

## MINUTES OF THE MEETING OF CROSTON PARISH COUNCIL

WEDNESDAY 18 JUNE 2025 6.30pm, CROSTON OLD SCHOOL

**In attendance:** Councillors C Turner, Chair, P Sloan, C Titherington-Teale, W Tomlinson, K Almond, K Taylor, Clerk & Responsible Financial Officer; one member of the public

1. **Apologies for absence:** Cllrs C Baines and P Fenemore
2. **Co-option & welcome to new Councillor, John Wright:** Acceptance of Office Form completed
3. **Minutes of the meeting held 14 May 2025:** Signed by the Chair as a true and accurate record
4. **Minutes of the meeting held 9 October 2024:** The Internal Audit 2024/25 identified the minutes had not been signed by the Chair as a true and accurate record. Proposed: Cllr Titherington-Teale, seconded Cllr Turner. Unanimous.
5. **Declarations of Interest:** Councillors to declare any personal or pecuniary interest in respect of matters on the agenda or up to any point in the meeting: None
6. **Public Time:** To invite / listen to matters raised by members of the public: None
7. **Parish Councillor Update:** The Chair, Cllr Turner and two councillors, Cllrs Baines and Titherington-Teale had requested to address this matter outside the Parish Council meeting, due to the urgency and sensitivity, which was impacting on the effective functioning of the Parish Council.

The facts are following an uncontested election in September 2024, Cate Baines and Daniel O'Kane 'were duly elected as parish councillors.' Chorley Council's uncontested election notification form does not refer to the need to sign an Acceptance of Office form. Following the election, the former Clerk contacted the Elections Team for advice on required actions. As soon as it became known, the Clerk presented the Acceptance of Office form to both individuals at the Parish Council meeting on 11 December 2024; Ms Baines signed the form when it was presented that evening, and Mr O'Kane signed the form on 17 January 2025, following reminders from the former Clerk.

The advice received from the Legal Dept at Chorley Council stated the Acceptance of Office form should be signed within two months of being elected. This advice was subsequently advised to be incorrect, as it applies only to Borough and County Council elections. Chorley Council apologised and then requested the Parish Council consider the position of both individuals. Having considered the facts regarding the signatories, the Parish Council voted:

- A. Majority **in favour** and Ms Baines **was deemed to be** a Parish Councillor.
- B. Majority **against** and Mr O'Kane and was **deemed not to be** a Parish Councillor.

The Clerk Advised the Parish Council that Chorley Council will be advised re: a vacancy.

### 8. Correspondence

- a. Use of Village Green, car park and electricity supply on 7 December 2025, Mr K Mayor. Agreed unanimous.

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- b. Permit the Croston Singers to perform on the Village Green at the Open Gardens event on 13 July 2025. Mr N Norcoss. Agreed unanimous.
- c. Request for clothes bank Leukaemia and Myeloma Research. Unfortunately, a suitable location could not be offered, and the Clerk will suggest an approach to Northern Rail, for a clothes bank to be located on the station car park.
- d. St Michael and All Angels CE Church parking. The Clerk read a letter to residents of Church Street regarding parking at the church. Noted.
- e. Email from resident re: Pride Flag. The Clerk read an email from a resident objecting to the Parish Council's decision to fly the Pride Flag. The Clerk will write to the resident advising should there be future objections, these should be received by the Clerk in March annually.
- f. Temporary road closure Back Drinkhouse Lane 29-31 July 2025. Noted.

## **9. Annual Governance Accountability Return (AGAR) 2024/25**

The Parish Council:

- a. Reviewed, noted and approved the internal auditor's report for 2024/25. Unanimous.
- b. Approved the Parish Council's AGAR 2024/25. Unanimous.
- c. Agreed the dates for the exercise of public rights for the inspection of accounts / supporting documents. It was agreed the dates will be 23 June – 1 August 2025. Unanimous.

## **10. Planning Applications**

- a. 25/00470/AGR land lying to the north of Meadow Lane, Croston.  
Agricultural determination for the erection of a building for machinery and storage. No objection.
- b. 25/0046/DIS Croston Hall Farm, Croston PR26 9RE.  
Application to discharge conditions 5 (facing materials), 6 (levels), 8 (construction management plan), 19 (construction environmental management plan), 20 (scheme of biosecurity measures - Himalayan balsam) and 21 (surface water sustainable drainage strategy) attached to planning permission 23/00462/FULMAJ (Erection of 4no. livestock buildings, 2no uncovered storage clamps, 1no. building comprising crop store, workshop and office together with vehicular access and associated yard area). No objection.
- c. 25/00506/FULHH 28 Town Road Croston Leyland PR26 9RB Erection of a rear roof dormer extension. No objection.
- d. 25/00502/FULHH 25 Rectory Close, Croston Extension to front dormer including installation of new window; reduction in size of rear window to bathroom. No objection.
- e. 25/00381 Bridge End Farm, Meadow Lane, Croston PR26 9JP Repair roof and repair render on chimney stacks and double-glazed timber windows to replace single glazed timber windows. No objection.
- f. 25.00380 Bridge End Farm, Meadow Lane, Croston, PR26 9JP Work to repair roof and repair render on chimney stacks, and double-glazed timber windows to replace single glazed timber windows. No objection.

## **11. Traffic Regulation Order Prohibition of Waiting on Station Road**

Introduce a prohibition of waiting in the following lengths of road: Bramblewood, both sides from its junction with the centreline of Station Road, for a distance of 12 metres in an easterly

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direction; the east side from a point 13 metres north of its junction with centreline of Bramblewood for a distance of 26.5 metres in a southerly direction. No objection.

## 12. Financial matters

- a. To approve the Clerk's claim for May 2025
- b. To approve the Acting Clerk's claim for May 2025 (to be submitted in July 2025)
- c. To approve the financial transactions for May 2025

DATE	PAYEE	DESCRIPTION	SUM £
1 May	Easy Websites	Subscription website	36.96
15 May	Red Admiral Music	Grant	200.00
15 May	Employee 2	Reimbursement for boots	28.20
15 May	Croston Old School	Room Hire April	49.50
19 May	Croston in Bloom	Hosepipe	49.99
21 May	Employee 2	Pay tax mth 2	321.18
21 May	Employee 4	Pay tax mth 2	946.71
21 May	Employee 4	Travel / office expenses	63.25
21 May	Employee 3	Pay tax mth 2	156.64
21 May	Croston in Bloom	Plants	464.50
21 May	LALC	Annual subscription	528.88
29 May	Friends of Croston Station	Grant plants	100.00
30 May	Croston Old School	Room Hire May	52.50

- d. To approve the estimate of £100 from A Wade, for the removal of the dilapidated bench at Cock Robin Cottages, Highfield Road, Croston. Cllr Tomlinson advised he would arrange for this to be removed free of charge. Unanimous.
- e. To approve the payment of £854.63 from RHF Landscape Supplies for the supply of bark and hardwood ply chips, for essential repairs to the park as indicated in the annual park inspection report, as approved at the May Parish Council Meeting. Unanimous.
- f. To approve the payment of £175 to Amanda Partington, Internal Auditor. Unanimous.
- g. Reimbursement to Neville Norcross for paint, varnish and materials for refurbishing playground equipment £188.46. Unanimous.
- h. To consider the renewal of membership for OPSTA £10.00. Unanimous.

**13. Forward Plan:** To consider / develop an annual forward plan for the Parish Council. Cllr Tomlinson moved a motion to develop a Parish Council forward plan, whereby key themes / activities etc., would feature, for example resident surveys, for example road safety, parking, communication, some of which would require information, advice and guidance from key stakeholders, such as the Lancashire Road Safety Partnership. It was agreed Cllr Tomlinson would prepare a draft for discussion at the July meeting.

**14. Chair's newsletter update:** Cllr Titherington-Teale provided an update on the progress of the Chair's letter, which had been distributed. The Clerk requested copy for the website.

**15. Reports from other organisations:** Cllr Sloan provided an update on the meeting with Paul Foster, MP, Chorley Borough Councillor, Neville Whitham (Vice Chair Planning Cttee), and

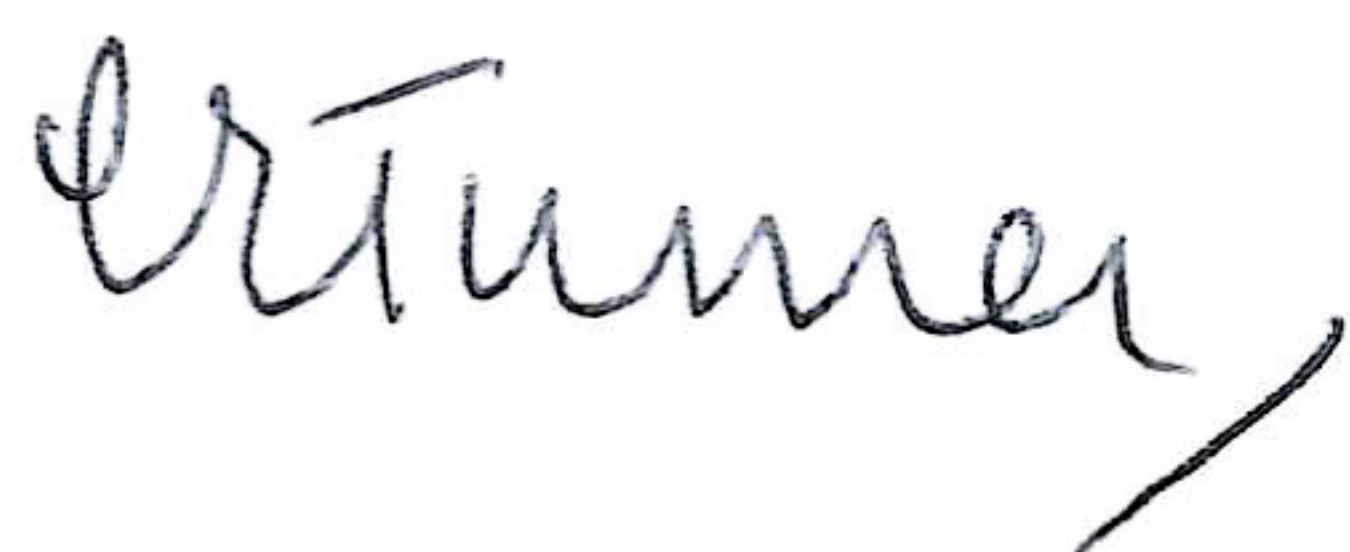
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representatives from United Utilities, The Environment Agency, Chorley BC and LCC (report circulated).

- 16. Improvement of Footpath 6 from The Orchard to Out Lane:** Cllr Almond gave a verbal report on this footpath, which is overgrown and has poor drainage. It was agreed that Cllr Wright will write to LCC Public Rights of Way to enquire about an on-site meeting with Cllr Almond, to ascertain improvements.
- 17. Update on Noticeboard to Morrisons:** Cllr Almond requested progression re: ascertaining the ownership of the Morrison's store on Station Road, so a replacement notice board could be sourced. It was agreed that Cllr Tomlinson will try to ascertain who the franchisee is to seek permission. The Clerk will seek information on the Little Hoole PC notice board.
- 18. Update on Peartree council garages from Chorley Council:** Cllr Almond. The Clerk will contact the three Chorley Councillors for Croston regarding an update.
- 19. Croston Together Expression of Interest to the Lancashire Environmental Fund for a grant.** Noted.
- 20. Date of next meeting: 9 July, 6.30pm at Croston Old School**

Prepared by Karon Taylor, Clerk to Croston Parish Council: [www.crostonparishcouncil.org.uk](http://www.crostonparishcouncil.org.uk)



Signed Chair

Date

9/7/25