



# COPPULL PARISH COUNCIL MINUTES



**MEETING: PARISH COUNCIL  
WEDNESDAY 19 OCTOBER 2022 - 7.00 P.M.  
SPRINGFIELD PARK LEISURE CENTRE, COPPULL**

**One minute's silence in respect of HM The Queen and Councillor Nora Ball**

**PRESENT:** Parish Councillors Marjorie Parkinson (Vice-Chair/Acting Chair), Pauline Cobham, Neil Coggins, Matthew Crook, Steve Holgate, Elaine Jones, Sheila Makin, Lynne Moores, Maggie Peel-Impey, Susan Edwards (Clerk)

- 1. ATTENDANCE/APOLOGIES FOR ABSENCE** – Parish Councillors Michael Atherton (Chair-holiday), Jan Colecliffe (working), Paul Eastham (ill health), Paul Taylor (working), Ash Whittaker (working), Chorley & County Councillor Julia Berry (another meeting) and PCSO Julie Belshaw

Cllr Ashley Whittaker has missed six consecutive meetings due to a new job and the Parish Council **RESOLVED** to give him a dispensation due to this.

- 2. 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) – **None.**

**2.2 DECLARATION OF GIFTS** – None.

- 3. AMENDMENT/APPROVAL OF THE MINUTES OF THE LAST MEETING HELD ON 11 AUGUST 2022 – NO MEETING IN SEPTEMBER 2022**  
(emailed/distributed to Parish Councillors)

PROPOSED: Councillor Maggie Peel-Impey

SECONDED: Councillor Pauline Cobham

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

**THE CHAIRMAN PROPOSED THAT STANDING ORDERS BE SUSPENDED TO ALLOW OTHER BODIES AND MEMBERS OF THE PUBLIC TO SPEAK - AGREED.**

- 4. POLICE REPORT** – PCSO Julie Belshaw had informed the Clerk that she will be at Coppull Library on Monday 24 October between the hours of 9.30 am and 12.30 pm. Anyone can go down and have a chat regarding any problems.

There had been a recent article on the BBC in regard to an assault on a child in Chorley. PCSO Julie Belshaw stated that it wasn't mentioned on the programme that this had been ongoing over 12 months, nine cautions had been issued, four youth cautions and four referred to the youth offending team.

Statistics for July are:

- Anti-social behaviour – 15
- Violence and sexual offences - 19
- Criminal damage and arson – 10
- Public order 3

This is not a great deal different from last month.

All this information can be found on the Police website:

<https://www.police.uk/pu/your-area/lancashire-constabulary/coppull>

**5. COUNTY COUNCILLOR'S REPORT** – Cllr Holgate reported in the absence of Cllr Berry, on the subject of the Green Agenda and Eco Clubs. How to advise schools about this and information on how to get funding and grants, to promote a cleaner environment. A notice of motion will go to LCC to obtain the means to communicate with schools with a view to being carbon neutral.

**6. ITEMS INTRODUCED BY MEMBERS OF THE PUBLIC** – None.

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

## **7. GENERAL MANAGEMENT/FINANCE**

7.1 Accounts to end of September 2022 (emailed to Parish Councillors). Cllr Makin had undertaken a check of the last three months and raised three queries, which were ratified with the Clerk. It was **RESOLVED** that the Internal Auditor now undertake the 6 month Internal Audit.

7.2 External Audit 2021/22 – Interim Report received (sent with agenda to Parish Councillors). An Interim Report has been issued due to the following reason as stated at Section 3 of the AGAR - External Auditor Report and Certificate 2021/22:

“We have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements” – PKF Littlejohn.

7.3 Option to opt out of Gov. External Auditor (information sent with agenda to Parish Councillors). For the first time there is an option to opt out of the government's appointed External Auditor. However, the key implications are:

- An opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;

- The appointed auditor **MUST** be a registered auditor as defined by the Companies Act and a member of the Institute of Chartered Accountants (England and Wales);
- An opted-out authority **MUST** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA).
- An opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contact, including any disputes and any independence issues that may arise.
- An opted-out authority **MUST** ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting regulations.
- Any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022, will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in addition costs of £300.

**RESOLVED** – That the council remain opted-in to the auditor appointed by the government.

7.4 Personnel Reviews (sent with agenda to Parish Councillors). The reports were **RATIFIED** by the council. The Clerk has completed the basic training for the General Power of Competence and it was **RESOLVED** that the Clerk register for the Certificate at a cost of £30.

7.5 Local Government Pay Award 2022 (update). The offer from the National Employers Union for local government services for the year 1 April 2022 to 31 March 2023 is:

- From 01.04.2022 an increase of £1,925 on all NJC pay points 1 and above;
- From 01.04.2023 an increase of one day to all employees' annual leave entitlement;
- From 01.04.2022 the deletion of pay point 1 from the NJC pay spine.

This offer has been rejected by the Unions and a further update will be available after 26 October 2022.

The Clerk had also been sent some information on Salary Sacrifice, which is an arrangement between an employee and their employer to reduce their pay by the same amount as their pension contributions. In return, the employer agrees to pay the total pension contributions. Using salary sacrifice means the employee pays less tax and both the employee and employer pay less National Insurance.

The council were in agreement with this in principle, but the Clerk to obtain further information before a decision is made.

7.6 Vacancy due to the death of Cllr Nora Ball – advertised until 26.10.22. After this date, if an election has not been called for, the Parish Council can co-opt. As all councillors are up for election in May next year and some councillors have indicated that they will not be standing again, it was **RESOLVED** to highlight the role of Parish Councillors in the next newsletter.

7.7 New Dignity at Work Policy (Civility & Respect) – update – online course for the Clerk £15 (10.11.22). The online form to sign up to this pledge (as previously resolved to do) has to have all the statement ticks. The Clerk asked if the council agreed to the following statement:

“Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council, e.g. via the Local Council Award Scheme”. It was **RESOLVED** to agree to this.

7.8 Tree Survey – cost of taking down or crown reducing:

- Tansley Play area – two trees £550
- Allotments – 1 large tree £800
- Jubilee – multi trees £2,000

It was **RESOLVED** to obtain further quotes for this work.

7.9 Neighbourhood Plan update – consideration of not having a Parish Councillor as Chair, change to Terms of References. It was **RESOLVED** to change the Terms of Reference to take out that the meeting must be chaired by a member of the Parish Council, as this is proving difficult. However, the committee has to have a chairperson appointed. The date of meetings also to be clarified and amended on the Terms of Reference and the Parish Council will still have overall control on policy making and spending. Councillor Parkinson reminded those present of the Parish Council’s commitment to support the Neighbourhood Plan and it was therefore agreed to arrange a meeting between councillors and the committee to ascertain what commitment they need from the Parish Council going forward. To also ascertain why there has been no support from Chorley in terms of finance.

7.10 Leisure Centre - Signs needed for CCTV (on poles) and No climbing on Flat Roof – main roof leaking again. The poles now have signs on for CCTV, but there are no signs for the CCTV operated from the Leisure Centre. It was **RESOLVED** that signs be obtained, together with signs for the flat roof and for anti-climbing paint.

It was **RESOLVED** to obtain a survey of the main roof and flat roof of the Leisure Centre, as it has been raining in again.

It was **RESOLVED** to instruct an electrician to check all the electrics where the rain has come in and the fire door near the kitchen needs to be repaired as a matter of urgency.

7.11 School Governor Vacancy at St. Oswald's School. The Bursar had asked if anyone from the Parish Council would like to be a school governor. This is open to the general public and it was **RESOLVED** to advertise in the notice boards and website if the school requires this.

7.12 Remembrance Day – Donation towards wreath and refreshments – purchase of lamppost displays. It was **RESOLVED** to give a donation of £100 towards the wreath and refreshments and also to purchase a number of lamppost displays.

The Mayor of Chorley is inviting members of the Parish Council to join her in the Civic Party for Remembrance Sunday, taking place in Astley Park. Cllr Moores and Cllr Parkinson will attend.

7.13 Newsletter – deadline for winter issue 1 November 2022 and offer from Rev Hornby to help with the delivery of the newsletter. Councillor Parkinson pointed out that not all of the newsletters from the Jubilee event were delivered last time and, therefore, it was **RESOLVED** to go back to the delivery company for the next newsletter. Rev Hornby to be informed that a price could be obtained for sending out his Christmas cards with the PC newsletter if he so wishes.

7.14 New Village Hall – contract (emailed separately to Parish Councillors). The Council approved the contract, but to check with the Solicitor if there is a penalty clause for the building not being finished on time. However, it was felt that this clause should have quite a bit of leeway, as the build is during the winter months.

7.15 Current Village Hall – Emptying prior to demolition (1.11.22). Space will be made in the container at the Leisure Centre to keep any items from the hall, e.g. the cooker, fridge, microwave, etc. The builder will transport these items to the Leisure Centre prior to demolition.

7.16 Consideration of 10 year lease to Chorley Women operating from Coppull United Football Club, to enable them to obtain grant funding from the SA National League – This has been approved in principle, but still awaiting response from Solicitor

7.17 A1 Fitness update. After a lengthy discussion, it was **RESOLVED** unanimously to halve the rent to A1 Fitness for a three month period due to the current economic situation. A new advert to also be placed in the next newsletter.

7.18 Provision of Warm and Welcoming spaces (emailed separately to Parish Councillors). There are numerous places in Coppull that are providing warm spaces during the winter. A list of those to be collated and forwarded to LCC.

**8. DECISIONS MADE UNDER THE CLERK'S DELEGATED AUTHORITY** (After consultation with the Chair and Vice-Chair – delegated to make low key decisions on behalf of the Parish Council due to Covid-19 – maximum spend £500 – now raised to £1,000)

- Mr R. Murray - Emergency repair to roller shutter at A1 Fitness - £150
- Two new Union Jack Flags £187 inc. vat

- Book of condolence £36

The Parish Council **RATIFIED** the above decisions.

## 9. PLANNING (Cllr. Coggins)

### 9.1 Applications:

- App.No. 22/00920/OUT – Land between 68 and 80 Preston Road – Outline application for the erection of two detached dwellings with all matters reserved – **RESOLVED** – to **SUPPORT** this application.
- App.No. 22/01018/FULHH – Longmede, Church Fold – Part first floor side/front extension, including front gable, 2 no dormers to front and single rear dormer attached to single storey rear extension with balcony above (following demolition of existing conservatory and single storey side extension). Some concerns regarding overlooking, **RESOLVED** to remain **NEUTRAL**.
- App.No. 22/00795 – 85 Hurst Brook – Two storey side extension, single storey rear extension, including demolition of existing garage. The plans were not available last month – **WITHDRAWN**.
- App.No. 22/00927/FULHH – 24 Sunny Brow – Erection of a two storey side extension, single storey rear extension and front bay projections, following the demolition of an existing garage. **RESOLVED** to remain **NEUTRAL**.
- App.No. 22/01030/CLPUD – 25 Grange Drive – Application for a certificate of lawfulness for a proposed single storey rear extension. There is no need for a Parish Council to comments on a CLPUD, but the Parish Council **RESOLVED** to **SUPPORT** this application.

### 9.2 Decisions:

- App.No. 22/00693/FULHH – 23 Shelley Close – Front boundary fence, 1.524m in height and front gate, 1.7m in height (retrospective) – **REFUSED**.
- App.No. 22/00713/FUL – 43 Wigan Lane – Erection of detached carport/garden store and detached outbuilding and formation of timber decking patio area (following demolition of existing outbuildings) – **WITHDRAWN**.
- App.No. 22/00711/FULHH – 43 Wigan Lane – Single storey side/rear extension, first floor rear extension, new pergola and raised patio with glazed balustrade to a maximum height of approx. 1.1m (following demolition of existing extension) – **GRANTED**.
- App.No. 22/00738/FULHH – 20 Clayton Gate – Single storey rear extension, single storey side extension (garage) and first floor rear dormer – **GRANTED**.

- App.No. 17/00529/OUT – 122 Chapel Lane – Outline application for up to 4 dwellings, following demolition of existing dwelling and outbuildings (with all matters reserved) – **GRANTED.**
- App.No. 22/00771/TPO - 53 Pear Tree Avenue – Application for works to a protected tree – T1 Oak – crown reduction of 2 metres and crown raise to 4 metres above ground level – **GRANTED.**
- App.No. 22/00797/FULHH - 8 Chapel Way – Conversion of integral garage to habitable accommodation and provision of 2 no off street parking spaces – **GRANTED.**
- App.No. 22/00787/FULHH - 65 Pear Tree Avenue – Part two storey, part single storey rear extension and detached garage – **GRANTED.**
- App.No. 13 Chapel Way – Conversion of integral garage to habitable accommodation. There is sufficient parking spaces and it has no impact of neighbouring properties. From August meeting, it was **RESOLVED** to support this application – **GRANTED.**
- App.No. 22/00874/FULHH - 12 Pleasant View – Single storey rear extension and associated works – **GRANTED.**
- App.No. 22/00811/FULHH – 16 Coppull Moor Lane – Removal of existing monopitch roof covering garages, stables and stores and replaced with new dual pitch roof finished in slate – **GRANTED.**
- App.No. 22/00764/FULHH – 83 Hurst Brook – Erection of 1.8m high boundary fence to side boundary of property (retrospective) **GRANTED.**
- App.No. 22/00788/FULHH – Fiddlers Nook Farm, 46 Jolly Tar Lane – Erection of detached outbuilding following demolition of existing outbuilding – **REFUSED.**
- App.No. 22/00795 – 85 Hurst Brook – Two storey side extension, single storey rear extension, including demolition of existing garage. The plans were not available last month – Application **WITHDRAWN.**

**9.3 To consider** any planning applications received after publication of this agenda for which a response is required prior to the next meeting.

- App.No. 22/01043/FULHH – 292 Chapel Lane – Erection of detached garage/workshop (following demolition of existing outbuilding) – No concerns, **SUPPORT.**

## **10. HIGHWAYS**

10.1 LCC – Traffic Regulation – Notice of Proposal – Roe Hey Drive – To introduce a prohibition of stopping on school keep clear markings Monday to Friday, between 8am and 6pm, as shown on map. An email had been received from a local resident in regard to people

taking no notice of the zig zag signs. This is now a matter for Police enforcement and the resident to be asked to inform the police.

## 11. CORRESPONDENCE / ITEMS FOR DECISION

- 11.1 The Planning Inspectorate – Subway, Spendmore Lane to Station Road – Notification – 11 October 2022 at 10.00 am for two days, at Buttermere Community Centre, Buttermere Avenue, Chorley PR7 2LG – Adjourned until Tuesday 14 March 2023 (venue to be confirmed – Coppull venue requested). The Inquiry was adjourned as Network Rail had been informed too late to submit a response.
- 11.2 LANPAC (information sent with agenda to Parish Councillors) – Lancashire Partnership Against Crime. An invite had been received to become an associate member of LANPAC, but the Parish Council declined, as they could not see what benefit it would give to Coppull.
- 11.3 Parish & Town Council Conference – 12 November 2002 at County Hall, Preston (in person or on zoom) - (information sent with agenda to Parish Councillors). Councillor M. Parkinson and the Clerk will attend in person.

## 12 ITEMS FOR INFORMATION / FUTURE DISCUSSION

- 12.1 Dial a Ride Community Transport – volunteer drivers required (information sent with agenda to Parish Councillors). As the volunteer drivers would be using their own vehicles and have to undertake a DBS observed drive and only receive 40p per mile in expenses, it was felt that this would not be feasible for the majority of people.
- 12.2 LCC – Attachments to Lighting Column. LCC have made a new policy for anyone wishing to apply to put up signs, bunting, Christmas lights or hanging baskets. The key features include the introduction of a £70 charge for each application (not each column) and the licence will last for three years, with certain conditions attached. The licence must be applied for at least 10 weeks in advance.
- 12.3 The Parish Council’s volunteer, Bill Bailey, is retiring. He has been a very valuable asset to the Parish Council, having volunteered for many years to keep the Memorial Garden looking perfect. It was **RESOLVED** that Bill be presented with a gift to mark his retirement and that an advert be put in the next newsletter asking for a volunteer to carry on his work.

The Chairman closed the meeting 8.45 pm.

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**Councillor Marjorie Parkinson**  
**Vice-Acting Chair**