



# COPPULL PARISH COUNCIL MINUTES

**MEETING: ANNUAL GENERAL  
WEDNESDAY 09 MAY 2018 - 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, N. Coggins, D. Cole, J. Colecliffe, M. Crook, P. Eastham, E. Jones (from 7.30pm), M. Parkinson, M. Peel-Impey, P. Taylor and S. Edwards (Clerk) – Chorley Councillors Jane Fitzsimmons and Alan Whittaker**

Action

The presiding Chairman, Councillor Michael Atherton, opened the meeting.

## **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 J. Colecliffe

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

## **3. ATTENDANCE/APOLOGIES FOR ABSENCE – Councillors S. Makin (holiday) and Councillor S. Holgate (another commitment)**

## **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)

- Councillor M. Atherton – Item 15.15 – Springfield Park Leisure Centre
- Councillor P. Cobham – Item 15.15 – Springfield Park Leisure Centre
- Councillor P. Eastham – Item 16.16 – Allotments

4.1 **DECLARATION OF GIFTS** – None.

## **5. PARISH COUNCIL VACANCY – APPOINTMENT OF NEW COUNCILLOR** – The Council appointed Ashley Whittaker to fill the vacancy in West Ward.



Cllr Whittaker will sign his Declaration of Acceptance of Office tomorrow morning.

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

**7. FORMULATION OF COUNCILLORS' AREAS OF RESPONSIBILITY** (emailed/distributed to Parish Councillors). Councillor Ashley Whittaker to be given the area previously held by former Councillor Simon Thomson. Every other area to remain the same.

**8. DATES AND FORMULATION OF COMMITTEE MEETINGS AND MEMBERS** (emailed/distributed to Parish Councillors). The committee to meet every three months. If a Councillor wishes to join the committee, or leave the committee, please contact the Clerk.

**9. AMENDMENT/APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING DATED 11 APRIL 2018** (emailed/distributed to Councillors)

PROPOSED: Councillor N. Ball  
SECONDED: Councillor N. Coggins

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

**10. AMENDMENT/APPROVAL OF THE DRAFT MINUTES FROM THE ANNUAL PARISH MEETING DATED 25 APRIL 2018** - (emailed/distributed to Councillors)

PROPOSED: Councillor M. Peel-Impey  
SECONDED: Councillor M. Parkinson

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).

**11. POLICE REPORT** – None.

**12. COUNTY COUNCILLOR'S REPORT** – None.

**13. BOROUGH COUNCILLORS' REPORTS:**

13.1 Councillor Alan Whittaker reported on the following:

- After the recent elections Cllr Whittaker has been elected to the District Council for another term. During the election a resident asked about the reopening of the Railway Station in Coppull. A response from Network Rail has stated that this cannot happen whilst there is a fast track there.
- GDPR – Cllr Whittaker felt this was a minefield and an incredible amount of work for small councils.



- Camelot – the latest application was turned down by 14 votes to nil. Cllr Whittaker spoke on behalf of the Residents’ Action Group and the District and County Council supported this – at the end the committee had a standing ovation.

Councillor Whittaker left the meeting as he had another commitment to attend.

13.2 Councillor Jane Fitzsimmons reported on the following:

- Poets Estate – A meeting was held in the committee room at the Leisure Centre at which Cllr Holgate attended, together with representatives from Adactus and Chorley Council. The Orchard project recently took place where planting was done with residents, but picnic benches were not installed due to concerns regarding anti-social behaviour and poor lighting. These issues will be addressed in the future. Eight families were involved with the project and, if successful, Adactus and Chorley Council will work together to make further improvements. The “cut throughs” on the estate and just grass and get very muddy and are also very dark in winter. The plan would be to look at the structure of the paths and lighting in future. Six trees were planted and a wicker dome and bugs house made, with the help of local children. A survey has been sent out to all tenants across the Borough in regard to housing standards, this is the first time since the housing was transferred to Chorley Community Housing/Adactus.
- Youth Zone – This was opened on Saturday. Cllr Fitzsimmons is trying to get a meeting with the cabinet member to work out some activities that can be done at the Leisure over the summer period and will also try to get funding to put on courses at the centre.

Councillor Fitzsimmons left the meeting.

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

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

**15. NO MANAGEMENT & FINANCE COMMITTEE MEETING HELD IN APRIL 2018 – to be held in May 2018 and then every three months during 2018/19 (August & November 2018, February 2019), or if a request to hold one is made to the Clerk.**

As there is a Community Funding Event being held at Chorley Council on the same night as the M&F meeting, it was agreed that the May meeting would be cancelled to enable the Clerk and Vice-Chair to attend the meeting.

**16. GENERAL MANAGEMENT & FINANCE**

**16.1 Appointment of Internal Auditor for end of year and report**



(emailed/distributed to Parish Councillors). The same Auditor had been appointed as the internal audit needed to be completed prior to the external audit.

The Royal Bank of Scotland is asking businesses to change banks, but it was agreed that the Parish Council would remain with the RBS.

- 16.2 End of Year Accounts and Approval of Section 1 & 2 of the Annual Return (AGAR – Annual Governance and Accountability Return) 2017-18 for the External Auditors (distributed at the meeting). The Statement of Audit (Section 1 & 2) was circulated to all Councillors.

Section 1 – Annual Governance Statement 2017/18 - 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.

Section 2 – Accounting Statements 2017/18 – Members also acknowledged that to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31 March 2018, that it is a correct record.

- 16.3 Community Infrastructure Levy – Clancutt Lane footpath. £3,169.39 has been received in regard to the developments on South Road and Mavis Drive. It was agreed to save this money towards village Improvements - footpath at the end of Clancutt Lane (emailed/distributed to Parish Councillors)
- 16.4 Councillors Allowances & Chairman’s Allowance (only expenses for mileage incurred). As all councillors were co-opted in, no expenses could be paid, although previously councillors have agreed to forgo any expenses.
- 16.5 Salary Reviews. A 2% increase has been agreed with government and the unions. It was agreed that this rise be given to the Clerk and the full-time Lengthsman.
- 16.6 Newsletter. The deadline for the next newsletter is Monday 4 June 2018 and a draft to date was circulated. It was agreed to incorporate a What’s On In Coppull page and to do a feature on Mr & Mrs Armstrong of Highfield Farm, with their permission, as they have been supplying stone from Brinscall for the Sagrada Familia Cathedral in Barcelona.
- 16.7 Policies including Investment Strategy (emailed/distributed to Parish Councillors). Euxton Parish Council had very kindly forwarded a copy of their Investment Strategy, which all Parish Councils must now have. It was agreed to adapt the policy for Coppull. Councillor Peel-Impey will be checking through all the policies, which she does on an annual basis.
- 16.8 General Data Protection Regulation (emailed/distributed to Parish Councillors). The Clerk can be the Data Processor and the Data Controller, but



cannot act as the Data Protection Officer. It has yet to be agreed on whether this could be undertaken by a fellow Clerk, or the Internal Auditor, to save on the cost of using a company.

- 16.9 Change of use of gas supply to British Gas through Business Save. This has now been set up for completion at the end of May. There is one more utility to transfer in November.
- 16.10 Change of supplier from Unicom to OneCom. This has also been set up and will save both the Leisure Centre and the Parish Council at least £30 a month, as long as usage does not dramatically increase.
- 16.11 Central Lancashire Open Spaces Study (emailed/distributed to Parish Councillors). A representative from the consultancy firm will be at the Leisure Centre tomorrow morning at 10am to go through the reasons why the information is being requested. Parish Councillors to attend if possible.
- 16.12 Society of Local Council Clerks – training courses. A list of training courses has been forwarded to the Clerk and the Regional Conference is being held in Bolton in June. The Clerk attends as many local courses as possible, but only if the cost is low or nil. The Conference in Bolton costs £75.00 and there is not much on the agenda that was thought to be beneficial. Therefore, it was agreed that the Clerk would not attend.
- 16.13 Making the most of your smartphone –new course commencing 5 September 2018. Names are now being taken for the course in September and it will be advertised in the next newsletter.
- 16.14 Appointment to Chorley Council Committees (emailed/distributed to Parish Councillors). As Councillor Holgate has been the representative on the Chorley Liaison and Neighbourhood Area Committees, it was agreed that he be asked to ascertain if he would continue as the Parish Council's representative.
- 16.15 Springfield Park Leisure Centre update (MA/PC). New climbing ropes have been obtained with the help of a grant from former Councillor Richard Toon. It has been a reasonable year at the Centre, the parties are doing extremely well. Costs for repairs and replacement equipment are ongoing. New catering equipment is required in the café, in particular, a new coffee machine.
- 16.16 Allotments update (PE). There are no problems, a few new people have taken up allotments and produce is starting to grow now.
- 16.17 Dog Fouling (to be put on every PC agenda until further notice). There is a problem with dog fouling on Tansley Play Area. The Lengthsman to be asked to monitor this area.
- 16.18 Village Grot Spots (to be put on every PC agenda until further notice). None known at this moment in time.



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

(After consultation with the Chair and Vice-Chair) – Purchase of a cross cut shredder to comply with the GDPR £59.99 plus vat

## 18. PLANNING

### 18.1 Planning Applications:

- App.No. 18/00220/FUL – Moor Barn, 185 Coppull Moor Lane – Erection of two stable buildings and garage/store following demolition of existing stables, change of use of part of an agricultural field to sand paddock for domestic use and change of use from equestrian sand paddock and yard to domestic garden – **Support.**
- App.No.18/00397/FULHH – 20 Chapel Lane – Single storey side extension – No planning issues, but a large aspect of it will front Chapel Lane, so a **Neutral** response to be given.
- App.No. 18/00403/FULHH – 26 Westend Avenue – Two storey side extension, single storey rear extension and front porch – **Object** – an objection to be placed as the extension would block light from a neighbouring property, thereby causing loss of amenity.

### 18.2 Planning Decisions:

- App.No. 18/00147/CLEUD – Coppull Bridge Farm, Coppull Moor Lane – Application for a Certificate of Lawfulness for an existing use in respect of the use of land for storage of caravans – **GRANTED.**
- App.No. 18/00039/FUL – 183 Spendmore Lane – dropped kerb – **GRANTED.**
- App.No. 18/00314/DEMCON – Trustees for the Methodist Church, Preston Road –demolition of building ready for site development – **GRANTED.**
- App.No. 18/00303/MNMA – Land off Burgh Way, Eaves Green – non material amendment in respect of the previously approved 88 dwellings – **GRANTED.**

## 19. HIGHWAYS

19.1 Parking Enforcement Requests (to be put on every PC agenda until further notice). A Wheelie Fresh van appears to have been parked up on Chapel Lane for some time and is causing problems for residents exiting and entering Church Fold and also for the refuse collectors, who cannot stop without blocking the road. It is also a problem when there are funerals on. The Clerk to inform the Police.

19.2 LCC – Consultation on street lighting maintenance (emailed/distributed to Parish Councillors). This is a public consultation by Lancashire County Council and can be completed on line at [www.lancashire.gov.uk/haveyoursay](http://www.lancashire.gov.uk/haveyoursay). The eight week consultation



runs from Monday 23 April to Sunday 17 June 2018.

- 19.3 LCC – Consultation on community transport (emailed/distributed to Parish Councillors). This is also a public consultation and can be completed on line at [ww.lancashire.gov.uk/haveyoursay](http://ww.lancashire.gov.uk/haveyoursay). The eight week consultation runs from Monday 16 April to Sunday 10 June 2018.
- 19.4 Parking concerns on the A49 Spendmore Lane (emailed/distributed to Parish Councillors). A resident has forwarded photographs of vehicles being parked so close to his drive that he cannot see to exit his drive. He would like to see double yellow lines down his side of the road. There is space on the opposite side for vehicles. It was agreed to forward his email to LCC and County Councillor Julia Berry.

## **20. CORRESPONDENCE / ITEMS FOR DECISION-DISCUSSION**

- 20.1 Fence damage at Tansley Avenue. Request for replacing fence damaged due to football being hit against it and children climbing over to retrieve their ball. It was agreed that the Parish Council could not fund new fencing, as this would set a precedent for numerous other residents around the field. The Chairman to look at the fence and see if there is an alternative solution.
- 20.2 Chorley Council – Community Funding Evening Wed. 23 May 2018 (emailed/distributed to Parish Councillors). The Clerk and Vice-Chair to attend.
- 20.3 St. John’s the Divine Church – Letter of support requested from the Parish Council for a lottery application to make essential repairs to the church and the church bells. Agreed.

## **21. ITEMS FOR INFORMATION / FUTURE DISCUSSION**

- 20.1 Merger between New Charter Housing Trust and Adactus Housing Group - Now Jigsaw Homes Group. Noted.
- 20.2 Chorley Panthers Rugby League Football Club, Chisnall Lane – Temporary Late Event Notice now open for consultation – for information.

**THE CHAIRMAN CLOSED THE MEETING AT 8.10 P.M.**

**Dates of next meetings:**

**WEDNESDAY 10.06.17: 7.00 pm PARISH COUNCIL**

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

