

# HEAPEY PARISH COUNCIL



MEETING: Council Meeting, Tuesday 2 September 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 Meeting held on 1 July 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
25/00614/FUL	Installation of a field access gate (retrospective)	Heapey Fold Estate Higher House Lane
25/00617/FUL	Change of use of existing agricultural land to a secure, private dog exercise area, including the enhancement of existing fencing to 1.8m, timber lean-to shelter, and provision of on-site parking for two vehicles using the existing access from Higher House Lane	Moody House Stables Higher House Lane
25/00631/FUL	Section 73 application to vary condition no. 3 (approved plans) of planning permission ref: 21/01487/FUL (Erection of equestrian stables with associated access, hardstanding and manege) in order to alter the position of the stables	Heapey Fold Estate Higher House Lane
25/00723/PIP	Permission in principle application for the erection of up to 3no. dwellings	Land to the South and East of The Top Lock PH Cophthurst Lane
25/00771/FUL	Technical details consent for the erection of 1no. self build dwelling pursuant to permission in principle 25/00224/PIP for the erection of 2no. dwellings	Plot 1 Old Withnell Stables Trigg Lane

## HEAPEY PARISH COUNCIL

6. Financial Matters
  - i) To receive the monitoring statement.
  - ii) To consider requests for payment made to the Council.
7. Notice Board

To consider the replacement of the wooden notice board at the entrance to Heapey Chase.
8. Christmas Lights

To consider the replacement of the Christmas Lights.
9. Healey Nab Woodland Management Plan

To consider a request for comments on proposals.
10. Reports from Outside Bodies

To receive reports from Members.
11. Date of Next Meeting

To confirm the date of the next meeting.
12. Exclusion of the Press and Public

To consider the exclusion of the press and public for the following item of business pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in accordance with Part 1 (3) of Schedule 12A of the Local Government Act 1972.
13. Personnel Matters

To consider matters relating to an employee.



Clerk to the Council  
Published 26 August 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 Meeting held on 1 July 2025**

Minutes of the meeting will be approved.

**4. Public Participation****5. Planning**

Other applications:

Application	Proposed Development	Location
25/00687/DIS	Application to discharge condition nos. 5 (Construction Management Statement) and 9 (Surface Water Drainage Scheme) of planning permission ref: 23/01076/FUL (Erection of 1no. detached single storey dwelling, boundary wall and landscaping (following demolition of existing buildings)	Heapey Fold Estate Higher House Lane

Permissions:

Application	Proposed Development	Location
24/00949/FUL	Erection of two detached dwellings (following demolition of existing buildings) and access alterations	Caravan Phillipsons Farm Tithe Barn Lane

Refusals: None

Withdrawals:

Application	Proposed Development	Location
25/00621/AGR	Agricultural determination for the erection of a new steel portal framed agricultural building to house farm machinery	Garstang House Farm Chapel Lane

Disposals (due to lack of response within the prescribed timescale to a request for information from the Planning Officer).

Application	Proposed Development	Location
19/00403/FUL	Erection of detached garage	Wogdens Farm Tithe Barn Lane

**6. Financial Matters**

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

**7. Notice Board**

The notice board at Heapey Chase is showing signs of wear. The board is no longer weatherproof and the locks are problematical due to the swelling and shrinking of the wood. Members will be asked to consider replacing the board with an aluminium version identical to the boards at on the Blackburn Road verge and at White Coppice.

Details available at: <https://www.earth-anchors.com/product/economy-9-x-a4-h105-x-w75cm-single-door/>

Cost of power coated board, including header board and legs is £648 (+VAT). There will be an additional cost for installation.

#### **8. Christmas Lights**

The Christmas Lights, purchased in 2010, are in need of replacement. Of the original six sets, one has failed completely, 2 have 30 failed bulbs and three remain in working order. New lights and a transformer could be bought at a cost of approx £250 (+VAT), or the 3 failed sets could be replaced. Councillors will be asked to decide on an colour option should new lights are to be purchased.

Full details of the colour options can be viewed at:

<https://www.festive-lights.com/connectgo-outdoor-led-fairy-lights-connectable-dark-green-cable#217=1579>

#### **9. Healey Nab Woodland Management Plan**

The Treescapes team at Lancashire County Council has invited comments on proposals for a Woodland Management Plan for trees on Healey Nab. As the Nab is adjacent to the parish boundary, the Parish Council has been identified as a local stakeholder.

A draft of the Woodland Management Plan, together with corresponding maps and appendices was emailed to Councillors 21 August.

#### **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**

4 November 2025.

#### **12. Exclusion of the Press and Public**

Councillors will resolve the exclusion of members of the press and public for the following item.

#### **13. Personnel Matters**

See private reports.

#### **Forthcoming Events**

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

Chorley Liaison - Wednesday 21 January 2026

Wednesday 18 March 2026

Eastern Parishes Neighbourhood Area Meeting - Wednesday 25 March 2026

## HEAPEY PARISH COUNCIL

**MINUTES** 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
£ 83.00	DWG (NW)	Grass cutting
£ 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.

..... (Chairman)