



Lathom South Parish Council

serving our local community

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 11th February 2026.

Councillors in attendance: Cllr Andrew Chanter, Cllr Roger Clayton, Cllr Karen Fairhurst, Cllr Ernie Pallas and Cllr Darren Steele (Chairman), Cllr Andy Taylor

Apologies: None

In attendance: Ward Cllr Linda Webster was in attendance

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 14th January 2026

An amendment to the attendee list was made to the minutes of the meeting held on 14th January. They were accepted as a true record and duly signed by the Chairman.

4 Public Participation

There were no members of the public in attendance.

5 To ratify and authorise payment of accounts presented

Talk Mobile	090126	Mobile phone bill	d.d	£5.95
NEST	280126	Clerk's Pension Jan 26	d.d	£167.23
J Smith	300126	Clerk's salary Jan26	s.o	£774.27
Unity Trust Bank	310126	Service charge	b.t	£6.90
Unity Trust Bank	020226	Corporate Card fee	b.t	£50.00
Working Woodlands	060226	Temporary fencing	b.t	£1013.60
Talk Mobile	090226	Mobile phone bill	d.d	£5.95
ICO	110226	Data Protection certificate	d.d	£47.00
Cricket Club	110226	Room hire	b.t	£50.00
HMRC	tbc	Employer NI payment	d.d	£62.87

Resolved: That the accounts listed above be ratified and authorised for payment. It was noted that a direct debit had been set up for National Insurance payment to HMRC but a payment date had not yet been advised.

6 Update on the transfer of bank accounts from Santander

The Clerk advised that due to an error by Santander the Santander accounts had not been closed on 13th November as part of the bank switch scheme. Santander had refunded the fees charged as a result of the error and the accounts had been passed to the closure team. Santander would advise the Clerk once the accounts had been formally closed.

It was noted that a credit for interest owed had been applied to the Santander account. The Santander closure team will forward this to the Unity Trust account.

7 To approve additional signatory(ies) to the Unity Trust and CCLA accounts and amend the Financial Regulation accordingly

It was resolved unanimously to add Cllr Andrew Chanter, Cllr Andrew Taylor, Cllr Karen Fairhurst and Cllr Ernie Pallas to the signatory list for the Unity Trust bank accounts and the CCLA Public Sector Deposit Fund account.

The authorisation requirements on the accounts would not be changed.

8 To form a working party to complete a review of the Financial Regulations

It was agreed to form a working party to review the Financial Regulations. The members of the working party to be the Clerk/RFO, Cllr Darren Steele, Cllr Andy Taylor and Cllr Karen Fairhurst. The meeting date was to be confirmed.

Amendments agreed by the working party would be brought to the March meeting for adoption.

9 To discuss any planning issues

- a) Shireoaks – construction without a planning application (wooden side build on original caravan) and occupation before a retrospective planning application has been determined

It was agreed to seek the perspective of Campaign to Protect Rural England (CPRE) on this matter and request their advice on the grounds of opposition that Lathom South Parish Council may be able to raise in respect of this application at the forthcoming Planning Committee meeting.

- b) 187 Wigan Road - siting and occupation of a residential caravan without making a planning application

No response had been received from West Lancs Borough Council Planning regarding the siting and occupation of a residential caravan at 187/189 Wigan Road.

A request to meet with a senior planner to receive an update on the above items was to be made via Cllr Linda Webster.

10 Consideration of training opportunities

- Recruiting and retaining a more diverse pool of councillors, 05/03/26, 1pm (£18, LALC, 2hrs).

It was agreed attendance on this course would be booked for Cllr Darren Steele, Cllr Ernie Pallas and the Clerk.

- Canva Part One - Getting Started 03/03/26, 10am (£30, LALC, 2hrs) Jane
It was agreed attendance on this course would be booked for the Clerk.

It was noted that the cost fell within the 2025/26 approved training budget.

11 To consider purchasing a desk top scanner

As the current method of scanning documents using the LSPC mobile phone was becoming troublesome due to the required volume and the poor quality of scans, Councillors were asked to consider the purchase of a desktop scanner.

It was agreed that the clerk should source a scanner for purchasing within the agreed office equipment budget.

12 Update on the Firswood Road Bridge Project

The Certificate of Estimated Design costs had not been received despite the signed agreement with LCC, dated 12 Jan 2026, stating they would be provided within 2 weeks of the agreement date. The Clerk had enquired about the delay and would escalate further if no response had been received by 16 February 2026.

13 To plan a route for a Spring litter pick

Consideration was given to the rally point being on Old Engine Lane, and splitting into 2 groups. A more detailed route would be discussed at the March meeting.

It was agreed to move the professional litter pick to the beginning of March.

14 Report from South Lathom Residents' Association (SLRA) for information only (5 mins)

There was no report from SLRA.

15 To receive information about communicating with WLBC

The Clerk provided an update on the current process for contacting WLBC. The current preferred method was to fill out a form on the West Lancs website contact page. Submitting the form raises a case number which can be seen on the Self Service Portal and provides the facility to message the person the case is logged to.

Reporting of issues such as blocked gullies, missing signs, potholes etc. were still to be reported to LCC via Love Clean Streets. It was noted that LCC requests that issues are not logged via a third party as direct reports were more effective.

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

There were no exchanges of information.

There being no other business, the meeting closed at 9.05pm.

**Cllr Darren Steele
Chairman**

11th March 2026