

ECCLESTON PARISH COUNCIL

MEETING: Council Meeting, Thursday 13 March 2025, 7.30 pm.

VENUE: Eccleston Community Hub, Drapers Avenue, Eccleston, Chorley, PR7 5SY.

A G E N D A

1. Apologies for Absence
To receive apologies.
2. Declarations of Interests
Members are reminded of their responsibility to declare any personal or pecuniary interest in respect of matters contained in this agenda, or brought up at any point in this meeting, in accordance with the adopted Code of Conduct.
3. Minutes of the Meeting held on 13 February 2025
To receive and approve the minutes of the meeting distributed to Councillors.
4. Public Participation
The meeting will be adjourned.
Members of the public may raise issues with the Council. No legal decisions may be taken.
5. Planning Matters
To consider planning applications.

Application	Proposed Development	Location
25/00085/FUL	Erection of a self build, detached dwelling	Lydiate Farm 12 Lydiate Lane
25/00156/FULHH	Erection of detached garage	Grey Stone Cottage 18 Lydiate Lane
25/00157/CLPUD	Application for a certificate of lawfulness for a proposed single storey rear extension	Grey Stone Cottage 18 Lydiate Lane
25/00168/NOT	Notice of intention to install 1no. temporary mast with associated cabinet equipment	Telecom Mast Bygone Times The Green

6. Financial Matters
 - i) To receive the finance update.
 - ii) To consider a request for assistance from St Mary's Church PCC towards the costs of tree works.
 - iii) To consider requests for payment made to the Council.
7. Risk Assessment
To carry out the annual financial risk assessment.
8. Central Lancashire Local Plan
To consider a response to the Local Plan Regulation 19 Consultation.
9. Banking Arrangements
To review the Council's banking arrangements.
10. Clerk's Report
To note the Clerk's report.

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11. Reports from Outside Bodies (for information only)
To receive reports.
12. Date of Next Meeting
To confirm the date of the next meeting.

Alm Platt

CLERK

Published: 07/03/2025

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of Meeting held on 13 February 2025
4. Public Participation
5. Planning

Permissions

Application	Proposed Development	Location
24/00943/DIS	Application to discharge conditions 4 (car park and manoeuvring), 5 (storage of materials outside RPA), 6 (trees and shrubs clearance), 7 (retain trees on site) and 8 (landscaping) of planning permission ref. 24/00485/FUL (External alterations at the rear to provide a new timber framed external shelter, the addition of new timber construction external fixed seating, the addition of new festoon lighting and timber support posts, and the re-lining of the existing car park area to provide sixteen car parking spaces.)	Brown Cow Inn The Green
24/01086/FULHH	Part two storey / part single storey rear extension and alterations to existing single storey rear projection (following demolition of existing single storey rear extension	89 Towngate

Refusals: None

Withdrawn: None

6. Finance

- i) Councillors will receive the monitoring statement.
- ii) A request from St May's PCC for a contribution towards the costs of tree works in St Mary's Church graveyard will be considered (details below):

Urgent work due to Ash die back either side of the public footpath is required together with removal of dead wood in the Beech avenue. Some of the Ash are not on Church land and the landowners will be approached for help. The cost for felling 9 Ash trees and work on the beech trees amounts to £4,350 of which £750 would be the responsibility of the landowners leaving the Church £3,600 this year for essential work.

Work on the Yew trees and some Holly die back is considered desirable but not essential this year as this is not causing any imminent danger to anyone using the path.

Any help you can give towards this cost would be greatly appreciated.
- iii) Requests for payment will be approved.

7. Risk Assessment

Risk assessment is a systematic general examination of financial and other implications that will enable the Council to identify any and all potential risks inherent in the procedures and practices. Based on a recorded assessment all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, should be taken.

The document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- identify the areas to be reviewed.
- identify what the risk may be - likelihood (risk) and consequence (effect)
- evaluate the management and control of the risk and record all findings.
- review, assess and revise if required.

7. Risk Assessment (cont.)

Councillors will carry out the annual financial risk assessment (enclosed).

The publication "Joint Panel on Accountability and Governance Practitioners' Guide (March 2024)" provides guidance on proper practices to be applied in the preparation of the statutory annual governance statement, including assessment of risks.

Full details can be viewed at: <https://www.nalc.gov.uk/library/our-work/jpag/3859-practitioners-guide-2024/file>

Para 1.15.6 (page 10) states "Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time."

Paras 13) 5.89-5.98 (p.44 and 45) provide details of requirements.

Councillors are invited to suggest any amendments/improvements to the assessment.

8. Central Lancashire Local Plan

A response to a consultation will be considered (details emailed to Councillors 24 February).

The Central Lancashire Authorities of Preston, South Ribble and Chorley are undertaking a review of the development plan(s) for the area and are working towards the preparation of a Joint Local Plan for Central Lancashire. This will be a single planning document comprising strategic and development management policies as well as site allocations for future development across the three authorities. Once adopted, the Local Plan will guide the future growth and development of the Central Lancashire area and replace the Central Lancashire Core Strategy (adopted in 2012) and the Local Plans/Site Allocations and Development Management Policies for the three Central Lancashire Authorities (all adopted in 2015).

Responses must focus upon whether the Plan is 'sound' (i.e. positively prepared, justified, effective and consistent with national policy) and legally compliant.

9. Banking Arrangements

NatWest Bank has advised that, as the annual credit turnover has exceeded £100,000, the Parish Council is no longer eligible for free banking on the current account. With effect from 3 May 2025, bank charges of 35p per item for automated payments and .70p per item for manual payments (cheques, credits and individual cheques paid in). An estimated annual cost, based on the current financial year's items, would be approx £140.

10. Clerk's Report

A verbal report will be provided.

11. Reports from Outside Bodies (for information only)

Councillors will provide reports from any outside bodies attended as a representative of the parish council.

12. Date of Next meeting

Thursday 10 April 2025.

Forthcoming Events

Meetings usually begin at 6:30pm at Chorley Town Hall. Confirmation will be sent as and when received.

Chorley Liaison - Wednesday 19 March 2025

Wednesday 17 July 2025

Wednesday 15 October 2025

Western Parishes Neighbourhood Area meeting - Monday 17 March 2025

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MINUTES of the Meeting held 13 February 2025 at 7.30 pm in The Community Hub, Drapers Avenue, Ecclestone.

Present: Councillors M Miller (Chairman), D Biggs, R Bland, D Bonney, M Brown, D Graham, C Heath, D Miller, H Thomas and A Whittaker.

Also present: 4 Members of the Public.

14.25 Apologies for absence

Apologies were received from Councillor S Bland.

15.25 Declarations of Interests

None declared.

16.25 Minutes of the Meeting held on 9 January 2025

Resolved: the minutes of the meeting (as circulated) were approved and signed by the Chairman as a correct record.

17.25 Councillor Vacancy

A application for co-option from Mrs Dianne Biggs was considered.

Resolved: Mrs Dianne Biggs was co-opted.

18.25 Public Participation

A resident queried the operation of the new bakery on The Green. Councillors advised it is an artisan bakery however the Parish Council has received no information relating to this.

The path around the Recreation Park was mentioned. The meeting was advised a contractor is to be appointed to repair the crossing over the culvert.

Dogs owners have been seen taking their dogs into the play area.

The operation of the speed indicator device at the Ecclestone Bridge entrance to the village was queried. As the device is solar powered, the operation will be intermittent during Winter months as, the batteries do not receive sufficient charge to function fully.

19.25 Planning Matters

24/001078/TPO Application for works to a protected tree - Chorley BC TPO 1 (Ecclestone) 2020: T1 Oak - Reduce side branches overhanging garden back by a length of 2 metres and remove deadwood. Half the tree is overhanging garden, so to reduce impact on garden, and to reduce weight out of heavy branches at 21 The Hawthorns

25/00020/TPO Application for works to protected trees - Chorley BC TPO 5 (Ecclestone) 2005: G1 Crown reduction of Beech and remove dead wood. T3 and T4 reduction in height to Yew trees at The Church of the Blessed Virgin Mary, Towngate

25/00040/FUL Change of use of a building from agriculture to mixed agriculture and B8 storage use and an extension to the building at Glendale, Tincklers Lane

25/00145/FUL Erection of detached double garage at Wood End Barn, Parr Lane

25/00146/FUL Erection of detached double garage at Orchard View, Parr Lane

There were no objections to these applications.

25/00143/PIP Permission in principle application for the erection of 5no. dwellings following the demolition of existing buildings at 14 Southport Road

Resolved: an objection is to be submitted on the grounds of inappropriate development within the Green Belt

20.25 Financial Matters.

i) The financial monitoring statement was considered.

Resolved: the monitoring statement was received and accepted and signed by the Chairman.

ii) A request from the Ulmes Walton Action Group, for a pledge towards the costs of the legal fees associated with the legal challenge to the approval of the application for the Third Prison at Wymott, was considered. The pledge will be payable only if the challenge were to fail.

Resolved: a pledge of £500 was agreed.

iii) A request from St Mary's Church PCC, for assistance towards the costs of tree works in the graveyard, was deferred pending receipt of further information.

iv) Resolved: the following payments were approved:

£ 77.50	Everflow	Water/wastewater (Changing Rooms)
£ 58.20	British Gas	Electricity (Hub)
£ 110.72	British Gas	Electricity (Changing Rooms)
£ 83.65	Waterplus	Water/wastewater (Hub)
£ 30.36	Easy Websites	Website
£ 30.36	Vodafone	Broadband (Hub)
£ 5760.00	J T and K J Waterworth	Grass cutting 2024
£ 2799.98	Staff costs	Salaries, deductions and reimbursements
£ 736.99	British Gas	Gas (Hub)
£ 19.00	Chorley Council	Business rates (Changing Rooms)
£ 71.64	Everflow	Water/wastewater (Changing Rooms)
£ 546.24	British Gas	Gas (Changing Rooms)
£ 111.72	British Gas	Electricity (Hub)
£ 170.28	British Gas	Electricity (Changing Rooms)

21.25 Millennium Green

A report from a meeting with a Lancashire County Council Officer regarding problems with flooding on the School's playing field was provided. It was noted the problem appears to be due to a blocked drain in a private garden and the homeowner is to be contacted. The blockage may also have caused silting up of the ditch. A request was made for the Open Spaces Committee to discuss an access path to the rear of the School via the Millennium Green.

22.25 Clerk's Report

A burst pipe had caused further damage to ceilings two of the Changing Rooms. Quotations are being sought.

A resident with concerns regarding eviction from a property had been referred to Chorley Council's new Social Prescribing Service, which had provided assistance.

23.25 Reports from Outside Bodies

Chorley Liaison - details of the Social Prescribing Service and information on diversionary activity throughout Chorley Council Wards to assist with anti-social behaviour were provided.

24.25 Date of Next Meeting

Thursday 13 March 2025.

There being no further business the Chairman declared the meeting closed.

Eccleston Parish Council

Risk Assessment and Management

(in accordance with Governance and Accountability for Smaller Authorities in England)

Topic	Risk Identified	Risk		Effect	Management of Risk	Action by	I A Freq
		H/M/L	H/M/L				
Income							
Precept	Not submitted	L	H	H	Council minute - RFO to follow up	Diary	12
	Not paid by BC	L	H	H	Check and report to Council	Diary	12
	Adequacy of precept	L	H	H	Monthly review of budget to actual	Diary	12
Investment Income	Receipt when due	L	L	L	Review when necessary	Diary	As required
	Investment policy	L	L	L	Review when necessary	Diary	As required
	Surplus funds	L	L	L	Review when necessary	Diary	As required
Expenditure							
Salaries	Wrong salary paid	L	L	L	Check to minute	RFO verify	12
	Wrong hours paid	L	L	L	Check to timesheet/contract	RFO verify	12
	Wrong pay rate	L	L	L	Check to contract	RFO verify	12
	False employee	L	L	L	Check to PAYE records and lists	Councillor verify	12
	Wrong deductions - PAYE and NI	L	L	L	Check to PAYE calculators	RFO verify	12
	Goods not supplied	L	H	H	Order system	RFO verify	12
Direct Costs and Overhead Expenses	Invoice incorrectly calculated	L	L	L	Check arithmetic	Approval check	6
	Cheque payable is excessive	L	H	H	Signatory initials etc Stub and Voucher	Councillor verify	6
	Cheque payable to wrong party	L	H	H	Signatory initials etc Stub and Voucher	Councillor verify	6
	Power to pay	L	H	H	RFO check	RFO verify	12
Grants and Support	Agreement of Council to pay	L	H	H	Minute	Councillor verify	12
	Conditions agreed	L	M	M	Use reasonable conditions	RFO verify	12
	Cheque and voucher	M	M	M	Signatories initial stub and voucher	Councillor verify	12
	Follow up verification	M	L	L	RFO check and consider budget	RFO verify	12
Election Costs	Invoice at agreed rate	L	L	L	RFO check and consider budget	RFO verify	As required
	VAT analysis	L	L	L	All items in cash book lists	RFO verify	12
VAT Irrecoverable	Charged on purchases	L	L	L	Consider all items as per cash book lists	RFO verify	12
	Partial exemption applies?	M	M	M	RFO check	RFO verify	12
	Claimed within time limits	M	H	H	Agree returns submitted	RFO verify	12

Topic	Risk Identified	Risk H/M/L	Effect H/M/L	Management of Risk	Staff Action	IA Freq
Reserves - general	Adequacy	L	H	Consider at budget setting	RFO/Councillor opinion	12
	Adequacy	L	H	Consider at budget setting and final accounts	RFO/Councillor opinion	12
	Earmarked, or contingent liability	L	H	Review by Council	RFO/Councillor opinion	12
Assets	Loss, damage etc	M	H	Annual inspection, update insurance and asset register	Diary	12
	Risk or damage to 3 rd party property or individuals	M	H	Review adequacy of Public Liability Insurance cover	Diary	12
	Loss of key personnel (Clerk)	M	H	Review hours, conditions, health, stress, training, management.	Council	12
Staff	Fraud by Staff	L	H	Fidelity guarantee insurance cover value insurance company conditions	Council	12
	Consequential loss due to critical damage or 3 rd party performance	L	H	Review adequacy of insurance cover	Diary	12
Cash	Loss through theft or dishonesty	L	H	Insurance cover review - ensure adequacy of Fidelity Guarantee Cover	Diary	12
	Poor performance of assets, loss of income or performance	L	M	Annual maintenance inspection Review adequacy of insurance cover	Diary	12
Borrowing	Adequacy of finances to be able to repay loans	L	H	Consider at budget setting. Financial review and cashflow forecasting monthly	Diary	12
	Illegal activity or payment	L	H	Educate Councillors as to legal powers	Ongoing	12
Best Value	Overspend on services	L	H	Ensure correct tendering for services	Ongoing	12
	Inadequate records	L	H	RFO check + regular internal audit	Diary	12
Minutes	Accurate and legal	L	H	Approve at following meeting	Diary	12
	Conflict of interests	M	M	Update Declarations of Interests	Diary	12