

HEAPEY PARISH COUNCIL

MINUTES of meeting held 1 March 2005 at 7.30 pm in the White Coppice Rooms, St Barnabas Church, Heapey.

Present Cllrs J Geddes (Chair), D Berry, D Greenhalgh, E Riding, J Ross-Mills.

03/05/69 Apologies for absence

None received.

03/05/70 Disclosure of Personal/Prejudicial Interests

None declared.

03/05/71 Minutes of the Meeting held on 4 January 2005

Proposed Cllr Ross-Mills, seconded Cllr Berry and agreed the Minutes (as circulated) be approved and signed by the Chairman as a correct record.

03/05/72 Matters for report from minutes

Casual Vacancy (01/05/67) The vacancy may be filled by co-option. Notices are to be placed in the noticeboards requesting applications by the next meeting.

Noticeboard (01/05/67) The land at Heapey Chase has not yet been adopted. The Chairman queried as to whether the land was under Borough Council maintenance. The Clerk will query the situation with the Borough Council.

Clerk's Employment (01/05/62) The Parish Council is now registered with the Inland Revenue as an employer.

03/05/73 Police Report

No Police report. Councillors discussed the apprehension of the driver whose stolen vehicle had collided with the Church wall.

03/05/74 Questions from the Public

The Chairman reported a resident had complained regarding damage to the grass verges on Ryecroft. Councillors discussed other sites where damage has occurred including Chapel Lane and the A674 adjacent to The Red Cat. The Clerk is to contact Lancashire County Council.

03/05/75 Finance

The Clerk advised the precept request has been forwarded to Chorley Borough Council.

Councillors considered the financial update and bank reconciliation.

The Clerk advised of the receipt of the Amenity Grant totalling £655.08.

Proposed Cllr Ross-Mills, seconded Cllr Riding, and agreed the following payments be approved, the invoices having been inspected by Cllr Berry:

£ 10.00	St Barnabas Church	Room hire
£ 472.39	A Platt	Salary
£ 133.10	Inland Revenue	Income tax
£ 350.00	Heapey & Wheelton War Memorial Trust	Donation
£ 11.00	Lancashire Playing Fields Association	Subscription
£ 24.43	A Platt	Administrative expenses

The Clerk reminded Councillors that those who have been added to the list of authorised signatories are to produce identification at the NatWest Bank in Chorley.

The Clerk reported of a charge of £75 for the bank to set up the automatic transfer of funds to the reserve account which had not been advised. The bank is to be instructed to cancel the transfer and refund the charge.

03/05/76 Planning Matters

05/00022/FUL Erection of single storey rear extension inclusive of chimney stack and extension to existing dormer at 142 Blackburn Road - no comment

05/00045/FUL Proposed construction of single storey rear extension and a rear dormer at 10 Tormore Close - no comment

05/00121/LBC Insertion of window with stone lintel and cill to side of dwelling at Eagle Tower Barn, Chapel Lane - no comment

05/00129/FUL - Erection of rear conservatory at 3 Black Brook Close - no comment

Applications refused

04/01355/COU Change of Use from retail, offices and health care services to hot food takeaway at 207-209 Blackburn Road

04/01309/OUT Demolition of former dairy building and erection of 4 holiday cottages, together with associated landscaping at Former Dairy, Lower House Fold Farm, Trigg Lane

03/05/77 Risk Assessment

A risk assessment as recommended by the Practitioners' Guide was carried out and the following measures agreed:

Public Liability insurance was inspected and found to be satisfactory.

Employers Liability insurance was inspected and found to be satisfactory.

Precept - receipt to be confirmed at the May meeting. The existing monthly monitoring statement provides performance against budgets.

Investment Income - the current return from the Reserve Account was found to be satisfactory.

Salaries - wage sheets and printouts of the Inland Revenue calculations will be inspected in conjunction with the quarterly audit.

Direct Costs and Overhead Expenses - the Clerk verifies orders and invoice values and all cheques issued by the Council are verified against invoices received prior to signature in accordance with Fidelity Guarantee requirements.

Councillors Allowances - claim forms will be submitted and verified.

Grants and Support - a list of items allowable under S137 expenditure will be provided for Councillors. All such payments will be verified and minuted.

Election Costs - the Clerk will verify the costs and Councillors will consider the budget annually.

VAT - the analysis is to be verified in the quarterly audit.

General and Earmarked Reserves - the adequacy is considered annually at the setting of the precept.

Assets - an annual review of assets and Public Liability insurance will be undertaken at the time of the policy renewal.

Staff and Loss - the requirements of the Fidelity Guarantee will be adhered to with regard to fraud. The Clerk is to arrange an increase in the Fidelity Guarantee to £18000.00 at the time of the next renewal.

Borrowing - adequate funds will be precepted and reviewed monthly in the monitoring statement.

Legal Powers - a list of powers will be provided to Councillors. Any activity or payment will be verified and minuted.

Financial Records - a system of quarterly inspections by Councillors will be introduced.

Minutes - the current system of monthly receipt and approval will continue.

Members Interests - Councillors will review their declarations of interest on an ongoing basis.

03/05/78 Sand Quarry

Cllr Ross-Mills met on site with Groundwork and suggestions were made regarding possible sources of funding and the landscaping and planting of the area. A joint meeting with representatives from Wheelton and Whittle-le-Woods has been arranged. Work is continuing on the Business Plan and sources of funding are to be identified. The Chairman suggested the questionnaire is specific to the local area around the quarry. The new owner appears to be open to suggestions but is not keen to sell for less than the market value.

03/05/79 Parish Plan

The questionnaire has gone to print and distributors and collectors are required. The Plan is to be presented to local groups and the Chairman requested Councillors draw up a list of the groups.

03/05/80 Correspondence

Chorley Borough Council requested comment on its Draft Housing Strategy 2005-2010 and its Statement of Community Involvement. The papers were placed in the mailbag for circulation and the Clerk is to be advised of comments.

The Chorley Partnership is holding a forum on 14 March 2005. Cllr Ross-Mills will attend.

The Office of the Deputy Prime Minister advised that the Clerk is the designated qualified person under the Data Protection Act.

Mr Geddes expressed his gratitude to Councillors for the gift presented at the previous meeting to mark the occasion of his retirement.

03/05/81 Matters for Further Discussion

Entries for the Certificates of Merit in the Lancashire Best Kept Village Competition were discussed. Councillors nominated Chorley Equestrian Centre, the Top Lock, the White Coppice noticeboard, the pond opposite Chorley Equestrian Centre and the Gateposts on Blackburn Road. The Chairman is to liaise with residents of the sheltered housing on Ryefield and Ryecroft regarding their entry and will advise the Clerk on the response.

The Chairman and Cllr Ross-Mills are to provide articles for a single sheet newsletter to be produced by the Clerk.

03/05/82 Date of Next Meeting

Tuesday 3 May 2005 at 7.30pm.

Councillors agreed to reschedule the July meeting to 28 June 2005 in order to accommodate a pre-arranged holiday for the Clerk.