

**MINUTES OF CROSTON PARISH COUNCIL MEETING**  
**WEDNESDAY 9 APRIL 2025 AT CROSTON OLD SCHOOL**

**PART 1**

**In attendance:** Cllrs C Turner, K Almond, C Titherington-Teale, P Sloan, D O’Kane; K Taylor, Clerk / Responsible Financial Officer; five members of the public

1. **Apologies for absence:** Cllrs Strachan, Fenemore and Baines
2. **Declarations of interest:** None
3. **Minutes of the last parish council meeting:** To agree the minutes of the meeting held on 12 March 2025. Cllr O’Kane moved a Motion that changes be made to the minutes. **It was resolved** Cllr O’Kane’s Motion be considered and responses shared by email, prior to approval.

***Standing Orders / Financial Regulations are suspended for Public Time.***

4. **Public Time:** To invite / listen to matters raised by members of the public. The Chair, Cllr Turner read a statement about recording public time, and requested a vote was taken by those present; six people objected so the majority vote concurred with no recording.

**The Grapes Hotel: Licensing**

Concerns were expressed by four members of the public about the licensing application made by Blue Ridge Properties, the developers. The closing date for receipt of representations at Chorley Council is 16 April. It was unclear whether the late licensing would be for hotel residents.

**Flooding**

Concerns were expressed about the ongoing flooding matters. Cllr Sloan provided an update that the parish council had requested a technical assessment to advise the provision of a suitable pump, however, Lancashire County Council, the flooding authority, would not allocate resources for this due to the Jacobs Review, at this time.

**5. Correspondence**

- a. **LALC Smaller Authorities Practises Panel (SAPPP):** The Clerk advised of the main changes, which had been circulated to Councillors:
  - Email management
  - Website legal requirements
  - Accessibility guidelines and Public Sector Bodies Regulations
  - FOI compliance, GDPR and Data Protection principles
  - Transparency codes documents must be published
  - All council must have an IT policy, covering its work and equipment

**It was resolved** the Clerk will draft an IT policy, for consideration at the May meeting. All in favour.

- b. Fallen tree near The Croft - dealt with by Tim Blythe, Lancashire County Council.
- c. CIL – the Clerk advised that Croston Parish Council will receive an allocation of £24,855.10 in October, to be spent within five years.

**6. Notice Boards**

The Clerk advised she had undertaken research to determine the owners of Morrisons store on Station Road, where a notice board had been located. The Clerk explained enquiries through the Land Registry will incur a cost. **It was resolved** Cllr Almond will try to ascertain the owners of the building, prior to applying online to HM Land Registry.

The Clerk advised the notice board adjacent to the surgery had faulty locks and was difficult to open. **It was resolved** the Clerk contact a contractor to replace the locks.

## **7. Annual Inspection of the Recreation Park**

Wicksteed's had inspected the park on 12 March and the full report had been circulated to Councillors, to note their recommendations, and actions required for urgent work. Croston Together volunteers undertake remedial work e.g. painting equipment with non-toxic paint; rubbing down / varnishing wooden play equipment as well as gardening. Upon receipt of the inspection report, Neville Norcross, Croston Together had met with Yates, a local supplier to obtain quotes for the necessary work. Neville has also kindly drafted a report and was awaiting quotes for work to be undertaken. Croston Together to be thanked for the work they do. **It was resolved** a. The inspection report be put on the website and b. Neville be invited to attend the May meeting to present his report re: actions / costs. All in favour.

## **8. Flooding matters**

As Cllr Fenemore was absent, it was agreed his proposal be deferred.

The Clerk provided an update on an email received from Paul Foster, MP, which had previously been circulated. The MP's Constituency Office Manager said the MP will speak to external sources, such as the Environment Agency / Chorley Council to request the facilitation of a technical assessment as Lancashire County Council would not allocate resources, at the current time. DEFRA have stated that Croston has been earmarked as part of the national spending for flooding and Paul Foster, MP is seeking further information. Cllr Sloan had provided the MP with information requested regarding the location of the existing pump and three specifications previously obtained. **It was resolved** the Clerk will send a follow up email to Paul Foster, MP in a few weeks.

**9. Pear Tree Garages** as Cllr Alan Platt was not in attendance, this item was deferred.

## **10. Annual Commitment Plan**

The Clerk had previously circulated the document drafted by Cllr Strachan. The Chair, Cllr Turner stated she was meeting with Janet Maggs, St Michael and All Angels Church on 10 April, to discuss VE day commemorations. The Clerk will update the document to add the annual audit and AGAR timescales.

*In accordance with the Standing Orders, Cllr O'Kane requested a recorded vote from hereon.*

## **11. Grant Application: Red Admiral Music Academy**

The applicant had applied for a £250 grant towards an event on 29 June on the Village Green, where 20+ bands from across the north of England will compete in a Hymns and March competition. The funds will go towards the purchase of trophies, prizes for the winning bands, traffic management, signage. **It was resolved** to agree a grant of £200. Proposed, Cllr Titherington-Teale, seconded Cllr Sloan, for Cllrs Almond, Turner, Sloan and Titherington-Teale, abstained Cllr O'Kane.

CT



## 12. Planning Matters

a. 25/00249/FULHH 61 Station Road, Croston PR26 9RL

Notification of proposed single storey side extension and single storey rear extension. following demolition of existing rear extension.

b. 25/00331/CLEUD The former Mill Hotel, Moor Road, Croston PR26 9HP

Application for a lawful development certificate to confirm that a meaningful and lawful commencement has been made to planning permission ref: 20/00856/FUL (erection of 2 no. detached dwellings) through the undertaking piling works.

**It was resolved** all in favour Cllrs Tuner, Almond, Sloan, Titherington-Teale, O’Kane.

## 13. Licensing Application: The Grapes Hotel

It was noted little information was available re: the application by Blue Ridge Properties, for a late license, Sunday – Thursday 10.00am – 12.30am; Friday 10.00am – 02.00am; Saturday 10.00am – 02.00am. **It was resolved** the Clerk write to Chorley Council to request more information, prior to the Parish Council submitting a representation.

## Financial Matters

- Approve the Clerks Claim, proposed Cllr Sloan, seconded Cllr Titherington – Teale, in favour all Cllrs Almond, O’Kane, Sloan, Turner, Titherington-Teale.
- Approve the Acting Clerk’s Claim, proposed Cllr Titherington-Teale, seconded Cllr Almond, in favour all Cllrs Almond, O’Kane, Sloan, Turner, Titherington- Teale.
- Approve the budget monitoring for the financial year 1.4.2024 – 31.3.2025. The Clerk reported a small reserve will be carried forward to the 2025/26 financial year of £6318. Proposed Cllr Titherington-Teale, seconded Cllr Sloan, in favour all Cllrs Almond, Turner, O’Kane, Titherington-Teale, Sloan.
- Approve the financial transactions for March 2025:

Date	£	Payee	Description
03-Mar-25	36.96	Direct Debit (GOCARDLESS)	Website monthly subscription
19-Mar-25	45.00	B/P to: Croston Old School	Rental of Hall
19-Mar-25	180.00	B/P to: Wicksteed	Park Annual Inspection
19-Mar-25	74.47	B/P to: Employee 2	Acting Clerk Pay Tax Mth 12
19-Mar-25	24.58	B/P to: Employee 4	Clerk Expenses Tax Mth 12
19-Mar-25	633.29	B/P to: Employee 4	Clerk Pay Tax Mth 12
19-Mar-25	16.20	B/P to: Employee 4	Clerk Mileage Tax Mth 12
31-Mar-25	6.00	Service Charge	Monthly bank charge

Proposed Cllr Turner, seconded Cllr Titherington-Teale, in favour all Cllrs Almond, Sloan, Titherington-Teale, Tuner, O’Kane.

## 14. Approve the Risk Register

The Clerk had reviewed / updated the Risk Register and added the lowering / raising of the flagpole. The Risk register was signed by the Chair, Cllr Turner. Discussion took place regarding commissioning a company to undertake raising / lowering the flagpole, when needed. **It was resolved** the Clerk will contact Alistair Wade to obtain a quote. Proposed, Cllr Titherington-Teale, seconded the Chair, Cllr Turner, in favour all Cllrs Almond, Sloan, O’Kane, Titherington-Teale, Turner.

CA

## **15. Safeguarding Policy & Level 1 Training**

The Clerk stated the parish council should have a Safeguarding Policy and councillors undertake Level 1 online training. **It was resolved** the Clerk will draft a Safeguarding Policy and obtain costs for the training. Proposed, Cllr Titherington-Teale, seconded the Chair, Cllr Turner, in favour Cllrs Almond, Sloan, Turner, Titherington Teale, abstained Cllr O’Kane.

## **16. Parish Councillor Vacancy**

No applications had been received. **It was resolved** the Clerk readvertise with an open date. Proposed, Cllr Sloan, seconded Cllr Titherington-Teale, in favour all Cllrs Turner, Sloan, Titherington-Teale, Almond, O’Kane.

## **17. Chair’s Letter**

The Chair, Cllr Turner had drafted items for a letter. Cllr Titherington-Teale agreed to format this prior to publication. **It was resolved** a Chair’s letter be produced. In favour all Cllrs Turner, Sloan, O’Kane, Almond, Titherington-Teale.

## **18. VE Day Commemorations**

To commemorate VE day on 8 May, the Chair Cllr Tuner and Janet Maggs, St Michael and All Angels Church were meeting to jointly plan. **Resolved**, The Chair, Cllr Turner will send detail to the Clerk for publication.

## **19. Reports from other organisations**

The Chair, Cllr Turner provided an update from Chorley Liaison Committee. Crime in Croston had increased by 16% of which 13% was youth related. There had been three ASB incidents and three drug related incidents reported to the Police. The Parish Council had previously requested the PCSO be more visible in the village.

## **20. Date of next meeting: Wednesday 14 May at 7.30pm - this is the Annual Parish Meeting**

### **PART 2**

Members of the public are excluded from Part 2 of the meeting, for reasons of confidentiality

## **21. To consider a pay award for the Lengthsman**

Options were considered re: the Lengthsman’s pay award. **It was resolved** to transition to the NJC Local Government conditions of service salary scale. Majority in favour, Cllr O’Kane abstained.

Prepared by Karon Taylor, Clerk / Responsible Financial Officer

Signed   
Chair, Councillor C Turner

Date 16/5/25.