

# WRIGHTINGTON PARISH COUNCIL

Clerk to the Council  
Mrs C A Cross

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14 May 2019

Dear Sir/Madam

You are summoned to attend the **Annual Meeting of the Parish Council** of the Parish of Wrightington to be held on Monday 17<sup>th</sup> May at Mossy Lea Village Hall at 7.30 pm.

Yours faithfully

*C A Cross*

Clerk to the Council

## AGENDA

### OPEN FORUM

(At this point in the Meeting members of the public present can report, ask questions, raise issues and make observations on parish matters or items appearing on the Agenda. Reports will also be received from the Police, District and County Councillors if attending – Once open forum is closed the Chairman will only suspend standing orders to allow public participation in extreme circumstances.)

**IT WOULD BE HELPFUL IF MEMBERS OF THE PUBLIC WHO WISH TO SPEAK AT THIS POINT INFORMED THE CLERK BY 5pm ON THE DAY PRIOR TO THE COUNCIL MEETING – GIVING BRIEF DETAILS OF THE ISSUE/S THEY WISH TO RAISE. ITEMS RAISED WITHOUT PRIOR NOTIFICATION MAY NEED TO WAIT UNTIL THE NEXT MEETING IF TIME DOES NOT ALLOW FOR DISCUSSION AT THIS MEETING.**

**TO COMPLY WITH COVID-19 REGULATIONS AND SOCIAL DISTANCING, NUMBERS ALLOWED IN THE VILLAGE HALL WILL BE LIMITED TO 14 AT ANY ONE TIME (including Parish Councillors, the Clerk, applicants to join the Parish Council and members of the Public).**

**A ONE-WAY SYSTEM IN & OUT OF THE BUILDING WILL BE IN OPERATION ATTENDEES MUST SCAN THE TRACK & TRACE QR CODE DISPLAYED OR LEAVE THEIR NAMES AND CONTACT DETAILS IN THE BOOK PROVIDED.**

**2 METRE SOCIAL DISTANCING MUST BE OBSERVED.**

**MASKS OR VISORS MUST BE WORN INSIDE THE BUILDING.**

**HAND SANITISER MUST BE USED ON ENTRY TO THE BUILDING.**

**IDEALLY ONLY 1 PERSON FROM EACH HOUSEHOLD WILL BE ADMITTED TO THE HALL.**

If residents would prefer to email any comments, observations or questions in relation to matters on the Agenda to the Clerk rather than attend in person please email:  
[carolyn.parishcouncil@googlemail.com](mailto:carolyn.parishcouncil@googlemail.com)

1. **APOLOGIES**
2. **APPOINTMENT OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE**
3. **APPOINTMENT OF VICE-CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE**
4. **DECLARATIONS OF INTEREST** – Members are asked to consider any personal/prejudicial interest they may have to disclose in relation to matters under discussion at the Meeting.

**5. ADOPTION OF STANDING ORDERS, FINANCE PAPER AND COUNCILLORS CODE OF CONDUCT TOGETHER WITH VILLAGE HALL CONSTITUTIONS, COMPLAINTS PROCEDURE, PUBLICATION SCHEME, RISK MANAGEMENT PLAN, RISK MANAGEMENT REGISTER, ASSET REGISTER, TRAINING POLICY, ANNUAL AUDIT PLAN AND DATA PROTECTION POLICY**

**6. TIMETABLE OF MEETINGS FOR 2021/2022**

**7. APPOINTMENT OF COMMITTEES**

Finance Sub-Committee

Public Rights of Way Sub-Committee

Planning Liaison Group

**8. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

Appley Bridge/Parbold Quarry Liaison Committee

- Borough Liaison Committee

Village Hall Representative

- LALC

Appley Bridge Community Association

**9. MINUTES** – To accept Minutes of the remote Parish Council Meeting held on Friday 23<sup>rd</sup> April 2021.

**10. UPDATE/PROGRESS WITH ISSUES RAISED AT THE PREVIOUS MEETING**

**11. CORRESPONDENCE/INFORMATION ITEMS**

Items to be reported to, and noted by, the Council – no decision required: REPORT 1 – page 3-4.

Items requiring discussion, observations or action by the Council:

- a) Confirmation that Mr O’Dowd will attend the June Parish Council Meeting – to compile a list of questions to send to Mr O’Dowd in advance.
- b) Response from the West Lancs. BC tree officer re: tree removal at West Quarry
- c) Notification from the Fire Service that they are not aware of any report the subject of our Freedom of Information request.
- d) Notification from the EA that they do not hold the information requested in our Freedom of Information request.
- e) Suggestion that the Parish Council purchase and install Covid-19 Memorial Benches at, or near to, Appley Bridge and Mossy Lea Village Halls.
- f) Notification of the Parish Council Insurance renewal – to confirm the insurance is adequate.
- g) Volunteer to litter pick in the Parish.
- h) Honorariums for village hall officers - report
- i) Parish Council Website- suggestions for a web-coordinator going forward.
- j) Local Plan Review – Due to the current advice on health and safety in Meetings during Covid, and the suggestion that business is kept concise and brief – This will be a reminder to Councillors to view the Local Plan Review documentation on line for discussion in more detail at the July Parish Council Meeting when it is hoped restrictions have been lifted
- k) Late items received which may require discussion/action/observations.

**12. HIGHWAYS AND ENVIRONMENTAL MATTERS**

**13. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

**14. ANNUAL NEWSLETTER** – Suggested items for inclusion (dependent on Meeting time at this point)

**15. VILLAGE HALLS**

MOSSY LEA –

APPLEY BRIDGE – End of year accounts for note by the Parish Council

**16. PLANNING** To discuss the following applications:

- 1) 2021/0450/FUL Proposed detached house and garage following demolition of the existing building. Land adjoining 15 Church Lane, Wrightington.

**17. LANCASHIRE ASSOCIATION OF LOCAL COUNCILS** – NALC survey on Broadband in rural areas. Request for comment on consultation from NALC into electronic communications infrastructure. Details of Chairmanship Course – Thursday 7<sup>th</sup> October, 7-9pm via Zoom £25. Details of Effective Meetings workshop – 10<sup>th</sup> June, 7-9pm via Zoom £25

**18. ACCOUNTS** - To receive the following list of accounts for Approval:

**For Payment:**

ABVH Committee	Transfer of funds from the Business Grant	£1500.00
MLVH Committee	Transfer of funds from the Business Grant	£1500.00
Mrs J Rogers	Honorarium Booking Secretary ABVH	£200.00
Mrs E Armstrong	Honorarium Treasurer ABVH	£200.00
Mrs C Cross	Honorarium Booking Secretary MLVH	£200.00
Mrs C Hodgkinson	Honorarium Treasurer MLVH	£200.00
BHIB	Annual Insurance Premium	£1482.23
Defib Store Ltd	Charge-Pak x 2, Rescue Pack x 4	£171.55
Mr F Johnson	Reimburse window cleaning costs MLVH	£35.00
Mrs C A Cross	Reimburse cost of Visors and Hand Sanitiser for MLVH	£38.79
The Wiper Co	5 litre Hand Sanitiser for ABVH	£24.00
Mrs C A Cross	Clerk's Salary – Net	£822.56
HM Rev. & Customs	Tax & NI due by Clerk	£3.48
	NI due by Parish Council	£12.29
D/D Plusnet	Internet MLVH	£26.39
D/D British Gas	Gas supplied ABVH	£189.26CR
D/D British Gas	Gas supplied MLVH	£123.24CR

**Receipts:**

Approval of the setting up of an annual Direct Debit to the Information Commissioners Office for the annual Data Protection Fee of £40 (£35 if paid by D/D).

The Bank Reconciliation up-to 31/3/21, Income & Expenditure Account and Balance Sheet, Financial Statement and Annual Governance Statement for the year ending 31 March 2021, will be presented to the Council, for approval as an accurate statement of accounts prior to submission to the external auditors.

**19. OUTCOME OF INFORMAL GRIEVANCE MEETING** – For approval by the Parish Council.

**20. DATE AND VENUE OF NEXT MEETING** Monday 21 June 2021 7.30pm  
Appley Bridge Village Hall

Members of the Public and Press are welcome to attend

**REPORT 1**

- Notification certificate of lawfulness (existing) granted for existing garage. 11A Hinds Head Avenue, Wrightington.
- Notification permission granted for residential bungalow renovation – including rear and side extension, and converting the roof to include 2 front dormers and one rear dormer. 120 Appley Lane North, Appley Bridge.
- Notification certificate of lawfulness (proposed) permitted for proposed conversion of garage to habitable room. Ty Chwarel, 49 Appley Lane North, Appley Bridge.
- Notification permission granted for proposed detached garage and workshop with associated external works. 349 Mossy Lea Road, Wrightington.
- Notification permission granted for detached garage located at the south end of the site. Ty Chwarel, 49 Appley Lane North, Appley Bridge.

- f) Notification prior approval is not required for extension of dwellinghouse. Dimension from rear wall of the original dwellinghouse – 4.8m. Maximum height of extension 3.0m. Height to eaves of extension 3.0m. Four Acres, Hall Lane, Wrightington.
- g) Confirmation if no call for an election in relation to the casual vacancy which has arisen has been made by 21<sup>st</sup> May, the Parish Council can co-opt to fill the vacancy.
- h) Updated results confirming that West Lancs. BC objections remain in place for proposed work to Parbold Quarry.
- i) Details of The Open Spaces Society's Grant a Green Campaign.
- j) Confirmation from West Lancs. BC of the Concurrent Grant Agreement – signed and returned.
- k) Additional information about the Queens Award for Voluntary Service for 2022.
- l) Confirmation that your request for assistance from the Clean & Green Team at West Lancs. BC is being looked into.

**Meeting Protocols:** Please note the following procedures to ensure the smooth running of the meeting:

- Members of the public will only be able to speak during the Open Forum section of the meeting. If you wish to speak during this section please email the Clerk by 5pm on the day before the meeting, with brief details of the subject matter being raised. The Chairman will ask the member/s of the public to speak. Before speaking, the member of the public should state their name. Time permitting the Chairman will ask if members of the public wish to raise anything else, however, dependant on time, this may need to be held over until the next meeting. Each member of the public will be able to speak for a limit of three minutes.
- Parish Councillors wishing to speak are asked to please raise a hand and the Chairman will invite him/her to speak.
- To vote, members should raise their hand as appropriate.