



Up Holland Parish Council

Clerk: Mrs Elizabeth-Anne Broad JP, LLB(Hons), MA, CiLCA
e-mail: clerk@uphollandpc.gov.uk

The Minutes of the meeting of Up Holland Parish Council held on **Tuesday 12th May 2026 at 7.30pm** in the Up Holland Methodist Church, Alma Hill, WN8 ONR.

Present: Cllr John Gardner, Cllr Neil Pye, Cllr Gill Sinnott, Cllr Neil Smith, Cllr Nigel Swales, Cllr Linda Wedge, Cllr Jenny Whiting.

7.15pm to 7.30pm - public participation: No items raised.

A N N U A L M E E T I N G

MINUTES

1. To elect Chairman and hear declaration of acceptance of office

Cllr Neil Smith was elected Chairman: declaration of acceptance of office was read out, witnessed and signed.

2. To elect Vice Chairman and hear declaration of acceptance of office

Cllr Jenny Whiting was elected Deputy Chairman: declaration of acceptance of office was read out, witnessed and signed.

Cllr Sinnott proposed a vote of thanks to Cllrs Smith and Whiting for their work over the last year, and for undertaking these roles again.

3. To record apologies for absence

Apologies were accepted from Cllr Helen Johnston, Cllr Richard Taylor, Cllr Alex Stoddart. Cllr Andrew Grant was not in attendance.

4. To receive declarations of interest, and ensure Registration of Interest Forms are up-to-date

No interests declared. Register of Financial Interests Form were available and updated where necessary.

5. To ratify as a correct record the Minutes of the meeting held 14th April 2026

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

6. To set schedule of meetings for 2026/27 and confirm membership of standing committees and representation on outside bodies

The following dates were agreed:

Tuesdays at 7.15pm for public participation, 7.30pm for commencement of meeting with conclusion before 9pm, unless extended by vote.

9th June 2026, 14th July 2026, No August Meeting, 8th September 2026, 13th October 2026, 10th November 2026, 8th December 2026, 12th January 2027, 9th February 2027, 9th March 2027, 13th April 2027, 11th May 2027 (Annual Meeting of the Parish Council).

It was resolved to remove the Finance Committee and move details of finance into the main meetings, after the item excluding the press and public on a quarterly basis. This reduces the need for extra meetings and ensures all Members, rather than only committee members, are up-to-date with the finances of the council.

Representation at LALC Area Committee:	Cllr Gardner and Cllr Pye
Personnel Committee:	Chairman and Deputy Chairman.

There will be an Allotment meeting on Tuesday 16th June 2026 at 7pm, with the meeting preceded at 6pm by a site meeting at Tontine Allotments.

7. To agree annual memberships - CPRE, LALC, SLCC, OSS, OPSTA.

The following annual memberships were agreed. Costs are approximate, based on last year's subscription prices.

Campaign to Protect Rural England = £36
Lancashire Association of Local Councils = £948.23
Society of Local Council Clerks = £194
Open Spaces Society = £45
Ormskirk, Preston and Southport Travellers Association (railways) = £10
National Allotments Society and Leisure Gardeners = £70 (plus £14 VAT)

8. Having met the conditions of eligibility, it is proposed that Up Holland Parish Council adopt the General Power of Competence as defined in the Localism Act 2011 and SI 961 of The Parish Councils (General Power of Competence) Prescribed Conditions Order 2012

Resolved.

9. To amend Standing Orders where necessary, renew policy documents

Standing Orders were reviewed and returned unchanged from last year. In line with recommendations from the Internal Auditor the following were updated and published on the website:

- Financial Regulations, using NALC latest recommended text

- IT and Data Protection Policy
- the Model Publication Scheme

Consideration will be given to drafting a Play Area Policy.

10.Accounts for ratification and payment and update of financial risk assessment documents

Bank Charge	010526	Banking fee	13	£8.95
	110526	Refunded see below		
Methodist Church	110526	Room hire general meetings	14	£20.00
Wm Fernandez	180526	Cleaning 3 noticeboards	15	£15.00
E A Broad	200526	Postage of stat dec (lease)	16	£3.60
N Smith	200526	Fee for Statutory declaration	17	£5.00
Purple Umbrella	200526	Internal Audit Fee	18	£320.00
LALC	200526	Annual membership	19	£948.23
G Sinnott	200526	Insurance fee for CGU	20	£131.04
NEST	220526	Pension payment	21	£232.64
Laurence Davis	260526	Grass cutting contract	22	£1,437.50
HMRC	260526	Tax & NI payments	23	£426.70
E A Broad	240526	Salary, expenses	24	£1,513.68
Yates Playgrounds	250526	Play area inspections	25	£352.00*
Unity Trust	300526	Bank charges	26	£8.95

*contains recoverable VAT

The accounts were ratified and authorised for payment.

Receipts:-

WLBC	290426	Precept & CTSG – half payment	£ 37,257.00
CCLA	050526	Return on investment	£315.96
Unity Trust	110526	Refund of banking fee	£8.95

Bank balance as at 12th May 2026

Reserve account: £168,990.23

Current account: £42,715.95

Total: £211,706.18

CCLA balance on investments £102,578.21

Total: £ 314,284.39

11.To receive Internal Audit of accounts for financial year 2025/26 and complete Audit Forms, including the Annual Governance and Accountability Return

The following Internal Audit was considered and it was resolved to accept recommendations.

TO: Chairman and Councillors

UPHOLLAND PARISH COUNCIL INTERNAL AUDIT REPORT 2025-26

An internal audit was undertaken following examination of the accounts and minutes as presented by Mrs Elizabeth Broad, Clerk to the Council.

Sample checks of income, expenditure and bank statements were carried out and the audit trail was found to be in order. The cashbook is maintained and balanced on a regular basis. In addition, financial regulations, standing orders and the risk assessment in the form of a business continuity plan have been reviewed during the year. Recommendations last year in relation to transparency in minutes relating to bank reconciliations, budget/expenditure monitoring and the quote process have been carried out this year. The publication requirements for last year have been met in full.

Invoice Sample

A sample of 11 invoices was chosen and the invoices in the file were checked against the payment spread sheet, relevant minutes and the bank statements. All were found to be in order.

Bank Reconciliations

Bank reconciliations were found to undertaken on a regular basis, with bank balances regularly reported as part of the Parish Council minutes.

Payment of Salary

The sample chosen for payments to the Clerk were all found to be in order. Documentation has been provided from the Parish Council to confirm the payment scale for the Clerk and any other payments included as part of her employment. NI and Tax payments were found to be in order.

Assets

The Assets Register was found to be in order with three additions correctly added during the year to reflect the purchase of calisthenic equipment, table tennis table and

a BT Phone Box. A check against the insurance cover currently in place confirmed that all assets are adequately insured.

Publication of Policies on the Parish Council website

It was noted that a new Parish Council website was set up during the year. However, there are some policies which either need to be updated and/or published on the website.

Although the Financial Regulations were reviewed during the year, it was noted that the latest version has not been used, especially in relation to the value of contracts, which should state a figure of £30,000 when considering publication of invitations and notices. In addition, the version used makes no reference to the Procurement Acts 2023 and 2024.

The IT and Data Protection Policy had been reviewed and documented in the January 2026 Minutes, however, the policies have not yet been published on the Parish Council website. In addition, the Model Publication Scheme has also not been published on the Parish Council website.

It is recommended that the following policies are updated and/or published on the website as soon as possible to ensure compliance with the latest legislation.

- **Financial Regulations,**
- **IT and Data Protection Policy, and**
- **the Model Publication Scheme**

Sandra Jones, CiLCA

5 May 2026

The Annual Governance & Accountability Return Form 3 was approved and duly signed by the Chairman and Clerk (as Responsible Financial Officer) and will be emailed to the external auditor, PFK Littlejohn. Under the Accounts & Audit Regulations 2015, the notice of period of public rights will be posted on the parish council noticeboard and website with dates set as Wednesday 3rd June 2026 to 14th July 2026.

12.To record any police issues

The usual complaint, that we don't see any police was repeated. Facebook report of the theft of a bicycle from Mill Lane Play Area was noted with sadness. It was also noted that community speed concern cameras had been deployed along Tower Hill, Dingle Road and Parliament Street.

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

The following Chairman's Report on the last year was circulated:

Parish Council Annual Report 2025–2026

Introduction

This report provides an overview of the key activities, decisions, and developments undertaken by Up Holland Parish Council over the past year. The Council has continued to work proactively on behalf of residents, supporting improvements to public spaces, community facilities, environmental initiatives, and local representation during a period of significant uncertainty for local government.

Community Safety and Infrastructure

Environmental and Community Improvements

- Continued maintenance of the footpaths from Ormskirk Road to Tower Hill and the permissive pathway on Ravenhead Brickwork's land, providing pedestrians with a safer walking route along Tower Hill.
- Added a commemorative bench dedicated to the area's mining history at Janet Lally Memorial Field.
- Successfully completed the Miyawaki Wood project, which continues to establish and grow.
- Repaired the damaged bowling green shelters, replacing the roofs with more durable steel roofing.
- Installed a new table tennis table at the bowling green using the remaining funding from the bowling green capital grant.
- Continued to address vandalism to play equipment, graffiti on bus shelters and street furniture, unauthorised advertising on highway railings, poor parking, and the ongoing issues caused by motorbikes and electrically powered bicycles.
- Worked with Lancashire County Council Highways and West Lancashire Borough Council Planning Department to address mud on the highway caused by the demolition of the Chequer Lane brickworks.

Governance and Representation

- The Council saw the resignations of long-serving Parish Councillors Gaynar Owen and Chris Mackrell. Their vacancies were filled by the co-option of Councillors Helen Johnston and Neil Pye.
- Parish Councillor Nigel Swales was successfully elected to Lancashire County Council in May 2025 and has provided valuable support in helping local matters gain wider attention.
- The Parish Council continued to support the Crawford Village Management Team in addressing concerns regarding speeding vehicles, fly-tipping, and anti-social behaviour around the hut.
- The Parish Council was represented at the County Council Conference in November 2025, creating valuable networking and partnership opportunities.
- Councillor Alex Stoddart provided particularly valuable support in explaining the Local Government Review consultation process and the potential future structure of local government within Lancashire.

- Continued membership of CPRE, LALC, SLCC, OSS, and OPSTA ensured the Council remained engaged with regional and national best practice.
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Environmental Maintenance and Public Spaces

- Tree maintenance continued to represent a significant area of expenditure, particularly to the rear of homes on Lawns Avenue, Tontine.
 - St Thomas' School Eco-Council joined the Parish Council and Lancashire County Council Ecologist Ian Wright in organising a successful community hedge planting day, creating a new hedgerow along the inside fencing of Mill Lane Play Area.
 - Cleaner, Greener Up Holland was established under the leadership of Councillor Gill Sinnott. The volunteer litter-picking and gardening group has already made a significant positive impact throughout the parish.
 - West Lancashire Borough Council initially provided 15 litter pickers, with the Parish Council purchasing a further 20 pickers and bag hoops to support the growing volunteer effort.
 - The Parish Council engaged with Duke of Edinburgh Award participants completing their volunteering sections through litter-picking activities within the parish.
 - Lancashire County Council grants for public rights of way and conservation projects were withdrawn under the new administration, creating additional financial pressures for future environmental initiatives.
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Public Amenities and Facilities

- Continued improvements at Mill Lane Play Area included the addition of a new calisthenic gym.
 - Repaired the brickwork at the walled garden adjacent to the Good Catch Chip Shop and continued discussions with Lancashire County Council regarding a lease arrangement to enable local control of the site.
 - Continued negotiations regarding a proposed easement across Janet Lally Field, requested by a company seeking access to adjoining land for potential energy storage purposes.
 - Following the closure of the public toilets in Up Holland by West Lancashire Borough Council in April 2025, the Parish Council has continued to liaise with officers to secure either a viable future use for the building or its removal.
 - Employed Sphere Architects to progress proposals for a tearoom and replacement toilet facilities to support the bowling green, alongside proposals to convert the former play area behind Morris Road and Delamere Way into new allotments for local residents.
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Allotments and Planning Matters

- Supported several new allotment plot holders following changes in tenancy to ensure all allotment plots remained occupied and productive.
 - Continued to monitor and raise concerns regarding proposal for flats and a golf course at St Joseph's College, College Road, particularly where there were concerns regarding materials being brought onto the site and possible unauthorised landfill activity.
 - Continued extensive work relating to Definitive Map Modification Orders (DMMOs) at Whitley Lane and Ayrefield Road, including preparation for a Public Inquiry.
 - Liaised between Tawd Valley Developments and Skelmersdale Heritage Society to ensure the safe preservation of historical artefacts from the former Hall Green House prior to its demolition.
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Consultations and Engagement

- The Parish Council actively responded to West Lancashire Borough Council consultations throughout the year.
 - Members noted a significant reduction in consultation and engagement between West Lancashire Borough Council and parish councils generally.
 - With the resignations of both the Chief Executive Officer and Deputy Chief Executive Officer at West Lancashire Borough Council, considerable uncertainty remains regarding the future structure of local government ahead of the proposed reorganisation within the next 8 to 18 months.
 - The Parish Council launched a new website in November 2025 to improve visibility, communication, and public access to Council information and services.
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Finance and Grants

- The Parish Council continued careful financial management and took the decision to invest some capital funds with CCLA in order to maximise future returns and protect reserves.
 - The Council continues to face challenges following reductions in external funding streams, including Council Tax Support Grant, Capital Grants, Concurrent Function funding, and Lancashire County Council environmental grants.
 - Careful financial planning over previous years has placed the Parish Council in a stronger position than many neighbouring councils during this period of uncertainty.
 - A small grants scheme was established for school PTAs to support the creation of forest school projects and outdoor educational opportunities for children.
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Community Events and Remembrance

- The Annual Service of Remembrance, conducted by Up Holland Churches Together, was again very well attended by residents, organisations, and community representatives.
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Future Projects and Priorities

The Parish Council continues to pursue several significant projects and priorities for the coming year, including:

- Developing proposals for a tearoom and improved toilet facilities to support the bowling green.
 - Creating new allotments on land behind Morris Road and Delamere Way.
 - Continuing environmental improvements and community-led volunteering initiatives.
 - Working constructively through the uncertainty surrounding local government reorganisation.
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Conclusion

The past year has been one of both achievement and challenge for Up Holland Parish Council. Despite increasing financial pressures, uncertainty surrounding local government reorganisation, and reduced external support, the Council has continued to deliver meaningful improvements across the parish.

The Council remains grateful to its councillors, volunteers, partner organisations, and residents whose continued support and involvement make these projects and initiatives possible. Particular thanks are extended to the volunteers involved in Cleaner, Greener Up Holland, community planting initiatives, remembrance events, and litter-picking activities throughout the parish.

The Parish Council remains committed to protecting and improving local facilities, representing residents' concerns, and supporting a better and safer Up Holland for the future.

Village Ward reported attending a meeting at St Teresa's parish focus group and noted that the school Head Teacher was keen to expand community links; perhaps the school could use the bowling green for activities. An update on the activities of Cleaner Greener Up Holland was given. The Clerk confirmed that the annual budget had allocated up to £1,000 to support the independent group and this could be used to meet insurance costs and/or plants and shrubbery. It was agreed to upload copies of meeting minutes onto the parish council website. There was a suggestion that WLBC and LCC waste management be invited to a future parish council meeting to discuss where our waste goes.

Tontine Ward reported that the Lawns Avenue Play Area had a number of large nitrous oxide cannisters left around, the tarmac is getting mossy again and may need power washing.

Hall Green Ward: Can the parish council look at creating a more useable football pitch at Mill Lane Play Area. This might include purchase of goalposts (approx. 4ft x 6 ft) for informal five-a-side play or similar. It should be noted that this is a natural field so whatever form the site eventually becomes, signage to warn that the surface is natural grass and care ought to be taken will need to be erected.

Newgate Ward: there is a concerning video showing removal of more trees and more large vehicles coming onto the fields near St Joseph's College.

Roby Mill Ward Councillor has reminded St Thomas the Martyr Parish Church that money held in Neighbourhood Community Infrastructure Levy needs to be spent within a five year period, which means some schemes need to be decided by 31st March 2027. It was noted that processes have been slowed due to probate.

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

Upcoming meeting of the Area Committee (West Lancashire) on Thursday 14th May 2026 at WLBC Council Offices at 7pm. Cllr Pye, Cllr Gardner and the Clerk will attend.

15. Any Update from Borough or County Councillors

County Councillor Swales gave a brief annual overview including his year as Chair of LCC's Health and Adult Service Scrutiny Committee and the various residents' concerns about highways issues and the former Ravenhead brickworks site.

Borough Councillors Fillis and Owens did not respond to an invite to contribute. Following election, Cllr Richard Lee will be added to the agenda distribution when his WLBC email account is set up.

16. To consider any planning issues or applications

Application Number: 2026/0295/FUL
Location: 1 Pit Hey Place West Pimbo Up Holland Skelmersdale WN8 9PS
Proposal: The proposed application consists of new external process plant and associated gantry, tanks. Newly constructed packaged plant room. New effluent treatment package plant and a new 122 space car park

Parish Council Response: No objection to this proposal.

Application Number: 2026/0334/FUL
Location: Land At Junction with Pimbo Road Paxton Place West Pimbo Up Holland Lancashire
Proposal: Construction and operation of a micro energy storage project

Parish Council Response: No objection to this proposal.

The following applications, which do not invite comment, were noted.

Reference Number: 2026/0343/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 6.00m

Reference Number: 2026/0319/LDC

Location: 58C Roby Mill Up Holland Skelmersdale Lancashire WN8 0QF

Proposal: Certificate of lawfulness – change of use agricultural to residential and the development of a domestic out building

17. 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. The nature of the exempt information and the relevant exemption paragraph is shown.

Resolved.

18. Provision of Goods and Services

- (a) Consider the Tawd Valley Development request to use car park and parish council land owned at the bowling green

Hall Green Close has received planning permission for the demolition of the former sheltered accommodation and the development of 12 new one bedroom two-person cottage style flats in two, two storey blocks with associated car parking and amenity spaces. Tawd Valley Developments and RP Tyson Construction will be delivering the project to demolish the current buildings alongside the bowling green and creating new housing there. The meeting considered the information provided by Tawd Valley Developments Project Officer.

With reference to the map provided it was agreed in principle to permit use of the car park and the section on the raised grassed area for a double story welfare unit.

In return the parish council would ask that the shed be demolished and removed, and once the build is complete, the carpark be surfaced with high durability permeable surfacing and a base installed for the tearoom/toilet block planned by the parish council.

The plan appears to show fencing going across the current 'away team' bowling shelter. If the shelter needs to be removed, the parish council would ask that it be re-installed alongside the other 'home team' shelter.

It was resolved to ask Sphere Architects for an update and plan for the tearoom/toilet building. This information to be shared with Tawd Valley Developments to explain what requirements the parish council have. In return for permission to use the bowling green car park for parking of contractor Tyson vehicles and for siting a welfare unit on parish council land during the demolition and rebuild, the parish council would require that Tysons:

- Demolish (including removal of waste) the small shed
- Resurface the existing car park, using permeable but durable surface
- Leave a base for the new tearoom/toilets structure

The above being in lieu of payment for use of the land.

- (b) Finalise lease with LCC for land within the walled garden adjacent to The Good Catch Chip Shop

The paperwork was signed and witnessed and returned to Dootson's solicitors. The fee of £5 for the accompanying statutory declaration was approved.

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

***Cllr Jenny Whiting
Deputy Chairman***

9th June 2026