



# COPPULL PARISH COUNCIL

## MINUTES

**MEETING: ANNUAL MEETING OF COPPULL PARISH COUNCIL  
WEDNESDAY 14 MAY 2025 AT 7.00 PM  
COPPULL VILLAGE HALL, CHAPEL LANE**

Members of Coppull Parish Council are hereby **SUMMONED** to attend the Annual Meeting of the Parish Council  
Members of the public are invited to attend and are extremely welcome

**IN ATTENDANCE** – Councillors Michael Atherton, Phil Armstrong, Julia Berry, Neil Coggins, Janette Colecliffe, Matthew Crook, Christopher Kay, Ken McCrea, Lynne Moores, Maggie Peel-Impey, Paul Taylor and Susan Edwards, Clerk

**1. ELECTION OF CHAIR AND TO RECEIVE DECLARATION OF OFFICE**

**PROPOSED:** Councillor J. Colecliffe

**SECONDED:** Councillor M. Crook

That Councillor Michael Atherton be voted in again as Chair and the declaration of office was accepted and signed.

**2. ELECTION OF VICE-CHAIR**

**PROPOSED:** Councillor K. McCrea

**SECONDED:** Councillor P. Armstron

That Councillor Marjorie Parkinson be voted in again as Vice-Chair and the declaration of office to be accepted and signed on her return from holiday.

**3. APOLOGIES FOR ABSENCE** – Councillors Marjorie Parkinson (holiday), Sheila Makin (another commitment), Thomas Robinson (working) – **RESOLVED:** All absences accepted.

**4. DECLARATIONS OF INTEREST – DISCLOSURE OF PERSONAL / PREJUDICIAL INTERESTS** (Members of the Parish Council are reminded of their responsibility to declare any personal or prejudicial interest in respect of matters contained in this agenda in accordance with the provision of the Local Government Act 2000) and withdraw from the meeting whilst the item is discussed.

- Councillor P. Armstrong – Item 13.16 – Quote for lights in Leisure Centre

4.1 **DECLARATION OF INTEREST FORM** – it is Councillors' responsibility to ensure that this form is up to date and to declare any interests at meetings.  
**Noted.**

4.2 **DECLARATION OF GIFTS** – None.

**5. DATES OF FUTURE PARISH COUNCIL MEETINGS** – currently 2<sup>nd</sup> Wednesday of each month. **RESOLVED** – to remain the same date, but meetings to be held in the new Village Hall.

**6. FORMULATION OF COUNCILLORS' AREA OF RESPONSIBILITY** (emailed/distributed to Parish Councillors) – Councillors to inform the Clerk if they wish to change any, or part, of their areas. Councillor Ken McCrea is covering for those who are temporarily unable to check their areas. Councillor Atherton to take up part of the area previously covered by Councillor Cobham. Hill View Drive to be added to Councillor Moores area. To be discussed again when the current vacancy has been filled.

**7. DATES AND FORMULATION OF COMMITTEE MEETINGS AND MEMBERS** (emailed/distributed to Parish Councillors) – Councillors Armstrong and Robinson to be added to the Management and Finance Committee, which will meet on a quarterly basis unless other meetings are deemed necessary at the time. Councillor Taylor to be added to Environment/Public Footpaths. Councillor Moores to be added to the Picnic in the Park working group. Councillor Kay to be added to the Village Hall Management Committee.

**8. 8.1 AMENDMENT/APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING DATED 09 APRIL 2025** (emailed/distributed to Parish Councillors)

**Amendment: Item 7 – paragraph 6** – To finish the sentence after “vehicles are not being parked appropriately” and take out the rest of the sentence. There was also a concern that everything discussed under the County Councillor’s report had not been put in the minutes. However, this was not an amendment, but an addition. Councillor Berry was asked to put everything in writing prior to the next meeting.

**PROPOSED:** Councillor N. Coggins

**SECONDED:** Councillor P. Armstrong

**RESOLVED:** That the minutes of the above meeting, as amended, be approved as a correct record.

**8.2 AMENDMENT/APPROVAL OF THE DRAFT MINUTES OF THE ANNUAL PARISH ASSEMBLY (RESIDENTS MEETING) DATED 23 APRIL 2025** – to be formally approved at the next meeting in 2026 (emailed/distributed to Parish Councillors)

**Amendments: Item 8 – paragraph 6** – To take out “with teenagers” and **paragraph 10** – To change Chorley Council to Lancashire County Council. Any additions cannot be included.

**PROPOSED:** Councillor L. Moores

**SECONDED:** Councillor C. Kay

**RESOLVED:** Approved in draft form, as amended.

***SUSPEND STANDING ORDERS (20 minutes in total allowed for the following 4 items or 4 minutes per person)***

**9. POLICE REPORT** – No official report. Statistics for the most reported crimes during March 2024:

- 8 Anti-social behaviour – down from 11
- 22 Violence and sexual offences – up from 11
- 02 Other theft – down from 6

- 02 Public order
- Crime level overview percentage for March 2025 is 8.1%

**10. COUNTY COUNCILLOR'S REPORT** – Cllr Julia Berry reported on the following:

**11. BOROUGH COUNCILLORS' REPORTS** – Councillor Julia Berry reported on the following:

- Bus Service 632 (not 362 as stated in the last minutes), Greater Manchester buses. The government has sent money to LCC for additional bus routes in local areas and a feasibility study is being done on Coppull Moor Lane for busy days, market, etc. Safety on the buses is an issue, with people standing up making it difficult for adults and children to get through.
- Neighbourhood Priorities – last year's was a joint council initiative for the area around Regent Street/Kimberley Street. Still needs more planting, a repair to the notice board and a general tidying up. This year's proposed priority is for a history board.
- Recent appointment on the Police and Crime panel for Lancashire and will start by looking at the crime figures.

**12. ITEMS INTRODUCED BY MEMBERS OF THE PUBLIC**

***REIMPOSE STANDING ORDERS***

**13. GENERAL MANAGEMENT/FINANCE**

- 13.1 Approval of the Internal Audit and review of the effectiveness of the Internal Audit.

**PROPOSED:** Councillor K. McCrea

**SECONDED:** Councillor P. Armstrong

**RESOLVED:** That the Internal Audit report and review of the effectiveness of the internal audit be approved as a correct record.

- 13.2 Approval of Section 1 & 2 of the Annual Return (AGAR) for the External Auditors (emailed/distributed to Parish Councillors).

**PROPOSED:** Councillor K. McCrea

**SECONDED:** Councillor J. Colecliffe

**RESOLVED:** That the council approve Section 1 & 2 of the Annual Return.

- 13.3 Audit asset list. The Clerk to email a copy of the amended audit list to all Parish Councillors.

- 13.4 Confirmation of the General Power of Competence for the audit. This was confirmed, all the criteria is still being met.

- 13.5 Permission to send information by email. This was agreed by all present.

- 13.6 Review of policies. Cllr Peel-Impey will get together soon with the Clerk and update any of the policies as necessary. To also look at a Scheme of Delegation, Winter Maintenance Plan and an Emergency Plan.

- 13.7 Councillors Allowances & Chairman's Allowance (previously agreed only expenses for mileage incurred and Councillors allowed one ream of paper and one printer cartridge per year – Chair allowed more) – The Chairman to be able to access up to £1,000 as a community fund, for activities within the Parish, with the agreement of the Parish Council. This to be renewed only when the previous £1,000 has been used. The mileage agreed at the present time is 0.45p per mile. To consider an Emergency Committee with delegated funds. **RESOLVED:** That all the above be accepted.
- 13.8 Accounts – Direct debits/standing orders - Payments made and to be made (see separate sheets). **RESOLVED:** That the payments be approved and ratified.
- 13.9 Public Works Loan Board – balance remaining £3,326.01 – Early redemption cost £3,799.64 at 21.04.25. **RESOLVED:** To leave the loan to run its course.
- 13.10 CCLA - <https://www.ccla.co.uk/funds/public-sector-deposit-fund> - and the Community Infrastructure Levy. Councillor McCrea to seek advice from a financial adviser and the Clerk to ask for advice from LALC/SLCC.
- 13.11 Parish Councillor Vacancy – request by resident to become a Parish Councillor (emailed to Parish Councillors). As the vacancy is being advertised in the newsletter which is due to be distributed at the end of May/beginning of June (currently at the printers), and also in the village and on the website, it was agreed to await any other applications.
- 13.12 Neighbourhood Plan update. The plan is now ready to go out to consultation, but still awaiting the District Council's approval, who are busy now in preparing the new Local Plan. Thanks must go to Mrs Jean Tickle and Mrs Karen Hartley, who have done most of the work in moving the plan forward.
- 13.13 Defibrillator at Alison Arms now in situ – possibility for another one at the Thyme and Plaice. **RESOLVED:** To place a defib at the Thyme and Plaice if permission is given.
- 13.14 Play Area report and updates. The Chairman met with the Inspector and there are only a few minor items now to attend to. The Clerk to get in contact with Chorley Council with regard to the letter previously sent asking for funding towards the play areas.
- 13.15 New Village Hall update. The hall is now more or less finished, although the official sign off from Chorley Council has not yet been completed. The Clerk and Cllr McCrea are trying to contact the Inspector. Further items needed are:
- Bi-fold doors
  - Bench seating with storage
  - Storage cupboards with tops
  - Rockery for the garden
  - New tops for the tables to match the existing
- The lift company has gone into liquidation, so a maintenance agreement will be set up with another company.

- 13.16 Leisure Centre – quotes for lights in the. Cllr. Armstrong left the room whilst this matter was discussed. **RESOLVED:** The quote from AW Fire for £ be accepted.

The front door at the centre is not closing properly and there are faulty windows in the café. Quotes to be obtained.

- 13.17 A1 Fitness – quotes for plastering work. These have not yet been received. The emergency exit need plastering, a lot of the ceiling has fallen. Scaffolding will be required. Fire doors and windows also need attention.
- 13.18 Allotments – Repair work required and possibility of obtaining a defibrillator. Repairs are being started, the cost of which will come out of the rent received for the allotments. The woodwork/doors need replacing for the water tap, some work is required to the toilet and the water containers need removing.
- 13.19 Return of the circus in July on the Tansley Avenue playing field. Dates to be forwarded when available.
- 13.20 Picnic in the Park Event Sunday 8 June 2024. Bottles of any type are required for the tombola, i.e. any drinks, tomato sauce, shampoo, etc. Also, chocolates for the children’s tombola. Water will be obtained to sell on the day.

**14. DECISIONS MADE UNDER THE CLERK’S DELEGATED AUTHORITY** (in conjunction with the Chair and Vice-Chair) – None.

**15. PLANNING** (NC)

**15.1 Applications:**

- App.No.25/00387/FULHH – 72 Netherley Road – Two storey side extension (following demolition of existing garage). The proposed extension is in keeping with the existing building. It does not represent overdevelopment and does not represent a loss of amenity or privacy for the neighbouring dwellings. However, Chorley Local Plan mandates a minimum of three parking spaces for a four-bed dwelling and the loss of the existing garage means that only two full-sized parking spaces can be accommodated at the front of the property. **RESOLVED:** To raise the lack of mandated parking spaces as a concern with the Planning Authority.
- App.No. 25/00394/FULHH 189 Preston Road – Single storey side extension. The proposed extension represents only a small increase in overall floor space for the dwelling. It does not represent overdevelopment, does not overlook neighbouring properties and does not represent a loss of amenity or privacy for the neighbours. Adequate parking provision is made, even accounting for the two additional bedrooms being added by the extension. **RESOLVED:** To **SUPPORT** this application.
- App.No. 25/00362/PIP – 300 Spendmore Lane – Permission in principle application for the erection of one detached bungalow (following demolition of existing bungalow) and erection of four semi-detached bungalows. This development is a detailed proposal for the erection of up to five bungalows, four of which are in the rear garden of the previous dwelling and the fifth taking its place. There are two concerns. First, there is inadequate garden space being provided for each of the bungalows (the BRE recommendation is 50m<sup>2</sup>, whereas

the designs show less than 30m<sup>2</sup> per dwelling). The second is that there is ZERO parking provision for the first bungalow, although the remaining four bungalows would each have the mandated minimum of two spaces. **RESOLVED:** That both these concerns be raised with the Planning Authority.

- App.No. 25/00363/FULHH – 6 Birch Road – Single storey rear extension. This is a small rear extension to provide additional space to an existing bedroom. It does not represent a loss of amenity or privacy for the neighbouring dwellings. **RESOLVED:** To **SUPPORT** this application.
- App.No. 24/01074/REM – Land between 68 and 80 Preston Road – **Amendment:** plans have been submitted which show a different dwelling design. Reserved matters application for details of access, appearance, landscaping, layout and scale of one dwelling (southern plot), pursuant to outline planning permission ref: 22/00920/OUT (Outline application for the erection of two detached dwellings with all matters reserved). The revised drawings only show minimal detail but seem perfectly reasonable. They don't represent overdevelopment of the site, and they don't appear to cause any loss of privacy or amenity for the neighbouring dwellings. The visibility splays when leaving the proposed dwellings are more than sufficient for safe egress onto the highway. **RESOLVED:** To **SUPPORT** this application.

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

- App.No. 25/00413/FULHH – 33 Springfield Road – Section 73 application to vary condition no. 3 (approved plans) attached to planning permission ref: 23/00116/FULHH - single storey side and rear extension (following demolition of existing rear projection), to amend the proposal to only incorporate the side extension and ensure the existing rear projection remains. The proposed extension is very narrow. It does not represent over development and the obscure glass being specified in the small side window means that it does not represent a loss of privacy for the neighbouring dwellings. **RESOLVED:** To **SUPPORT** this application.

15.3 **Decisions:**

- App.No. LCC/2024/0023 – Land adjacent to Wigan Lane, Heath Charnock, Adlington – The erection of an Anaerobic Digester Unit with associated infrastructure – **REFUSED.**
- App.No. 25/00274/NOT – Automatic Telephone Exchange Springfield Road – Notification of the intention to install electronic communications apparatus comprising of 1 no. 0.6m dish on existing support steelwork and associated cable – **GRANTED.**
- App.No. 24/01030/CLEUD – The Bungalow, Coppull Hall Lane – Application for a certificate of lawfulness for an existing use in respect of the breach of condition 1 (agricultural occupancy condition) of planning permission ref 9/80/342 – **WITHDRAWN.**
- App.No. 25/00238/FULHH – 269 Coppull Moor Lane – First floor side extension and front porch – **GRANTED.**

- App.No. 25/00203/FULHH – 51 Longworth Avenue – Erection of detached garage (following demolition of existing garage) – **GRANTED.**
- App.No. 25/00080/FULHH – 36 Oakwood Road – Front Porch (retrospective) – **GRANTED.**

**16. HIGHWAYS** - None.

**17. CORRESPONDENCE / ITEMS FOR DECISION**

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

- Best Kept Village Competition 2025 – There was not enough time to put in a detailed plan, so to look at this again for next year.
- The Clerk was approached by a funfair to use the car park this coming weekend. Tansley Avenue play area was offered as an alternative, as the car park is needed for the Leisure Centre and A1 Fitness, but unfortunately this was not deemed suitable.
- Lancashire Association of Local Councils 2025 Conference is programmed for 7 June 2025 at The Delta Marriot Hotel, Preston £50 per place for members, non-members £65. This has been emailed to Parish Councillors. Noted.

The Chairman closed the meeting at 8.40 pm.

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Councillor Michael Atherton  
Chair of Coppull Parish Council

