

**MINUTES OF 1168TH MEETING
OF HOGHTON PARISH COUNCIL
HELD ON 30TH MAY 2022
AT HOLY TRINITY CHURCH HALL
BLACKBURN OLD ROAD.**

PRESENT: - COUNCILLOR T. GREENWOOD (CHAIRMAN) COUNCILLOR B. MATTOCK (VICE CHAIRMAN) COUNCILLORS A CULLENS, M. GRAHAM, Ms Y. HARGREAVES, AND Ms M. URRY AND MR. T. HARKNESS (CLERK).

ALSO IN ATTENDANCE: A MEMBER OF THE PUBLIC.

1003. DECLARATIONS OF PERSONAL/PREJUDICIAL INTEREST:

The Clerk reminded Members of their responsibility to declare any personal interest in respect of matters on the agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct. No one made a declaration at this stage.

1004. MINUTES:

The Minutes of the proceedings of the meeting of the Parish Council held on 11th April 2022 having been previously circulated were approved as a correct record and signed by the Chairman (Councillor T. Greenwood).

1005. PUBLIC PARTICIPATION SESSION:

The Member of the Public present raised the following matter:-

PINFOLD - QUEENS JUBILEE EVENT:

The Parish Council was thanked for the grant it had made towards this event.

A request was made for the grass on the Pinfold to have a further cut despite being done earlier. The contractor would be asked to carry out further cutting of the Pinfold prior to the Jubilee Event.

As there were no further matters raised the Parish Council continued with the items on the Agenda,

1006. POLICE REPORT:

(A). LIAISON:

The police were not present.

There had been a range of consultations circulated since the last meeting regarding various topics.

The Parish Council was concerned that the police had not attended its meetings since July 2021 and there had been no communication during that time.

It was understood the nominated police officer for the Parish had been seconded to other duties.

Concern was expressed about the problems with drug taking at Houghton Bottoms. Sergeant Harrison from Chorley Police was aware of the problem.

The Clerk would approach the Police and Crime Commissioner regarding the lack of policing and whether any officer had been appointed to cover for the secondment.

(B). CONSUMER ALERTS – TRADING STANDARDS:

The Clerk circulated a copy of the latest consumer alerts from the County Council's Trading Standards Officer. Various leaflets had been circulated regarding initiatives regarding making people aware of scams. Copies had been put on the notice boards.

1007. LALC REPORT:

Updates from LALC on current issues and various consultation documents had been circulated since the last meeting.

It was also reported that the County Council had issued a charter to allow local councils to work alongside the County Council to benefit the people of the county and achieve their respective aims.

An Environmental Fund had also been established by the County Council to further the aims of the Charter.

The County Council had introduced an app (Love Clean Streets) to report Highway Faults.

1008. HIGHWAYS AND FOOTPATHS:

(A) ENVIRONMENTAL ISSUES AND CONCERNS:

Residents of Viaduct Road raised an issue about Chorley Council spending money on planting perennial mats on a number of grass verges then cutting back all the wild flowers going down Long Barn Brow and further along Viaduct Road towards the terraced cottages. These verges were a magnet for bees, insects and good cover for bank voles. Cutting back these verges also encouraged parking by visitors at weekend.

The grass cutting contract was a County Council contract not a Chorley contract and they mowed in April or May in order to get the contracted 4 cuts in per year. Unless issues like this were addressed what happened on the ground would negate their wildflower planting strategy.

Chorley Council would be contacted and asked to refrain from cutting wild flowers on verges where perennial mats had been provided. The County Council would be asked to carry out three cuts per year instead of four.

Environmental Issues and Concerns would be added to the Highways and Footpaths as a standard item on future Agendas.

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(B). QUAKER BROOK LANE/THE STRAITS - TRAFFIC:

The Cabinet at the County Council agreed the painting of yellow lines at Quaker Brook Lane, highway safety signing and increased police patrols. They did not agree to a mini roundabout but did say they would review the situation in six months. The yellow lines had been installed.

(C). FOOTPATHS :

The Parish Council had received prior notification of a proposed diversion and closure of the footpath from Hey Barn to the housing development at Methuen Drive in South Ribble. The problems associated with this footpath had been highlighted in the past.

The footpath in Brindle Lodge was overgrown and needed cutting back this would be reported to the Countryside Service.

(D). STATION ROAD:

The County Council had asked Openreach to cut back the hedge and would monitor this to ensure the work was carried out at present nothing had been done.

(E). GIB LANE/CHAPEL LANE:

The County Council had asked their contractors to undertake the work to the footways and some spraying of the footways had been carried out.

(F). ROAD SIGN HOGHTON LANE:

Following comments about the deer sign the Traffic Management Team had agreed to look into this but it was still in the wrong position.

(G). ROAD SIGNS

(1) BUS SHELTER BOARS HEAD:

The street name plate near the bus shelter opposite the Boars Head (Preston side) was completely obscured by the vegetation and could possibly be damaged.

Chorley Council was investigating this.

(2). CHAPEL LANE:

The street sign at the entrance to Chapel Lane was missing and required replacing.

Chorley Council was investigating this.

(H). BOUNDARY SIGNS:

Hoghton parish boundary signs were required to define Parish boundaries.

The Northern Parishes Area Committee would be asked to consider the provision of such signs.

It was also suggested that Slow signs be provided at the bend near Quaker Brook Lane.

(I). STREET AND HIGHWAY SIGNAGE CLEANING:

As part of Chorley Neighbourhood Working a commitment had been secured for street and highway signage cleaning.

Chorley Council would be notified that the signs at Valley Road and Chapel Lane required attention.

(J). SPID POLICY AND PROCEDURE:

The County Council issued a questionnaire about Spids policy and procedure. The Parish Council had responded that there were some issues with this idea and the County Council had been informed.

The Parish Council was reminded that the Road Safety Partnership had been regularly siting a SPID on The Straits and notices were erected advising motorists about speeding.

(L). SLOW DOWN SAVE LIVES RESOURCES:

The County Council was undertaking a publicity campaign aimed at traffic speeds and had offered posters etc to display on the roads.

1009. CHORLEY/COUNTY COUNCIL REPORT:

No report was presented.

1010.PLANNING REPORT:

(A) DECISIONS:

The following decisions had been made since the last meeting.

1. Part two storey/part single storey rear extension (following demolition of existing two storey extension and conservatory) and elevational alterations 103 Chapel Lane. (App no 22/00134/FULHH) - Refused.

2. Part single storey/part two storey side/rear extension Bank House 4 Bolton Road (App no 22/00264/FULHH). Granted.

3. Application to discharge condition 4 (materials) attached to listed building of existing Methodist Chapel into a dwelling, including a first floor rear extension Pearson House Chapel Lane (App no 22/00176/DIS) - Granted.

4. Application to discharge conditions nos. 5 (materials) and 6 (archaeological investigation scheme) of planning permission ref:20/00716/FUL (Conversion of existing Methodist Chapel into one dwelling, including a first floor rear extension) Pearson House Chapel Lane. (App no: 22/00318/DIS) - Granted

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5. Section 73 application to vary condition 3 (approved plans) attached to planning permission 21/00965/FUL (Erection of five dwellings and garages) in order to include dormers to all plots, estate access gates, amend materials/frontages for all plots, reposition roof lights to all plots and amend rear gable surrounds of plots 1 - 4 Straits Farm The Straits. (App no 22/00294/FUL. - Granted.

6. Minor non-material amendment to planning permission ref: 21/01325/FULHH (single storey side/rear extension) involving the erection of a single storey side extension Wayside Quaker Brook Lane (App no 22/00448/MNMA) - Declined.

7. Two storey side extension 1 Bell Villas Gib Lane. (App no 22/00297/FULHH). Granted.

(B). APPLICATIONS:

The following applications have been received since the last meeting of the Parish Council.

1. Erection of 3 dwellings following demolition of existing derelict buildings and conversion of existing shippon to a dwelling including widening of existing access Barracks Farm 1 Chapel Lane. (App no 22/00451/FUL).

2. Application to discharge conditions 4 (drainage strategy) 5 (materials schedule) 6 (boundary treatment plan) 14 (site access and off highway works) and 16 (traffic management plan) attached to planning permission 21/01054/FUL (erection of dwellinghouse) Straits Farm The Straits (App no 22/00552/DIS).

The comments of the Parish Council had been sent to Chorley Council.

1011. ACCOUNTS FOR PAYMENT:

The following accounts were submitted for payment.

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|--------------------------------|---|----------|
| 2. A. Harkness | Salary and expenses quarter ended 31st March 2022. | £835.26. |
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| 2.HMRC | Tax | £194.04 |
| | | |
| 3. Whitehead and Aldrich | Payroll Administration | £57.60. |
| | | |
| 4.Holy Trinity | Room Hire - May 2022 | £20.00 |

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|---------------|--|--|
| Parish Church | | |
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1012. INSURANCE PREMIUM - RENEWAL.

The Clerk submitted details of the Parish Council's insurance quotation from Came and Company Insurance Brokers for the year from 1st June 2022 to 31st May 2023.

He reminded the Parish Council that in 2019 it had entered into a three year agreement with the Insurers. This would be subject to review in May 2023. Three quotations had been provided and the lowest quotation was from Hiscox Insurance Company Limited amounting to £1072.65.

The Parish Council was requested to consider the offer and decide whether the cover offered was adequate.

A sum of £950.00 had been included in the Parish Council's Estimates for this premium in 2022/23.

The Parish Council considered that the Council's Insurance is adequate, the quotation be accepted, and that it be renewed for 2022/23 at a premium of £1072.65.

1013. PRECEPT/CIL PAYMENTS:

Payment of the 2022/23 precept of £6,800.00 had been made by Chorley Council and there were no CIL payments to 31st March 2022.

1014. AUDIT OF PARISH COUNCIL ACCOUNTS:

The Clerk reported that the Audit for 2021/22 would take place on 1st July 2022.

He reminded the Parish Council of the arrangements for Smaller Authorities and informed the Parish Council that it had been notified that the Audit had been included in the 5% review this year. However it could apply for exemption from external audit as in previous years.

It was still necessary for an internal audit to take place and the Independent Internal Auditor had examined the Parish Council's Accounts and procedures, confirmed that they were in order, had agreed the Audit Report and submitted it to the Parish Council for approval.

Under the procedure it was necessary for the Parish Council to approve an Annual Statement of Governance and that the accounts had been undertaken in accordance with prescribed regulations.

A copy of the Statement of Governance, the Annual Return and the Internal Auditor's Report was circulated to each Member of the Parish Council.

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Under the regulations copies of the Annual Return would be posted on the Parish Council`s website.

Notices of Public Rights in respect of the Audit would be published on the Parish Council Notice Boards and website from 13th June to 22nd July 2022.

- (1) The Parish Council accepted the report of the Internal Auditor
- (2). The Parish Council apply for a certificate of exemption from External Audit.
- (3). The Parish Council acknowledged its responsibility for the preparation of the accounts and confirmed to the best of its knowledge and belief that the Council's accounts for the year ended 31st March 2022 were true and correct and it has considered the statement of governance in connection with those accounts.
- (4) The Chairman (Councillor T. Greenwood) was authorised to sign the Annual Return where appropriate.
- (5). That the Audit documents be displayed on the Parish Council website.

1015. PARISH COUNCIL - BANK ACCOUNTS:

The Parish Council agreed to introduce on line banking for their bank account.

1016. RISK ASSESSMENT:

The Chairman (Councillor T.Greenwood) and the Clerk had made a health and safety risk assessment inspection of the notice boards, benches and the Pinfold.

The notice boards were generally in good condition with the exception of the one at Viaduct Road which needed replacing.

Arrangements would be made for this to be done.

Some of the benches required attention. The one at Hoghton Bottoms needed repairing and the one at the entrance to Chapel Lane replaced.

It was suggested that the bench at Chapel Lane be replaced with one requiring minimum maintenance. Costs of replacing it would be submitted to the next meeting.

Arrangements would be made for maintenance work to the benches.

A risk assessment report in respect of the Council's Financial Systems would be submitted to the next meeting.

1017. LAND ADJACENT TO POST OFFICE QUAKER BROOK LANE:

The land outside the area allocated for residential development where the notice board and the bench were located was overgrown. Arrangements had been made to tidy it up.

It was suggested that the landowners should be approached about dedicating the land which did not form part of the housing plot to the Parish Council.

1018.QUEEN`S PLATINUM JUBILEE:

Details of events in the Parish currently proposed were reported.

The Parish Council had donated funds towards events at Riley Green and Holy Trinity Parish Church.

1019.CHRISTMAS 2022:

The Parish Council discussed the provision of Christmas Trees in the Parish for Christmas 2022.

Some funds had been allocated for a power supply to the location of a Christmas tree at the Pinfold Riley Green and another site had been suggested at the Boars Head.

A site visit would be held before the next meeting to assess suitable sites.

1020.CHORLEY STREETSCENE STRATEGY 2022 - 2025:

Chorley Council's revised Streetscene Strategy had been published for 2022-2025. This was a forward plan to be presented to Executive Cabinet in June.

The Director Customer and Digital had requested the Strategy be circulated to parish councils prior to Executive Cabinet so that any general feedback or comments can be considered as part of the strategy. There would then be the opportunity for further engagement and discussion on specific areas and the delivery of the strategy following Executive Cabinet.

The following comments had been made:-

1. Reference was made twice refer to working with Parish Councils but do not describe how. In the 'High Level Timetable' there was no mention of Parish Councils. How would working with Parish Councils happen?
2. Will Chorley also consul key local experts such as Chorley and District Natural History Society) who record flora and fauna in the area.

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3. On rubbish bins there had been a request for a bin under the Viaduct beyond the end of Viaduct Road. This was refused by Chorley on the grounds it was "too far and too heavy to carry a waste bag". Instead a dustbin was retrieved from the river and was emptied by a resident incidentally there is a rubbish bin across the river at the end of Valley Road that is a similar distance than that requested at the Viaduct. How does this fit into a future strategy?

A Liaison Meeting would be held on 20th July and it was suggested that an item be placed on the agenda regarding the Chorley Street Scene Strategy. Councillors Graham and Urry would attend.

1021. DATE OF NEXT MEETING:

Monday 4th July 2022 at 7.30. p.m. at Holy Trinity Church Hall.

There being no further business the Chairman (Councillor T. Greenwood) declared the meeting closed at 9.20 p.m.

**SIGNED
CHAIRMAN**

4TH JULY 2022