



COPPULL PARISH COUNCIL MINUTES



**MEETING: PARISH COUNCIL
WEDNESDAY 14 DECEMBER 2022 - 7.00 P.M.
SPRINGFIELD PARK LEISURE CENTRE, COPPULL**

One minute's silence in respect of Councillor Paul Eastham

PRESENT: Parish Councillors Michael Atherton (Chair), Marjorie Parkinson (Vice-Chair), Jan Colecliffe, Steve Holgate, Ken McCrea, Lynne Moores, Susan Edwards (Clerk) and Ryan Towers (Chorley Councillor)

1. ATTENDANCE/APOLOGIES FOR ABSENCE – Parish Councillors Neil Coggins (no child care), Pauline Cobham (ill), Matthew Crook (prior commitment), Elaine Jones, Maggie Peel Impey (No transport), Paul Taylor (working) Chorley and County Councillor Julia Berry (Mayoral duty)

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)

- Councillor Steve Holgate, Item 7.12

2.2 DECLARATION OF GIFTS – None.

3. AMENDMENT/APPROVAL OF THE MINUTES OF THE LAST MEETING HELD ON 9 NOVEMBER 2022 – (emailed/distributed to Parish Councillors)

PROPOSED: Councillor M. Parkinson

SECONDED: Councillor S. Holgate

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 – No report available. Statistics for October from the website are:

- Anti-social behaviour – 7
- Violence and sexual offences - 12
- Criminal damage and arson – 6
- Shoplifting - 3

This is a significant decrease in crime statistics, the lowest since November 2021.

All this information can be found on the Police website:
<https://www.police.uk/your-area/lancashire-constabulary/coppull>.

- 5. DISTRICT COUNCILLOR'S REPORT** – Councillor Towers wished to address the Parish Council on behalf of the Good Food Club. This is a vital service for residents, run by volunteers and takes place every Wednesday morning at the Methodist Church. Once a month there is a meal for people and activities and advice available every week. It is friendly and inviting, like a family group. There is a membership fee of £10 and for £4 per week residents receive at least £30 to £40 of food which would normally just be thrown away. This is saving food waste, the food comes from supermarkets, Fairshare and some is bought in.
- 6. ITEMS INTRODUCED BY MEMBERS OF THE PUBLIC** – Representatives from Chorley Buddies attended the meeting to address the council in regard to the Good Food Club. The club was set up on 22 March 2022 to stop food waste and is very successful, with 170 members in Coppull. This is not a food bank. The club also offers activities, advice, snacks, raffles (at no cost) and occasional meals. Jigsaw Housing support the club. Due to the success of the club, they are outgrowing their current premises (Methodist Church) and wanted to ask if the Leisure Centre could accommodate them. It was not felt that it would be suitable, but a meeting to be requested with the Trustees and Managers, as they lease the building off the Parish Council. The British Legion also to be contacted, as it was felt that this would be a more suitable venue.

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

7. GENERAL MANAGEMENT/FINANCE

- 7.1 Resignation of Councillor Ash Whittaker. Ash is stepping down due to a change of job and personal reasons, but wished to thank the Parish Council for the opportunity to be a Parish Councillor. Chorley Council has been informed and the vacancy will be advertised by them. If no one calls for an election (ten residents) the Parish Council can co-opt or leave the vacancy open until the local elections in May 2023.
- 7.2 Completion of External Audit 2021/22. The final report has now been received and the following points raised:
- The smaller authority failed to approve the AGAR in time to publish it before 2 July 2021 – Response: this was due to it not being received back from the IA of which the External Auditors were notified.
 - The smaller authority did not comply with regulation 15 of the Accounts and Audit Regulations 2015, as it failed to make proper provision during the year 2022/23 for the exercise of public rights, since the approval date was after the start of the that period – Response: As the AGAR was late in being sent it, the dates were also late. However, it was still advertised in the

noticeboards and on the website and accounts were available for anyone who wished to view the accounts.

- Section 2 was not signed by the RFO before approval – Response: it was clearly signed by the RFO and this can be demonstrated from when it was sent by email to the External Auditors.

Members present noted the report from the Auditors.

The invoice has now been received for £400 plus vat. There are no additional fees in relation to the above points.

- 7.3 Notification of external auditor appointment 2022-23 for a five year period until 2026-27. PKF Littlejohn (the current External Auditors) have been appointed for a further five years by government.
- 7.4 Budget/Precept 2023/24 (1st draft sent with agenda to Parish Councillors). A discussion ensued on the budget and whether to put any more money into the precept to build up reserves. It was **RESOLVED** not to do this and to accept the budget as it is for the precept.
- 7.5 Receipt of £108.00 CIL funding from Chorley Council. Noted.
- 7.6 Personnel Meetings (sent with agenda to Parish Councillors). Noted, no concerns.
- 7.7 Consideration of Christmas Bonus for employees. It was **RESOLVED** to pay the same bonuses as last year, with the exception of the Gardener (£40 instead of £30), as follows:
- Clerk - £80
 - Full-time Lengthsman - £50
 - Part-time Lengthsman - £40
 - Self-employed Gardener/Handy man - £40

The above to be paid in goods or vouchers.

- 7.8 SLCC Meeting (Clerk). This was on Zoom and covered the branch expenditure, Working Together progress on LALC/SLCC protocol and LCC and Membership. Noted.
- 7.9 Better Working Together (LCC) and Funding applications. The Vice-Chair and Clerk attended this event and gained information on the Lancashire Culture and Sport Fund, which is crowd funding with match funding from LCC. The Clerk to submit an application for the Picnic in the Park event next year. There are other sources of funding available and the Clerk will also look into these.
- 7.10 Civility & Respect – Model Councillor-Officer Protocol (sent with agenda to Parish Councillors). It was **RESOLVED** to accept the Councillor-Officer Protocol in full.

7.11 New Village Hall update – meeting report (sent with agenda to Parish Councillors) & invoice from Solicitors £834.00 including vat. Cllr Crook had received another quote for the building inspector visits, but as the inspector from Chorley had already started with the demolition and foundations, he had to continue. However, Chorley Council were cheaper. The foundations have been dug and passed by Chorley Council. No mortar can be put in at the moment due to the very cold weather. Another meeting to be scheduled in the New Year.

RESOLVED – that the invoice for the Solicitor be paid. The charge was at £150 per hour, discounted from £215 per hour.

7.12 Newsletter – proposed increase for adverts. It was **RESOLVED** that the adverts would increase slightly for next year. Current advertisers to be informed that the price is to be increased and why.

7.13 Allotments – proposed increase for annual fees. It was **RESOLVED** that the Clerk check with the contracts in regard to the fees being put up, especially at this difficult time.

7.14 Neighbourhood Plan update (summary sent with agenda to Parish Councillors). Julian Jackson has now retired from the Committee as originally planned. A new consultant has been appointed by Chorley Council to help steer the group. More committee members would be helpful.

7.15 Picnic in the Park update – Sunday 11.06.2023. Organisation is now underway, but more volunteers are needed. It was suggested to contact the Lancashire Girl Guides, the Chorley Buddies and to look into time credits.

7.16 Volunteer Awards – Freedom of the Parish. It was **RESOLVED** not to look into this and that time credits would be much more useful.

7.17 Chorley Council, Neighbourhood Priorities Youth Activity Scheme in Coppull – approval of terms and conditions (sent with agenda to Parish Councillors). It was **RESOLVED** to approve the terms and conditions for this scheme.

7.18 Coppull United FC Proposed Extension – authorisation to apply for planning permission on behalf of the club. It was **RESOLVED** that the Parish Council put in the application on behalf of the club.

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)

- Computer Monitor £199.00 – the monitor had stopped working and was needed urgently.

The Council **RATIFIED** the above expenditure.

9. PLANNING (Cllr. Coggins) – Councillor Coggins could not be at the meeting, but will send in his recommendations. It was **RESOLVED** that Cllr Coggins' recommendations be accepted and forwarded to Chorley Council.

9.1 Applications:

- App.No. 22/01181/PIP – Land next to nursery, Park Road – Permission in principle application for residential development. Proposal for future development of land this is currently unused, for 1 or 2 dwellings, but no plans available yet. Recommendation that the Council **support** the application.
- App.No. 22/01088/FULHH – 201 Chapel Lane – Single storey rear extension with balcony above and external staircase. The property is at the end of a row and the proposals to not represent a loss of amenity for any neighbours. There is no risk of overshadowing or loss of principal. Recommendation to **support** the application.
- App.No. 22/011231/FULHH – 4 Chantry Place – Single storey rear extension. This does not represent a loss of amenity or privacy for neighbouring properties. Recommend to **support** the application.
- App.No. 22/01162/FUL – 1 Sunny Brow – Erection of 1 no. detached dwelling (following demolition of garage). This is a 3 bedroomed house with only one parking space allocated. This does not meet the standards set by the Planning Authority, specifically Policy ST4, which mandates a minimum of 2 off street parking spaces. It also represents over development of the site and a substantial loss of curtilage for the extant dwelling. These concerns to be raised with Chorley Council.
- App.No. 22/0114/FULHH – 22 Hurst Brook – First floor side extension and bay window to front elevation – discussed at the last meeting, but too late to be on the agenda – Concerns regarding terracing effect to be raised with Chorley Council.

9.2 Decisions:

- App.No. 22/01020/CLPUD – 25 Grange Drive – Application for a certificate of lawfulness for a proposed single storey rear extension – **GRANTED.**
- 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 – **GRANTED.**
- App.No. 22/01081/FULHH – 6 Chantry Place – Conversion of part of integral garage to habitable accommodation – **GRANTED.**
- App.No. 22/00920/OUT – Land between 68 and 80 Preston Road – **GRANTED.**

- App.No. 22/01044/FULHH – 85 Hurst Brook – Two storey rear extension and single storey side extension, including demolition of existing garage – **GRANTED.**
- App.No. 22/01043/FULHH – 292 Chapel Lane – Erection of detached garage/workshop (following demolition of existing outbuilding) – **GRANTED.**

9.3 To consider any planning applications received after publication of this agenda for which a response is required prior to the next meeting. None.

10. HIGHWAYS

10.1 LCC – Have your say on Lancashire’s roads, complete the survey at: <https://www.nhtnetwork.co.uk/isolated/data/scorecard/new/bspoke/122>.
Noted.

10.2 Winter Wheelers 1-25 December 2022 – Join the movement to get more people riding bikes through winter. The council did not feel this was a good idea, getting people to ride during the darker months, although this is available for anyone to join.

11. CORRESPONDENCE / ITEMS FOR DECISION

11.1 Lancashire Warm Spaces Grants (sent with agenda to Parish Councillors). Any organisations who can offer a warm space to be informed that there is funding available for this.

11.2 Lancashire Community Food Grant Scheme (sent with agenda to Parish Councillors). As item 11.1.

12. ITEMS FOR INFORMATION / FUTURE DISCUSSION

12.1 Thank you for donation from Spendmore Lane Methodist Church.
Noted.

12.2 Re-wilding and ponds – none of the ponds outlined by the Parish Council are in the Strategic Opportunity Area for this scheme, apart from Hic Bibi, but this has already had four ponds created through this scheme.

The Chairman closed the meeting 8.15 pm.

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Councillor Michael Atherton
Chairman