

# CHARNOCK RICHARD PARISH COUNCIL

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Minutes of the Annual Meeting of the Parish Council held on Monday 12 May 2014 at 7.30 pm in the Parish Rooms, Charter Lane, Charnock Richard.

**Present:** Councillors J Taylor, M Almond, A Cornwell, L Cheetham, Mrs A Bishop, Mrs C Pilling, Mrs J Ogden, J Hill and H Heaton. Also present Borough Councillor Leadbetter and County Councillor Holgate.

## **REPORTS, COMPLAINTS AND CONCERNS OF THE PUBLIC PRESENT Including reports from the Police, Borough or County Councillor**

Members of the Public – The 3-way footpath sign at the bottom of Town Lane has disappeared. It was suggested that tanks at the rear of the raised planters at Welch Whittle Gardens, refilled periodically, could possibly assist with watering. Residents present reported the information they had received at the Wigan Athletic exhibition. Some were told that the land north of the public footpath through the site would either remain fallow or become a small nature reserve and the pond would not be touched. It was reported that Japanese Knotweed is now growing in the field on the right hand side at the bottom of Freemans Lane, adjacent to the public footpath. The landowner's details are known and the Parish Council will request guidance on how to proceed from LCC. Parish Councillors who met with the LCC Officer determined that it is an offence under the Wildlife & Countryside Act to allow it to grow but it is uncertain who has the power to enforce the legislation. Councillor Taylor will pursue this with LCC.

Borough Councillor Leadbetter – Reported that he did not feel there would be any community benefit from the Wigan Athletic development. Councillor Taylor reported that in discussions the Chief Executive of Wigan Athletic stated that when the facilities are not being used for training by Wigan Athletic some of the facilities would be available for community use. He also said that the local village Football Club will benefit from a 2-way working relationship. When asked about the land to the north of the public footpath, the Chief Executive said that the Club would maintain it but the public will be allowed to use it. Some of those attending the exhibition however, received conflicting information to that given by the Chief Executive. Councillor Heaton reported that it may be possible to include a condition in the planning permission that the facility be available for community use.

County Councillor Holgate – agreed that Japanese Knotweed is a cause for concern Borough wide and he will also press for answers on how to deal with it. Councillor Holgate reported that LCC Officers will be contacting Parish Councils with details and timescales for the rollout of superfast broadband in the County and, the planning application on the Agenda, for the installation of a cabinet in the Parish, is a good place to start. Councillor Holgate confirmed he will be meeting with LCC Officers to discuss resurfacing the footway on Charter Lane, that LCC surveyors have recently been measuring the width of the footways near the S-bends on Chorley Lane and, that LCC has met with the Adoptions Team regarding the adoption of Cherry Tree Close which he will continue to press for adoption. Councillor Holgate confirmed that the 3-Tier Forum has now changed and LCC have agreed to try a pilot scheme where the Meetings will be open to the public and each Parish in the County can send a representative. It was agreed that the Meetings will only work if they are disciplined and chaired well. It was confirmed that Royal Mail will be reinstating the post box removed from the Dob Brow end of Chorley Lane. Councillor Taylor agreed to forward his email exchange with LCC Officers in relation to resurfacing Town Lane, Heskin, as it does seem a lot of expenditure on a quiet country lane.

1. **Apologies** – Were received and accepted from Councillor A J Shaw (holidays).
2. **Declarations of Interest** – Members were asked to consider any disclosable pecuniary interest they may have to declare in relation to matters on this Agenda in accordance with the Localism Act 2011, Parish Council Standing Orders and the Code of Conduct currently in force – **Councillor Heaton declared an interest in planning, as a member of Chorley Council Planning Committee, he can take part in discussions but not in decisions. Councillor Taylor declared an interest in the following planning items 14/00409/FUL and 14/00420/FUL, as a neighbour.**

3. **Appointment of Chairman & Declaration of Acceptance of Office** – It was reported that Councillor Shaw, as Vice-Chairman, although absent would like to accept the post of Chairman if the Parish Council follow their usual election protocol of electing the Vice-Chairman as the superseding Chairman. Councillor Hill proposed Councillor Shaw, this was seconded by Councillor Mrs Ogden – **Resolved: Unanimously that Councillor Shaw be appointed Chairman of the Parish Council for 2014/2015.** In his absence Councillor Taylor will continue as Chairman for this meeting. Councillor Shaw will be notified of his appointment and will sign his Declaration of Acceptance of Office prior to the June Meeting.
4. **Appointment of Vice-Chairman & Declaration of Acceptance of Office** - Councillor Taylor proposed Councillor Almond, this was seconded by Councillor Mrs Bishop - **Resolved: Councillor Almond be appointed Vice-Chairman of the Parish Council for 2014/2015.** Councillor Almond accepted the post and signed his Declaration of Acceptance of Office.
5. **Appointments to Committees:**
  - a) Planning Committee – Councillors Shaw, Heaton, Hill, Taylor and Almond.
  - b) Amenities, Lengthsman’s & Best Kept Village Committee – This Committee shall include all Parish Councillors, the Chairman to be appointed at the first meeting held following this meeting and, any matters specifically relating to the Lengthsman to go the Clerk as his main point of contact.
  - c) Chronicle Committee – Councillors Mrs Bishop and Almond.
  - d) Website Committee – Councillor Cheetham.
  - e) Projects & Funding Working Party –Councillors Taylor, Mrs Pilling, Mrs Bishop and Hill.
6. **Appointment of Representatives To Outside Bodies:**
  - a) L.A.L.C/Community Futures – Cllrs Cornwell and Mrs Bishop.
  - b) Parish/Borough Liaison, to be replaced by the 3 Tier Forum – Cllr Taylor and Cllr Cornwell. (It was agreed that Councillor Cornwell will attend as ‘stand in’ if Councillor Taylor cannot Attend).
  - c) Villages in Partnership – Cllrs Shaw and Taylor.
  - d) Almshouse Trustees – Cllr Mrs Ogden
  - e) Community Centre Trust – Cllrs Heaton, Hill and Mrs Bishop.
  - f) Charnock Richard United Charities – Cllrs Hill, Shaw and Mrs Ogden.
  - g) Peter Lathom Charities – Cllr Hill.
7. **Adoption of Standing Orders, Financial Regulations, Members Code of Conduct, Complaints Procedure, Publication Scheme, Code of Practice for Dealing with Tenders, Risk Management Plan, Asset Register, Risk Management Register and Terms of Reference for Committees** – **Resolved: That the aforementioned documents be adopted.**
8. **Approval of Timetable of Meetings 2014/2015** - **Resolved: That the timetable be approved.**
9. **To Accept the Minutes of the Council Meeting held on 7 April 2014** - The Minutes of the previous Meeting of the Parish Council held on Monday 7 April 2014 had been circulated in advance of the Meeting. **Resolved: The Minutes were accepted as a correct record and were signed by the Chairman.**
10. **Update on Matters Arising from previous Meetings for note by the Council:** Report 1 (page 6) – ACCEPTED.

## **11. Correspondence and Information items requiring discussion or action:**

- a) Notification that the book “In Memoriam” is being donated to Parish Councils in the Borough however, your copy will be held by Coppull Parish Council, due to geographical closeness – **The Clerk will investigate the cost of purchasing the Parish Councils own copy.**
- b) Confirmation Arley Homes are now proceeding with adoption works at Cherry Tree Close which will include jetting and clearing road gullies – **Noted.**
- c) Notification of the intention to plant wild flowers around street furniture by Chorley Council using Charnock Richard as a pilot project – **Councillor Taylor outlined his exchange of emails with Bob Webster, Street Scene Officer at Chorley Council. He reported that manpower issues and new machinery account for the fact that a second amenity cut has not yet been undertaken and, that it may be another two weeks before the second cut can be completed. As it will then be 7 weeks since the first cut Councillors wondered whether resources are being diverted to the Town Centre. It was suggested that an outside contractor be appointed to do a one-off cut to address the issue or, that a mower be purchased using the budget allowed to Borough Councillors. Councillor Heaton confirmed that, as a gesture of goodwill and at no cost, he would use the Football Club mowing machinery to cut the amenity areas in the Parish. Councillor Heaton was thanked for this gesture. Councillor Taylor reported that as a cost saving exercise, having now strimmed around street furniture Chorley Council will, using Charnock Richard as a trial project, be weed spraying around street furniture and then sowing wild flower seeds. Only at the end of the season will strimming around street furniture be undertaken. If this idea does not work they will revert back to the original maintenance routine. The Council will monitor this.**
- d) Info. from LCC on the Shared Lives Service – **Posters will be placed in the Notice Boards.**
- e) Consultation on the proposal by LCC to operate a Permit Scheme for road and street activities – **Councillor Taylor, the Clerk and Councillor Mrs Bishop’s husband have read this rather lengthy document and it is felt that it is unlikely to be relevant to the Parish Council. Mr Bishop’s comments and observations will be kept on file.**
- f) Confirmation that Chorley Council Animal Welfare Officer will pursue the dangerous dogs issues arising on Delph Lane – **It was stressed by the Animal Welfare Officer that it is easier to deal with this issue if reports are made directly to Chorley Councils Animal Welfare Officer as soon as they occur, or at the earliest opportunity.**
- g) Current position with regard to footway resurfacing on Town Lane – **Councillor Taylor has pursued this matter and confirmed that the Town Lane mentioned in the Commissioning Plan is indeed Town Lane, Heskin, however it was a typing error in the Plan and the details should have said “slurry sealing the carriageway” rather than the footway. He will continue to press for work to be carried out to the footways and kerb edges at Town Lane and will enforce the request that the footways on Charter Lane require attention.**
- h) Info. from LALC – New Councillors & Clerks workshops (Module 1, 5 July – Module 2, 19 July) an Employment Workshop 12 June, Agenda for Area Committee Meeting, 8 May – **Councillor Cheetham will liaise with the Clerk once he has consulted his diary.**
- i) Details of late items of correspondence received i) Request from LCC to find volunteers who would be interested in tracing and logging Lancashire’s Lost Ways – 2026 – **This information will be forwarded to Charnock Richard Rambling Club.**

## **12. Reports, Complaints and Concerns from Parish Councillors**

- 1) Street light No.43, junction Southgates/Merefold, is on all the time.
- 2) Gullies on Chorley Lane remain blocked, particularly between 305 Chorley Lane and the Hinds Head PH. As a result flooding occurs at this location.
- 3) There is a pot-hole which requires attention in the carriageway opposite 81 Church Lane.
- 4) Several street names signs require attention – the Coat of Arms has faded on the Southgates sign. The wooden backboard of the Neargates sign is rotten and the wooden posts on the Chorley Lane sign at the top of Dob Brow are rotten and broken.
- 5) The “No Motorcycles” sign at Freemans Lane needs replacing. Councillor Heaton will check if he has any left and if so, replace the sign.

- 6) The Council would like to request a copy of the School Admissions Policy as some young children in the Parish are not being allowed to attend the local primary school.
- 7) The 20mph school signs are flashing at the wrong times.
- 8) The Clerk will pursue the painting of the Play Area at Mossie Close.
- 9) Councillor Heaton requested that the Lengthsman undertake some strimming, to tidy up the small area of land at the junction of Robin Close and Chorley Lane. The Lengthsman scraped off the debris and put bark on the land which was a considerable improvement. The landowner subsequently came forward to state that it is his land. The Parish Council would therefore like to suggest that if the Lengthsman has similar plans for the opposite side of Robin Close, that he check with the landowner at No.2, before he commences.
- 10) The road gullies all the way down Dob Brow remain compacted with debris and blocked.
- 11) There are 2 very large pot-holes at the Meadowlands/Church Lane junction which have been marked out on a safety inspection but have not been filled. This will be reported to LCC.
- 12) The carriageway surface is breaking down at the Leeson Avenue/Church Lane junction.
- 13) The road sweeper has cleaned estate roads eg: Meadowlands, Neargates etc.
- 14) It was reported that the excavations on the driveway up to Park Hall relate to the laying of new power cables because Park Hall and the Camelot site are owned by different parties.
- 15) The 30mph sign near the Church Lane/Preston Road junction has faded to white and needs replacing.
- 16) The road channel on Charter Lane, for approx. 30m from its junction with Church Lane, is very uneven, has considerable pot-holes and requires remedial work.
- 17) Councillor Taylor provided photographs to show how the telephone box on Chorley Lane could be used as a book exchange. Some are of the opinion that this is a good idea but at the wrong location however, others believe that it is better to be used for this purpose than to stand empty and unused. Councillor Mrs Bishop informed those present of the sad death of a gentleman from the village who was killed on Wigan Lane in a motorcycle accident. His family and friends have donated money in his memory and have purchased 2 defibrillators, one is located in a box outside the Football Club and is for public use and the other has been placed in school. They now have sufficient donations to purchase a third defibrillator and are looking for a suitable location to install it which must be accessible to the public. It was suggested that the telephone box may be a good location for both a defibrillator and a book exchange.

**13. Reports from Committees and Representatives on Outside Bodies** – Wigan Athletic public exhibition. Most Councillors had attended the exhibition at some point in the day and were relieved to be informed that the public footpath through the site will be retained. It was reported that the public footpath and the other tracks through the site used by dog walkers are very clean as the litter bins located near the tee positions, originally for golfers use, are very well used by responsible dog owners. Councillor Taylor reported that the bins are getting full and now require emptying to prevent them overflowing and the area becoming spoiled. Councillors Taylor and Heaton agreed to assess the situation as it is anticipated that a small vehicle and trailer will be required to access, empty and re-locate the bins nearer the public footpath. Once emptied bin liners will be put in to ensure that it is easier to empty them in the future. If necessary the permission of the landowner will be sought, if this receives a positive response Chorley Council will be asked to empty the bins, at a cost to the Parish Council. Following the Meeting Councillor Heaton agreed to use his machinery and, with the help of Councillor Taylor, accessed the land from the Football Club site, emptied the bins and re-lined them for ease of emptying in future.

Councillor Heaton was asked when he became aware that Wigan Athletic had booked the football Club for the exhibition. Councillor Heaton said he had informed the Parish Council several months ago that an enquiry had been made about holding an exhibition at the Football Club but that, due to his holidays, he had only found out 2 weeks before the exhibition date as he is not responsible for the bookings. Councillor Mrs Bishop had been informed that it had been booked in the Football Club diary for a month. The Parish Council were disappointed that they had been given such short notice of the exhibition and felt Councillor Heaton could have passed on his knowledge of the exhibition date earlier. Had the Parish Council not taken the decision to letter-drop the whole Parish the residents would not have known about, nor had the opportunity, to attend the exhibition.

- 14. Best Kept Village Competition and Best Kept Garden Competition** – To discuss any action required for both competitions – **Nothing specific suggested at this stage.**
- 15. Welch Whittle Gardens** – Progress update for watering this year. Councillor Taylor reported that Chorley Council will water Welch Whittle Gardens for £35.00 per watering. He anticipates that watering will be required on approx. 10 occasions or less, therefore making an approx. total maximum cost of £350.00. It is hoped that Chorley Council will use their initiative when it comes to when and the frequency of watering however, Councillor Taylor will establish the correct procedure required. **Resolved: The Council will instruct the Borough Council to proceed by this means for this year following which other avenues will be explored should it be deemed necessary.**
- 16. Japanese Knotweed – Sharratts Path & Land Adjacent** – Councillors Taylor and Mrs Bishop attended a meeting with Tim Blythe from LCC and one of the adjoining landowners who has treated the Knotweed on his land. All parties are concerned that the land in question is completely overrun with the weed which is now spreading onto Sharratts Path. Other neighbouring land owners share this concern. The land is not registered at the Land Registry and it is difficult to determine who the landowner actually is. It was inferred in discussions that the Parish Council should not expect LCC to accept responsibility for treating and eradicating the Knotweed from the land despite the fact it is a problem on the public right of way, they would like the Parish Council to take on a treatment programme, over the next few years, to eradicate this weed. The Parish Council are extremely reluctant to take this on as it will be a costly exercise. Chorley Council may have knowledge of land ownership as land in this vicinity was submitted as a possible future site for development in the site suggestions consultation exercise. Investigations into land ownership will continue.
- 17. Parish Council Vacancy** – **Resolved: The vacancy will be advertised with no closing date.**
- 18. Parish Council Newsletter** – Items for inclusion will be the Annual Report, Finance Statement, Timetable of Meetings, Councillors, Borough Councillors, County Councillors and MP's contact details and Info. on the 2014 Scarecrow Festival.
- 19. Planning** – The Council will be required to make observations on the following applications:
- 1) 14/00409/FUL – Creation of a new vehicular driveway to the side and front of the property leading to the rear of the property. Charnock Brow Farm, Preston Road, Charnock Richard. **The Parish Council object to these proposals as the site-lines when exiting on to the A49 are inadequate and a second access is unnecessary to serve this property.**
  - 2) 14/00414/DIS – Application to discharge conditions 4 (external materials), 5 (finished floor levels) 10 (foul and surface water drainage) and 11 (front boundary wall) of planning permission 13/00904/FUL (which was the erection of a pair of two storey semi-detached dwellings) 18 Chorley Lane, Charnock Richard. **No Objections provided the materials used are in keeping with the existing street scene.**
  - 3) 14/00420/FUL – Creation of new vehicular access onto the highway. Granemore, Preston Road, Charnock Richard. **The Parish Council object to the proposals as a second access is unnecessary and would compromise highway safety.**
  - 4) 14/00416/FUL – Installation of 1 no. Electric Vehicle Quick Charging Point in main car park area. Charnock Richard Motorway Service Area Northbound, Mill Lane. **No Objections.**
  - 5) 14/00417/FUL - Installation of 1 no. Electric Vehicle Quick Charging Point in main car park area. Charnock Richard Motorway Service Area Southbound, Mill Lane. **No Objections.**
  - 6) 14/00196/FUL – Demolition of existing detached dwelling, construction of new detached dwelling and detached double garage and associated landscaping and hardstanding works. The Oaks, Preston Road, Charnock Richard. **No Objections provided the new dwelling does not increase the original footprint by more than 50%.**
  - 7) 14/00434/NOT - Notice of intention to install 1no. BT Openreach High Speed Broadband cabinet. Land Opposite 158 Chorley Lane, Charnock Richard. **No Objections.**
  - 8) 14/00451/COU – Change of use from Offices (B1) and Storage (B8) to Offices (B1) and workshop (B2), and replacement of roof covering to rear of existing building. Texserve, Preston Road, Charnock Richard. **No Objections.**

- 9) 14/00488/PDE – Erection of extension to rear measuring 6m in depth by 4.86m wide by 3m to the eaves and 3.8m maximum height (existing conservatory to be demolished). 4 Yew Tree Villas, Preston Road, Charnock Richard. **No Objections provided the proposals satisfy the permitted development rights criteria for development in the Green Belt.**
- 10) 14/00494/NOT – Proposed upgrade of existing telecommunications apparatus to include the replacement of the existing antennas and feeders and installation of new dishes and equipment cabinets. Park Hall Hotel, Park Hall Road, Charnock Richard. **No Objections however, the Parish Council will enquire why the consultation period is so short.**

## **20. Accounts**

### Accounts for Payment:

Aon Ltd	Annual Insurance Premium	£541.60
Mrs C A Cross	Salary – (Net)	£479.67
HM Revenue & Customs	Tax due by Clerk	£62.00

### Receipts:

Chorley Council	Precept (including grant)	£27000.00
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**Resolved: That the aforementioned Accounts are approved receipts and payments.**

**Resolved: That the Financial Accounting Statement and Annual Governance Statement for the year ending 31 March 2014, the contents of which will form the basis of the Parish Council Annual Return to the external auditors, are approved for submission together with the Bank Reconciliation Statement for Jan-Mar 2014.**

**21. Lengthsman's Payment** – Work undertaken this month totals 125 Hours @ £7.50 per hour = £937.50 + £41.05 materials. **Resolved: Total Paid £978.55.**

Next Meeting: Monday 2 June 2014

Members of the Public and Press are Welcome to Attend

Meeting Closed: 9:49 pm

Chairman:

Date:

## **REPORT 1**

### **Matters Arising from the Minutes to be noted by the Parish Council:**

- Notification permission has been GRANTED for extension to existing garage incorporating pitched roof to front. 20 Church Lane.
- Notification the outline application for a new detached home on land between Rose Cottage and York House, Mill Lane, was considered by the Planning Committee on 22 April with a recommendation to refuse planning permission + Invitation to speak at the meeting.
- Notification the application to demolish existing buildings and erect a rehabilitation and therapy centre at Pemberton House Farm, Park Hall Road, will considered by Planning Committee on 13 May with a recommendation to refuse planning permission + invitation to speak at the meeting.
- Confirmation that Network Rail has litter picked the railway embankment from Freemans Lane.

#### **DECLARATION OF INTEREST:**

If the interest to be declared arises only as a result of your membership of another public body or one to which you have been appointed by the Council, then you only need to declare it if you intend to speak. If the personal interest is a prejudicial interest, you must withdraw from the meeting. You should leave the room before the business starts to be discussed. You do however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision of the matter.