

HEAPEY PARISH COUNCIL



MEETING: Council Meeting, Tuesday 7 November 2023 commencing at 7.30 pm

VENUE: St Barnabas Church, Chapel Lane, Heapey

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 5 September 2023
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
23/00870/FUL	Change of use of land from agriculture to land for the keeping of horses (retrospective)	Land and Buildings at Old Withnells Farm Trigg Lane

6. Financial Matters
 - i) To receive the finance update.
 - ii) To agree the amount of a donation to the RBL Poppy Appeal.
 - iii) To consider requests for payment made to the Council.
7. Internal Audit
 - i) To review the effectiveness of the internal audit.
 - ii) To confirm the appointment of an Internal Auditor.
8. Public Access Defibrillator
To consider a suggestion to request for provision of a defibrillator in White Coppice.
9. Memorial Seat on Blackburn Road
To consider a request to place a seat in the vicinity of the notice board on Blackburn Road.

10. Precept
To discuss items for inclusion in the Precept for 2024-2025.
11. Reports from Outside Bodies
To receive reports from Members.
12. Date of Next Meeting
To confirm the date of the next meeting.

Alm Platt

Clerk to the Council
Published 31/10/2023

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 5 September 2023

Minutes of meeting will be approved.

4. Public Participation

5. Planning

Other applications: None

Permissions:

Application	Proposed Development	Location
23/00464/FULHH	Erection of roof extension with construction of dormer to south east side elevation and two single storey rear extensions	Moorby Chapel Lane
23/00635/FULHH	Single storey rear extension and new pitched roof to replace existing flat roof	11 Kenyon Lane
23/00674/CLPUD	Application for a certificate of lawfulness for a proposed single storey side extension	Low Fold Farm Coppice Lane

Refusals: None

Withdrawals: None

6. Financial Matters

- i) Councillors will receive the monitoring statement.
- ii) Councillors will agree the amount of the donation to the RBL Poppy Appeal. (Donations since the Parish Council laid its own wreath - £100).
- iii) The requests for payment will be approved.

7. Internal Audit

Councillors will review the effectiveness of the internal audit (documentation enclosed). Councillors are requested to satisfy themselves that the scope of the document is adequate and are invited to suggest additions or amendments as appropriate.

Non-statutory guidance for internal audit and the appointment of an internal auditor can be found in Sections 4.1 - 4.18 (pages 24 - 26) of the Joint Panel on Accountability and Governance Practitioners' Guide (March 2023).

<https://www.lalc.org.uk/uploads/documents/files/practitioners-guide-2023.pdf>

Councillors will also review the requirements detailed on the Internal Auditor Testing document (enclosed), Again, Councillors are requested to satisfy themselves that the scope of the document is adequate and are invited to suggest amendments as appropriate.

Councillors will discuss the appointment of an Internal Auditor for the year ending 31 March 2024 (the current Internal Auditor, Mrs Amanda Partington, has confirmed her willingness to carry out the audit). A fee for the internal audit for the year ended 31 March 2024 will be confirmed. A fee of £80 was agreed in 2019.

Best practice guidance for the appointment of an internal auditor and internal audit can be found in Sections 4.1 - 4.18 (pages 24 - 26) and 4.20 - 4.21 of the Joint Panel on Accountability and Governance Practitioners' Guide.

8. Public Access Defibrillator

A suggestion for provision of a defibrillator and a weatherproof cabinet at White Coppice Cricket Club will be considered. From the information provided, it is not clear whether the Cricket Club will allow a defibrillator to be located on the site or allow connection to its power supply. Further details are awaited. Should this be clarified in time for the meeting, Councillors may wish to consider gifting the defibrillator to the Cricket Club

9. Memorial Seat

An offer from a resident to place a seat in the vicinity of the notice board on Blackburn Road will be considered.

A licence or permission will be required from Lancashire County Council. Councillors will need to consider potential ongoing maintenance and insurance costs.

10. Precept

Councillors will be invited to provide suggestions for items for inclusion in the Precept for 2024-2025. This is to allow estimated costings to be obtained in time for the setting of the Precept at the January meeting. One item for consideration is the current funding of the hosting fee and domain name for the village website heapeyandwheelton.org at a cost of £90.00 (+VAT) per annum. The village website contains useful information and links and this cost was originally shared with Wheelton Parish Council until Wheelton PC obtained its own dedicated site. Councillors will consider whether this funding should be included.

11. Reports from Outside Bodies (for information only)

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

13. Date of Next meeting

2 January 2024.

Forthcoming Events

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

Chorley Liaison - Wednesday 24 January 2024

Wednesday 20 March 2024