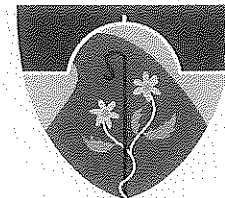


HEAPEY PARISH COUNCIL



MEETING: Council Meeting, Tuesday 4 March 2025 commencing at 7.30 pm

VENUE: St Barnabas Church, Chapel Lane, Heapey, PR6 8EW

A G E N D A

1. Apologies for Absence
To receive apologies.
2. Disclosure 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 7 January 2025
To receive and approve minutes of 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.
This session will be restricted to 10 minutes in total.
5. Planning Matters
To consider planning matters and current applications.

Application	Proposed Development	Location
25/00071/FULHH	Front porch extension, conversion of part of existing garage in order to facilitate provision of habitable accommodation and new bi-fold and sliding doors to rear elevation	5 Osprey Close
25/00137/OUT	Outline application for the demolition of an existing dwelling and erection of two detached dwellings, with all matters reserved	Denewood Coppice Lane

6. Financial Matters
 - i) To receive the finance update.
 - ii) 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. Chorley Liaison Meeting
To provide suggestions for agenda items.

HEAPEY PARISH COUNCIL

10. Reports from Outside Bodies
To receive reports from Members.
11. Date of Next Meeting
To confirm the date of the next meeting.

Alan Platt

Clerk to the Council
Published 25/02/2025

1. Apologies for Absence**2. Disclosure 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 7 January 2025

Minutes of meeting will be approved.

4. Public Participation**5. Planning**

Other applications:

Application	Proposed Development	Location
25/00015/DIS	Application to discharge condition no.2 (materials) of planning permission ref: 24/00871/FULHH (Single storey rear extension (following demolition of existing conservatory) and internal alterations)	Eagle Tower Farm Chapel Lane

Permissions:

Application	Proposed Development	Location
24/01064/CLPUD	Application for a certificate of lawfulness for a proposed detached garage	4 Brookside Cottages
: 25/00061/DIS	Application to discharge conditions 9 (landscaping plan) and 13 (arboricultural method statement and tree protection plan) attached to planning permission ref. 24/00158/FUL (Demolition of two stable blocks and the erection of a two storey dwelling and a bungalow)	Moody House Farm Higher House Lane

Refusals: None

Withdrawals

Application	Proposed Development	Location
25/00035/FUL	Application for technical details consent for the erection of one detached, self-build, dwelling and free standing car port pursuant to permission in principle 22/00980/PIP	Beechwood Chapel Lane

6. Financial Matters

- i) Councillors will receive the monitoring statement.
- ii) 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. Chorley Liaison Meeting

Councillors will be invited to provide suggestions for agenda items for the meeting on 19 March 2025 (details emailed to Councillors 21 February).

10. Reports from Outside Bodies (for information only)

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

11. Date of Next meeting

6 May 2025. This is the Annual Meeting of the Parish Council. At this meeting the Chairman and Vice-Chairman will be elected and Members appointed to outside bodies.

HEAPEY PARISH COUNCIL

MINUTES of the Council Meeting held on 7 January 2025 at 7.30 pm at St Barnabas Church, Heapey.

Present Councillors C Grunstein (Chairman), A Hodgson and M Osborne.

25.01 Apologies for Absence

Apologies were received from Councillors C Egerton-Smith, G France and County Councillor K Snape.

25.02 Declarations of Interests

None received

25.03 Minutes of the Meeting held on 5 November 2024

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

25.04 Public Participation

The public footpath behind properties on Blackbrook Close is flooding during periods of heavy rain. A resident had reported a van being left at the bottom of Blackburn Road which is causing problems for passing traffic. Enquiries had been made and, as the van is has tax and a current MOT, no action can be taken by the authorities.

25.05 Planning Matters

24/00949/FUL Erection of two detached dwellings (following demolition of existing buildings) and access alterations at Caravan, Philipsons Farm, Tithe Barn Lane

24/00994/FULHH Garwick, Chapel Lane

There were no objections to these applications.

25.06 Financial Matters

i) Resolved: the current monitoring statement was received.

ii) Resolved: the following payments were approved:

£ 30.36	Easy Websites	Monthly fee - January 2024
£ 27.00	Heapey Parish Church	Room hire
£ 90.00	DWG (NW)	Christmas tree fence
£ 516.00	J H Mayor and Sons	Christmas tree
£ 76.80	Geosphere	Subscription - Parish Online
£ 763.95	Staff costs	Salaries, reimbursements and deductions
£ 30.36	Easy Websites	Monthly fee - February 2024

22.07 Precept

The Precept for 2025-26 was considered. A draft budget was presented resulting in no increase in the Parish Council portion of council tax to residents. Councillors reviewed the traffic statistics for the heapeyandwheelton.org village website and agreed to continue funding the hosting of the site.

Resolved: the Precept for 2025 - 2026 was set at £8973, holding the cost of the Parish Council portion of council tax to residents.

25.08 Eastern Parishes Neighbourhood Area Meeting

Councillors discussed the submission of Neighbourhood Priorities for the coming year. In recent times the parish had benefitted from improvements to the picnic area and the lane to White Coppice Cricket Club and Councillors did not wish to submit suggestions for this year.

25.09 Chorley Liaison Meeting

Suggestions for agenda items had been invited. There were no suggestions.

25.10 Reports from Outside Bodies

No reports.

25.11 Date of Next meeting

Tuesday 4 March 2025.

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

..... (Chairman)

Heapey Parish Council

Budget 1 April 2025 - 31 March 2026

Salaries	4500
General Administration	500
Room hire	200
Grass cutting	600
Subscriptions & entry fees	250
Communications	500
Newsletter	100
Training	300
Donations	1000
Flowers and planting	1000
Street furniture	1000
Play Area maintenance	1800
War Memorial expenses	1500
Parish Information	1500
Insurance	500
Christmas	1000
Audit Fees	100
CIL	80
Sundries	1000
Earmarked Reserves	1000
General Reserve	5000
Total	<u>23430</u>
Financed by:	
Estimated Balance as at 31.03.25	14130
Precept 2025-26	8973
Anticipated top up grant	327
	<u>23430</u>

Heapey Parish Council

Risk Assessment and Management

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

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

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