



Minutes of a meeting of Hilldale Parish Council

Thursday 3rd July 2025, 7.30pm

at Hilldale Village Hall

Participants: Cllr G Ward (Chairman), Cllr S Ashcroft, Cllr I Bell, Cllr D Whittington, Trish Grimshaw (Parish Clerk) and one member of the public

1. **Apologies for Absence** - Cllr D Whittington
2. **Declarations of Interest and Dispensations**
 - a. **To receive declarations of interest from Councillors in relation to items on the agenda**
 - b. **To receive written requests for dispensations for disclosable pecuniary interests**
 - c. **To grant any requests for dispensation as appropriate**

3. **Public Participation: To adjourn the meeting for a period of public participation.**

Any member of the public may speak for up to 5 minutes within the overall time allocated. Please note that any representation or matter raised does not require any response from the Council and should not be debated since no decision can lawfully be made during this time. A member of the public is any person present other than a member or official of the Council. A member or official of the Council may (after the meeting) request a future agenda item be placed setting out what it is the Council is being asked to consider and decide upon.

The Clerk highlighted the recent tree branch which had split and was made safe. It was ratified the tree should be taken down, the Clerk to obtain a quotation from Laurence and circulate to Parish Councillors for approval.

WLBC have forwarded an email (circulated to Parish Councillors) regarding the public consultation on the renewal of the Public Space Protection Order (PSPO) addressing dog fouling and control measures. The current PSPO expires in March 2026. It was ratified to highlight the survey on noticeboards and the Parish Council website.

4. **Councillor co-option – to consider any applications received for the vacant seat provided no election has been called.** WLBC confirmed no election was necessary; one application was received and considered. Cllr Bell proposed to appoint the applicant with all Parish Councillors in favour. Cllr Peter Rawlinson signed the declaration of office.
5. **Minutes of the previous meeting - to resolve to approve as a correct record the Minutes of the Council Meeting held on 8th May & 12th June 2025.** It was resolved to approve the minutes of both meetings proposed by the Cllr Bell, seconded by the Chairman and unanimously ratified by all.
6. **Parish Clerks Report (previously circulated).** The Clerk's report was noted.
7. **Items for information - reports from outside bodies – LALC Smaller Authorities Practices Panel (AAPPP) changes, (previously circulated).** The Clerk advised of the main changes which had been circulated to Parish Councillors. E mail management; Website legal

requirements; Accessibility guidelines and Public Sector Bodies Regulations; FOI compliance, GDPR and Data Protection principles; Transparency codes documents must be published; all Parish Councils must have an IT policy covering its work and equipment. It was resolved the Clerk to (a) review the Councils existing IT related policy and draft a revised policy for consideration at the next meeting. (b) investigate further the set up and cost of compliant.gov.uk e mail addresses for the Parish Councillors from our website provider. The Clerk confirmed this is a requirement of the 2025/26 AGAR.

8. **To receive an update of SpID costings and agree a way forward.** The Clerk presented 2 options dependent upon the number of posts and panels required and budget constraints. It was resolved to go with option 2 in locations (1) Chorley Road (outside the village hall) 1.3m from kerb and 3m south of LC 67 and (2) Chorley Road Southbound (near to 70 Chorley Road) in grass verge 1m from kerb and 18.2m from school flasher. (i.e. between Malt Kiln Lane and the Farmers Arms pub); proposed by Cllr Bell and unanimously agreed by all.
9. **To receive an update on the additional quotation for fence painting.** The second quotation was agreed via e mail; the work has been undertaken this week.
10. **To receive an update on this year's grant applications for an accessible picnic bench and receive the decision on the capital grant application made to WLBC; to consider the quotation from Broxap and agree a way forward.** The Clerk advised that grant application to WLBC has been successful; in addition, the Clerk submitted an application to LCC Champions Fund towards the bench. The Clerk circulated various accessible bench options. It was ratified to purchase the heavy-duty hardwood sustainably sourced wheelchair accessible land picnic bench (£1665.00 plus VAT) once confirmation is received regarding the outcome of the LCC application. The Clerk to liaise with Laurence regarding his final quotation to secure the bench in place.
11. **To discuss the bench and flagged area opposite the village hall (Silver Jubilee Fund) and agree a way forward.** It was ratified to obtain a price for the jet washing of this area and investigate funding options for a new bench.
12. **To discuss the 'Village Hall' sign and 'Hilldale Parish Council' signs currently in storage and agree a way forward.** It was ratified to have the village hall sign cleaned and fitted inside the hall above the kitchen shutters; an option for the HPC sign could be to have it fitted on Robin Lane.
13. **To discuss pedestrian safety around Chorley Road / Robin Lane junction and agree a way forward.** Following discussion, it was ratified to raise the profile of what is already a dangerous road via the new County Councillor, Adrian Ownes and highlight in the next newsletter.
14. **To receive an update on the external audit.** The Clerk confirmed she has received acknowledgment of receipt of the audit which will be processed in due course.
15. **Planning Matters – to discuss and decide a response (if applicable) to planning applications together with any received after the agenda is published.**

Hunters Lodge at 10 Chorley Road, Hilldale - Following discussion, it was resolved to reiterate the Parish Councils concerns re traffic and access; the residence has been built in a conservation area; concerns regarding being only several meters from a brook/watercourse; there is no evidence of an identifiable housing need in Hilldale.

16. **To consider and approve the schedule of accounts for payment.** Approved.
 17. **Financial reports – to ratify accounts and authorise payments.** Approved.
- There being no further business the meeting closed at 20.30.

Clerk: Trish Grimshaw

E mail: Clerk@hilledaleparishcouncil.gov.uk

Signed..... *G Ward* G WARD, CHAIRMAN, Dated 04.09.25