



# ***Up Holland Parish Council***

**Clerk: Mrs Elizabeth-Anne Broad JP, LLB(Hons), MA, CiLCA**  
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Minutes of the meeting of Up Holland Parish Council held on **Tuesday 10th September 2024 at 7.30pm** in the Up Holland Methodist Church, Alma Hill, WN8 ONR.

Present: Cllr Jenny Whiting (Chairman), Cllr Christopher Mackrell (Vice-Chairman), Cllr John Gardner, Cllr Gaynar Owen, Cllr Gill Sinnott, Cllr Neil Smith, Cllr Alex Stoddart, Cllr Richard Taylor.

## **7.15pm to 7.30pm: public participation**

No issues raised.

### **MINUTES**

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

Apologies were accepted from Cllr Linda Jones. Cllr Andrew Grant was not in attendance.

#### **2. To receive declarations of interest**

None declared.

#### **3. To ratify as a correct record the Minutes of the meeting held 9<sup>th</sup> July 2024**

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

#### **4. To record any police issues**

The Village Ward Councillor reported to the meeting that PCSO Neil Smith had been extremely helpful in dealing with a very sensitive issue in the parish and ought to be commended for this. No other police issues raised.

#### **5. Ward Reports:**

Hall Green: Concern again about the poor state of pavements across the village because there is no maintenance being carried out. The section of road from the shops to Hallbridge Gardens is getting overgrown again. Although some ivy on Parliament Street was dealt with, some was not and knotweed is also ignored. These

are matters for LCC Highways and WLBC Clean and Green Team to deal with and they will be reported again. The WLBC Clean & Green Team Borough Councillor is Neil Fury and the Clerk will alert him to these issues also.

Crawford Ward – Huge concern over fly tipping on Dukes Wood Lane. In the past WLBC has cleared this however, it is the responsibility of the landowner and this land is not registered. Japanese knotweed, is encroaching from the fields onto Crawford Village play park; some comes from the railway line and some via a stream. Crawford Village would be better protected by a 20mph limit. Families have lost pets on the main road and they very much want drivers to take more care. 30mph is still very fast outside the village hut and playing fields, on the narrow, winding road. Up Holland Parish Council will support the residents in campaigning for a reduced speed limit to 20 mph, at this point. The defibrillator and bleed control cabinet have been vandalised and repair/replacement could be expensive.

Village Ward: The rose garden car park at the Community Hub is complete and awaiting sign-off before being fully operational. Ivy, rhododendrons and other foliage have been removed but re-planting will happen in due course. There is a lack of volunteer gardeners to form a new group, so the current grave gardeners will look after this section. There was some confusion from residents about who can use the carpark but it is to be restricted for funeral vehicles and disabled access and is not for general public use. Parking is still a problem but some drivers have been fined for parking on Brooklands Road.

Hall Green Ward: Across the parish there have been repairs done but not to an adequate standard and we are back to a state of disrepair in no time. Living in a conservation area it is expected that the council work will be of a certain quality but it really isn't up to standard. There is no sign cleaning going on. Also parking continues to be a problem. In the holiday absence of Stephen Bisette, Stephanie Oskan had responded positively and got some work done.

Newgate Ward: It has been reported that Mill Lane Park is being well used at present and feedback is that it is one of the best play parks in the area. WLBC has cut the grass shorter than usual, allowing football play and the Myawaki trees are doing well.

Similarly, there have been good reviews of the play area at Lawns Avenue.

There was disappointment and some complaints about the wildflower planting outside the Victoria Public House. Whilst the project appears to work well on open ground on the roundabouts in Skelmersdale, in the closed walled garden the soil cannot support the wildflowers well and looks better with the perennial planting, but this is expensive. The clerk was asked to contact Clean & Green Team to start a conversation about making this area look better.

## **6. Financial Matters:**

- **Accounts for ratification and payment**

Water Plus	180724	Water at bowling green tap 1011	£19.92*
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Yates Playgrounds	010824	Safety surfacing	1012	£3,816.00*
W Fernandes	010824	Cleaning noticeboards	1013	£15.00
L Davis	010824	Grounds work July 2024	1014	£2,200.00
Handelsbanken	120824	Bank charges - monthly	d.d.	£31.40
NEST	190824	Pension payment August	d.d.	£218.43
B Keyworth	220824	Remove hoop at Lawns Avenue, following vandalism	1015	£180.00
L Davis	280824	Grounds work August 24	1016	£1,800.00
E A Broad	280824	Salary & expenses July	1017	£1,751.06
Playsafety Ltd	100924	ROSPA annual inspection	1018	£432.00*
Methodist Church	100924	Room hire 10 <sup>th</sup> Sept	1019	£16.00
NEST	100924	Pension payment Sept	d.d.	£218.43
E A Broad	100924	Salary & expenses Sept	1020	£1,515.98
LCC	100924	Rent for noticeboard	1021	£5.00
HMRC	100924	3 months tax and NI	1022	£775.41
Handelsbanken	110924	Bank charges - monthly	d.d.	£28.80

\*VAT included

**Anticipated upcoming payments:**

Unity Trust Bank	300924	Bank charges - quarterly	d.d.	£18.00
WLBC	300924	Play area inspections	d.d.	£1,709.33*

The accounts were ratified and authorised for payment.

• **Minutes of Finance Committee Meeting 16<sup>th</sup> July 2024**

The following items were approved by full council.

- (1) To transfer £35,000 into the CCLA Public Sector Deposit Account in order to reduce costs of banking and gain interest.
- (2) To receive a breakdown of salary and explanation of NALC guidelines for salary scales (see second section of this meeting, once public and press are excluded).

- **External Audit Report (if available)**

Not yet received. With a deadline of 30<sup>th</sup> September 2024, the conclusion may have to be actioned between meetings once it is received from the External Auditors, PKF Littlejohn.

### **7. To decide how to spend £300 LCC Conservation Grant**

It was resolved to spend this year's £300 allocation on the walled garden outside the Good Catch Chip Shop.

### **8. Request from Billinge Running Club to use Janet Lally field on 9<sup>th</sup> November 2024**

It was resolved that permission be granted.

### **9. Receipt of ROSPA annual safety checks on Play Equipment (for information, fortnightly inspections are carried out fortnightly by WLBC)**

The ROSPA Reports were acknowledged with recommendations to be actioned. There is no urgent action required but upward-facing cable anti-bird strip will be fitted on the swings to reduce bird fouling on the seats.

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

The LALC Conference was held on Saturday 7<sup>th</sup> September 2024, no delegates from this parish were able to attend. The AGM is expected to follow the Lancashire County Council's Parish & Town Councils conference in November 2024. The next area committee meeting of LALC is set for 17<sup>th</sup> October 2024.

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

Borough Councillor Gaynar Owen reported that even Councillors have problems reporting things on LCC's Love Clean Streets. The steps on Alma Hill were reported but within a few hours the App recorded the work as completed when no one had been out to assess the problem. County Councillor Fillis had been informed.

Cllr Owen was asked about the road sign by the chemist on Ormskirk Road/Mill Lane/Hall Green junction declaring a road closure for a Mayor's Parade. An invitation had been issued to Borough Councillors on 21<sup>st</sup> August 2024 but no parish councils had received an invitation.

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

Reference Number: 2024/0605/FUL  
Proposed single storey rear extension  
187 Ormskirk Road Up Holland Skelmersdale Lancashire WN8 0AA

Parish Council Response: No objection to this proposal.

Reference Number: 2024/0723/FUL

Location: 99 Chequer Lane, WN8 0DE

Proposal: Variation of condition 2 and 3 of planning permission 2019/0280/FUL relating to materials and approved plans.

Parish Council Response: No objection to this proposal.

Reference Number: 2024/0643/LDP

Location: 101 Chequer Lane WN8 0DE

Certificate of lawfulness – proposed demolition of existing outbuilding and erection of garden room.

Parish Council Response: No objection to this proposal.

Reference Number: 2024/0622/FUL

Location: Flag Fields Farm, 67 Ayrefield Road, Roby Mill, Up Holland.

Proposal: The proposed demolition of two agricultural buildings and the erection of one detached dwelling.

Parish Council Response: There is concern that this design is not in keeping with the surrounding area.

Reference Number: 2024/0624/FUL

Location: White Gable, 5 Crawford Road, Crawford Village, WN8 9QP

Proposal: Single storey side extension projecting forward of the principle elevation, replacing previous conservatory along the alterations to detached garage including rear extension and reroof.

Parish Council Response: No objection to this proposal.

Reference Number: 2024/0609/FUL

Location: 58B School Lane Up Holland, WN8 0LW

Proposal: Replacement wooden windows with new PVC.

Parish Council Response: No objection to this proposal.

Reference Number: 2024/0602/FUL

Location: 56 Roby Mill, Up Holland, WN8 0QF

Proposal: Side extension to existing swelling to create sun room

Parish Council Response: No objection to this proposal.

Reference Number: 2024/0670/FUL

Location: Land behind the Stanley Arms Hotel, 122 Ormskirk Road, Up Holland.

Proposal: 3 bedroom detached dormer bungalow

Parish Council Response:

Up Holland Parish Council still has concerns about building on this site, though appreciates that the applicant and planners have worked hard to reduce the size and impact. The simple fact is that there is still significant impact for neighbours. The property is still large in size, and will dominate and overshadow the homes and gardens to the rear; particularly the well-established allotment plots that will suffer with less light. Historically, this area was considered too dangerous to build upon due to mining beneath and there are concerns that this is underestimated. The former Stanley Public House has already got three properties built on it and this fourth property is over development for the size of the area. The proposed property will have no view out the back and a view of the rear of the terraces at the front - not an attractive proposition. This type of back-garden infill has a knock-on effect for wildlife and should be avoided

### **13.To consider any quarry issues at Dingle Quarry, Dalton Quarry and Ravenhead Quarry**

Ravenhead Quarry: Application Number LCC/2023/0043 was determined by the Development Control Committee on the 4<sup>th</sup> September granting permission for the continuation of mineral extraction and restoration of Ravenhead Quarry through infilling with imported non-hazardous material.

Dingle Quarry, Long Heys Lane, Dalton: Application Number LCC/2024/0024 – Proposal to infill with inert waste as a means of restoring the quarry.

Parish Council Response: Up Holland Parish Council objects to this proposal as the area on the following grounds:

- There would be a loss of amenity to residents in Roby Mill due to the increase of HGV's and related traffic that is connected to this site.
- Inappropriate development in the Green Belt for which there are no very special circumstances by way of a quantitative or market need for the development at this location contrary to the NPPF and NPP for waste regarding protection of the Green Belt, and Policy GN1 of the West Lancashire Local Plan.
- There would be a detrimental impact on wildlife and habitat.

### **14.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.

Resolved.

### **15.Provision of Goods and Services**

(a) Update on play equipment provision

One item at Mill Lane requires replacement: the junior multiplay. This is situated within the small fenced area so needs to be equipment suitable for younger age.

The single post basketball hoop at Lawns Avenue has been removed after it was damaged by someone taking out trees behind it. No one was given permission to remove trees there and no one sought permission to do so.

(b) Consider purchase of land comprising the walled garden at Hall Green and building repair work

LCC offered to consider a 125-year lease for this land to the parish council, subject to a contribution towards the County Council's surveying and legal fees of 3% (1.5% each) of market value, subject to a minimum of £1,500 (£750 each). There is no offer for sale of this land. It was resolved not to enter into a lease agreement with Lancashire County Council for this section of land.

Two quotations for building work to repair the walls around the garden were considered and Kaite was selected to carry out the work.

## **16. Contract of Employment**

(a) Confirmation of salary scale

The following information, reported first to the Finance Committee's last meeting, was acknowledged by Full Council:

The Clerk confirmed that there is an appraisal process in place with completed documentation. The Clerk's contract of employment ensures that pay is determined at levels agreed under the Local Government Services Pay Agreement, negotiated by the National Association of Local Councils. The current pay scales in place were published in November 2023 but cover an agreement up to April 2024. Negotiations for rates of pay from April 2024 are currently ongoing and when published will be back dated to 1<sup>st</sup> April 2024.

The pay scale to use relates to various issues including size of parish, services the parish provides, experience of the clerk, etc. The deemed rate of scale for Up Holland (as advertised in the job specification) is LC2 (24-28) – described as the 'substantive benchmark range'. The Clerk's qualifications and previous experience put her on the top of the scale at Spine Point 28, which is 19.05 per hour for a 21-hour week. This would only move into the next banding if the Parish Council provides more services, requires the supervision of other members of staff or the population or the parish increases substantially.

The Parish Council also pays the Clerk £15.00 per month for 'office storage' and acknowledges that the Clerk works from home and is entitled to have £26 per month of the salary paid exempt of tax as a Work From Home (WFH) allowance.

**Chairman: .....**

Employers are required to offer a workplace pension where the employee is under retirement age and earning more than £10,000 per annum and the employer must contribute a minimum of 3% of salary to that scheme. The employee must contribute at least 5% of salary to the fund. The current system is using the National Employment Savings Trust, which is government backed. Up Holland Parish Council is registered as an employer with HMRC, (tax and national insurance being calculated using the Real Time Information with submissions made to HMRC monthly) and the Pensions Regulator and must follow the notification requirements with both.

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

**Cllr Chris Mackrell  
Vice-Chairman**

**8<sup>th</sup> October 2024**