

## HEAPEY PARISH COUNCIL

**DRAFT MINUTES (subject to approval at the next meeting)** of the Council Meeting held on 1 July 2025 at 7.30 pm at St Barnabas Church, Heapey.

Present Councillors C Grunstein (Chairman), A Crompton, C Egerton-Smith and G France.

### 25.37 Apologies for Absence

Apologies were received from Cllrs A Hodgson and M Osborne.

### 25.38 Declarations of Interests

None received.

### 25.39 Minutes of the Annual Meeting held on 6 May 2025

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

### 25.40 Public Participation

Information relating to a possible review into the opening times of Brinscall Baths in an effort to increase useage was provided.

Japanese knotweed was reported in the vicinity of Heapey Lodge.

### 25.41 Planning Matters

25/00418CLPUD Application for a certificate of lawfulness for proposed 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) at Smithills Farm, Higher House Lane

There were no objections to this application.

### 25.42 Financial Matters

i) Resolved: the Monitoring Statement was approved and signed by the Chairman.

ii) Resolved: the following payments were approved:

£ 30.36	Easy Websites	Monthly fee - July
£ 27.00	Heapey Parish Church	Room hire
£ 120.00	HCUK Group	Contribution - Heritage statement
£ 832.66	Staff costs	Salaries, reimbursements and deductions
£ 30.36	Easy Websites	Monthly fee - August

### 25.43 Newsletter

Suggestions for content and format were discussed. The current format is to be retained. Items suggested included an update on Brinscall Baths (following confirmation of details for publishing from Chorley Council), warnings against cold water swimming, barbecues on the Moors and leaving dogs in cars, parish council grants for local groups and organisations and advertising the hiring of the Village Hall.

#### 25.44 IT Policy

The Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2026 will require all smaller authorities to have an Information Technology policy. A model policy, produced by the Smaller Authorities Proper Practices Panel (SAPPP) was presented for adoption.

Resolved: the model IT Policy was approved for adoption.

#### 25.45 Communications

Councillors considered the migration of the existing website to a .gov.uk website, in line with Smaller Authorities Proper Practices Panel best practice guidance, to ensure all communications are easily identifiable as coming from the parish council.

The provision of .gov email addresses for Councillors was also considered, but was felt to be unnecessary at this stage.

Resolved: the existing website is to be migrated to a .gov.uk domain, at a monthly cost of £30.80 (+VAT).

#### 25.46 Reports from Outside Bodies

No reports.

#### 25.47 Date of Next meeting

Tuesday 2 September 2025.

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