



DRAFT Minutes of a meeting of Hilldale Parish Council

Thursday 4th September 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 P Rawlinson
2. **Declarations of Interest and Dispensations**
 - a. **To receive declarations of interest from Councillors in relation to items on the agenda** - none
 - b. **To receive written requests for dispensations for disclosable pecuniary interests** - none
 - c. **To grant any requests for dispensation as appropriate** - none

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.

Bill raised concerns regarding the numerous seedlings and saplings growing on the playing field including one growing in the Scots pine. Cllr Bell offered a site meeting to investigate further. The Clerk advised of the community tree mulching day to be held on the field in October and advised that Lancashire County Council (LCC) have been invited who will be able offer advice.

Concerns were expressed regarding the location of the SpID which appears to be hidden by a lamp post. It was confirmed that a great deal of work has been undertaken over the past 2 years including several site visits undertaken by LCC to source the most suitable and effective locations. Following advice from LCC who are the highways authority and public consultation the following three locations were determined.

1. Chorley Road (outside the village hall). In the footway outside the village hall 1.3m from kerb and 3m south of LC 67.
2. Chorley Road Southbound (near to 70 Chorley Road) in grass verge 1m from kerb and 18.2m from school flasher.
3. Chorley Road (near to house number 52) in both directions, in grass verge 0.9m from kerb and 13.5m south L70.

3. **Minutes of the previous meeting - to resolve to approve as a correct record the Minutes of the Council Meeting held on 3rd July 2025.** It was resolved to approve the minutes of both meetings proposed by the Cllr Ashcroft, seconded by the Chairman and unanimously ratified by all.
 4. **Parish Clerks Report (previously circulated).** The Clerk's report was noted.
 5. **Items for information - reports from outside bodies - none**
 6. **To receive an update on the installation of posts and SpID.** The SpID has now been fitted by LCC on the village hall site. Data will be gathered in one of both directions and can be downloaded onto a mobile via by Bluetooth – this may require the purchase of a SIMM card.
 7. **To receive an update on the accessible picnic bench.** The bespoke accessible 'green' oak bench has been ordered from Classic Memorial Benches in Lathom, who will also undertake the delivery and on-site fitting. This is expected in the new year.
 8. **To receive quotations for a seated bench (to be located on the Springmount side of the field).** Parish Councillor agreed to start to replace the existing benches with green oak. The Clerk to obtain further quotations from Classic Memorial benches.
 9. **To discuss progress with the 'Village Hall' sign.** The Clerk confirmed an article had been placed on the recent newsletter to see if anyone in the village could provide advise on the restoration of the sign. It was ratified to clean and conserve the sign for installation inside the village hall.
 10. **Following LALC Smaller Authorities Practices Panel changes (to take effect from the next auditable year 25/26) to agree to set up .gov.uk e mail addresses for the Parish Councillors and Clerk's e mail addresses and the quotation from Easy Websites (previously circulated).** It was ratified to go ahead with the new e mail addresses with the recommended e mail format.
 11. **To consider and receive feedback on the draft IT policy.** The draft IT policy was ratified by all Parish Councillors.
 12. **To receive an update on progress in relation to the Annual Governance Accountability Return and feedback from the External Auditor.** The Clerk reported on a successful audit report (previously circulated) which was ratified by Parish Councillors. The Clerk highlighted the 'statement of internal controls' template which the internal auditor had recommended to complete on an annual basis prior to the approval of the AGAR, this to be incorporated at the next audit.
 13. **To receive the budget monitoring report/receipts and payments summary to the end of quarter one (2025/26 – April to June) for members to note.** Ratified by Parish Councillors with no issues raised.
 14. **Planning Matters – to discuss and decide a response (if applicable) to planning applications together with any received after the agenda is published.** None
 15. **To authorise NALC (National Association of Local Councils) pay award for 2025/26 involves a 3.2% increase for local government staff, effective from April 1, 2025.** It was ratified to approve the pay award.
 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 20.40.

Clerk: Trish Grimshaw

E mail: Clerk@hilldaleparishcouncil.gov.uk

Signed..... G WARD, CHAIRMAN, Dated 06.11.25