

# **Wheelton Parish Council**

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**17 Higher Meadow  
Clayton-le-Woods  
Leyland PR25 5RJ**

**Clerk to the Council: Mrs Joanne Carr**

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## **NOTICE OF MEETING**

A Meeting of WHEELTON PARISH COUNCIL will be held in the Small Hall, Heapey and Wheelton Village Hall, West View, Meadow Street, Wheelton at **8.00pm** on Monday 5 January 2026 for the transaction of the following business.

**DATED this 24 November 2025**

**PARISH CLERK: Joanne Carr**

## **A G E N D A**

1. Apologies.
2. Declarations of Members' interests on any matters to be placed before the Council.
3. To confirm and sign the Minutes of the Parish Council Meeting held on the 1 December 2025.
4. To consider the Police Report.
5. Public Forum.
6. Enhancing Wheelton.
  - (a) Traffic Issues – Finger Post
  - (b) Recreation Area – Bark Top Up
  - (c) War Memorial

- (d) Benches – Buckholes Lane
  - Whins Lane

7. To Consider the Parish Council's response to Planning Applications received from the Borough Council.
8. To approve the schedule of payments.
9. To consider/approve the Parish Council's Grant Policy/IT Policy
10. To undertake the Clerks Performance Review
11. To receive any items for Information only
12. Date of Next Meeting  
Monday 2 February 2026 at 8.00pm.

**Members of the Public**

*Welcome to Wheelton Parish Councils meeting if there is a specific item on the agenda you wish us to consider we will endeavour to deal with it as soon as possible.*

*Please note that we will allow a spokesperson to outline your views but we will have to impose a time limit on the discussion which will be a maximum of 15 minutes.*

*If there is a personal "verbal" attack or otherwise on any member of the council or public, the Clerk will issue a warning that the meeting will be suspended until order is restored.*

*If the disturbance continues the offender/offenders will be asked to leave and the meeting will reconvene at another time.*

**MINUTES OF THE 1080<sup>th</sup> WHEELTON PARISH COUNCIL MEETING  
HELD ON MONDAY 1 DECEMBER 2025  
AT WHEELTON VILLAGE HALL, WEST VIEW, WHEELTON**

**PRESENT:** Councillors Harper (Chair), Mrs Berry, Hayes, Scambler and Wheale.

**IN ATTENDANCE:** Mrs J Carr (Parish Clerk).

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs France.

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**MINUTES FROM THE LAST MEETING 3 NOVEMBER 2025**

**326/12/25** The minutes were accepted as a true and accurate record and signed by the Chair on behalf of the Parish Council.

**POLICE REPORT**

There was no report from the Police.

The Clerk gave an overview of the crime statistics for the Parish as published on the Police website for August and September 2025.

**COMMENTS FROM THE PUBLIC**

There were no comments from the Public.

**ENHANCING WHEELTON**

**a) Traffic Matters**

- i) Councillor Hayes reported that there was nothing further to report regarding the work to the fingerpost. The Clerk advised that she had been

contacted by the County Council Community Engagement Officer who may be able to assist in finding contractors for the “fingers.” Councillor Hayes confirmed that he was happy for me to pass his contact details on.

#### **b) Recreation Area Enhancement**

The Clerk reported that Chorley Borough Council had still not responded to her emails regarding the replacement of the bark on the Play Area although they were responding to Councillor Mrs France’s emails.

Councillor Hayes reported that the Beaver Scouts had helped plant 150 bulbs on the Recreation Ground at the Village Hall car park end as part of their community badge.

#### **c) War Memorial**

Councillor Wheale reported that a tree in the Memorial Gardens had lost a limb and the remainder of the tree was leaning toward the garage next door.

**327/12/25**

It was RESOLVED that the Clerk should get a tree inspection undertaken and remove the tree should it require it.

#### **d) Benches**

Councillor Wheale reported that he had spoken to the resident opposite the missing bench who had advised that it was the Water Board who removed it as part of their work to the water main in the area.

**328/12/25**

It was RESOLVED that the Clerk should contact the Water Board and request the benches return.

### **PLANNING MATTERS**

**329/12/25**

The Parish Council RESOLVED to make the following comments on planning application received since the 3 November meeting:

25/00996/FUL Spout House Farm, Blackburn Road, Higher Wheelton.  
Temporary siting of a static caravan for a period of 3 years.

Wheelton Parish Council RESOLVED to make no object to this application.

25/01078/PIP Land at Spout House Farm, Blackburn Road, Higher Wheelton  
Permission in principle application for a minimum of one dwelling and a maximum of five dwellings.

Wheelton Parish Council strongly object to this application on the following

grounds:

- Green belt development – this is currently open fields in a rural community.
- Inappropriate visual impact – as above this is currently open fields in a farming rural community.
- Infrastructure not available.
- Access to site on an overused A674 where there have been numerous accidents and recent planning permission at Heapey and Botany Bay will increase the traffic hugely.
- Would not provide a contribution towards the five-year housing supply as it does not include affordable housing – (other developments approved have been large 4 5 bed housing which this would be expected to be similar).

25/00766/FUL Roycecroft, Buckholes Lane, Wheelton.  
Erection of steel storage building.

Wheelton Parish Council RESOLVED to make no object to this application.

## **ACCOUNTS FOR PAYMENTS**

**330/12/25** All accounts were authorised for payment:

Mrs J Carr – Salary December – £528.55  
Inland Revenue – Salary Deductions December - £168.76  
Richard Ryan Lighting – Christmas Tree and lights - £1081.08  
CPRE – Annual Subscription - £36.00

DD Easy Websites – Web Hosting and Support December – £30.36

## **ACCOUNTS**

**331/12/25** Councillors RESOLVED to accept the Bank Reconciliation, Receipts and Payments, Budget Spent, CIL Reconciliation and War Memorial reports to December 2025 as circulated.

## **GRANT PAYMENTS FOR 2024/25**

**332/12/25** It was RESOLVED to make the budgeted for, Grant Payment to Heapey and Wheelton War Memorial Trust £200.

**333/12/25** It was further RESOLVED that the Clerk should produce a Grant Policy for approval and all other agencies should follow the policy when agreed.

Councillor Scambler left the meeting at 9.25pm

**334/12/25** It being 9.30pm, The Parish Council RESOLVED to suspend Standing Orders to allow the meeting to continue until 10.00pm if required.

## **PRECEPT**

Councillors noted the previously circulated draft precept and discussed the proposals.

- 335/12/25** Councillors RESOLVED to The Parish Council RESOLVED to set the precept at £16,521 which would be a zero percent increase on last year.

## **CHAIR'S REPORT**

The Chair reported that he had received a complaint from a member of the Public regarding the minutes of the July 2025 meeting. An investigation was undertaken and the following addendum added to the minutes. The Chair had apologised for any distress caused which was not the intention of the Council.

- 336/12/25** The Parish Council RESOLVED to append this addendum to the previously approved minutes and publish accordingly.

### **Addendum**

The Council wishes to clarify that minutes are recorded as a factual summary of Councillor discussions and decisions, in accordance with LALC guidance. They are not verbatim, or a record of all views expressed by members of the public but should only record the Resolutions made by the Council and a summary of why that resolution was made. Nevertheless, additional context could have been included within this item as follows:

Not all the "Residents" were in fact residents – this should have been worded as Members of the Public.

Reference to the Late Mr Richard Shorrocks – The Council did not wish to imply what Mr Shorrocks did or did not want but was a comment from Councillors who had started the Carols around the village event which later became the Carols around the Tree event. The Parish Council would like to record its appreciation of Mr Shorrocks's long standing contribution to the event and village life.

## **CHORLEY COUNCIL TRAINING**

Councillors noted the invitation to Chorley Council's Grey Belt and Permission in Principle Planning Training session on Monday 8 December 2025.

- 337/12/25** The Parish Council RESOLVED that Councillor Hayes would attend the meeting.

## **CLERK'S PERFORMANCE REVIEW**

**338/12/25** The Parish Council RESOLVED to defer this item to the January Parish Council meeting.

#### **ITEMS FOR INFORMATION**

- Millbrook Close would be closed to traffic from 17 December 2025 to 19 December 2025 to allow for carriageway pre-surface dressing patching works to be carried out.
- LALC Chairmans Share and Learn Sessions for 2025 – 6 December 2025.
- Rivington and Brinscall Local Advisory Group – 3 December 2025.
- Mayor of Chorley's Chairty Ball – Burns Night and Ceilidh – 23 January 2026.

#### **DATE OF NEXT MEETING**

Monday 5 January 2026 at 8.00pm.

The meeting closed at 10.00pm.

# WHEELTON PARISH COUNCIL

## GRANT POLICY

Wheelton Parish Council grants are intended to assist local organisations (e.g. voluntary, youth, sporting, social) with their projects and other development. They are not intended to assist individuals **or** commercial enterprises, i.e. Businesses and grants will not be given to applicants in such a category.

Local organisations are those that are:

- based in the Wheelton Parish Council area, or
- have a clear link to the Village, such that its residents will benefit from the Council's support of the group.

Applications must be for a specific purpose, project or equipment (all are referred to in this policy as 'project'),

All grant applications must be in writing (e-mail is acceptable) to the Council via the Clerk..

Other than as exempted in para 5 below all applications **must** include the following:

- A clear description of the project and its goals;
- The total cost of the project, or (where the total cost is not yet known) an approximation of the total cost;
- The sum, in pounds £, being requested from Wheelton Parish Council;
- A summary of such other funds that the Applicant has available for the project.

The Council realises that some small organisations seeking relatively small sums of money may not be able to provide information beyond a description of the project and the sum being requested. Such organisations should seek guidance from the Clerk before submitting an application.

The Council may require that supplementary information be provided by the applicant; this information might include but not be limited to details of the applicant group's financial situation (possibly including its latest bank statement), a copy of its constitution, and details of its elected officers or trustees.

The organisation must sign, date and return a receipt to the Clerk as soon as any grant is received.

An individual from the organisation is welcome to attend the Council meeting at which their application will be discussed to make a short verbal case for the grant. Councillors will consider more favourably applications that are thus supported. The Council reserves the right to *require* a representative from an applicant organization to attend a meeting if in its considered view it will be able to obtain further and better particulars of an application.

Grant Policy Revision: January 2026



# Wheelton Parish Council

Adapted: SAPPP Practitioners Guide Template IT Policy 2025  
[SAPPP Template - Parish Council IT Policy](#)

## Information Technology Policy

### 1. Introduction

Wheelton 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.

#### 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.

January 2026