



# ***Up Holland Parish Council***

**Clerk: Mrs Elizabeth-Anne Broad JP, LLB(Hons), MA, CiLCA  
1 Pinewood, Skelmersdale, Lancashire, WN8 6UZ  
Telephone: 01695 557678 Mobile: 07973340254  
e-mail: clerk@uphollandpc.gov.uk**

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Minutes of the meeting of Up Holland Parish Council held on **Tuesday 14<sup>th</sup> May 2024 at 7.30pm** in the Up Holland Methodist Church, Alma Hill, WN8 ONR.

Present: Cllr John Gardner, Cllr Andrew Grant, Cllr Gill Sinnott, Cllr Alex Stoddart, Cllr Linda Wedge, Cllr Jenny Whiting.

7.15pm Public Participation: Graham Smith, prospective parliamentary candidate for the Liberal Democrat Party introduced himself to the meeting and invited questions.

## **ANNUAL MEETING**

### **MINUTES**

#### **1. To elect Chairman and hear declaration of acceptance of office**

Cllr Jenny Whiting was elected as Chairman. Declaration of acceptance of Office was read out, witnessed and duly signed.

#### **2. To elect Vice Chairman and hear declaration of acceptance of office**

Cllr Christopher Mackrell was elected as Vice Chairman in his absence. Declaration of acceptance of Office will be completed in due course.

#### **3. To record apologies for absence**

Apologies were accepted from Cllr Christopher Mackrell, Cllr Neil Smith, Cllr Richard Taylor.

#### **4. To receive declarations of interest, and complete Registration of Interest Forms**

Declarations of acceptance of office for newly elected Councillors were heard, witnessed and signed. New Registration of Interest Forms were completed.

#### **5. To co-opt Members onto the Parish Council to fill any vacancies and hear declaration of acceptance of office**

It was resolved to defer Item 5 until the arrival of Gaynar Owen, proposed to be co-opted onto the Parish Council. There were no other applicants.

**6. To ratify as a correct record the Minutes of the meeting held 9th April 2024**

The Minutes were accepted as a correct record of the meeting and duly signed by the Chairman.

**7. To set schedule of meetings for 2024/25 and confirm membership of standing committees and representation on outside bodies**

The following schedule of meetings was agreed: Tuesdays at 7.15 for public participation, 7.30pm for commencement of meeting with conclusion before 9pm, unless extended by vote.

11<sup>th</sup> June 2024, 9<sup>th</sup> July 2024, No August Meeting, 10<sup>th</sup> September 2024, 8<sup>th</sup> October 2024, 12<sup>th</sup> November 2024, 10<sup>th</sup> December 2024, 14<sup>th</sup> January 2025, 11<sup>th</sup> February 2025, 11<sup>th</sup> March 2025, 8<sup>th</sup> April 2025, 13<sup>th</sup> May 2025 (Annual Meeting of the Parish Council).

Finance Committee Meetings:

Start at 7pm - 16<sup>th</sup> July 2024, 22<sup>nd</sup> October 2024, 21<sup>st</sup> January 2025, 15<sup>th</sup> April 2025.

Representation at LALC Area Committee: Cllr Gardner and Cllr Mackrell.  
Personnel Committee: Chairman and Vice-Chairman.

**8. To agree annual memberships - CPRE, LALC, SLCC, OSS, OPSTA, LAMPAC**

The following annual memberships were renewed:

Campaign to Protect Rural England = £36  
Lancashire Association of Local Councils = £925.26  
Society of Local Council Clerks = £151  
Open Spaces Society = £45  
Ormskirk, Preston and Southport Travellers Association (railways) = £10  
National Allotments Society and Leisure Gardeners = £66

It was resolved to rescind membership of the Lancashire Partnership Against Crime = £50 – and to explain that this group had not really met the needs of the Parish Council.

**9. Having met the conditions of eligibility, it is proposed that Up Holland Parish Council adopt the General Power of Competence as defined in the Localism Act 2011 and SI 961 of The Parish Councils (General Power of Competence) Prescribed Conditions Order 2012**

Resolved.

**10. To amend Standing Orders where necessary, renew policy documents including Freedom of Information procedure**

Standing Orders, Financial Regulations (based on NALC draft), FOI Policy (based on Information Commissioners' Office draft) and Document Retention/Disposal scheme were updated.

The Co-option Procedure and Allotment Allocation Procedure were accepted for continued use, unchanged.

It was resolved to introduce a new Complaints Procedure with process for habitual and vexatious complaints to be discussed at the next meeting.

**11. Accounts for ratification and payment and update of financial risk assessment documents**

Npower	160424	Clock electricity charges (annual charge for generator)	0984	£187.58*
Water Plus	090524	Water tap bowling green	0985	£25.35
SLCC	140525	Training accounting course	0986	£144.00*
B Keyworth	140524	Removal hoop play area	0987	£245.00
L Davis	140524	Grounds work April	0988	£1,800.00
Methodist Church	140524	Room hire 140524	0989	£16.00
E A Broad	140524	Salary & expenses May	0990	£1,482.88
Open Spaces	140524	Annual subscriptions	0991	£45.00
Handelsbanken	140524	Bank charges	d.d.	£30.20
NEST (Employer pays 3%; clerk pays £160.74 to pension scheme)	140524	Pension scheme	d.d.	£218.43
Glasdon	140524	3 benches	0992	£2,429.24*

\*Contains VAT

The accounts were ratified and authorised for payment

**12. To receive Internal Audit of accounts for financial year 2023/24 and complete Audit Forms, including the Annual Governance and Accountability Return, if available**

Item deferred to next meeting as the Internal Audit Report is not yet available.

The Chairman closed the Meeting at 8pm, on arrival of Borough Councillor Gaynar Owen, to introduce Graham Smith (PPC LibDem) and re-opened the Meeting at 8.10pm.

**Meeting referred back to Item 5 - To co-opt Members onto the Parish Council to fill any vacancies and hear declaration of acceptance of office**

Gayner Owen was co-opted to fill one of the Chequer Lane Ward seats. Declaration of acceptance of office was read out, witnessed and signed.

**13. To record any police issues**

**Damage caused to the wall at the car park behind The Good Catch chip shop:**

The cctv supplied by local retailers was submitted to the police as it showed clearly the car hitting the wall with force: there is also unobstructed view of the driver and number plate. A Crime Number has been received but no response from police since the incident of Saturday 27<sup>th</sup> April 2024.

The walled garden is on LCC owned land and LCC were informed. WLBC Building Control has visited and confirmed the site is not dangerous.

It was resolved to obtain quotations for repair because it would be in the interests of residents of the parish for this to be repaired but it is clearly not a high priority for LCC to deal with.

**14. Ward Reports: Update the meeting on issues Councillors are attending to**

Cllr Gardner– the 800-tree Miyawaki Woodland planted at Mill Lane Play area is growing well and has been visited by the children of St Thomas' Primary School.

Cllr Sinnott – reported that the Parish Church of St Thomas the Martyr is now creating a much-needed accessible carpark. This is essential for level access and to get hearses off the road and out of the way of traffic travelling along the main road. There has been a road traffic fatality on the A577 near Abbey Lakes. At approximately 4.30 am a scrambler bike left the road, killing the 27-year-old rider.

Cllr Owen - There have been further incidents of fly-tipping on the field at the back of Parsonage Road/Delamere Way, dealt with by WLBC.

Cllr Stoddart - Crawford the main stretch of road through the village has brambles encroaching across the pavements and children walking to school have cut themselves on it. This has been reported on Love, Clean Streets APP but no one has yet been to deal with it. There has been fly-tipping on Dukes Wood Lane but before it was removed someone shoved it onto the Crawford field, which has meant the Village Hut & Playing Field Committee has had to pay for a skip to clean it up. Steve Marston stepped down as Chair of the Committee.

Cllr Jones – Redburn contractors have left the grass verge at Dorchester Road in a very poor state. The children she cares for keep asking to return to Lawns Avenue Play Area as it is their favourite place to play, particularly enjoying the trim-trail obstacle course.

Cllr Grant – The Methodist owned allotment site at Roby Mill is now being auctioned. Bank Brow getting worse and sinking again, red roading big pile of grit. Water coming down the lane, drains don't work.

Cllr Whiting – the Hall Green area is looking very tatty, with the broken walls at the Artz Centre, and now at the walled garden outside the Good Catch. Also, the poor display of planting outside the Victoria Public House. It is hoped to tidy this area up shortly.

### **15. Update from LALC (Lancashire Association of Local Councils)**

Minutes of the recent meeting will be circulated to Parish Councillors when they become available.

### **16. Any Update from Borough or County Councillors**

On the 2<sup>nd</sup> May 2024, Gaynar Owen was elected as the third Borough Councillor for Up Holland, alongside Suresh Patel and John Fillis.

### **17. To consider any planning issues or applications**

#### **Planning application LCC/2023/0043 Ravenhead Quarry:**

Councillors met with Booth Ventures and an LCC Officer who explained the restoration proposals. There remain some concerns that the restoration process may not be adequately supervised but the plans do appear to address concerns raised. The Lancashire County Council Planning matter is progressing and the Parish Council will submit comments appropriately.

#### **Applications:**

**Application ref: 2024/0217/FUL** Proposal: Proposed Semi-Detached 1 Bedroom Bungalow's. Location: Land Behind The Stanley Arms Hotel, 122 Ormskirk Road, Up Holland,

Response: Up Holland Parish Council has concerns about this proposal as there is very little amenity space in the design. No space for any rear garden. There is also very little turning space or parking for vehicles there. Historically, this area was considered too dangerous to build upon due to mining beneath.

**Application ref: 2024/0180/FUL** Proposal: Proposed 4 Bedroom detached house. Location: Land Behind The Stanley Arms Hotel, 122 Ormskirk Road, Up Holland

Response: Up Holland Parish Council has concerns about this proposal as the building will be very close to existing homes and overshadowing the allotments behind. The property is large in size, quite dominating over surrounding properties

and rather close to Carlton Avenue so may overshadow homes and gardens there. Historically, this area was considered too dangerous to build upon due to mining beneath.

**Ref. No: 2024/0279/FUL**

Single storey rear extension and removal of existing conservatory.  
14 Queens Road Orrell Wigan Lancashire WN5 8UF

Parish Council Response: No objection to this proposal.

**Ref. No: 2024/0322/FUL**

Proposal: The erection of a detached garage  
Location: 1 Pennington Close Crawford Village Up Holland Skelmersdale  
Lancashire WN8 9DA

Parish Council Response: No objection to this proposal.

**Ref. No: 2024/0337/FUL**

Proposal: Proposed First floor extension over garage.  
Location: 8 Dexter Way Up Holland Skelmersdale Lancashire WN8 0DY

Parish Council Response: No comment on this proposal.

**18. Resolution for the Exclusion of Press and Public**

It is recommended that members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and as, in all circumstances of the case the public interest in maintaining the exemption under Section 12A outweighs the public interest in disclosing the information. The nature of the exempt information and the relevant exemption paragraph is shown.

Resolved.

**20. Provision of Goods and Services**

- (a) Update on Play Areas

Installation of new equipment is progressing.

- (b) Update on Bowling Green and Hall Green

Councillors attended a meeting with Tawd Valley Developments for an update on their feasibility studies for the main buildings.

The shelters continue to be damaged. The Bowling Green is otherwise well

maintained and a useful space, though does not meet requirements for league games. Councillors will consider ways of promoting the site.

(c) Consider further works on overhanging trees at Tontine Allotments

Two properties have complained about over hanging trees that are rooted on parish council land at the rear of Lawns Avenue. Residents have been advised that they are within their rights to cut any overhanging branches, that the trees have been subject to surveys and no issues found and that this is the wrong time of year to cut them back. However, consideration will be given to trimming them back and quotations will be sought to support the discussion moving forward.

There being no further business, the Chairman closed the meeting at 9pm

**Cllr Jenny Whiting**  
**Chairman**

**11<sup>th</sup> June 2024**