



Up Holland Parish Council

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The Minutes of the meeting of Up Holland Parish Council held on **Tuesday 10th March 2026 at 7.30pm** in the Up Holland Methodist Church, Alma Hill, WN8 ONR.

Present: Cllr Neil Smith (Chairman), Cllr John Gardner, Cllr Helen Johnston, Cllr Neil Pye, Cllr Gill Sinnott, Cllr Nigel Swales, Cllr Richard Taylor, Cllr Linda Jones.

7.15pm to 7.30pm - public participation

There were four members of the public present, and Stephen Bissette, WLBC Clean & Green Operations Manager.

A resident living alongside the bowling green requests temporary access to the bowling green to assist during the renovation of his home.

A Hallbridge Gardens resident requested an update on St Joseph's College and it was agreed to put them in touch with the others with a similar concern.

WLBC Clean & Green Operations Manager gave an update on the Borough's planned works in the parish, explaining the financial restraints they are under. The Public Realm agreement failed to achieve consensus so LCC retains the responsibility to cut grass verges on high-speed roads. Six weekly cuts will continue at Janet Lally Memorial field, Mill Lane Play Area and Farley Lane Play Area. The timings of these cuts are hard to determine as it requires a tractor. There are a small number of new public waste bins available to replace any that are in poor condition. The Parish Council owned waste bins at the War Memorial will continue to be emptied by WLBC for another year, at no cost to the parish council. The Village Ward Parish Councillor introduced the Cleaner Greener Up Holland group and will liaise between the two on litter picking, street cleaning and enhancing green spaces in the parish.

MINUTES

1. To record apologies for absence

Apologies were accepted from Cllr Jenny Whiting, Cllr Alex Stoddart. 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 10th February 2026

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

4. Financial Matters:

• Accounts for ratification and payment

Cumbria Clock Co	040326	Annual Maintenance checks	127	£234.00*
Clean Green UpH	040326	Storage box, lock and gloves	128	£118.39*
nPower	050326	Christmas lighting electricity	129	£26.88*
Helping Hands Env	050326	15 hoops & litter pickers	130	£350.64*
E A Broad	090326	New padlock allotments	131	£33.18*
Wyatt Wallsworth	090326	Footpath at allotments	132	£119.36*
Methodist Church	130326	Room hire general meetings	133	£20.00
E A Broad	120326	Postage stamps	134	£20.56
Wm Fernandez	160326	Cleaning 3 noticeboards	135	£15.00
CGU (N Smith)	160326	Litter-picking hi-viz vests	136	£260.39*
E A Broad	230326	Salary adjustment	137	£93.58
HMRC	240326	Tax and NI payments	138	£426.70
E A Broad	240326	Salary, expenses	139	£1,513.68
NEST	250326	Pension payment	140	£232.64
Laurence Davis	250326	Grass cutting contract	141	£1,437.50
Yates Playgrounds	250326	Play area inspections	142	£352.00*
Handyman UpH	260326	Repairs	143	£200.00
Handyman UpH	260326	Repairs	144	£200.00
Unity Trust	310326	Bank charges	145	£8.95

*contains recoverable VAT

Bank balance as at 10th March 2026

Reserve account:	£178,094.14
Current account:	£8,910.82
Total:	£187,004.96

CCLA balance on investments	£101,644.77
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Total:	£288,649.73
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The accounts were ratified and authorised for payment.

- **Confirm asset register and ensure adequate insurance cover**

Three additions to the asset register were confirmed:--

13th Jan 2026 Calisthenic equipment – Mill Lane Play Area – Kompan - £13,997.30
10th Feb 2026 Table tennis table – Bowling Green - £874.17
Before 31st March 2026 – Public Telephone Kiosk, Roby Mill: insurance value £2,000 and Fixed asset value £2. Total of £14,873.47 to be added to the Fixed Asset Register.

It was resolved to adopt the drafted Fixed Asset Policy and post this in the policies and governance section of the website.

- **Confirm terms and conditions of Clerk's employment**

The Councillors were reminded of the Clerk's contract, with terms and conditions applied are from the government's 'Green Book' as agreed by the National Association of Local Councils with the National Joint Council for Local Government. The Clerk is paid on pay scale Spine Point 28 (£20.29) of per hour, for a 21-hour week. The Parish Council is required to pay a minimum of 3% of wage into a pension. Petrol costs are met by the parish council at a rate of 45p per mile; a £15 payment for storage of equipment/files/contribution to internet services, and £26 of pay is free of tax under a Working From Home agreement (towards costs of heating and light etc) as the parish council doesn't provide an office. The Council asked that a vote of thanks to the Clerk be recorded in the Minutes.

5. To record any police issues

There were attempted burglaries, as police apprehended a suspect along Grasmere Avenue. Also, there were day-time intruders at Cardinal Heenan House, Roby Mill reported to the police.

6. To approve policy documents for uploading to the website

The following policy documents were revised and updated where required. They will now be uploaded to the website.

Standing Orders & Financial Regulations
Financial Risk Management Plan & Financial Risk Register for 2026
Accessibility Statement
Privacy Policy
Documentation Retention
Model Publication Scheme
Allotment allocation Policy
Assertion 10 and Parish Council IT Policy
Allotment Allocation Policy
Complaints Procedure including vexatious complainants and FOI proforma
Fixed Asset Register & Policy

7. To consider adoption of Roby Mill Telephone Kiosk (listed)

It was resolved to complete paperwork to adopt the telephone kiosk at Roby Mill. BT confirmed that there is no electricity supply to the structure. It is proposed to consider creating a book exchange and enrol volunteers to renovate the interior and oversee the book exchange.

8. Ward Reports: Update the meeting on issues Councillors are attending to: to include

- **Roby Mill Ward: Any update on Former St Joseph's College and Cardinal Heenan House**

The meeting heard that the Environment Agency and WLBC were pursuing action at St Joseph's College to ensure any development is within permissions granted and any harmful activity is stopped.

The company interested in developing Cardinal Heenan House as a home for vulnerable adults has withdrawn their interest.

- **Chequer Lane Ward: mud on road around former Ravenhead Brickworks**

County Councillor Swales had been in contact with the company working at the site. They are currently installing a clay line as required by EA regulations and inert waste to be added. The mud on the road reached an unacceptable level and it was agreed that they need to queue up vehicles inside the site and not on the main road outside.

- **Village Ward: Cleaner Greener Up Holland (CGU) update**

Parish Councillor Sinnott gave an update on activities. It was agreed to post on the parish council website and for individual councillors to post on their Facebook pages until a dedicated CGU Facebook page is up and running. This will remain independent of the parish council, though it was resolved to support the group where possible. The purchase of necessary equipment and any costs in relation to insurance will be met by the parish council.

- **Crawford Ward: Speeding issues and road signs**

Deferred to next meeting as Ward Parish Councillor not available.

- **Hall Green Ward: WLBC response on public convenience building**

WLBC confirm that the demolition of the public toilet building has been agreed and procurement team are seeking to identify a contractor to complete the works. The process may take some time.

The road closures for resurfacing were creating problems for all Up Holland residents as such a wide area is involved, over a prolonged period of time. The use of Rivington Drive as a 'rat run' was noted. Many residents want to know why School Lane, and Ormskirk Road from Highmeadow to Hall Green are not included in the work.

It was reported that it was great to see Mill Lane Play Area absolutely booming, with people of all ages enjoying the greenspace.

A written report was presented from Tontine Ward, noting in particular that the work done on Lafford Lane re-surfacing was of very poor quality. County Councillor Swales agreed to fee this back. Lawns Avenue Play Area was popular and well used but the public waste bins again need emptying.

Councillors and CGU members had noticed an oil drum at the car park to Up Holland Railway Station that people are filling with rubbish. It was agreed to report it, as a fly-tipping site, to WLBC.

9. To discuss any play area issue (Mill Lane, Lawns Avenue & Farley Lane)

The first grass cut at the site has made a big difference and it stretched across to cover land behind 22 and 24 Mill Lane. More sections of the wooden fencing require repair so Handyman UpHolland will be asked to match the work he has previously done.

10. Update on development at Hall Green Bowling Green

The bungalow at the end of the winding road alongside the bowling green has recently changed hands. There is a planning application underway and the new owner requested access to the bowling green to assist when building supplies are delivered. It was resolved to permit access in terms of telling the owner the keycode to the gate, with proviso that items are not left long-term and HGVs are not permitted within the site.

11. Update from LALC (Lancashire Association of Local Councils)

No update following the meeting two weeks ago. It was confirmed that membership of LALC/NALC cost £939.00 for the year 2025/6 with the subscription fee due in April 2026. The rules of membership require a year's notice to withdraw because the membership fee is determined by dividing the budget requirement by the number of member-councils based on size of parish.

12. Any Update from Borough or County Councillors

County Councillor Nigel Swales presented a written report and reminded Members of the Drop-In Surgeries he has arranged. Borough Councillors Patel, Owen & Fillis continue to be included on distribution of agenda and minutes and were specifically invited to attend this meeting but there has been no response or acknowledgement of receipt of the emails.

13. To consider any planning issues or applications

Reference Number: 2026/0144/FUL

Location: The Ramneys, 117 Alma Hill,

Proposal: Demolition of garage 2 storey rear extension and loft conversion

Parish Council Response: No objection to this proposal.

Reference Number: 2026/0112/LDP

Location: 25 Danbers, Up Holland.

Proposal: Lawful Development Certificate (Proposed) - Use of property as C2 Residential Care Home For one child/young person supported by 2 non-resident carers at all times.

Parish Council Response: Up Holland Parish Council objects to this application for a Lawful Development Certificate at 25 Danbers.

Firstly, we are not convinced that the proposed use clearly falls within Class C2. The presence of two non-resident carers at all times indicates a level of activity and intensity that goes beyond a typical dwelling and raises real doubt as to whether this can be considered lawful without full planning permission.

Secondly, there are clear concerns regarding residential amenity. A staffed care setting will inevitably result in increased comings and goings, particularly with shift changes, which will impact the quiet residential character of the area.

Parking and highway safety are also a concern. The need for staff cover at all times is likely to increase vehicle movements and put additional pressure on already limited parking provision.

We are also mindful of similar proposals in the wider area, including near Chequer Lane, and are concerned about the cumulative impact and precedent if such developments are allowed through this route without proper scrutiny.

Ultimately, this is not the appropriate use of a Lawful Development Certificate. The nature and intensity of the proposal require full consideration through a planning application process.

For these reasons, the Parish Council requests that this application is refused and that a full planning application is submitted.

Reference Number: 2026/0122/PNH

Location: 1 St Gabriels Close Roby Mill Up Holland Lancashire WN8 0QS

Proposal: Application for determination as to whether prior approval of details is required - extension of dwellinghouse. Extension extends beyond the rear wall of the original dwellinghouse by 8.00m.

Parish Council Response: Up Holland Parish Council objects to this application being considered under the prior approval (PNH) process and requests that a full planning application be submitted for the following reasons:

1. Scale and footprint far exceed the character of the original dwelling

The proposed 8.00m rear extension represents a substantial increase in footprint, significantly beyond what would normally be considered proportionate to the original bungalow. The scale appears excessive and goes well beyond the spirit of permitted development.

2. Impact on the wider street scene and character

St Gabriel's Close is characterised by a row of modest bungalow cottages of similar size and form. This proposal would result in a disproportionately large dwelling, out of keeping with neighbouring properties, and would harm the cohesive and "cottage-style" character of the area.

3. Conservation area considerations

The site lies within (or affects) a conservation area, where greater care is required to preserve or enhance local character. A development of this scale and design, particularly one that appears bulky and poorly related to its surroundings, should be subject to full planning assessment, not the limited scope of prior approval.

4. Precedent and cumulative impact ("floodgates" concern)

There are at least nine similar properties within the row. Allowing such a large extension under permitted development risks setting a precedent, leading to similar proposals and a gradual erosion of the character of the area.

5. Design concerns and neighbour impact

The proposal appears to create a large, blank rear/side wall, which would:

- Be visually intrusive
- Potentially harm the amenity of neighbouring properties
- Indicate poor design quality

Such impacts require proper assessment through a full planning application process.

6. Inadequacy of the prior approval process for this proposal

Given the scale, design implications, and sensitive location, the prior approval process is not appropriate, as it does not allow full consideration of:

- Design quality
- Character and appearance
- Conservation area impact

Conclusion

For the reasons above, the Parish Council strongly recommends that this proposal be refused under the prior approval process and that the applicant be required to

submit a full planning application so that the development can be properly assessed against local and national planning policies.

Reference Number: 2026/0124/CON

Location: 7 School Lane Up Holland Skelmersdale Lancashire WN8 0LW

Proposal: Approval of details reserved by condition no 3 of planning permission 2025/0010/FUL relating to External Materials.

Parish Council Response: Noted.

ROW/3351718 - The Lancashire County Council - Footpath at Ayrefield Road and Ayrefield House, Up Holland DMMO 2019

The examination in public is to be held at Tanhouse Community Centre, Ennerdale, Skelmersdale, WN8 6AN on 24 March 2026 at 10.00am. It was confirmed that the Clerk will attend.

LCC ref: LSG4.AS002.888.2749

**RE: WILDLIFE AND COUNTRYSIDE ACT 1981 – PART III
APPLICATION FOR DEFINITIVE MAP MODIFICATION ORDER
TO RECORD THE UPGRADE OF FOOTPATH AND BRIDLEWAY TO BYWAYS
OPEN TO ALL TRAFFIC ALONG WHITLEY LANE, UPHOLLAND,
SKELMERSDALE**

LCC confirm that this application is in progress and following many objections will be referred to the Committee for decision on 26th March 2026, with the committee meeting available online. The officer recommendation was that the route be labelled as a footpath/bridleway but not open to all traffic.

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. Update on Morris Road/Delamere Way Plan for allotments

Sphere Architects has been appointed to take this forward.

16. Update on lease from LCC for land at walled garden outside The Good Catch Chip Shop

Chairman:

This matter is in the hands of solicitors and, it is believed, is nearing completion.

17. Set a date for staff appraisal

The date will be set administratively. The HR Committee comprises the Chairman and Vice Chairman.

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

***Cllr Jenny Whiting
Vice-Chairman to Up Holland Parish Council***

14th April 2026