

ULNES WALTON PARISH COUNCIL

MEETING: Council Meeting

DATE: Monday 14 July 2025, 7.00 pm

VENUE: The Old School, Ulmes Walton Lane, Ulmes Walton

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 9 June 2025

To receive and approve the minutes of the meeting distributed to Councillors.

4. Residents Surgery

The meeting will be adjourned.

The Parish Council welcomes and encourages input from residents on issues relating to the village or in connection with any item appearing on the agenda of the Parish Council Meeting. A short time is set aside at Council Meetings for residents to raise their questions or concerns. This session will be restricted to 10 minutes in total. No legal decisions may be taken.

5. Planning

New planning applications for consideration:

Application	Proposed Development	Location
25/00455/FUL	Erection of a Building for a Milk Vending Machine	Boys Farm Leyland Lane
25/00456/ADV	Application for advertisement consent for the display of two non-illuminated advertising boards (4ft x 3ft) situated adjacent to the hedgerow by the entrance to the site for advertising a milk cabin for tea, coffee and milkshakes	Boys Farm Leyland Lane
25/00596/FUL	Section 73 application to vary condition nos. 4 (approved plans) and 8 (demolition of existing buildings) of planning permission ref: 25/00124/FUL (Erection of 1no. dwelling (following demolition of garage and outbuildings) to alter windows and facing materials and to enable works to construct the approved dwelling to commence prior to the demolition of existing buildings	Round Bush Holker Lane

6. Financial Matters

i) To receive the finance update.

ii) To consider a request from Heskin Parish Council for a contribution towards the costs of opposition to the Camelot theme Park planning application.


iii) To consider requests for payment made to the Council.

7. IT Policy

To consider the introduction of an Information Technology Policy.

ULNES WALTON PARISH COUNCIL

8. 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.
9. Reports from Outside Bodies
To receive reports from Members attending meetings on behalf of the Council.
10. Date of Next Meeting
To confirm the date of the next meeting.


CLERK
08/07/2025

Ulnes Walton Parish Council
Reports for Meeting 14 July 2025

1. **Apologies for Absence**
2. **Disclosure of Interests**
3. **Minutes of Meeting held on 9 June 2025**
4. **Resident's Surgery**
5. **Planning**

Other applications:

Application	Proposed Development	Location
25/00622/CLPUD	Application for a certificate of lawfulness for a proposed single storey side extension	18 Wade Brook Road

Permissions: None

Refusals: None

Withdrawn: None

6. Financial Matters

- i) Councillors will receive the monitoring statement.
- ii) 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).
- iii) Requests for payment for the current month will be approved.

7. IT Policy.

Section 1 of the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2026 will contain an additional assertion (10) Digital and Data Compliance requiring the following:

"All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment."

The Joint Panel on Accountability and Governance (JPAG) has been replaced by the Smaller Authorities Proper Practices Panel (SAPPP). A model policy, provided the SAPPP by is enclosed and Councillors will be invited to suggest amendments they feel appropriate and approve a final version of the policy.

8. 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

9. Reports from Outside Bodies

Reports will be provided from any meetings attended by Councillors on behalf of the Council.

10. Date of Next meeting

The scheduled date is Monday 8 September 2025.

Forthcoming meetings

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

ULNES WALTON PARISH COUNCIL

MINUTES of the Council Meeting held on 9 June 2025 in The Old School, Ulmes Walton Lane, Ulmes Walton commencing at 7.00 pm.

Present Councillors J Dalton (Chairman), E Doran and N Watkinson.

Also Present County Councillor M Wade.

42/25 Apologies for Absence

Apology were received from Councillors P Doddenhof and P Sloan.

43/25 Declarations of Interests

None declared.

44/25 Minutes of the Annual Meeting held on 12 May 2025

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

45/25 Residents Surgery

County Councillor Wade introduced himself to Councillors mentioning it was his intention represent residents without involving politics.

Grass around the Parish Council owned seats is in need of strimming.

Road markings at the junction of Moss Lane and Ulmes Walton Lane have disappeared. This will be reported to Lancashire County Council.

Details of an invitation to a community engagement forum at HMP Wymott, following up from a meeting held earlier this year.

A resident had queried recent comments in the press relating to the third prison, which were attributed to a Member of the Council. Councillors advised they were fully aware of the requirement to represent themselves as individuals and not as members of the council.

A resident suggested the appointment of a liaison to provide information to act as a focus and help stop misinformation on local social media platforms relating to the prison development. Councillors have been invited to attend the Prison in the very near future and, following this, will be in a position to decide upon a way forward.

Details of proposals for new facilities at Wymott Bowling Club, including a suggestion for the provision of a synthetic green, were provided.

46/25 Planning Matters

25/00483/PIP Application for Permission in Principle for up to 2no. dwellinghouses at Land to the East of no. 130 Southport Road

Resolved: an objection is to be submitted on grounds of inappropriate development within the Green Belt

25/00484/PIP Application for Permission in Principle for up to 2no. dwellinghouses at Land between Mayfield and Heathwood, Leyland Lane

Resolved: an objection is to be submitted on grounds of inappropriate development within the Green Belt

25/00491/FUL Two storey side extension at Ring O Bells, Leyland Lane

There were no objections to this application.

47/25 Finance

- i) Resolved: the Monitoring Statement was approved and signed by the Chairman.
- ii) Resolved: the following payments were approved:

£ 37.40	Eccleston Parish Council	Litter picking
£ 355.94	Staff costs	Salary and deductions
£ 30.36	Easy Websites	Monthly fee

48/25 Reports from Outside Bodies

Lancashire Association of Local Councils Conference - presentations covering how changes in local government will affect parish councils, effective communication with residents and devolution were carried out. Information was also provided on new savings accounts for local councils and on opportunities for tree planting projects, including some funding.

49/25 Date of Next Meeting

Monday 14 July 2025.

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

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 recently 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

Information Technology Policy

1. Introduction

Ulnes Walton Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use the Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

The Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

The Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by the Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

The Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Ulnes Walton Parish Council

9. Mobile devices and remote work

Mobile devices provided by the Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

The Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT related enquiries or assistance, users can contact the Clerk to the Council.

All staff and councillors are responsible for the safety and security of the Council's IT and email systems.

By adhering to this IT and email Policy, the Council aims to create a secure and efficient IT environment that supports its mission and goals.