



# COPPULL PARISH COUNCIL MINUTES

**MEETING:** **ANNUAL GENERAL** (continuing with the ordinary Parish Council meeting)  
**WEDNESDAY 10 MAY 2017 - 7.00 P.M.**  
**SPRINGFIELD PARK LEISURE CENTRE,**  
**SPRINGFIELD ROAD NORTH, COPPULL**

**PRESENT:** Parish Councillors **M. Atherton (Elected Chair), N. Ball (Elected Vice-Chair), P. Cobham, D. Cole, P. Eastham, S. Holgate, E. Jones, M. Parkinson, S. Thomson and S. Edwards (Clerk) – Chorley Councillor R. Toon, County Councillor J. Berry**

Action

The presiding Chairman, Councillor Michael Atherton, opened the meeting and congratulated Councillor S. Holgate for being elected as a County Councillor for Chorley Central and Councillor J. Berry for being elected as a County Councillor for Chorley South (Coppull).

## **1. ELECTION OF CHAIR**

PROPOSED: Councillor N. Ball  
SECONDED: Councillor P. Cobham

That Councillor M. Atherton be re-elected as Chairman of the Parish Council. This was unanimously agreed upon.

## **2. ELECTION OF VICE-CHAIR**

PROPOSED: Councillor M. Atherton  
SECONDED: Councillor E. Jones

That Councillor N. Ball be re-elected as Vice-Chair. This was unanimously agreed upon.

## **3. ATTENDANCE/APOLOGIES FOR ABSENCE – Councillors S. Makin (holiday), M. Peel-Impey (another commitment) and Chorley Councillor J. Fitzsimons**

## **4. DECLARATIONS OF INTEREST – DISCLOSURE OF PERSONAL / PREJUDICIAL INTERESTS** (Members of the Parish Council are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda, in accordance with the provision of the Local Government Act 2000) – The Clerk asked that all Councillors check their Register of Interest record and update with the Clerk if necessary.

- Councillor P. Eastham – Item 15.9 - Allotments

### **4.1 DECLARATION OF GIFTS – Councillor Holgate had received £20 from a resident, which he has donated to the Allotment Society.**



**5. DATES OF FUTURE PARISH COUNCIL MEETINGS** – to remain the same, the second Wednesday of each month.

**6. FORMULATION OF COUNCILLORS' AREAS OF RESPONSIBILITY** (distributed to Parish Councillors). To be discussed again when the current vacancies have been filled.

**7. DATES AND FORMULATION OF COMMITTEE MEETINGS AND MEMBERS** – The date of the Management & Finance Committee meetings to remain the same, the fourth Wednesday of the month. Committee members to be agreed at the next meeting on 24 May 2017, together with dates and members for all other sub-committees/outside committees.

**8. AMENDMENT/APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING DATED 26 APRIL 2017** (emailed/distributed to Councillors)

PROPOSED: Councillor N. Ball

SECONDED: Councillor P. Cobham

That the minutes of the above meeting be approved as a correct record.

**9. AMENDMENT/APPROVAL OF THE DRAFT MINUTES FROM THE ANNUAL PARISH MEETING DATED 26 APRIL 2017** - (emailed/distributed to Councillors)

PROPOSED: Councillor N. Ball

SECONDED: Councillor P. Cobham

That the minutes of the above meeting be approved in draft form as a correct record.

**THE CHAIRMAN PROPOSED THAT STANDING ORDERS BE SUSPENDED TO ALLOW OUTSIDE REPRESENTATIVES AND MEMBERS OF THE PUBLIC TO SPEAK** (20 minutes allowed in total).

**10. POLICE REPORT** – None.

**11. COUNTY COUNCILLOR'S REPORT**

- Councillor Steve Holgate stated that the priority at the moment is the elections. The Chairman, Clerk and Cllr Holgate put together a bid for £1300 to be put towards extending the allotments, a further eight plots. This was a last minute bid, but it was delayed due to PURDAH. LCC has now agreed to reinstate the bid and it is in the process of being considered at the moment.

Councillor Holgate has now been elected to Chorley East and Councillor Berry has taken over Chorley South (Coppull area). Cllr Holgate said it had been an absolute pleasure to work with the Parish Council and thanked everyone for engaging with him individually and collectively in trying to achieve joint objectives and he hoped this would continue in the future.



- Councillor Julia Berry stated that the change of administration at LCC has meant that there is now some commitment for keeping open the libraries and funding towards bus subsidies. There is no official commitment as yet.

Cllr Berry stated that she was very keen on allotments being provided throughout the borough and would encourage anyone to grow wherever then can, as it helps to keep them physically active and healthy.

Cllr Berry is worried about the number of children actively engaging in stone throwing and anti-social behaviour and is working with the police to do outreach work within the community, local schools and Chorley Get up and Go. Children appear to be congregating at the rear of the Springfield Pub and outside the Leisure Centre, where they may be able to pick up the free WI Fi.

## **12. BOROUGH COUNCILLORS' REPORTS:**

- Councillor R. Toon stated that a proposal has been put to Chorley Council through the CIL expenditure to put in a footpath at the end of Clancutt Lane to the junction of New Road, at a cost of £6,600, which was felt to be a reasonable amount, but not sure if this includes working with the neighbour and putting up a party wall. It is now up to Chorley Council to see if they give this scheme some priority

## **13. ITEMS INTRODUCED BY MEMBERS OF THE PUBLIC – None.**

County Councillor J. Berry and Chorley Councillor R. Toon left the meeting.

**THE CHAIRMAN PROPOSED THAT STANDING ORDERS BE REIMPOSED AND THE MEETING CONTINUE.**

## **14. NO MANAGEMENT & FINANCE COMMITTEE MEETING HELD IN APRIL 2017**

## **15. GENERAL MANAGEMENT & FINANCE**

- 15.1 Approval of Section 1 & 2 of the Annual Return for the External Auditors. The Statement of Audit (Section 1 & 2) was circulated to all Councillors.

Section 1 – Annual Governance Statement 2016/17 - Members acknowledged that it is their responsibility for ensuring there is a sound system of internal control, including the preparation of the accounting statements, and confirmed that, to the best of their knowledge and belief, it is a correct record.

PROPOSED: Councillor S. Holgate  
 SECONDED: Councillor N. Ball

That Section 1 of the Annual Return – the Annual Governance Statement 2016/17 – be approved as a correct record.



Section 2 – Accounting Statements 2016/17 – Members also confirmed that, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that it is a correct record – unanimous.

PROPOSED: Councillor S. Holgate  
SECONDED: Councillor N. Ball

That Section 2 of the Annual Return – Accounting Statements 2016/17 – be approved as a correct record – unanimous.

15.2 Appointment of Internal Auditor for end of year.

PROPOSED: Councillor M. Atherton  
SECONDED: Councillor M. Parkinson

That the same Auditor who completed the half yearly audit be appointed for the end of year audit. The Internal Auditor will then check the statement and all the associated paperwork and the statement is then forwarded to the External Auditor with any relevant paperwork.

15.3 Monthly Accounts (to be distributed at the meeting). Councillor Makin has undertaken a check of all accounts up to the end of March 2017 and also up to the end of April 2017. There were no concerns.

15.4 Community Infrastructure Levy – a copy of income and expenditure was circulated to all present. A copy to be forwarded to Chorley Council and put on the website.

15.5 Councillors/Chairman’s Allowances. As all members of the council were co-opted, there is no entitlement to allowances. However, it was agreed that mileage would be paid for any council related use, especially for the Chairman who undertakes a great deal of work on behalf of the Parish Council.

15.6 Councillor Vacancies – the vacancy which has arisen following the death of Councillor Stella Walsh will be advertised until 22 May 2017. If an election is not called for, the Parish Council can co-opt. The interviews for all four vacancies to be held after that date, with the Chairman, Vice-Chair and Councillor Parkinson.

15.7 Policies. A list of all policies was distributed to those present. The policies have all been updated with Councillor Peel-Impey, with the exception of the employees’ contract of employments and the sickness management policy – both of these are ongoing.

15.8 Lancashire Countryside Service – Chisnall Hall – joint working agreement. Waiting for further information, to discuss again at the next Management & Finance Committee meeting.

15.9 Allotments Update. Councillor Eastham reported that a seed swap took place over the Bank Holiday weekend. The Police came down



with marker pens and shed alarms and stated that some funding would be available for CCTV cameras. The church official has been asked and would have no problem with this. The Parish Council may also be asked for some funding. A quote to be obtained. Councillor Berry also to be asked in regard to funding.

15.10 Dog Fouling (to be put on every PC agenda until further notice). No problems at the moment due to lighter mornings and evenings.

15.11 Village Grot Spots (to be put on every PC agenda until further notice).

- The Chairman to check if the fencing at the Dr's surgery has been repaired.
- A complaint has been received in regard to the condition of the ginnel adjacent to the surgery. The PC strim three times per year, but LCC has made cut backs to the countryside service. The Chairman to also check this.

## 16. DECISIONS MADE UNDER THE CLERK'S DELEGATED AUTHORITY

(After consultation with the Chair and Vice-Chair) – None.

## 17. PLANNING

### 17.1 Planning Applications:

- App.No. 17/00474/FUL – Morris's Bakery, Baker Street – Removal of existing hedge and erection of a new timber fence – **No objections.**

### 17.2 Planning Decisions:

- App.No. 17/00443/PDE – 124 Spendmore Lane – single storey rear extension – **Awaiting Decision.**

17.3 **19 Springfield Road** – the Clerk had checked back through the minutes and on Chorley Council's website and the Parish Council had placed no objections to a Certificate of Lawful Use in March, but another application had been received whilst the Clerk was off work for a full planning application and this is what Cllr Thomson had objected to.

## 18. HIGHWAYS

18.1 Parking Enforcement Requests (to be put on every PC agenda until further notice).

- Parking is increasingly becoming a problem around the Old Post Office on Chapel Lane. To ask the Police to monitor.
- Newsletter – an anonymous letter had been received complaining about the article in the newsletter stating that no-one has a right
- to park in front of their own property. To consider putting something in the next newsletter in regard to this.



- The planters in front of the Co-op need moving back to enable people exiting from the shop to see oncoming traffic.
- Jolly Tar Lane – a number of HGV's have been using the lane, possibly due to a diversion taking them that way on their sat navs. LCC to be asked if additional signage could be erected.

**19. CORRESPONDENCE / ITEMS FOR DECISION-DISCUSSION – None.**

**20. ITEMS FOR INFORMATION / FUTURE DISCUSSION**

- Coppull Library – The new leadership at LCC is committed to keeping the Libraries open, but the future of the Children's Centre and Youth Club is still not certain.
- There is a fund raising day for charity at the Leisure Centre on 25 June 2017. Any help would be appreciated.
- Fun Fair – an enquiry has been received in regard to holding a fun day, completely organised by the fun fair owners, who would give a donation to the Leisure Centre Charity. An event licence would be needed and advertising put up, but otherwise the event itself would be organised by the fun fair owners. More information to be obtained and to consider again at the M&F meeting.
- Councillor M. Parkinson thanked the Chair and Vice-Chair for all the work they have done over the last year, and also the Clerk and all the staff.

**THE CHAIRMAN CLOSED THE MEETING AT 7.50 P.M.** Councillor Holgate left the meeting at 7.40 pm due to another commitment.

**Dates of next meetings:**

Wednesday 24.05.17: 7.00 pm Management & Finance

**WEDNESDAY 10.06.17: 7.00 pm PARISH COUNCIL**

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**Councillor M. Atherton**  
**Coppull Parish Council Chairman**

