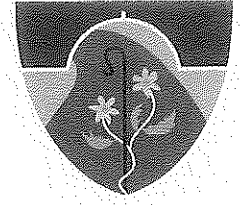


HEAPEY PARISH COUNCIL



MEETING: Council Meeting, Tuesday 1 July 2025 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 Annual Meeting held on 6 May 2025

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
25/00393/TCON	Notification of proposed works to trees within a conservation area, White Coppice T1 - Fell	11 Porch Cottages White Coppice
25/00418/CLPUD	Application for a certificate of lawfulness for proposed extensions including single storey extensions to either side (north and south facing) , two storey rear extension, single storey rear extension, front porch (following demolition of existing single storey side extension and single storey rear extension)	Smithills Farm Higher House Lane

6. Financial Matters

i) To receive the monitoring statement.

ii) To consider requests for payment made to the Council.

7. Newsletter

To consider the production of a newsletter and provide suggestions for items for inclusion.

8. IT Policy

To consider the introduction of an Information Technology Policy.

HEAPEY PARISH COUNCIL

9. Communications

- i) To consider migration to a .gov.uk website.
- ii) To consider the provision of .gov.uk Councillors email addresses

14. Reports from Outside Bodies

To receive reports from Members.

15. Date of Next Meeting

To confirm the date of the next meeting.

Alan Platt

Clerk to the Council
Published 19/06/2025

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 Annual Meeting held on 6 May 2025

Minutes of the meeting will be approved.

4. Public Participation**5. Planning**

Other applications:

Application	Proposed Development	Location
25/00418/CLPUD	Application for a certificate of lawfulness for proposed extensions including single storey extensions to either side (north and south facing) , two storey rear extension, single storey rear extension, front porch (following demolition of existing single storey side extension and single storey rear extension)	Smithills Farm Higher House Lane

Permissions:

Application	Proposed Development	Location
24/00586/FUL	Construction of sand paddock, erection of 6no. floodlights and erection of perimeter fence	Land and Buildings at Old Withnells Farm Trigg Lane
24/00994/FULHH	Single storey rear extension, raised patio and drive extension	Garwick Chapel Lane
25/00294/FULHH	Single storey rear extension and erection of outbuilding to enclose existing swimming pool (following demolition of existing rear projection	140 Blackburn Road
25/00301/PIP	Permission in principle application for the demolition of existing dwelling and outbuildings, and the erection of two detached dwellings	Denewood Coppice Lane
25/00422/MNMA	Minor non-material amendment to planning permission ref: 24/00279/FULHH (Demolition of 1no. pier, replacement boundary treatment and side access gates (maximum height 2.2m)) to reposition the proposed vehicle access and adjoining piers 0.5m south and to omit the pedestrian access gate	Eagle Tower Barn Chapel Lane

Refusals: None

Withdrawals: None

6. Financial Matters

- i) Councillors will receive the current monitoring statement.
- ii) The requests for payment for the current month will be approved.

7. Newsletter

The production of a newsletter will be discussed and details of content and delivery arrangements confirmed.

8. ^{Added} IT Policy.

Section 1 of the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2026 will contain an additional assertion (10) Digital and Data Compliance requiring the following:

“All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.”

The Joint Panel on Accountability and Governance (JPAG) has been replaced by the Smaller Authorities Proper Practices Panel (SAPPP). A model policy, provided the SAPPP by is enclosed and Councillors will be invited to suggest amendments they feel appropriate and approve a final version of the policy.

9. Communications.

The Smaller Authorities Proper Practices Panel (SAPPP) describes the use of a .gov.uk domain as “*best practice as this helps maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise.*”

- i) the replacement of the existing website with a .gov.uk website will be considered.
- ii) the provision of .gov emails for Councillors will also be considered.

10. Reports from Outside Bodies (for information only)

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

11. Date of Next meeting

2 September 2025.

Forthcoming Events

The following take place at 6:30pm at Chorley Town Hall.

Chorley Liaison - Wednesday 14 July 2025
 Wednesday 15 October 2025
 Wednesday 21 January 2026
 Wednesday 18 March 2026

Eastern Parishes Neighbourhood Area Meeting - Thursday 17 July 2025
Wednesday 25 March 2026

HEAPEY PARISH COUNCIL

MINUTES of the Annual Council Meeting held on 6 May 2025 at 7.30 pm at St Barnabas Church, Heapey.

Present Councillors C Grunstein (Chairman), C Egerton-Smith, A Hodgson and M Osborne.

25.23 Election of Chairman

Resolved: Cllr Grunstein was elected.

The Chairman's Declaration of Acceptance of Office was received.

25.24 Apologies for Absence

Apologies were received from Cllrs A Crompton and G France.

25.25 Declarations of Interests

None received.

25.26 Election of Vice Chairman

Resolved: Cllr Osborne was elected.

25.27 Appointment of Representatives to Outside Bodies

Chorley Council Eastern Parishes Neighbourhood Area Meeting - Cllr Grunstein

Heapey and Wheelton Village Hall Committee - Cllr Hodgson

Rivington and Brinscall Local Advisory Group - Cllr Osborne

It was agreed that any remaining positions would be filled when necessary.

25.28 Minutes of the Meeting held on 4 March 2025

Resolved: the Minutes (as circulated) were approved and signed by the Chairman as a correct record.

25.29 Public Participation

Information relating to a potential housing development on a piece of land off Blackburn Road in Little Knowley was provided. At this stage, no planning application appears to have been submitted.

25.30 Planning Matters

25/00184/FULHH Single storey rear extension with balcony to roof (following demolition of existing conservatory) at 175B Blackburn Road

25/00253/FUL Conversion of an existing stone barn into a self- build dwelling including part single/part two storey rear extension at Smithills Farm, Higher House Lane

25/00294/FULHH Single storey rear extension and erection of outbuilding to enclose existing swimming pool (following demolition of existing rear projection at 140 Blackburn Road

25/00301/PIP Permission in principle application for the demolition of existing dwelling and its replacement with two detached dwellings Denewood, Coppice Lane

There were no objections to these applications.

25.31 Financial Matters

- i) Resolved: the Monitoring Statement for the year ended 31 March 2025 was approved and signed by the Chairman.
- ii) Resolved: the Monitoring Statement was approved and signed by the Chairman.
- iii) A request, from the Friend's of Finnington Resident's Group, for a contribution towards costs of legal and consultancy fees which may be incurred in any future appeal against the potential refusal of a planning application for large scale warehousing, was considered. Councillors raised concerns regarding the legal status of the Resident's Group and it was suggested a pledge, of £100, to be paid directly to consultants, should be offered.

Resolved: a pledge of £100 is to be offered.

- i) Resolved: the following payments were approved:

£ 30.36	Easy Websites	Monthly fee - May
£ 27.00	Heapey Parish Church	Room hire
£ 83.00	DWG (NW)	Gras cutting
£ 882.88	Wheelton Parish Council	Play area/War Memorial maintenance
£ 193.53	LALC	Annual subscription
£ 264.00	Zurich Municipal	Annual insurance premium
£ 100.00	Internal Auditor	Internal audit fee
£ 830.81	Staff costs	Salaries, reimbursements and deductions
£ 30.36	Easy Websites	Monthly fee - June

25.32 Asset Register

Councillors carried out the annual review of the asset register. It was noted there were no additions or disposals during the year.

Resolved: the Asset Register was approved.

25.33 Annual Governance and Accountability Return for the Year Ended 31 March 2025

The Annual Governance and Accountability Return for the year ended 31 March 2025 was considered in accordance with guidance within the publication Joint Panel on Accountability and Governance Practitioners' Guide 2024.

- i) The Internal Auditor's report was noted.
- ii) Resolved: the Annual Governance Statement was approved and signed by the Chairman and Clerk.
- iii) Resolved: the Accounting Statements, having been signed by the Responsible Financial Officer prior to the meeting, were approved and signed by the Chairman.

As gross income or expenditure for the financial year did not exceed £25000 and the remaining criteria for exemption from a limited assurance review were met, Councillors considered certification as exempt from a limited assurance review.

- iv) Resolved: the Certificate of Exemption was approved and signed by the Chairman and Clerk.

25.34 Licence for Wayside Seat

Lancashire County Council requires a Section 144 Licence to allow the installation of a seat by the notice board on Blackburn Road. Councillors had previously agreed to cover ongoing maintenance costs.

Resolved: the licence was approved and signed by the Chairman.

25.35 Reports from Outside Bodies

Chorley Liaison - Chief Inspector Neale, from the Local Policing and Partnerships Team at Lancashire Constabulary, provided details on local policing within Chorley. Information was provided on how issues including possible drug dealing, anti-social behaviour and speeding and other traffic issues may be reported.

A request was made for Planning Officers to provide guidance relating to the definition of 'Grey belt' land used as justification for recent Planning in Principle applications.

Rivington and Brinscall Advisory Group - details of the latest meeting will be sent to the Clerk to forward to Councillors.

25.36 Date of Next meeting

Tuesday 1 July 2025.

There being no further business the Chairman declared the meeting closed.

Information Technology Policy

1. Introduction

Heapey Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use the Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

The Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

The Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by the Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

The Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Heapey Parish Council

9. Mobile devices and remote work

Mobile devices provided by the Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

The Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT related enquiries or assistance, users can contact the Clerk to the Council.

All staff and councillors are responsible for the safety and security of the Council's IT and email systems.

By adhering to this IT and email Policy, the Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date:

Chairman: