



COPPULL PARISH COUNCIL MINUTES

**MEETING: ANNUAL GENERAL
WEDNESDAY 15 MAY 2019 - 7.00 P.M.
SPRINGFIELD PARK LEISURE CENTRE,
SPRINGFIELD ROAD NORTH, COPPULL**

**PRESENT: Parish Councillors Michael Atherton (Elected Chair),
Marjorie Parkinson (Elected Vice-Chair), Nora Ball,
Neil Coggins, Jan Colecliffe, Matthew Crook, Paul Eastham,
Steve Holgate, Elaine Jones, Lynne Moores, Maggie Peel-
Impey, Paul Taylor, Ash Whittaker and Sue Edwards (Clerk)
– Community Champion, Dorian Pilkington, County & Chorley
Councillor Julia Berry and Chorley Councillor Alex Hilton**

Action

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

1. ELECTION OF CHAIR

PROPOSED: Councillor N. Coggins

SECONDED: Councillor J. Colecliffe

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 N. Ball (who was standing down from being Vice-Chair)

SECONDED: Councillor M. Peel-Impey

That Councillor M. Parkinson be elected as Vice-Chair. This was unanimously agreed upon.

The Chairman thanked Councillor Ball for her support and advice whilst she was Vice-Chair and the Clerk thanked the Chairman for everything he has done and will continue to do in the future.

The Chairman welcomed Lynne Moores to the meeting, who had taken the place of Councillor David Cole who had not stood in the recent elections due to ill health. All nominated persons in the recent elections had not been contested so they automatically came on to the Parish Council.

The Chairman also welcomed Dorian Pilkington (Community Champion) and Alex Hilton (Chorley Councillor). Congratulations were given to County Councillor Julia Berry on her election to the District Council and Councillor Holgate on his appointment as Deputy Mayor of Chorley.

3. ATTENDANCE/APOLOGIES FOR ABSENCE – Councillors Pauline Cobham and Sheila Makin (holidays)



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 16.16 – Springfield Park Leisure Centre
- Councillor P. Eastham – Item 16.17 - Allotments
- Councillor L. Moores – Item 16.17 - Allotments

4.1 **DECLARATION OF GIFTS** – None.

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

6. FORMULATION OF COUNCILLORS' AREAS OF RESPONSIBILITY (emailed/distributed to Parish Councillors). Councillor Lynne Moores to be given an area of responsibility from Councillors who had taken on extra areas due to other councillors not being able to participate. The Clerk to liaise with Councillors in this respect. As the boundaries are due to change again next year, the areas of responsibility to be looked at in further detail at that time.

7. DATES AND FORMULATION OF COMMITTEE MEETINGS AND MEMBERS (emailed/distributed to Parish Councillors). The Management & Finance Committee to meet every three months. If a Councillor wishes to join the committee or leave this committee, or any others which the Parish Council holds, please contact the Clerk.

8. AMENDMENT/APPROVAL OF THE MINUTES OF THE LAST PARISH COUNCIL MEETING DATED 10 APRIL 2019 (emailed/distributed to Councillors)

PROPOSED: Councillor M. Peel-Impey
SECONDED: Councillor E. Jones

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

9. AMENDMENT/APPROVAL OF THE DRAFT MINUTES FROM THE ANNUAL PARISH MEETING DATED 24 APRIL 2019 - (emailed/distributed to Councillors)

PROPOSED: Councillor N. Ball
SECONDED: Councillor E. Jones

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).

10. COMMUNITY CHAMPION – Mr Dorian Pilkington reported that the training was now almost complete. It has been a bit slow getting off the ground, but he hopes to raise awareness of the role and suggested putting out a leaflet and some business cards which would give a point of contact,



with an email address and telephone number. Dorian will set up the email address and the mobile telephone in the office will be used. The newsletter is due out at the beginning of July and the information could be put in there instead of a separate leaflet. Dorian is visiting local clubs in the area to make himself known, for example, the boxing club at the Enterprise Centre and the local Neighbourhood Watch. It was felt that this role was a very positive one for the village and Dorian was wished every success. Dorian then left the meeting.

11. POLICE REPORT – None.

12. COUNTY COUNCILLOR'S REPORT – Councillor Julia Berry reported that an annual audit of the district is taking place, which will feed back issues on highways, conditions of roads, etc. County is putting out a newsletter in regard to this. Julia is undertaking surgeries at the Library, who are very welcoming.

There appears to be a sink hole between Roe Hey Drive and Lancaster Street, on the narrow pavement on Spendmore Lane. Cllr Berry will look into this. There are also very large potholes on Byron Crescent, but these have now got paint around them.

There are pot holes all along Spendmore Lane (this is an item later on in the agenda) and it would appear that they are just going to be filled in. However, this is not the case, they will be filled in and then the road will be resurfaced along Spendmore Lane, New Road and Chorley Road – funding is in place for this.

13. BOROUGH COUNCILLORS' REPORTS:

13.1 Councillor Julia Berry reported that Borough Councillors are considering doing surgeries on a Saturday and will try and get the Police to attend at least four times per year. Consideration is Still being given to open the railway station in Coppull.

13.2 Councillor Alex Hilton has only been in position for a week, but has found that dog fouling is a huge issue in the village, but the problem is catching people. He will ask for the Dog Warden to increase patrols, particularly in areas around the schools.

13.3 Steve Holgate reported that during the elections whilst talking to residents numerous concerns were brought up and these are being highlighted in a report. The main concern as previously stated is dog fouling, state of the roads and pavements and trees and hedges not being appropriately cut back.

Councillor Holgate has been appointed to the office of Deputy Mayor and would like to try and focus on public/civic engagement.

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 – the next meeting to be held on 29 May 2019 and then every three months during 2019/20 (August & November 2019, February 2020), or if a request to hold one is made to the Clerk.

16. GENERAL MANAGEMENT & FINANCE

16.1 Appointment of Internal Auditor for end of year and report (emailed/distributed to Parish Councillors). It was **RESOLVED** that the same Auditor be appointed for the Internal audit of the 2018/19 accounts.

16.2 End of Year Accounts and Approval of Section 1 & 2 of the Annual Return (AGAR – Annual Governance and Accountability Return) 2018-19 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 2018/19 - 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 2018/19 – Members also acknowledged that to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that it is a correct record.

PROPOSED: Councillor N. Ball
SECONDED: Councillor M. Peel-Impey

That Section 1 and 2 of the External Audit Statement be approved as a correct record.

16.3 Public Works Loan Board – information in regard to repayment (emailed/distributed to Parish Councillors). Everyone had received this information and it was **RESOLVED** to leave the loan as it is, due to there being no benefit in repaying early.

16.4 Business Switching/New Savings Accounts – the Clerk is looking into two separate accounts to place up to £80,000 in each account, plus the account with the RBS, to keep the money under the compensation threshold.

16.5 Councillors Allowances & Chairman’s Allowance (only expenses for mileage incurred). As all councillors were not elected no expenses can be paid, although previously councillors have agreed to forgo any expenses, apart from mileage whilst carrying out council duties.

16.6 Permission to send information by email. This was signed by all present. The two Councillors not present will be asked to sign on their return.

16.7 Wm. Frith Charity. Unfortunately, the bank returned the cheque



from Wm. Frith and this has been returned to the charity. There has been no further correspondence from them as yet.

16.8 Policies including Investment Strategy (emailed/distributed to Parish Councillors). A list of all policies held had been received by Councillors. Councillor Peel- Impey will be checking through all the policies, which she does on an annual basis, and any necessary amendments will be made. Councillors to contact the Clerk if they wish to view any of the policies.

16.9 Community Infrastructure Levy – proposed Neighbourhood Plan and new Village Hall. It was generally felt that a plan should be commenced. Although this is an onerous task, it would be an investment and benefit the village in the long run.

PROPOSED: Councillor N. Coggins

SECONDED: Councillor S. Holgate

That the Parish Council look into obtaining a consultant and a committee then to be formed to take this project further.

In regard to a new Village Hall, the Chairman had obtained a brochure on prefabricated buildings, but this was not felt to be the way forward. Instead, it was felt that a proper brick built structure would be more beneficial for the future and a proper investment and good use of the CIL. Although the present site of the village hall is not ideal, no other land in that side of the village appears available, although some sites are still being looked into. It was agreed to set up a Steering Group to take this project forward. The group to consist of the following Councillors: M. Atherton, N. Coggins, J. Colecliffe, M. Crook, E. Jones, M. Parkinson, M. Peel-Impey and Paul Taylor.

16.10 Clancutt Lane – proposed footpath. Although some money has been set aside for this project from the CIL, it was felt that more information was necessary as it does seem that the hedge in question has grown out and, therefore, not really the resident's land. A copy of the deeds to be obtained.

16.11 Community Champion – request for leaflets and business cards to distribute around the village. It was **RESOLVED** to put the leaflet as a page in the next newsletter, but to change the picture to one of the Community Champion(s). The request for business cards was also agreed.

16.12 Personnel Reports (distributed at the meeting). There were no concerns. It was **RESOLVED** that the reports be approved as a correct record.

16.13 Competition to name the wood nymph. Only one entry has been received, this is "Persephone". The resident to be asked to attend for a photo shoot when the statue is put in place and a bouquet of flowers to be given.



16.14 Grass Cutting contract – proposed cost increase. The current contractor is proposing quite a large increase for the Springfield Park and the Tansley Play Area. He has been doing the grass cutting since 2014 and has not really had an increase in that time. The increase is £30 per cut for the Tansley Avenue football field and £80.00 per cut for the Springfield Leisure Park. It was felt that the current contractor does an excellent job.

PROPOSED: Councillor S. Holgate
SECONDED: Councillor M. Parkinson

That the increase be approved – agreed unanimously.

16.15 Appointment to Chorley Council Committees (emailed/distributed to Parish Councillors). Councillor Holgate agreed to continue to be the Parish Council's representative on the Chorley Liaison and Neighbourhood Area meetings.

16.16 Springfield Park Leisure Centre update (MA/PC) – Coffee Machine, Fire Doors £419.12, Painting.

The coffee machine is still awaited. The wrong one was initially delivered and the second one was also wrong. It has been very difficult to buy the right one, as most companies want the machines leased and products bought from them.

A further fire door needs renewing at a cost of £419.12 – It was **RESOLVED** that this be done as soon as possible.

The Manager of the Centre had forwarded a mock-up of the proposed painting for the reception. Everyone felt that black and white was too stark. Councillor Taylor to continue to look into what colours would be more appealing for a reception area.

16.17 Allotments update (PE) and drainage £1,400. The Allotment Association had received a grant of £1,000 from Tesco Bags for Help towards the hard standing, drainage and an underground pipe for water. It was **RESOLVED** that the Parish Council pay the remaining amount.

16.18 Dog Fouling (to be put on every PC agenda until further notice). Previously discussed under Items 13.2/13.3.

16.19 Village Grot Spots (to be put on every PC agenda until further notice). No areas of concern at the present time, apart from weeds.

17. DECISIONS MADE UNDER THE CLERK'S DELEGATED AUTHORITY

(After consultation with the Chair and Vice-Chair) – None.

18. PLANNING

18.1 Planning Applications:



- App.No. 19/00344/FULHH – 33 Bogburn Lane – Single storey front extension – No reason to objection, it is infill between two houses, but a strange extension – **NEUTRAL**.
- App.No. 19/00282/FUL – Holt Farm, Wigan Lane – Erection of detached dwelling and garage (part retrospective). There is still a desire by Chorley Council to pursue a second prosecution for the demolition building. The Parish Council should not support someone who has flouted the rules and knocked down a Grade II Listed Building and a very strong **OBJECTION** to be placed. The Clerk to contact Lindsay Hoyle who is also strongly objecting to this application.

18.2 Planning Decisions:

- App. No. 19/00104/FULHH – 60 Clancutt Lane – Alterations to existing dwelling – **PERMITTED**.
- App.No. 19/00171/FULHH – 6 Tansley Avenue – Single storey rear and side extension (following demolition of existing single storey rear extension and detached garage) – **PERMITTED**.
- App.No.19/000142/FULHH – 266 Spendmore Lane – Rear dormer – **PERMITTED**.
- App.No. 19/00202/FUL – Lowes Tenement Farm, Burgh Lane – To vary condition on approved plans – **PERMITTED**.
- App.No. 19/00270/DIS – Land between Wheatsheaf Hotel and 2 Chapel Lane – Application to discharge conditions – **PERMITTED**.

19. HIGHWAYS

- 19.1 Parking Enforcement Requests (to be put on every PC agenda until further notice). There is a van parked at the bottom of Lancaster Street which is causing problems for traffic entering and exiting the junction onto Spendmore Lane. The Clerk was given their telephone number and is to inform the Police. Councillor Coggins declared a pecuniary interest in this matter.
- 19.2 Mill Lane – traffic and speeding concerns. An email from a resident of Mill Lane was read out to those present. To be forwarded to LCC.
- 19.3 Coppull Moor Lane – speeding concern. A resident is very concerned about the speed of traffic on this road and has offered to purchase another speed camera if it can be obtained at the same price as the previous one. As the Parish Council is still awaiting LCC to fit the brackets, it was agreed not to purchase another sign at this moment in time, but to thank the resident for his generous offer and this may be something the Parish Council would consider in the future.



19.4 Clancutt Lane – speeding. It was **RESOLVED** that a letter from the Parish Council asking people not to speed down Clancutt Lane, where there is an adjacent open area for children to play on, be delivered to all residents in that area, in response to an email from a resident who is very concerned that an accident will ultimately happen if vehicles do not slow down. When the brackets have been put up by LCC, the SPID sign can be located on Clancutt Lane. The Clerk had been in contact again with LCC, who apologised for this not having been done yet and said that the order for the work would be sent off straight away.

19.5 Road between Spar and railway bridge Spendmore Lane (PE). Discussed under Item 12.

20. CORRESPONDENCE / ITEMS FOR DECISION-DISCUSSION

20.1 Public Rights of Way – Local Delivery Scheme – Opt in. It was **RESOLVED** to opt back in to this scheme, whereby the Parish Council receives an amount to put towards the cost of strimming the three main ginnels in Coppull.

20.2 Chorley Sports Awards 2019 – nominations now open. It was **RESOLVED** to nominate the Springfield Bouncers as Club of the Year and Steve Freeman as Coach of the Year.

21. ITEMS FOR INFORMATION / FUTURE DISCUSSION

21.1 Digital Training –new taster session being held on 10 July 2019. This is a taster session with the main course commencing in September. Councillors M. Parkinson, N. Ball and E. Jones expressed an interest in this training.

21.2 Coppull Moor Lane - Railway bridge undergoing vital refurbishment work. Noted.

21.3 European Parliamentary Election Thursday 23 May 2019. Noted.

22. CONFIDENTIAL MATTER – Personnel – to be discussed in confidence after the open meeting has been closed.

THE CHAIRMAN CLOSED THE MEETING AT 8.25 P.M.

Dates of next meetings:

WEDNESDAY 29.05.19: 7.00 pm MANAGEMENT & FINANCE (followed by a meeting of the Village Hall Steering Committee)

WEDNESDAY 12.06.19: 7.00 pm PARISH COUNCIL

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Councillor M. Atherton
Coppull Parish Council Chairman

