

ECCLESTON PARISH COUNCIL

MEETING: Council Meeting, Thursday 10 July 2025, 7.30 pm.

VENUE: Eccleston Community Hub, Drapers Avenue, Eccleston, Chorley, PR7 5SY.

A G E N D A

1. Apologies for Absence
To receive apologies.
2. Declarations 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 12 June 2025
To receive and approve the minutes of the meeting distributed to Councillors.
4. Councillor Vacancy
To consider an application for co-option from Mrs Annette-Linda Dempsey.
5. Public Participation
The meeting will be adjourned.
Members of the public may raise issues with the Council. No legal decisions may be taken.
6. Planning Matters
To consider planning applications.

Application	Proposed Development	Location
25/00530/CLPUD	Application for a certificate of lawfulness for the use of a (Use Class C3a) dwelling house as a children's home for a maximum of two children (up to 18 years in age), with 24hr care provided by not more than two carers on site, working on a shift basis, and a Manager present 09:00 to 17:00 up to five days a week (Use Class C2)	Brook View Preston Nook
25/00534/FUL	Change of use of land to domestic garden (retrospective)	45 New Street
25/00577/OUTMAJ	Outline planning application (with all matters reserved save for the principal means of access) for a residential development of up to 350 homes (Use Class C3) and a 186.9 sqm (2,012 sqft) community hub (Use Classes C3, E and F), with associated habitat creation, landscaping, open space, parking, footpaths/cycleways, drainage and other infrastructure	Camelot Theme Park Park Hall Road Charnock Richard

7. Financial Matters
 - i) To receive the finance update.
 - ii) To consider a suggestion to contribute towards Hannah's Memorial Garden, a memorial for a former St Mary's Primary School.
 - iii) To consider a request from the Friends of Eccleston Primary School for a contribution towards the costs of purchase of play equipment.
 - iv) To consider a request from Heskin Parish Council for a contribution towards the costs of opposition to the Camelot theme Park planning application.
 - v) To consider requests for payment made to the Council.

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8. Will Trust Committee
To approve terms of reference for the appointed committee.
9. Community Hub Management Committee
To consider the formation of a committee to oversee the operation of the Community Hub.
10. Website and Councillor email addresses.
 - i) To consider the migration of the current .org.uk website to a .gov.uk website.
 - ii) To consider the provision of Council email addresses for Members.
11. Clerk's Report
To note the report.
12. Reports from Outside Bodies (for information only)
To receive reports.
13. Date of Next Meeting
To confirm the date of the next meeting.

Adam Platt

CLERK

Published: 04/07/2025

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of Meeting held on 12 June 2025

4. **Councillor Vacancy**

An application for co-option from Mrs Annette-Linda Dempsey will be considered (private details enclosed).

5. **Public Participation**

6. **Planning**

Permissions:

Application	Proposed Development	Location
25/00210/FUL	Construction of a 3 bedroom, self-build dormer bungalow, following demolition of the existing dwelling	Sunnymead Woodhart Lane
25/00439/PIP	Permission in principle application for the construction of one dwelling following demolition of the existing building	Land to South West of Glendale Tincklers Lane

Refusals:

Application	Proposed Development	Location
25/00498/MNMA	Minor non-material amendment to planning permission ref 21/01360/FULHH (Erection of detached garage (following demolition of existing garage) and elevational alterations to existing property including replacement of integral garage door with window and brickwork) involving alterations to approved detached garage including replacing garage door with bifold doors, window to replace door in side elevation, and changes to materials	32 Hawkswood

7. **Finance**

- i) Councillors will receive the monitoring statement.
- ii) A suggestion to contribute towards a memorial for a former St Mary's Primary School pupil will be considered. The School has arranged fundraising events (details are available on the School website (www.ecclestonstmaryscephprimary.com - Joyfest for Hannah page).
- iii) A request from a member of the Friends of Eccleston Primary School for a contribution towards the costs of removal of the existing, dangerous learning lodge structure that is part of the playground, and landscaping of the area, including a sensory garden which will benefit the children of the school along with their families and friends, and people within the community who attend school events throughout the year. This garden area is particularly aimed at those children with additional sensory needs, to enhance their learning. (details of quotation enclosed). The member of the Friends of Eccleston Primary School advises the school has no budget for this work.
- iv) A request from Heskin Parish Council for a contribution towards the costs of opposition to the Camelot theme Park planning application will be considered (enclosed).
- v) Requests for payment will be approved.

8. **Will Trust Committee**

Councillors will be asked to approve terms of reference for the appointed committee (suggested terms enclosed).

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9. Community Hub Management Committee

A proposal to form a committee to oversee the operation of the Community Hub will be considered. Should Councillors agree, Membership of the Committee and Terms of Reference will be approved at the next meeting.

10. Website and Councillor email addresses.

- i) The migration of the current .org.uk website to a .gov.uk website will be considered. The Smaller Authorities Practitioners Panel, in the Changes to the Practitioners Guide 2025, advises it is best practice to use .gov.uk domains for smaller authorities emails and websites.
- The cost is an additional £5.50 (+VAT) per month (currently £25.30 (+VAT) and will include:
1. Migrate website to the new gov.uk domain.
 2. Rename the clerk's email account to the new .gov.uk and set up on the Clerk's laptop.
 3. Implement a '301' re-direct from our existing website pages to the relevant pages on the .gov.uk website.
 4. Implement an auto-forwarding from the existing email account to the .gov.uk email address.
 5. Switch off the auto-renewal on the .org.uk domain name (the forwards in points 3 and 4 will work until the domain name expires).
 6. The email address for the Clerk is included the base monthly fee and is not an additional charge.
- ii) The provision of individual Council email addresses for Members will be considered. Cost per email address is £2.20 per month + VAT and will include:
1. Attendance at a Parish Council meeting to set up laptops, iPads and phones on the night for all Councillors.
 2. For Councillors not able to attend on the night, provision of remote support to add their email address to Windows laptops/desktops. Councillors can call the office and using 'TeamViewer' we will log onto their windows laptop or desktop and set it up for them.
 3. For Councillors not able to attend on the night and want their email address on a mobile device we will provide everything they need (and a YouTube tutorial) via a text message. If they need help we have a WhatsApp service available where they can send 'screengrabs' to let us diagnose the issue.

Email addresses for each Councillor available in any of the formats below

cllr.lastname@yourparishcouncil.gov.uk (recommended)

firstname.lastname@yourparishcouncil.gov.uk

initial.lastname@ yourparishcouncil.gov.uk

11. Clerk's Report

A verbal report will be provided.

12. Reports from Outside Bodies (for information only)

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

13. Date of Next meeting

Thursday 14 August 2025.

Forthcoming Events

Meetings usually begin at 6:30pm at Chorley Town Hall. Confirmation will be sent as and when received.

Chorley Liaison - Wednesday 16 July 2025
 Wednesday 15 October 2025
 Wednesday 21 January 2026
 Wednesday 18 March 2026

Western Parishes Neighbourhood Area meeting - Monday 23 March 2026

ECCLESTON PARISH COUNCIL

MINUTES of the Meeting held 12 June 2025 at 7.30 pm in The Community Hub, Drapers Avenue, Ecclestone.

Present: Councillors M Miller (Chairman), D Biggs, E Biggs, R Bland, S Bland, D Bonney, M Brown and A Whittaker.

Also present: 6 Members of the Public.

66.25 Apologies for absence

Apologies were received from Councillors D Graham and H Thomas and County Councillor M Wade.

67.25 Declarations of Interests

None declared.

68.25 Minutes of the Annual Meeting held on 8 May 2025

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

69.25 Public Participation

Representatives from St Agnes Church PCC provided information in support of a grant application towards the renovation of the clock was considered. The church will be holding additional fundraising activities.

70.25 Planning Matters

25/00459/ADV Application for advertising consent for the display of 1 no. non illuminated free standing sign at Ecclestone Cricket Club, Doctors Lane

25/00489/MNMA Minor non-material amendment to planning permission ref 21/01360/FULHH (Erection of detached garage (following demolition of existing garage) and elevational alterations to existing property including replacement of integral garage door with window and brickwork) involving alterations to approved detached garage including replacing garage door with bifold doors, window to replace door in side elevation, and changes to materials

There were no objections to these applications.

Information regarding the redevelopment of the Camelot site was provided. An image of a site plan was also provided.

71.25 Financial Matters

i) The financial monitoring statement was considered.

Resolved: the monitoring statement was received and accepted and signed by the Chairman.

ii) A request from St Agnes Church PCC for a contribution towards the renovation of the clock was considered.

Resolved: a grant of £500.00 was awarded, to be paid from the CIL budget.

iii) A request from Ecclestone Primary School PTA for a contribution towards the cost of play sand was considered.

Resolved: a grant of £75.00 was awarded.

iv) Resolved: the following payments were approved:

£ 104.97	Everflow	Water/wastewater (Changing Rooms)
£ 80.12	British Gas	Electricity (Hub)
£ 128.82	British Gas	Electricity (Changing Rooms)

£ 30.36	Easy Websites	Website
£ 98.65	Waterplus	Water/wastewater (Hub)
£ 1050.00	John Fিন্নamore Ltd	Car park repairs
£ 910.32	Croston Plumbing and Heating	Boiler repairs (Hub)
£ 35.00	LALC	Councillor training
£ 3779.18	Staff costs	Salaries, deductions and reimbursements
£ 31.42	Vodafone	Broadband (Hub)
£ 52.00	Chorley Council	Business rates (Changing Rooms)
£ 83.37	Everflow	Water/wastewater (Changing Rooms)
£ 42.35	British Gas	Gas (Changing Rooms)
£ 105.49	British Gas	Electricity (Hub)

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

The Annual Governance and Accountability Return was considered.

- 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.

73.25 E Bretherton Deceased Will Trust

The formation of an appointed committee to administer funds arising from the proceeds of the Will Trust was considered. It was proposed the bequest should be invested in an interest bearing account and that the interest generated used to provide grants for the betterment of the village and its residents. The original capital received is not to be utilised, with only the interest being spent. This would involve accumulating the interest during the financial year within the existing Will Trust budget, with all funds above the original bequest being available for distribution.

The Committee is to vet applications and present recommendations to the Parish Council for approval. Councillors D Biggs, R Bland, and Brown offered to join the committee.

Resolved: Councillors D Biggs, R Bland and Brown were appointed to the Committee.

74.25 Bank Account Signatories

Following recent resignations, a need has arisen for additional signatories for the bank account. Councillors D Biggs and Miller offered to put their names forward.

Resolved: Councillors D Biggs and Miller were appointed as signatories.

75.25 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.

76.25 Clerk's Report

The gap in the hedge previously removed to create an access from the Parr Meadows development onto the Recreation Park has been fenced by the developer. The developer has also advised the gap will be replanted in the Autumn.

77.25 Reports from Outside Bodies

The Chairman provided a report from the recent LALC Conference. Presentations provided included information on the impact of changes on the parish and town council sector arising

from devolution proposals, effective communications with communities and residents, General Data Protection Regulation and Freedom of Information compliance. Details of newly introduced savings accounts specifically aimed at parish and town councils were provided. A presentation by Lancashire County Council's Treescapes Officers containing details of opportunities for funding, tree planting projects across Lancashire and planting projects and ideas for working with local councils.

78.25 Date of Next Meeting
Thursday 10 July 2025.

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

New Inn Farm, Dawson Lane,
Leyland, PR25 5DB

www.helmrig.com
info@helmrig.com
01772 621013

Ltd No: 01524060

11th June 2025

Dear Craig & team

Eccleston Primary School – Proposed Renovations to the Old Pergola area to create a new sensory garden

Further to my visit back in March (and with apologies for the time taken to pull this together), please see below notes and estimates for the proposed work.

Initial Observations

- Behind the school is a “pergola”/outdoor roof construction, built from timber, with a felt roof. The structure measures approx. 6m x 8m. The area is currently cordoned off as it is deemed unsafe for us.
- The timberwork to the outside of the structure shows signs of weathering/decay, with fascia boards starting to come loose and evidence of rain ingress. The roofing felt is also in poor condition.
- However, the fundamental structure appears to be sound and could have several years of life left.
- The ground consists of semi-compacted gravel/hardcore to an unknown depth, which would be unsuitable for play.
- At the end of the pergola/outdoor roof is a further area approx. 8m x 8m which could also be used, and has the same ground conditions (semi-compacted gravel/hardcore).
- The area is to the rear of a school building and secured on all sides by fencing. Access is possible for vehicles/small plant via the playing field, accessed via a vehicle gate into the main school car park. The travel distance from the car park gates to the pergola site is nearly 100m, so significant allowance will need to be made for the logistics operation of transporting any bulk materials in and out of the build location.

Aims

To create a safe and useable space for a planting area / sensory garden for use by the school / children.

High Level Options

1. Option 1

- a. To demolish and remove the existing structure;
- b. Dig out and remove the first 50mm depth of hardcore;
- c. Install raised planters, built from timber sleepers and backfilled with topsoil.
- d. To install a weedstop membrane around the planters and backfill the remaining area with woodchip to create a soft surface suitable for kneeling.

2. Option 2

- a. To refurbish the existing structure, removing the felt roof and timber fascias (but retaining the main superstructure) and replacing with recycling plastic-type roofing tiles and composite fascia boards with a longer life span. To paint the remaining timber superstructure with a suitable outdoor paint/preservative.
- b. Dig out and remove the first 50mm depth of hardcore:
- c. Install raised planters, built from timber sleepers and backfilled with topsoil.
- d. To install a weedstop membrane around the planters and backfill the remaining area with woodchip to create a soft surface suitable for kneeling.

(cont.)

Estimates

1 – Groundworks & Pergola Demolition			
1a	Demolish existing structure. Dig out and remove top 50mm of existing surface over approx. 200 SQM area	This will generate 15-20 tonnes of waste material	Skips – 2 skips for disposal of materials from demolition of structure @ £395 ea: £790 Grab wagons – 3-4 grab wagons for “muck away” @£425 ea: £1,700 Telehandler hire with rehandling bucket – 1 week: £625 Mini digger hire, mobilisation and fuel 1 week: £585 Labour – 2 x operatives for est 3 days: £1,620 TOTAL: £5,320
1b	Install terram membrane and woodchip surface	Terram @£3.50 per SQM Woodchip 15-20 cubic metres @25/cube	Materials £1,200 Labour – 2 x operatives 2 days: £1,080 (Plant covered in 1a above) TOTAL: £2,280
2 – Timber Planter Construction			
2a	To build planters from timber sleepers	Individual planters measuring 2.4m x 2.4m x 0.8m	£1,450 per planter Perhaps 2-3 required? TOTAL: £2,900 - £4,350
2b	To install topsoil to timber planters	Each planter will require 5-6 tonnes topsoil	1 x bulk delivery 20 tonnes Grade 1 topsoil: £780 Telehandler and operator to install topsoil: £585 TOTAL: £1,365
3 – Structure Refurbishment [rough estimates subject to supplier quotes]			
3a	Labour	2 operatives, 1 week	£2,700
3b	Tiles	Based on a roof area of approx. 60 SQM rate of £80 per SQM	£4,800
3c	Fascias	Allow for composite fascia boards throughout	£500
3d	Paint		Allow for £100
3e	Access platform	Hire of access platform	£285
			TOTAL: £8,385

Summary

- Works to demolish the existing structure, excavate the ground level gravel, and install a weedstop membrane and woodchip base – allow for £7,000- £8,000.
 - It may be possible to reduce this if we reduce the area to be excavated/recovered.
- Works to install timber planters and backfill with topsoil – allow for £4,000 - £5,000.
- Structure refurbishment if preferred – allow for c £8,000 subject to specification.

All prices above are exclusive of VAT, which we would expect to be applicable at standard rate of 20%.

The above excludes supply and installation of plants – as a provisional guide, if we were to plant the planters with a mix of 5 Litre pot grown grasses / shrubs / herbaceous, I would expect costs to be in the region of £300-500 per planter.

Whilst the above are estimates and subject to further discussion/measurements and finalising the specification, I do think this is realistic. On the next page I've included a couple of examples of comparable works at St Peter's School in Chorley, with final costs.

Now that we have an initial estimate, I'd be very happy to meet again and discuss how we might progress this. Perhaps a sensible next step would be to determine what budget the school could generate, from which we could develop the proposals to work out how to get best "bang for our buck".

FORMER CAMELOT THEME PARK APPLICATION 2025

Application Reference Number: 25/00577/OUTMAJ

Dear Clerk,

I should be grateful if you would pass this onto your chair for possible discussion at a later date in your meetings.

As you are probably aware Chorley Borough Council have recently received an outline planning application for 350 homes to be built on the site of the former Camelot Theme Park.

If this application is approved it will have enormous adverse consequences on neighbouring villages. The site is located in Charnock Richard but the development will affect all neighbouring villages. The planning application plans submitted by Story Homes show all traffic will be accessing the site using the single entrance point on Park Hall Road. We know this will cause traffic chaos on an already busy road. Added to this, it will affect communities and all road users to the west who use Park Hall Road and Wood Lane to access the Motorway network. The recent approval of a 3rd Prison at Ulles Walton will only add to the problem.

Heskin Parish Council have decided to engage an Independent professional planning consultant to formulate in planning terms our objection. Alas this will inevitably cost money, which as a small parish you can understand we have little of. My purpose, as Chair, is to ask if you could assist us in providing a contribution towards an independent professional planning consultant, posters, flyers etc in order to oppose this development.

I look forward to your response and would be happy to address your Parish Council if you so wish.

Yours sincerely

Angela Bamber

Chair Heskin Parish Council

Edward Bretherton Deceased Will Trust Fund Committee - Terms of Reference

The Committee will consist of Members of the Council. This membership will be reviewed at each Annual Meeting.

At the first meeting following the Annual Council Meeting each year a Chairperson will be elected to report the recommendations of the Committee to the Council.

The quorum of the Committee shall be 3 members.

The initial balance of £200,000 will be invested in a savings account(s) and only the interest earned will be available for allocation. The initial capital investment will remain untouched.

Three members of the Parish Council will be appointed to the Committee.

The Committee is authorised to search out possible accounts and move the money to benefit the funds. Any movement of funds shall be reported to the Full Parish Council.

The Will Trust Fund Committee shall meet 4 times each year (January, April, July, October) to discuss the applications for funds. Prior to each meeting the committee will receive an update from the clerk as to the amount of funds available for that period.

Requests will be considered from properly constituted groups and organisations but they must be based in, or for the benefit of, the Parish of Ecclestone.

Requests for funds should not exceed the sum of £500 and only one application per group or organisation will be approved in a 12 month period.

Applicants will be required to complete an application form, which must be submitted at least two weeks prior to The Will Trust Fund Committee meeting.

The Will Trust Fund Committee will be able to recommend an application in full or could decide to approve a proportion of the requested funds.

Details of recommended applications will be provided to the following Parish Council Meeting for ratification. The clerk will then issue funds accordingly.

Each applicant will receive an email from The Will Trust Fund Committee to update them on the result of their application.

Any funds not allocated each quarter will roll over to the following quarter. At the end of the year any funds not allocated will be reinvested and become part of the Capital Investment.