review of the Asset Register at 31 March 2023 (enclosed) for approval and signature by the Chair as the total value included in the Annual Governance and Accountability Return (AGAR) on page 6. APL Accountants Ltd has advised that the stone wall planter should be added to the Register on completion in 2023/24 and that the Parish Council should inspect its assets at least annually.
- b. Review revised Risk Management Register as at 31 March 2022 for approval and signing (enclosed)
- c. HCPC CIL Report for 2022/23 to confirm income received and actual net of VAT expenditure for approval and signing (enclosed) and agreement to forward to Chorley Council
- d. Scan of report from APL Ltd as Internal Auditor page 4 of the draft AGAR (enclosed). The signed copy is to be incorporated into the approved AGAR 2022/23 Report for the External Auditor
- e. HCPC Annual Governance Statement 2021/22: page 5 to be approved and signed (enclosed)
- f. HCPC Accounting Statement 2021/22: page 6 to be approved and signed (enclosed)
- g. Certificate of Exemption 2021/22: page 3 to be approved and signed (enclosed)
- h. Timetable for public display & submission of Parish accounts for external verification - 6 week period required from Monday, 19 June 2023 – Friday 28 July 2023 (enclosed)

### **HCPC's current financial position**

- l. To receive an update on the overall balance in the HCPC bank account at 31 May 2023, to verify the receipt of the precept from Chorley Council, a refund of £333 from Adlington District Community Association and the LCC refund of £396 from the 2022 GN22 lamp post consent.
- j. To note the CIL income & expenditure budget in 23/24 (to follow)
- k. To note HCPC's own account balance at 31 May 2023 less the available CIL balance (to follow)
- l. To note the VAT reclaim from HMRC at the 2022/23 financial year-end

### **m. Expenditure to be approved at 15 June 2023 meeting:**

- i. Clerk gross June 23 salary per month of £391.25: as Clerk net salary of £312.25 and PAYE to HMRC of £79.00 per month (confirmed by APL Accountants)
- ii. Clerk Expenses (May 2023): Admin- stationery & postage -£22.45 Mileage: 55 miles @ 25ppm = £13.75. Total =£ 36.20
- iii. Adlington District Community Association – room hire: 13 April 2023 – 14 March 2024 = £276.50

## **6. Correspondence:**

- a. In the Boro – June 23 (forwarded)
- b. Invitation to the Adlington Town Mayor Elect's Civic Service, Sunday 25 June at St Paul's Church to assemble at 10.15am for Service at 10.30am (enclosed)

- c. Items for discussion at Chorley Town East Neighbourhood Area Meeting on Tuesday, 20 June from 6.30-8pm in the Town Hall Committee Room 1 (Cllr Darbyshire to represent the Parish Council)
- d. Chorley Liaison Meeting, Wednesday 19 July at 6.30pm in the Council Chamber or on-line. Agenda items requested by 3 July 2023 (Cllr Ashworth & Clerk to represent the Parish Council)

**7. Any Other Business**

**8. Dates of the next Parish Council meetings confirmed as:**

Thursday 10 August 2023 and Thursday, 28 September 2023 at Adlington Community Centre, Railway Road.

Prepared by Christine Bailey,  
HCPC Clerk,  
7 June 2023