



COPPULL PARISH COUNCIL MINUTES



**MEETING: PARISH COUNCIL
WEDNESDAY 09 MARCH 2022 - 7.00 P.M.
COPPULL VILLAGE HALL, CHAPEL LANE, COPPULL**

PRESENT: Parish Councillors Michael Atherton (Chair), Marjorie Parkinson (Vice-Chair), Janette Colecliffe, Matthew Crook, Steve Holgate, Elaine Jones, Lynne Moores, Maggie Peel-Impey, Paul Taylor, Ash Whittaker, PC Lucy Cooper and Susan Edwards (Clerk)

1. ATTENDANCE/APOLOGIES FOR ABSENCE – Parish Councillors Nora Ball, (ill health), Pauline Cobham (another commitment), Neil Coggins, (ill health), Paul Eastham (ill health), Sheila Makin (hospital) and County Councillor Julia Berry

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 9 FEBRUARY 2021 (emailed/distributed to Parish Councillors)

PROPOSED: Councillor L. Moores

SECONDED: Councillor M. Parkinson

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 – PC Lucy Cooper introduced herself as Neighbourhood Officer 3235 and stated that she could be contacted by email for any community concerns, but crimes should be reported in the usual way. Lucy has been at The Landings near the Mill and liaising with Chorley Council in regard to anti-social behaviour and drugs. Lucy will be hosting surgeries in the future, which will be advertised around the village. Lucy was asked to judge the children's competition as an independent person and she stated

that all the entries were extremely good, but chose the three she thought were the best and most significant for the competition.

5. COUNTY COUNCILLOR'S REPORT – Apologies sent.

6. DISTRICT COUNCILLOR'S REPORT – Councillor Holgate stated that it has been difficult to focus on day to day things with the Ukraine situation.

- The Seeds for Bees project has been introduced in two schools, Coppull St. John's and Coppull Primary. Each school will be given packet of seeds and instructions of how to plant.
- LCC is very slow in putting down markings near Coppull Parish School and he would like the Police's help in pushing this forward.
- Cllr Holgate said he was proud of the Parish Council for taking up a table at the Mayor's Charity Ball and for supporting him during his time as Mayor of Chorley.

7. ITEMS INTRODUCED BY MEMBERS OF THE PUBLIC – None.

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

8. AMENDMENT/APPROVAL OF THE REPORT OF THE MANAGEMENT AND FINANCE COMMITTEE MEETING HELD ON 23 FEBRUARY 2022

- New bank account and card – to put £85,000 in the CashPlus bank account and consider whether to change the current account to this one – to agree to a spending limit for the bank card. The above was agreed and the limit to be £1,000, as per Clerk's delegation amount.
- Insurance renewal £2,960.91. This is the last year of a three year contract. To look at other insurance companies for next year.
- Society of Local Council Clerks Membership - £234.00. Agreed.
- Pay Increase 2021-22 – 1.75% now agreed to be backdated and paid prior to the end of this financial year, as per employee contracts.
- Jubilee celebrations – Suggestions - consideration of an event on Thursday 2 June 2022. Agreed to organise an event. The Clerk has submitted a funding application for this. Anyone who can help to contact the Clerk.
- Dog signs for play areas – four required. Three signs for the Leisure Park and one for Byron Crescent play area.
- Two signs regarding children playing – proposed to put one on Mill Lane and one on Bogburn Lane. These signs were in the lock up and it was agreed to install as soon as possible.

- Newsletter – concerns over print quality. Agreed to look for another printing company, as this is the second time the newsletter has not been printed right.
- Current Village Hall – Hiring agreement and repair to soffit. The Hiring Agreement to be used until the new village hall is built. Repairs to the hall to be undertaken as necessary with regard to health and safety.
- Trustees of William Frith Charity - £100 proposed for Chorley Buddies. Agreed to send this to Chorley Buddies in regard to their set up in Coppull, which starts on 23 March 2022. Membership is £10 per year, then customers pay £4 for approximately £25 of food.
- LCC – Requests for small items of work to provide estimates. This is to provide quotes for items of work which LCC should undertake themselves. No further action.

PROPOSED: Councillor M. Peel-Impey

SECONDED: Councillor M. Parkinson

RESOLVED – that the report of the Management & Finance Committee and the recommendations contained therein and above be approved as a correct record.

9. GENERAL MANAGEMENT/FINANCE

New Village Hall update. Two quotes from local builders have now been received, but a third quote is awaited until a decision can be made. Information in regard to CIL money currently held to be emailed to Parish Councillors tomorrow. If another builder cannot be found, Armstrongs to be contacted to see if they can recommend another local builder.

Cllr Coggins had forwarded information in regard to Escrow agreements for building contracts. This information was circulated to all Parish Councillors, together with information in regard to using a local company to manage escrow funds. The conclusion was that although an escrow service might be appropriate, it would be better to leave this matter to a Solicitor.

- 9.1 Personnel Reports – scheduled for Monday 7 and Wednesday 9 February. The report had been emailed to all Councillors and also circulated at the meeting. The main items were the pay increase for 2021/22 for the Clerk and full-time Lengthsman at 1.75%, backdated to 01.04.22. Also, the minimum pay increase for the two part-time Lengthsmen from 01.04.22. The Chair had proposed additional hours for the Clerk to take into account the additional workload and also to undertake two courses which will benefit the Parish Council in the future. It was **RESOLVED** that the report and all the recommendations contained therein be approved.

- 9.2 Poster Competition – deadline extended to end of February 2022 – prizes to be decided. PC Lucy Cooper judged the entries for this competition and three winners were chosen. Prizes to be agreed under Clerk’s delegated authority, in conjunction with the Chair and Vice-Chair.
- 9.3 Hanging Baskets – One basket (half) weighs just over 20kg, fully planted and watered. A discussion took place on whether to just have half a basket put up, or whether to put up good artificial flowers. Prices for artificial to be obtained.
- 9.4 Lancashire Constabulary – NICE Investigate - (NC) (sent with agenda to Parish Councillors). Cllr Coggins forwarded the following information:
- This is a system used to crowd source and collate CCTV footage from a given area in an automated (or semi-automated) way. The primary purpose is for crime investigation, allowing (for example) a Police Officer to instantly identify CCTV cameras in a given location and to request the footage from those cameras. Having reviewed all the literature pertaining to NICE Investigate and having spoken with the Chair regarding the suitability of the cameras currently owned and controlled by the Parish Council, it seems to be a perfectly logical solution and would recommend that the Parish Council adopt.
- The Leisure Centre cameras would most likely be good enough for this, but the Parish Council ones would need upgrading. It was **RESOLVED** that the cameras be upgraded and then linked as recommended above.
- 9.5 Chorley Council Pest Control Services – Invoices received for two visits at the Leisure Centre - £56.50 and £32.50. £10.00 for filling in the hole in the Café wall. It was agreed that the Parish Council would pay these invoices, but the Centre to be informed that it would be their responsibility in future.
- 9.6 Repairs to goal mouths on Tansley Avenue £410.24. It was **RESOLVED** that Chorley Council be contracted to undertake this work.
- 9.7 Repair to log planter, Spendmore Lane £292.68. It was **RESOLVED** that Chorley Council be contracted to undertake this work.
- 9.8 Neighbourhood Plan update. The survey for the plan will go live by the end of March and paper copies will also be distributed to all residents. Secure boxes will be placed around the village to collect completed surveys. Business meetings are to be held with local businesses to gain their input and a drone company has been contracted to take aerial photographs of certain areas around the village.

10. 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)

- Norton Anti-Virus Protection Renewal £45.82
- Stainless steel clips for dog signs £19.90
- Postcrete for securing posts on Leisure park £26.55
- Multi-purpose contact adhesive for interiors on two notice boards £11.00
- Sign brackets for children playing £7.12

It was **RESOLVED** that the above items be ratified.

11. PLANNING (Cllr. N. Coggins sent in the following recommendations)

11.1 Applications:

- App.No. 22/00166/FULHH – 5 Moss Lane – Single storey side/rear extension – The proposed single storey extension is of considerable size, but does not represent an overdevelopment of the site. Due to the low height of the extension, it does not cause any overlooking, shading, or privacy issues for the neighbours. However, there is currently hardstanding for two vehicles on the single driveway in front of the garage. The proposed development will see the removal not only of the garage, but one of those off road parking spaces. This loss will mean that the three-bedroom property will no longer meet the required off road parking requirements of the Chorley Local Plan, Policy ST4, Appendix A. The situation is exacerbated by the road narrowing and parking restrictions directly outside the property in question. Recommend that the Parish Council raise this as a concern with the Planning Authority.
- App.No. 22/00145/FULHH – 46 Mavis Drive – Single storey side extension attached to existing outbuilding and conversion of part of outbuilding to habitable accommodation – This appears to be a relatively minor extension, whereby an outbuilding is being extended and bridged to attach to the main dwelling. There is no issue relating to the neighbours, since the extension is effectively surrounded on all sides by extant construction. Similarly, there is no concern over the overdevelopment of the site. Recommend Support.
- App.No. 22/00101/FULHH – 57 Netherley Road – Single storey rear extension – This is a relatively small single storey extension. It does not provide any concern over loss of privacy or amenity for the neighbours and there is no risk of overshadowing due to the low height and being located to the north of the immediate neighbor. It does not constitute overdevelopment of the site. Recommend Support.
- App.No.22/00181/FULHH – Fiddlers Nook Farm, 46 Jolly Tar Lane – Erection of detached outbuilding – This planning application does not provide any details of either the size or location of the proposed outbuilding, nor any intended use. Recommend that the Parish

Council raise concerns with Planning Authority over the lack of information provided (on the basis that such an application could never be suitably assessed) and that the Parish Council strenuously object to an outbuilding of unspecified dimensions and location for an unspecified use.

- An application has just been received for Land adjacent to 179 Chapel Lane (App.No. 21/01/1393/PIP – Permission in principle application for the erection of up to 8 no. dwellings with associated parking spaces and gardens. This has been forwarded to Cllr Coggins and the Parish Council gave permission for his comments to be forwarded to the Planning Authority by the deadline of 29 March 2022.

11.2 **Decisions:** None.

11.3 Chorley Council's Planning in Practice event – Wednesday 2 March 2022 – Update from Cllrs Neil Coggins and Janette Colecliffe. Both attended this seminar and Councillor Holgate was also in attendance in his capacity as a Borough Councillor.

The topics covered were the emerging Local Plan and Planning Enforcement. After speaking with Mark Bray, one of the specialist Enforcement Consultants, it became clear that there are multiple authorities involved with Planning enforcement, depending on the nature of the alleged breach. This has particular reference to the issue of the hedgerow at the top of Clancutt Lane, which has overgrown the footpath completely. It transpires that this issue may actually be within the purview of Lancashire County Council, in its capacity as the Highways Authority with jurisdiction to resolve. If the Parish Council can establish that there was a public footpath at any point, the Highways Authority can write to the owner of the property and advise them to either (1) remove the hedgerow to the appropriate depth by a specified date, or (2) the Highways Authority will arrange for the works to be performed and will send the bill to the owner. This would seem to be an excellent solution to the problem and it is recommended that the Parish Council engage with the Highways Authority at the earliest opportunity.

RESOLVED - that all Councillors visit the site and if proof can be obtained that there was a public footpath, then LCC to be contacted.

12. **HIGHWAYS** – None.

13. **CORRESPONDENCE / ITEMS FOR DECISION**

- 1.1 Parish and Town Councils Conference "Highways Special" – Saturday 19 March 2022 – County Hall, Preston – 2 places reserved. The Clerk cannot attend this event due to a prior commitment.

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

- 14.1 Hedges from a house on Chapel Lane next to Church Lane are

encroaching over the footpath. The number of the house to be ascertained and Chorley Council to be asked to write to the owners.

14.2 For information, the Clerk had contacted Entreprises, the climbing wall supplier, who stated that there could possibly be someone who would buy a second hand wall, but that the cost of taking it down and removing it would probably result in not very much money actually being received.

14.3 The application to the Community Food Grant Scheme to provide food parcels had been unsuccessful, as the criteria was not met.

The Chairman closed the meeting at 8.40 p.m.

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Councillor Michael Atherton
Parish Council Chairman