



Clerk: Mrs Jane Smith
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Minutes of the meeting of Lathom South Parish Council held at the Cricket Club, Blaguegate Lane, Lathom, WN8 8TY at 7:30 pm on Wednesday 3rd September 2025.

Councillors in attendance: Cllr Roger Clayton, Cllr Karen Fairhurst, Cllr Ernie Pallas, Cllr Darren Steele and Cllr Andy Taylor

Apologies: None

In attendance: One member of the public and Ward Cllr Linda Webster attended

MINUTES

1 To record apologies for absence

There were no apologies for absence.

2 To receive declarations of interest

There were no declarations of interest.

3 To sign as a correct record the minutes of the meeting held on the 16th July 2025

The minutes of the meeting of 16th July 2025 were accepted as a true record and duly signed by the Chairman.

4 Public Participation

One member of the public was in attendance and was welcomed to the meeting.

5 To discuss the inclusion of notices on footpaths at entrances to farmland

The issue of walkers diverting from public footpaths and walking across farmland was discussed. It was agreed to source some aluminium signs to erect on the Parish Council owned way markers to instruct walkers to remain on the designated footpaths.

6 To ratify and authorise payment of accounts presented

NEST	250725	Clerk's Pension Jul 25	d.d	£162.03
J Smith	290725	Clerk's salary Jul 25	b.t	£750.35
HMRC	290725	Employer NI payment	b.t	£58.97
Working Woodlands	080825	Invasive weed spraying	b.t	847.92
Talk Mobile	110825	Mobile phone bill	d.d	£5.95
Santander	160825	Bank charges	b.t	£0.15
NEST	270825	Clerk's Pension Aug 25	d.d	£162.03
Local Authority Tech	270825	Parish Online web hosting	b.t	£420.00
J Smith	290825	Clerk's salary Aug 25	b.t	£750.35
Cricket Club	030925	Room hire	b.t	£50.00
Working Woodlands	030925	Invasive weed spraying	b.t	£110.00
Open Spaces Society	050925	Annual membership	b.t	£45.00

The above accounts were ratified and authorised for payment.

7 To discuss any planning issues**187 Wigan Road, installation of static caravan**

A concrete pad had been put down within greenbelt land next to the rear garden of 187 Wigan Road some months ago. The owner of 187 Wigan Road had then applied to extend their garden to include the concrete pad but planning permission had been refused. A static caravan has since been instated on the pad without planning permission. The Council enforcement team had refused to issue a stop notice despite planning permission being required.

It was resolved that LSPC would write to WLBC Planning to raise concerns that planning approval had been avoided.

8 To note the NJC agreed pay award for 2025/26

Councillors had received, for information, a copy of the NJC agreed pay award for 2025/26. It was noted that, in line with the clerk's contract, the clerk's hourly rate of pay would be increased in line with the pay award.

9 To consider the approval of the following policies for adoption by LSPC

- **Appraisal Policy** - adopted
- **Disciplinary Policy** - adopted
- **Grievance Policy** - adopted
- **Recruitment Policy** - adopted
- **Model Publication Scheme** – adopted

Copies of the above documents had been circulated to Councillors prior to the meeting. It was resolved that these documents would be adopted by LSPC with immediate effect.

10 Update on the Firwood Road Bridge Project

The Clerk advised that she had contacted Zurich to increase the level of insurance in line with the requirements of the funding agreement with WLBC. The instruction was with the underwriter and the clerk was waiting on notification of the cost of the increased insurance cover.

The signing of the Section 278 with LCC Highways had been delayed due to the Parish Council's solicitor being on holiday. It was noted that some details in the initial agreement document were incorrect and an amended agreement document had been requested.

11 Update on Jacobs Wood and Swells Wood

UK Environmental were scheduled to remove the old asbestos cement sheets from Swells Wood on Monday 8th September.

Cllr Andy Taylor and the Clerk had met with illustrator, Angie Thompson, to discuss options for an information board in Jacobs/Swells Woods. A quote would be provided for a design incorporating both photographs (to be supplied by Cllr Taylor) and artwork created by Ms Thompson.

The Clerk made a request for a Friends of Jacobs Wood work party to be organised to plant the new hedging which was scheduled to be delivered by The Woodlands Trust in November.

12 To discuss the condition of rural pavements and consider action

It had been highlighted that several pavements within the Parish were difficult to walk along due to verge creep. It was noted that Cllr Adrian Owens had raised the issue with LCC Highways and was pressing for action to clear pavements throughout West Lancashire.

The Clerk had raised the poor condition of the pavement along Lyelake Lane with LCC Highways. Confirmation had been received that the pavement would

be cleared of vegetation from the junction of Dickets Lane along Lyelake Lane to public footpath number 15. No date for completion of the work was available.

The faded public footpath sign at FP15 had been logged on Love Clean Streets.

13 To agree articles for inclusion in the Winter newsletter and set dates for completion

The below items were agreed for inclusion in the Winter newsletter

- Peter Lathom Trust Fund info – approved
- What is a Parish Council – Cllr Fairhurst
- Orchard – Cllr Steele
- Country code – Clerk
- Pooh bags – Clerk
- Defib – Cllr Steele
- Update on Firwood Road - Clerk
- Litter walk – Cllr Steele
- Did you know? Skem Jazzer – Cllr Clayton

Notable dates -

Articles to the clerk by Mon 27th Oct

Proof reading Fri 7th – Thur 13th Nov,

Approved newsletter to printers on Fri 14th Nov

Distribution w/c 1st Dec

14 Report from South Lathom Residents' Association (SLRA) for information only

SLRA were at stage 2 of the WLBC complaints procedure regarding WLBC's handling of unauthorised touring caravans at Shireoaks. SLRA will discuss the issue with Ward Cllrs before making a decision on what action to take next.

The Enforcement Officer has stated there is no issue with the lighting scheme at Shireoaks, although previously, a condition on lighting had been set.

15 Exchanges of information. For information only (no discussion)

Epic Events plan to hold the West Lancashire Spring Triathlon 2026, on Sunday 19th April 2026.

There being no other business, the meeting closed at 9.10pm.

Cllr Darren Steele
Chairman

8th October 2025