

**Minutes of Croston Parish Council Meeting
held on Wed 9th Oct 2024, at Croston Old School**

In attendance: Cllrs P Strachan (Chair), P Sloan, K Almond, C Turner, P Fenemore, A Double, C Titherington-Teale, C Baines, D O'Kane. Mr P Cafferkey (Clerk & Responsible Financial Officer). Four members of the public were also in attendance.

1. **Apologies for absence:** None
2. **Welcome to new Councillors:** The Chair welcomed Cllrs Cate Baines and Daniel O'Kane to their first meeting as Parish Councillors – item 10 also refers.
3. **To receive declarations of interest:** None
4. **Minutes of the Last Parish Council Meeting:** It was resolved that the minutes of the meeting held on the 11th Sept 2024 in Croston Old School (Main Hall) be approved as a true record. Proposed Cllr Strachan, seconded Cllr Sloan. For, Cllrs Strachan, Sloan, Double, Titherington-Teale and Turner. Abstained, Cllrs Fenemore, Almond and Baines. Against, Cllr O'Kane.
5. **Public Participation:** A member of the public brought item 6b below to the attention of the Parish Council.

A member of the public asked if the road outside of Cock Robin cottages could be swept. The member of public agreed to arrange for people to move their cars if she knew the date the road was to be swept. Cllr Strachan volunteered to liaise with Chorley Council and the member of public on this.

6. Planning Matters

- a) 24/00801/FULHH. 76 Yarrow Close Croston PR26 9SJ. Single storey rear extension and extension to rear of detached garage.
- b) 24/00771/CLPUD. 7 The Orchard Croston PR26 9HS. Application for a certificate of lawfulness for the use of a dwelling (Use Class C3a) as a children's care home for a maximum of two children (up to 18 years old), with care provided 24 hours a day by up to 2 carers and one manager on a shift basis (Use Class C2).

There were no objections to the above planning items.

7. Financial Matters

- a) *Financial Statement as at 30 Sep 2024.* The Clerk reported that the estimated forecast outturn as at 31 March 2025 is a surplus of circa £3,900. **It was resolved** that the financial statement as presented by the Clerk be approved. Proposed, Cllr Strachan. Seconded, Cllr Double. For, Cllrs Strachan, Double, Baines, Almond, Turner, Titherington-Teale, O'Kane and Sloan. Abstained, Cllr Fenemore.
- b) *AGAR (Annual Governance & Accountability Return 2023-24; External Auditor's Report & Certificate AGAR 2023-24:* The Clerk reported that the External Auditor's certificate had been received with regard to the Parish Council's 2023-24 AGAR. The report concluded that in the External Auditor's opinion *"the information in sections 1 and 2 of the AGAR is in accordance with*

Proper Practices.” **It was resolved** that the External Auditor’s report be approved. Proposed Cllr Strachan. Seconded Cllr Double. The decision was unanimously approved.

- c) *Notice of conclusion of audit:* The Clerk reported that in accordance with legislation the “Notice of Conclusion of audit” with regard to the Parish Council’s 2023-24 AGAR had been displayed in the noticeboards and on the Parish Council’s website. **It was resolved** that the “Notice of Conclusion of Audit” be approved. Proposed Cllr Strachan. Seconded Cllr Sloan. The decision was unanimously approved.
- d) *Approval of the following transactions through the Parish Council’s bank account for the month of Aug and Sep 2024.* **It was resolved** that the following transactions be approved. Proposed, Cllr Strachan. Seconded, Cllr Sloan. For, Cllrs Strachan, Sloan, Baines, Almond, Turner, Titherington-Teale, O’Kane and Double. Abstained, Cllr Fenemore.

Date	£	Payee	Description
01-Aug-24	36.96	Direct Debit (GOCARDLESS)	Website monthly subscription
05-Aug-24	209.00	B/P to: Croston Together	Grant to Mens Shed
05-Aug-24	60.00	B/P to: Woodstock Signs	Plaques for new benches
08-Aug-24	35.00	Spooner D L	Newsletter advert income
14-Aug-24	79.50	B/P to: Croston Old School	Hire of Old School
14-Aug-24	27.00	B/P to: Paul Cafferkey	Employee 2 Tax Mth 5 mileage
14-Aug-24	1,380.00	B/P to: Countrywide Mntnce	Grounds Mntnce
14-Aug-24	588.00	B/P to: RHF Landscape	Mulch for Recreation park
14-Aug-24	120.00	B/P to: A Wade	Remove dilapidated bench
14-Aug-24	500.10	B/P to: Employee 2	Employee 2 Tax Mth 5 Salary
14-Aug-24	315.72	B/P to: Employee 1	Employee 1 Tax Mth 5 Salary
14-Aug-24	306.00	B/P to: A Wade	Apply anti climb paint t cabin
14-Aug-24	20.90	B/P to: Paul Cafferkey	Employee 2 Tax Mth 5 expenses
28-Aug-24	63.00	B/P to: Lee Distribution	Distribute newsletter
02-Sep-24	36.96	Direct Debit (GOCARDLESS)	Website monthly subscription
19-Sep-24	2.70	B/P to: Employee 2	Employee 2 Tax Mth 6 expenses
19-Sep-24	312.97	B/P to: Employee 2	Employee 2 Tax Mth 6 Salary
19-Sep-24	1,380.00	B/P to: Countrywide Mntnce	Grounds Mntnce
19-Sep-24	128.40	B/P to: Yates Playgrounds	Replacement Zip Wire Seat
19-Sep-24	315.72	B/P to: Employee 1	Employee 1 Tax Mth 6 Salary
19-Sep-24	610.00	B/P to: MCB Print Ltd	Newsletter printing
19-Sep-24	75.00	B/P to: Employee 2	Refund Green Waste Bin permits
19-Sep-24	135.00	B/P to: Megan Wright	Newsletter Design/Formatting
19-Sep-24	16.20	B/P to: Employee 2	Employee 2 Tax Mth 6 mileage
25-Sep-24	198.00	B/P to: Yates Playgrounds	Repair Swing
25-Sep-24	250.00	B/P to: Croston Over 80s	Grant to Croston Over 80s Christmas Gifts
25-Sep-24	20.97	B/P to: N Norcross	Refund cost of materials for refurbishment of bench
25-Sep-24	2,810.00	B/P to: John Christopher	Refurbishment of metal work on The Green & War memorial

26-Sep-24	1,171.08	B/P to: Zurich Town&Parish	Annual Parish Council Insurance
30-Sep-24	10.00	B/P to: OPSTA	Annual Subscription Ormskirk Preston S'port Travellers Assoc
30-Sep-24	18.00	Service Charge	Quarterly Bank Charge

8. **Payments approved by email or pre-approved and retrospectively noted:** It was resolved to agree to the purchase of winter plants for planting around the village by Croston in Bloom at a cost of £142.80 (excl VAT). Proposed, Cllr Strachan. Seconded Cllr Double. The decision was unanimously approved.
9. **Clerk's Claim for Sep 2024:** It was resolved that the Clerk's claim for Sept of 38.83 hours, £21.60 mileage and expenses of £24.85 be approved. Proposed, Cllr Strachan. Seconded Cllr Double. The decision was unanimously approved.
10. **Parish Councillor Vacancies Update:** The Clerk reported that the two vacancies created by the resignations of Cllrs Moulton and Worthington had now been filled by the election (uncontested election) of Cllrs Cate Baines and Daniel O'Kane.
11. **Code of Conduct:** It was resolved that the Parish Council adopt the Local Government Association Model Councillor Code of Conduct 2020. Proposed Cllr Strachan. Seconded Cllr Fenemore. For, Cllrs Strachan, Fenemore, Double, Sloan, Titherington-Teale, Turner., Almond and Baines. Against, Cllr O'Kane. After discussion it was also agreed that a procedure would be drawn up to deal with any complaints made against a Parish Councillor.
12. **Quote for Erection of the New Notice Boards:** It was resolved that the quote of £300 (excl VAT) from A Wade Landscapes for installation of new noticeboards, relocation of a noticeboard from The Green to The Orchard, and the disposal of the dilapidated wooden noticeboard, currently located on The Green, be accepted. Proposed Cllr Strachan. Seconded Cllr Baines. For, Cllrs Strachan, Baines, Almond, Sloan, Turner, Titherington-Teale, and Double. Abstained, Cllrs Fenemore and O'Kane.
13. **Precept 2025-26:** The Clerk requested Councillors to start thinking about the precept for 2025-26, including any projects they might like to see included within the budget.
14. **Project Renovation:** Cllr Strachan reported that work was due to start on renewing the electrics on The Green and that the flags on the War Memorial are to be re-laid prior to Remembrance Sunday.
15. **Recreation Park Safety Bollards:** At the previous Parish Council meeting (11th Sept 2024 item 4) a resident had raised concerns regarding vehicles mounting the pavement adjacent to the entrance to the Recreation Park. Consequently, the Chair had raised this matter with the Police who held a meeting at the site and relayed their advice to the Chair. Subsequently, the Chair submitted a paper to all Councillors. Following discussion by the Parish Council the Chair proposed that the Parish Council pursue the installation of bollards with Lancashire County Council, there was no seconder for this proposal as the consensus was that the installation of bollards may create more problems than it solved.
16. **Public Rights of Way:** A representative of Croston Together previously reported back to the Parish Council that public footpath FP001 is quite overgrown. The Chair reported that the owner of the land stated was happy for volunteers to clear the vegetation. In addition, the Parish Council's contractor (Countrywide) has

agreed to keep tidy, at no extra cost, any encroaching vegetation around the footpath sign on the Turflands public footpath and the same on Carr Lane.

17. **Remembrance Sunday:** The Chair updated the meeting as to the arrangements for Remembrance Sunday 10th Nov. Participants to meet in the main hall at the Old School at 12:30pm for a 1pm start. Cllr Baines agreed to produce posters to go in the noticeboards to advertise this important village event of remembrance.
18. **Wreath for Remembrance Sunday:** It was resolved that the Parish Council would purchase a wreath for Remembrance Sunday. Proposed Cllr Strachan. Seconded Cllr Sloan. The decision was unanimously approved.
19. **Register of Interests:** The Clerk reported that Chorley Council had requested that all Parish Councillors complete a register of interests and that this register be displayed on the Parish Council's website. The Clerk agreed to source a blank register of interests' form.
20. **Councillor Contact Details:** Discussion took place as to what contact details Parish Councillors wished to have displayed on the Parish Council Website and on the Parish Council noticeboards. The Clerk agreed to email all Councillors asking for confirmation as to the details they wished to be displayed.
21. **Use of The Green by Red Admiral Music Academy:** It was resolved that the Red Admiral Music Academy be granted permission to use The Green for a Brass Band Hymn and March contest on Sunday 29 June 2025. Proposed Cllr Strachan. Seconded Cllr Almond. The decision was unanimously approved.
22. **Chorley Operational Making Space for Water Meeting:** It was confirmed that Cllrs Sloan, Fenemore and Almond will attend the Chorley Operational Making Space for Water Meeting on 26th November 2024. Cllr Fenemore to produce a report for approval at the November Parish Council meeting which will then be presented at the Chorley Operational Making Space for Water Meeting.
23. **Garages to side of 54 Peartree Road, Croston:** The Clerk reported that he had received no further response to his queries on this matter. It was agreed that a further official query be logged with Chorley Council.
24. **Parish Council Social Media Policy:** This item was deferred pending amendments.
25. **Winter Maintenance Recreation Park:** It was resolved that funding for winter maintenance on the Recreation Park by Countrywide at a cost of £884.00 (excl VAT) be approved. Proposed Cllr Strachan. Seconded Cllr Double. For, Cllrs Strachan, Double, Sloan, Titherington-Teale, Almond, Fenemore and Turner. Abstained, Cllrs Baines and O'Kane.
26. **Lower Yarrow Flood Action Group (LYFAG):** Cllr Sloan agreed to re-distribute the list of items that LYFAG wished to pass across to the Parish Council or other community groups.
27. **Bus Service 112:** It was agreed that Cllr Sloan would provide details to the Clerk regarding the possibility of the Parish Council writing to Lancashire County Council to support the route of this bus service being extended.
28. **Relocation of Bench:** This item, relating to the bench presently located at Cock Robin, was deferred.
29. **Parish & Town Council Conference:** Councillor O'Kane confirmed he would be attending the Parish & Town Council Conference on 2nd Nov 2024 and would

provide feedback to the Parish Council.

30. **The Queen's Green Canopy:** The Clerk reported that he had been contacted by a member of the public to inform the Parish Council that a number of trees located at the Outlane Car Park had been planted as part of Queen Elizabeth II Green Canopy initiative to celebrate Her Majesty's Platinum Jubilee in 2022.
31. **Reports from outside bodies:** Cllr Fenemore reported that he has recent photographs of the manholes overflowing with what appears to be sewage on Grape Lane and that he has written to MP Paul Foster on this matter.
32. **Correspondence:**
- a) Polling Station Review: The Clerk reported that Chorley Council is undertaking a review of the location of polling stations. Details of the review have been placed in the Parish Council Noticeboards and on the Parish Council website.
 - b) Cllr Turner confirmed she would attend the Chorley Area meeting of LALC to be held on 4th Nov 2024.
 - c) The Chair reported that she had received an email complimenting the Parish Council; on the improvements that it had made around the Parish including The Green and War Memorial etc.
33. **Date of Next Meeting:** Wed 13th Nov 2024, 7.30pm, Main Hall, Croston Old School.

Agreed as a true record – Chair
13th Nov 2024

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