

Longton Parish Council

7 Bilborough Meadow

Lea

Preston

PR2 1YY

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25th November 2025

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on
Tuesday the 2nd December 2025 at **Longton Library** commencing at 7.30pm.



W V McEnnerney-Whittle – Clerk and RFO

A G E N D A

1. To receive apologies
2. To consider and approve the Minutes of the Meeting held on the 21st October 2025 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public participation

Please note that no decisions can be lawfully made on any matter raised during this time.

5. To consider the following planning applications:

07/2025/00919/FUL – Erection of verandah to rear @ 5 The Cedars New Longton PR4 4AF

07/2025/00921/HOH – Extensions following demolition of existing @ 84 Marsh Lane Longton PR4 5ZL

6. To approve the following payments:

31/10/2025 BANK CHARGES

37

6.00

7. To consider the enclosed draft budget and set the Precept for 2026/7
8. To consider the attached documentation and decide if this Council now wishes to utilise CIL funds to replace three further bus shelters at a cost of £9476.22 per shelter (those identified as priority 2,3 & 4) with the potential for a further £790 per site depending on LCC requirements for traffic management during the installations.
9. To consider and adopt the attached IT & USE OF PERSONAL DEVICES POLICY as required under the revised External Audit requirements recently introduced for 2025/6
10. To appoint judges for the Christmas Competitions to be undertaken on the weekend of the 6/7th December 2025 so that presentations may be made before Christmas by the Chairman.

Shop Display – New Longton House – Longton House
11. To consider and decide where it might be appropriate to mount the BKVC Plaque in New Longton
12. To note that the next meeting is scheduled for the 20th January 2026

Longton Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on

Tuesday the 21st October 2025 at **New Longton Village Hall** commencing at 7.30pm.

Present: Cllrs Gooch, Fox, Turner, Sumner, Molder, Mather, Riley, Welch and Alsop

There were 22 members of the public present.

Prior to the start of the meeting presentations were made to those residents who had won awards in the recent Best Kept Garden Competition 2025

71/25 To receive apologies

Cllr Porter and Garside

Prior to the meeting Cllr. Barnes had resigned, which creates a Casual Vacancy. Statutory notices will be placed as soon as practicable.

72/25 To consider and approve the Minutes of the Meeting held on the 2nd September 2025 (enclosed)

It was resolved that the minutes of the meeting held on the 2nd September 2025 should be approved and signed by the Chairman as a true and accurate record.

73/25 To receive Declarations of Interest

None

74/25 To adjourn the meeting for a period of public participation

The meeting was adjourned

Several residents expressed objections to planning applications 07/2025/00619/ TDC & 07/2025/00618/TDC. They were informed that the applications concerned were being dealt with under the Council's delegated authority arrangements and as such the Council could make no comment at this meeting since the items were not on the agenda. The Clerk, who has been in contact with some residents, confirmed that he would be writing to SRBC supporting the external consultation responses from Highways, United Utilities and the Ecology Unit who had made comments and required further information. Information which was relevant to most of the objections raised by residents. The request would recommend that SRBC ensured that all recommendations from those authorities should be fully addressed ideally before determination or by way of conditions if that was not possible due to timescales. He also confirmed that he would be writing to SRBC requesting and to ensure that they considered each and every resident concern in full in line with current planning policies.

It was mentioned that SRBC were holding a meeting on the 30th October 2025 in Walmer Bridge at which suggestions for potential area enhancements could be suggested.

It was noted that SRBC were supporting and funding a New Longton Flower Show next year, something that had sadly ceased in the last couple of years.

It was noted that New Longton had won the Best Kept Village Competition 2025 (Large Village Class)

Representatives of the Longton Carnival Committee were present. They made representation in support of their funding application which had already been submitted and was to be considered later at the meeting.

The meeting was reconvened

75/25 To consider the following planning applications:

07/2025/00751/HOH – Extensions to rear @ 321 Chapel Lane New Longton PR4 4AB

07/2025/00755/HOH – Two storey side and single storey rear extensions @ 3 Royalty Lane New Longton PR4 4JD

07/2025/00742/HOH – Single storey front extension, two dormers to front and single dormer to rear @ 1 Lanedale Longton PR4 5AY

It was resolved that no representation should be made

76/25 To approve the following payments:

08/08/2025	ICO	26	47.00
19/08/2025	GLASDEN NEW REPLACEMENT BENCHES	27	7344.00
19/08/2025	TRUNKS TREE CARE HEDGE REDUCTION LVMRG	28	480.00
19/08/2025	TREE CHECK LTD MANAGEMENT FEE	29	72.00
19/08/2025	PFK LITTLE JOHN EXTERNAL AUDIT	30	504.00
31/08/2025	BANK CHARGES	31	6.00
18/09/2025	NORTH WEST FURNITURE GRANT TO ST ANDREWS	32	2499.60
18/09/2025	W V WHITTLE GARDEN COMP ENGRAVING AND VOUCHERS	33	210.00
29/09/2025	HMRC 2ND QTR	34	1639.13
29/09/2025	W V MCWHITTLE SALARY 2ND QTR	35	2068.57
30/09/2025	BANK CHARGES	36	6.00

It was resolved that the payments referred to above should be approved

77/25 To approve the enclosed Financial Statement as of 30th September 2025

It was resolved that the Financial Statement referred to above should be approved

78/25 To consider the enclosed funding request and quotations from Longton Carnival Committee to vary the already approved 'in principle' application due to the need to amend their original scheme which could not be undertaken as provisionally planned. The revised request would need to meet the usual Council requirements in that the invoice for the works, if agreed, would need to be addressed to the Parish Council who would then reclaim Vat. Various supporting documentation (Event management Plan and Public Liability Insurance) has already been circulated to Members for their information.

It was resolved that the funding request of £4981.91 (net) should be approved subject to invoicing being produced in the name of the Parish Council and paid by the Parish Council inclusive of Vat which could then be reclaimed by this Council.

79/25 To consider the attached quotation to undertake repairs to LVMRG Car Park which is used as a public car park and needs maintenance due to fading yellow lines and potholes at a cost of £2400 to be taken from CIL monies.

It was resolved that the quotation referred to above should be accepted and approved and that the car park works should be undertaken as soon as possible in the sum of £2400 plus Vat.

80/25 To note that the next meeting is scheduled for the 2nd December 2025

It was noted that the date of the next meeting is scheduled for the 2nd December 2025

FINANCIAL STATEMENT 1ST APRIL 2025 TO 30TH SEPTEMBER 2025				2026/7
REVISED			END OF YEAR FORECAST	PRECEPT
BUDGET	INCOME			REVENUE BASED
176925	Balance b/f 1st April 2025	179150.82	179150	
20000	Precept	20000.00	20000	20000
1000	Bank Interest	1802.77	3000	3000
390	V A T Recovered	1548.48	1548	2866
900	Trustee Admin Contribution		900	900
450	New Longton Rovers FC	446.00	446	480
	CIL	8648.22	8648	
500	Advertising	300.00	800	500
200165		211896.29	214492	27746
	LESS EXPENDITURE			
180	Hire Hall		180	200
1200	Subscriptions incl Web Site	536.16	1200	1200
15000	Lengthsman	3280.17	10000	15000
600	Insurance	493.95	493	600
13500	Clerks salary	6387.02	13000	13500
400	Mileage	155.35	400	400
350	Postage Telephone & Stationery	23.37	350	400
100	Donations incl Poppy Day		100	100
600	Audit	555.00	555	600
1800	Newsletter	869.00	1800	1800
80	Bank charges	36.00	36	80
40	Chairman's Allowance		40	40
350	Competitions Xmas & Garden	205.00	350	400
	Vat reclaimable	2866.93	2866	
1000	Ground Maintenance / Repairs	292.81	1000	1000
350	Xmas Trees		350	350
1200	National Insurance Employer	592.20	1200	1200
5000	Carnival Committee Xmas Lights		5000	
	REVENUE SUB TOTALS	16292.96	38920.00	36870.00
328	St Oswalds Grant CIL	328.30	328	
4312	Tree Works CIL	4312.50	4312	
8500	New Bus Shelter CIL		8500	
8449	Longton Sports & Social Grant CIL		8449	
2083	St Andrews Furniture Grant CIL	2083.00	2083	
6120	New Benches Project CIL	6120.00	6120	
11200	Litter Bin Project CIL		11200	
82742	Total	45429.72		
117423	Balance in hand	166466.57		
	Bank Balances	24923.84		
		157835.69		
	Total	182759.53		
	LESS RESTRICTED FUNDS CIL	113605.74		
	UNRESTRICTED FUNDS	69153.79	(GENERAL RESERVES £46525)	

BUS SHELTER PROPOSAL SUMMARY

Hall Lane Shelter

The shelter was procured by SRBC on behalf of the LPC and was funded by LPC to the sum of £8471.22. This was based on a quotation provided to SRBC by Trueform on 1 April on the understanding that they were going to procure a number of shelters in excess 100 which did not happen thereby making that quotation now void.

Three additional shelters

An enquiry was sent to Trueform by SRBC on 6 Oct regarding the three additional shelters which the PC intended to fund.

On 9 Oct Trueform provided a quotation to SRBC for the additional three shelters. Owing to the SRBC procurement protocols this quotation was passed on to the PC.

The quotation was based on drawing B857-AP-001 Rev C (attached) which they say is the standard pattern being used by Trueform within Chorley and South Ribble

The cost for the same specification of shelters is now

Manufacture £7221.22

Installation £1250.00

Shelter removal £700.00

Permits £305.00

Total per shelter £9476.22

Trueform confirm that they have extended the validity period for this quotation until 31 Dec 2025.

This quotation is based on a simple " give and take" traffic management system which worked perfectly well at Hall Lane.

Derek Veale (Trueform Contracts Director) believes that the same traffic management system should suffice at these three locations.

We will not know the answer to this until they have consulted with Lancashire Highways which they will do when an order has been placed and the initial payment of 30% has been made.

Should Lancashire Highways require two way traffic lights to be implemented then the estimated additional cost would be £790 per site. Obviously these requirements would be reviewed on a site by site basis.

Trueform have confirmed that if we purchase the shelters from them they would be totally self-sufficient in terms of permits and traffic management, they also confirmed that they possess all the necessary skills and resources to fulfil all their obligations in terms of HSQE regulations.

They have stated that the lead in time is approx.12 weeks from placement of order.

Additional to the above is the issue of seating. The quoted shelter arrangement includes for a half length seat as identified on the attached drawing. The three existing shelters which we are proposing to replace each have more seating than the proposed shelter.

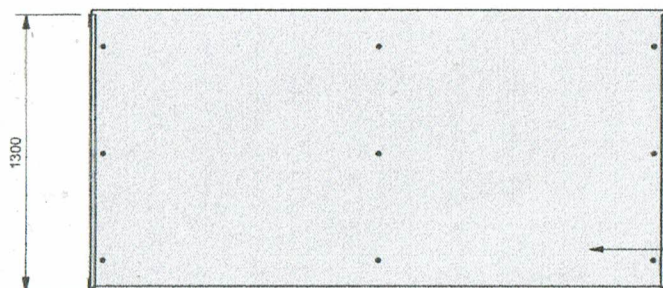
A quotation was requested for them to supply 2no half length seats per shelter and the response was that the extra cost would be £1140 per shelter and that this additional quotation is only valid until 25 Nov 2025.

Trueform state that the reason they only propose a half length seat is to comply with the Disability Discrimination Act (DDA) although they will happily supply the additional seating on our instruction.

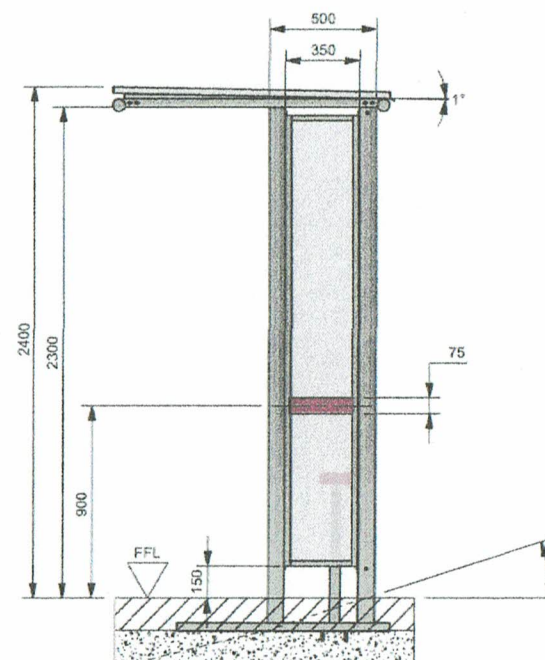
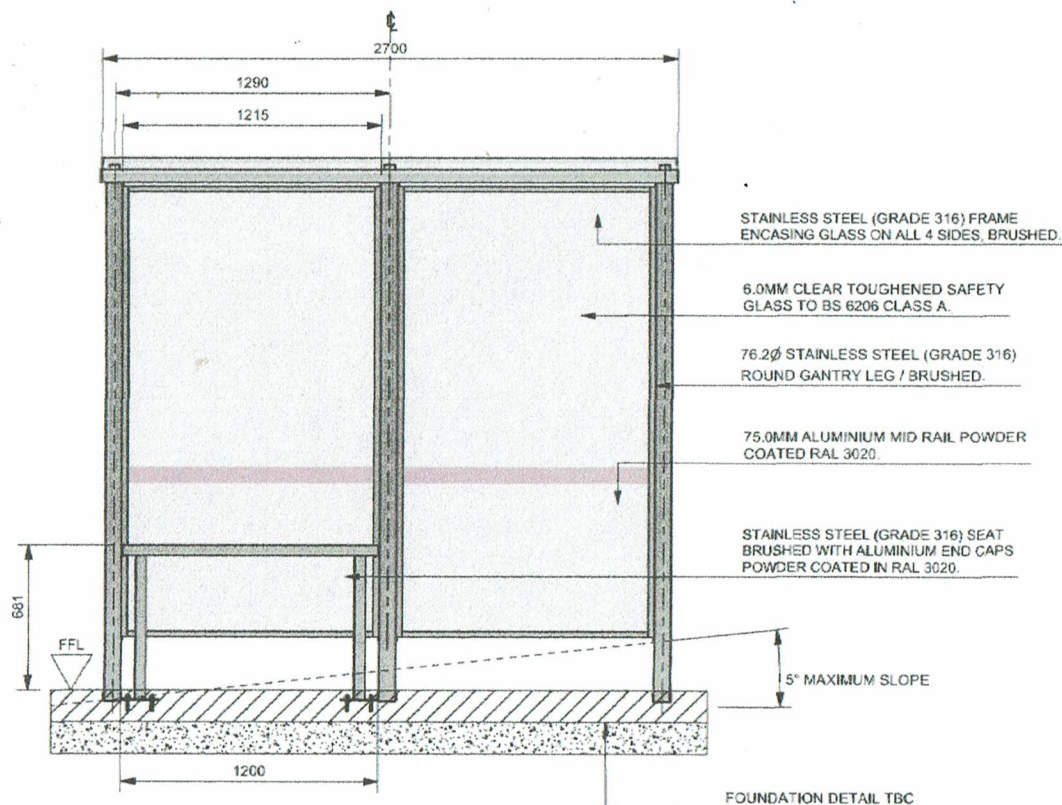
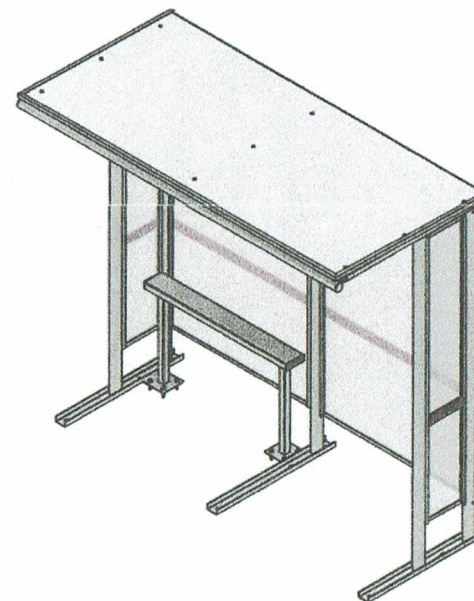
Government document named Inclusive Mobility confirms the access requirements for wheel chair users within shelters. Clause 6.1.4 (attached) states that "Where seating is provided in a shelter, sufficient clear space should be left for use by a wheelchair passenger ".

This is further backed up by the drawing in Clause 6.1.1 (attached)

Note - The recently installed shelters on Liverpool Road in Hutton and Chapel Lane in New Longton do not appear to be compliant as they each have a single centre positioned seat with no space available for a wheelchair within the shelter.



ALUMINIUM ROOF POWDER
COATED RAL 7004 SEMI-GLOSS.



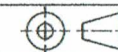
STATUS	TICK	DEFINITION
A		ACCEPTED WITH NO COMMENTS
B		ACCEPTED SUBJECT TO COMMENTS
C		NOT ACCEPTED - AS COMMENTS RE-SUBMIT
NAME:		
DATE:		SIGNED:

REVISION HISTORY		
REV	INITIALS	DATE
-	-	-
B	KM	04-Jan-2024
C	KM	12-Jan-2024

APPROVAL DRAWING

trueform

PROJECTION: 3rd ANGLE
ALL DIMENSIONS IN MILLIMETRES.
DO NOT MANUALLY ALTER CAD
DRAWINGS. DO NOT SCALE.



THIS DRAWING IS THE PROPERTY OF TRUEFORM ENGINEERING LTD.
AND SHALL NOT BE DISCLOSED OR COPIED WITHOUT PRIOR WRITTEN
CONSENT.

CLIENT:
CHORLEY

PROJECT:

TITLE:
CHORLEY - FLAT ROOF SHELTER

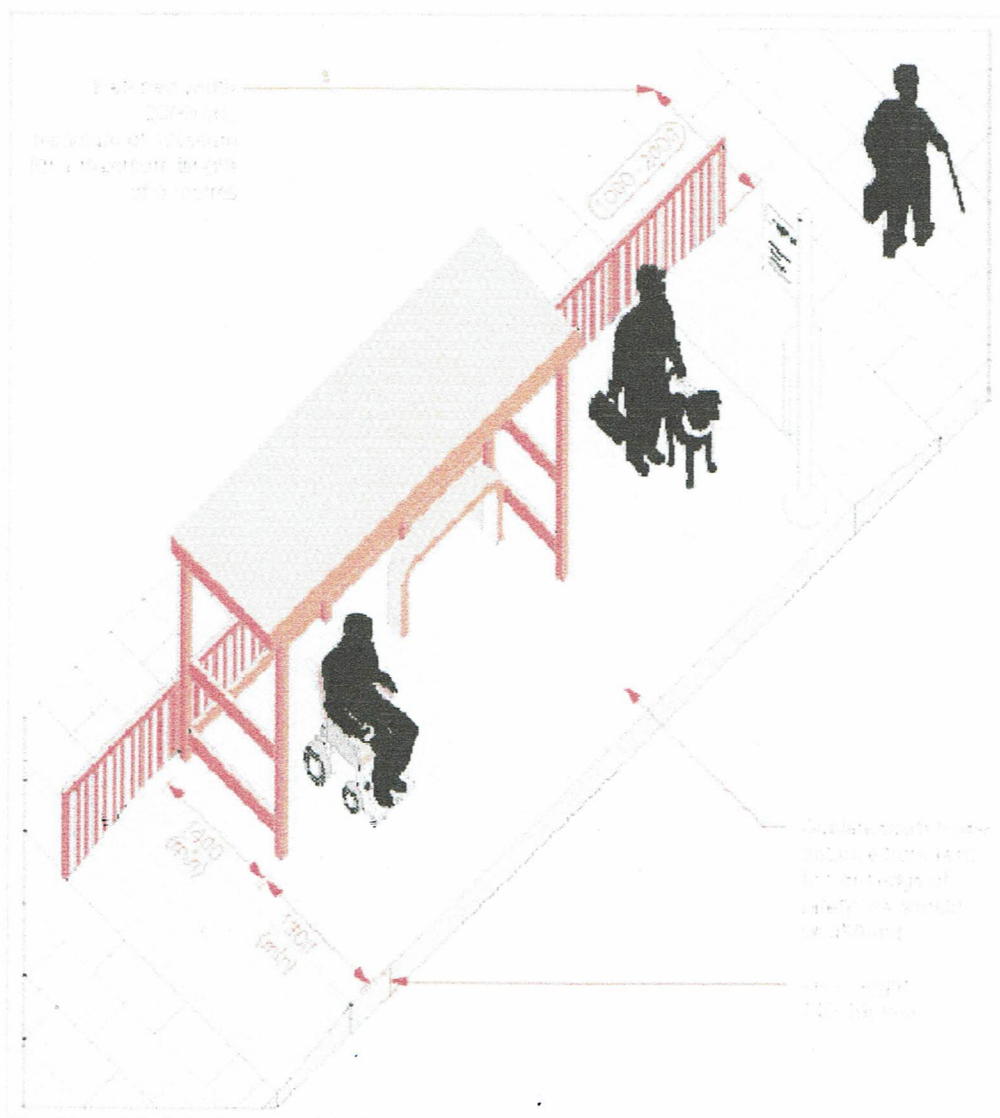
DRAWING STATUS:
Status: RELEASED

DATE: 07-Dec-2023 DESIGNED BY: KM

SCALE: 1 : 25 DRAWN BY: KM

ORIGINAL SIZE: A3 CHECKED BY: PMC

DRAWING No. B857-AP-001 SHEET: 1/1 REV.: C



6.1.1 Raised bus boarding area

A raised bus boarding area assists passengers boarding / leaving the vehicle and may enable some wheelchair users to board directly without using a ramp.

There are two conventional types of bus boarder: full width and half width. A full width boarder juts out into the carriageway far enough for the bus to avoid parked vehicles, that is by approximately **1800mm**.

The length of the boarder will depend on the type of bus using the stop and whether or not a shelter is provided. For a conventional single entry / exit bus where there is no shelter a length of **3000mm** is recommended. For buses with two doors, the recommended minimum length of the boarder is **9000mm**.

50mm high. A US demonstration project found that a limited amount of information was more effective than a substantial amount, which tended to lead to confusion. That research suggested just

- Route number / name
- Pictograph of a bus
- Special messages
- Telephone number for information

Direction of travel, Towards (name of next town / principal destination) helps travellers who are not familiar with the area.

In the future it is possible that there will be automatic onbus announcements made as the bus approaches each stop. With this in mind, it would be helpful if the name / location of the bus stop could be included either on the flag or in a prominent position on the bus shelter.

Where there are a lot of different routes using one stop it may be better to keep these off the flag and put them on the time table display, but they must be shown in one or the other place.

Bus stop signs should be positioned so as to be visible to passengers inside the vehicle so that they can verify where they are. A raised capital letter B about 20mm high at a height of 1000mm from the ground fitted to the bus stop pole or other structure at the bus stop will assist blind people. The clearance between a bus stop pole and the kerb edge should be **600mm** (500mm minimum). Coloured bands should be applied to the bus stop pole to enhance visibility, in accordance with the dimensions given in Section 3.9. As with bus shelters, bus stops should be well lit with sufficient illumination to enable reading. A good level of lighting will also improve personal security.

6.1.4 Seating

Seating should be provided where possible (see Section 9.3). Shelters should incorporate a bench, platform or horizontal rails to rest against at a height of about **580mm**. Any seating should be painted or self-coloured in a contrasting colour and, if not undercover, should be designed so that rainwater does not collect on it. Where seating is provided in a shelter, sufficient clear space should be left for use by a wheelchair passenger.

6.2 Timetable information

Timetable information should be provided at as many bus stops as is feasible. Timetable and information displays should be located between **900mm** and **1800mm** in height. Information that is of particular relevance to wheelchair users should be put at the bottom of the display and any important information should not be more than **1700mm** above ground. If surrounding street lighting is not adequate, additional lighting should be provided at the stop itself.

Martin Henderson
Streetscene Lead
South Ribble Borough Council

9th October 2025

Quotation Number: 11392

Dear Martin,

RE: South Ribble, Bus Shelters

Further to your recent enquiry we have pleasure in submitting our quotation as previously supplied for the following:

Trueform 3no. Vision Bus Shelters as per drawing B857-AP-001:

- 2-bay Vision shelter 2700mm in length
- Grade 316 stainless steel frame, brushed finish
- Flat roof with solid aluminium panel Polyester Powder Coated (PPC) RAL 7004
- 500mm end panels
- Glazed with toughened glass with central mid bar PPC to RAL 7004 Grey
- Free standing seat in stainless steel
- No lighting

Manufacture of 3no. bus shelters: £7,221.22 each

Installation of 3no. bus shelters: £1,250.00 each

Shelter Removal (excludes reinforced concrete type) of 3no: £700.00 each

TOTAL: £27,513.66

Traffic Management & Permit Costs

Based on our internal review, we have allowed for standard **Give and Take Traffic Management** (between 09:30 & 15:00); however, should the highway authority require two-way traffic lights, this will be at an additional **estimated cost of £790.00** each site.

Permits - £305.00 (each) per permit location based on the highway authority cost limited to £55.00 permit.

Available Extras:

- Timetable case
- Additional case to facilitate advertising
- Roof mounted bus stop flag
- Digital advertising screen
- Living green roof
- Solar Lighting
- Real time information screen
- Domed / barrel roof option
- Alternative configurations / lengths

Notes

- Please note that all rates above are based on all items being ordered. If quantities vary, we reserve the right to amend the rate accordingly
- All prices are exclusive of VAT
- Quotation valid for 14 days from above date
- Lead-time, approx:
 - Approval Drawing: 1-2 weeks from receipt of purchase order
 - Manufacture: 6-8 weeks from design approval
 - Installation: 2-3 weeks from completion of manufacture/product balance payment
- All rates subject to site survey
- Price based on shelter installed to a level site. Additional cost may be incurred if site levels are uneven
- Installation includes standard foundations and cold lay tarmac
- Excludes any application or management of permits (unless specified)
- Price excludes electrical disconnection of current shelters, if applicable
- Basic 'give & take' traffic management included
- Based on clear, unrestricted access to site for shelter offload
- Works to be undertaken during standard daytime hours (08.00-16.30) unless otherwise stated
- Site must be made available for installation within 2 weeks of completion of shelter manufacture; any delays beyond this may incur storage fees
- Assumes works to be progressed under Purchase Order
- Payment terms: 30% on receipt of order, 50% following manufacture & 20% following installation
- As per Company policy, Trueform do not accept any delay damages or retentions


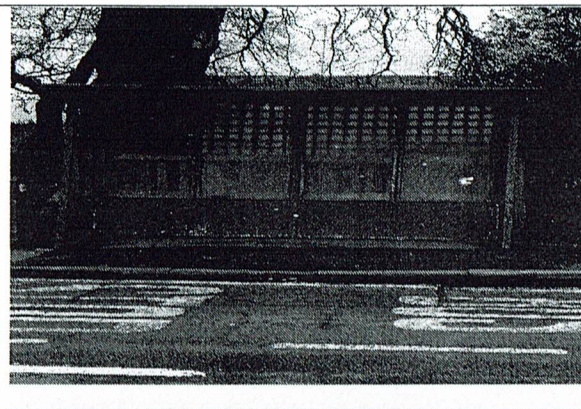

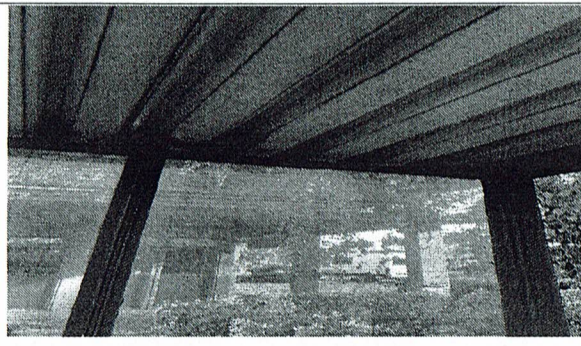

This quotation and any subsequent orders will be subject to our standard terms and conditions, a copy of which is attached to this quotation.


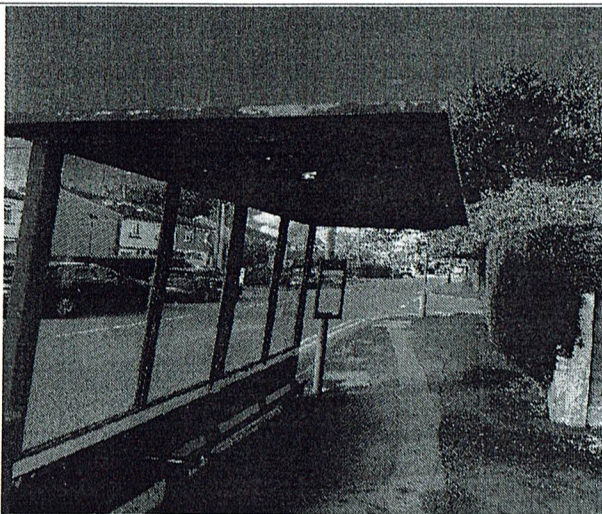
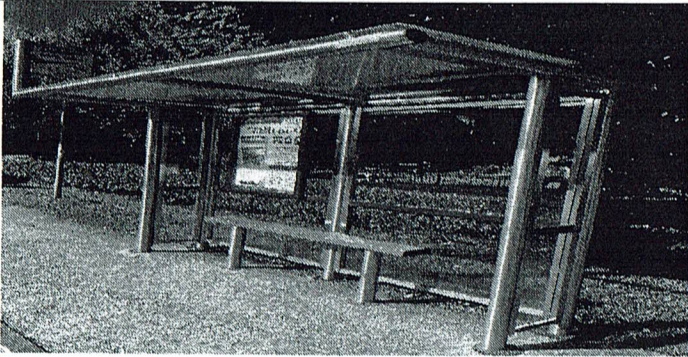
I hope this quotation meets with your approval and we look forward to receiving your order in due course.

Yours sincerely



Amanda O'Connor
Sales & Marketing Executive

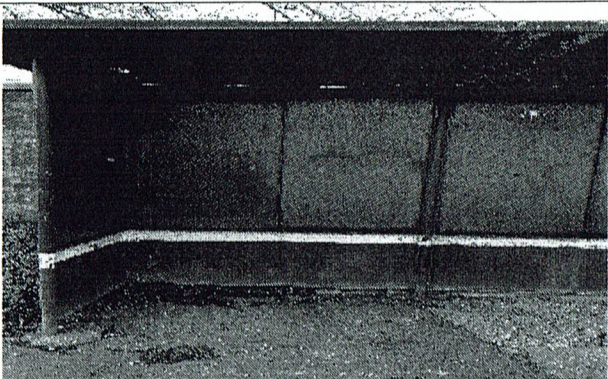
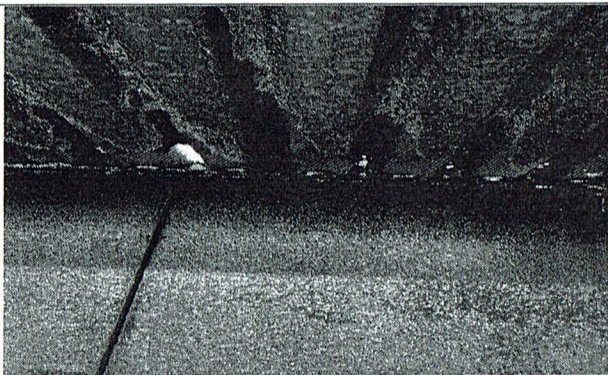


3	Longton – opp Black Bull			Paintwork poor Corrosion present & roof distorted No seating (3m wide)
Asset ID 95	Preston bound (2,2A)			SRBC – 2 Poor (Assume replacement by SRBC)
4	Longton - opp St.Andrews			Paintwork poor Corrosion present and roof distorted Independent seating (3m wide)
Asset ID 94	Preston bound (2,2A,12)			PC - Propose replacement SRBC – 3 Satisfactory
5	Longton – outside Library		This bus shelter is owned and maintained by Longton Parish Council	Paintwork in good condition Integrated seating
Asset ID 93 PARISH ASSET	Preston bound (2,2A)			PC – Propose no action SRBC – 5 Excellent

9 Asset ID 47	<p>New Longton – Whitestake near corner shop</p> <p>Preston bound (12)</p>	 	<p>Paintwork fair Minor corrosion present Independent seating (3m wide)</p> <p>PC - Propose replacement PRIORITY THREE</p> <p>SRBC – 3 Satisfactory</p>
10 Asset ID 46	<p>New Longton – Cricket Club</p> <p>Preston bound (12)</p>		<p>New shelter recently installed Independent seating</p> <p>PC - Propose no action</p> <p>SRBC – 5 Excellent</p>

LONGTON PARISH COUNCIL

BUS SHELTER DILAPIDATION SURVEY (LONGTON & NEW LONGTON)

25 JANUARY 2025

ITEM & ID	LOCATION	PHOTOGRAPHS	PHOTOGRAPHS	NOTES
1 Asset ID 40	Longton - Hall Lane Preston bound (2,2A)			Paintwork poor Corrosion present No seating (3m wide) PC - Propose replacement PRIORITY FOUR SRBC – 3 Satisfactory
2 Asset ID 24	Longton - Golden Ball PH Preston bound (2,2A)			Paintwork poor Corrosion present and roof distorted Independent seating (3m wide) PC - Propose replacement PRIORITY FOUR SRBC - 3 Satisfactory

LONGTON PARISH COUNCIL

IT & USE OF PERSONAL DEVICES POLICY

1. Introduction

Longton Parish Council (the Council) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications

2. Scope

This policy applies to all individuals who use the Council's IT resources which include computers, networks, software, devices, data, and email accounts. At the time of the adoption of this policy the Council do not supply computers, networks, software or devices to individuals recognising the benefits that can be achieved by allowing councillors to use their own electronic devices for council business whether that is at home or at meetings (see later guidelines re use of personal devices and software)

The use of such devices to create and process council information and data creates issues that need to be addressed, particularly in relation to information security.

The Council must ensure that it remains in control of the data for which it is responsible, regardless of the ownership of the device used to carry out processing.

3. Acceptable use of IT resources including email

The Council's IT resources (in this case email accounts) are to be used for official council-related activities and tasks only. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content. Emails should also be professional and respectful in tone. Users must be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

4. Passwords and account security

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.

5. 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.

6. Retention and archiving

Emails should be regularly reviewed and deleted in order to maintain an organised inbox.

7. Responsibility of Councillors

Individuals using their own devices must take responsibility for their own device and how they use it

They must familiarise themselves with their device and its security features so that they can ensure the safety of council information (as well as their own information)

Invoke the relevant security features

Maintain the device themselves ensuring it is regularly patched and upgraded

Ensure it is used only in line with the values in the Code of Conduct and the Nolan Principles

The Council cannot take responsibility for supporting devices that it does not provide.

They should take all reasonable steps to prevent theft or loss of data. Keep information confidential, maintain the integrity of data and information and take responsibility for any software they download onto their device.

Set up passwords, passcodes, passkeys or biometric equivalents which are of sufficient length and complexity for the particular type of device.

Only maintain Council information on a device where it is essential and delete such information as soon as possible once it is no longer required. This includes information within emails.

Be aware of any data protection issues and ensure personal data is handled in accordance with legislation and is deleted once the purpose for which it was held has come to an end.

No Council information must be left on any personal device indefinitely, taking particular care if a device is disposed of/sold/transferred to a third party.

Ensure they immediately delete all Council data from their personal devices once they have left the Council

8. Monitoring and Access

The Council will not routinely monitor personal devices but reserves the right to take such action as appropriate to retrieve information owned by the Council.

The Information Commissioners Office may also take such action as appropriate to retrieve Council information relating to a Subject Access Request

9. Data Protection

The Council must process 'personal data' in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. The Council, in line with guidance from the Information Commissioners Office recognises that there are inherent risks in using personal devices to hold third party personal data. Therefore, Councillors must follow the guidance in this document when using their own devices to process personal data. A breach of the Data Protection Act 2018 or the GDPR can lead to a Council being fined. Any Councillor found to have deliberately breached the Act or Regulations may be subject to disciplinary measures or even a criminal prosecution.

10 Personal Data

'Personal Data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".