

Dalton Parish Council

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The Minutes of the meeting of the Parish Council held at 7.00 pm on Monday 12th January 2026 at Dalton St Michael's School, Higher Lane, Dalton, WN8 7RP.

Present: Cllr Louise Howard (Chairman), Cllr Iain Pearce (Vice-Chairman), Cllr Gill Rainford, Cllr Chris Murphy. County Councillor Adrian Owens, Borough Councillor Katie Jukes and three members of the public. Borough Councillor David Whittington sent apologies.

MINUTES

1. To receive apologies for absence

Apologies were accepted from Cllr Toni Newman.

2. To receive declarations of interest

None declared.

3. Public Participation: Any item raised by a member of the public will be discussed at this point.

Long Heys Lane residents asked if the Parish Council had any response on asking LCC Highways if the old paper maps of grit bins could be updated? The Clerk confirmed that there had been no response. It was suggested that the personnel at Whittington Depot may be more helpful than the centralised Highway Department.

One resident pointed out that the development of a new golf course at the former St Joseph's College, Up Holland might bring more traffic to the main roads (Beacon Lane, Mill Lane) and perhaps be an opportunity to make these roads safer.

Borough Councillor Katie Jukes confirmed that talks with Wigan Council continue to bring Beacon Point under the responsibility of WLBC and Beacon Country Park. The new Beacon Country Park design plan contained an alternative safer cycle path to avoid using Mill Lane and Beacon Lane. She confirmed she had asked discussions to include Dalton Parish Council and Up Holland Parish Council as this land borders them both.

The Chairman took this opportunity to thank County Councillor Adrian Owens for intervening and getting the LCC Highway issues that had been outstanding for many years, actioned.

Residents of Long Heys Lane asked if work planned for February on a chamber along the lane was to be disrupted and they were referred to the LCC Highways website where a map lists all future planned road works.

4. To ratify as a correct record the Minutes of the meeting held 10th November 2025

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

5. Accounts:

• **Ratification and payment of accounts**

Unity Trust	301025	Service charge	34	£6.00
E A Broad	271125	Clerk's salary Nov 25	35	£309.82
Unity Trust	301125	Service charge	36	£6.00
Michael Rigby	181225	Grass cutting	37	£50.00
E A Broad	291225	Clerk's salary Dec 25	38	£319.60
HMRC	270925	Tax for three months	39	£216.60
Unity Trust	311225	Bank Charges	40	£6.00
CPRE	120126	Annual subscription: Membership No 672474	41	36.00
Dalton School	120126	Room hire	42	£150.00
Anticipated future payments:				
E A Broad	290126	Clerk's salary Jan 26	43	£319.60
Unity Trust	300126	Bank Charges	44	£6.00

*contains VAT

The accounts were ratified and authorised for payment.

It was resolved to continue grass cutting with Michael Rigby and to appoint Sandra Jones as Internal Auditor of Accounts.

Receipts in November - December 2025:

Unity Trust Bank	301225	Bank Interest	£40.26
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• **Review of Third Quarter accounts**

Bank Reconciliation:-

31 March 2025 current account	£332.55
31 March 2025 reserve account	£1,811.18

TOTAL	<u>£2,143.73</u>
Add income	£11,201.07
Subtract expenditure	£4,973.06
TOTAL	£8,371.74*
31 December 2025 current account	£265.27
31 December 2025 reserve account	£8,106.74
TOTAL	<u>£8,371.74*</u>

It is anticipated that before the financial year end, (31st March 2026), interest of approximately £40 will be credited and expenditure of approximately £1,500.00 will be spent, suggesting an end of year balance of £6,941.74, of which £4,182.15 is NCIL. This also indicates annual expenditure of approximately £6,473.06, roughly equivalent to the amount now suggested for the 2026/7 precept.

- **Consider projects for Neighbourhood Community Infrastructure Levy-£4,182.15 deadline: 31st March 2030**

Councillors will continue to canvas opinions of residents.

- **Confirmation of precept for financial year 2026/7 - £ 6,500.00**

Year	2025	2026
Precept	£ 6,000	£ 6,500
Tax Base	212.48	210.84
Band D equivalent	£ 28.24	£ 30.83

Increase of £ 2.59 in a Band D property.

It was resolved to request a precept of £6,500 to meet the needs of day-to-day running of the parish council over the financial year 2026/27, with an assumption that £15 in Council Tax Support Grant and £401 concurrent funding from WLBC continues to be received.

- **Assertion 10 Declaration**

Dalton Parish Council confirmed that it complies with the requirements of Assertion 10 of the Annual Governance and Accountability Return. In particular, the Council operates a generic email address hosted on an authority-owned domain, maintains a website that meets WCAG 2.2 AA accessibility standards so far as reasonably practicable, and has adopted an IT Policy covering the secure and lawful use of digital devices. The Council further confirmed that it complies with data protection legislation and the data protection principles set out in UK GDPR and the Data Protection Act 2018.

Dalton Parish Council IT Policy

1. Purpose

This IT Policy sets out how digital devices, systems, and information are to be used securely and lawfully by the Parish Council. It applies to the Parish Clerk (the sole employee) and all councillors.

The aim of the policy is to: - Protect council information and personal data - Ensure compliance with data protection legislation - Promote safe and appropriate use of IT - Support transparency and good governance

2. Scope

This policy applies to: - All councillors - The Parish Clerk - All council-owned IT equipment - Personal devices used for council business

3. Council Email and Accounts

- Council business must be conducted using council-provided email accounts hosted on the council's official domain.
- Login details must be kept secure and not shared.

4. Acceptable Use of IT

Users must: - Use IT systems only for legitimate council business - Take reasonable steps to prevent unauthorised access - Not install unauthorised software or apps on council devices - Not access, store, or transmit inappropriate or unlawful material

5. Use of Personal Devices

- Dalton Parish Council does not provide devices for Councillors. Therefore, Councillors may use personal devices for council business.
- Personal devices used for council business must be protected by a password, PIN, or biometric security.
- Council information must not be shared with unauthorised individuals.
- Users must take care when accessing council data on public or unsecured networks.

6. Data Protection and Confidentiality

- All users must comply with data protection legislation, including UK GDPR and the Data Protection Act 2018.
- Personal data must be processed lawfully, fairly, and securely.
- Council information should only be retained for as long as necessary and in line with retention guidance.
- Any suspected data breach must be reported immediately to the Parish Clerk (or the Chair if the Clerk is affected).

7. Security Measures

- Strong passwords must be used and changed when advised.
- Devices should be locked when not in use.
- Anti-virus and security updates should be kept up to date.
- Council data should be backed up where appropriate.

8. Website and Accessibility

- The council website must meet WCAG 2.2 AA accessibility standards where reasonably practicable.
- Documents published online should be accessible and regularly reviewed.

9. Training and Awareness

- Councillors and the Clerk should have a basic awareness of IT security and data protection responsibilities.
- Guidance and support will be provided as necessary.

10. Breaches and Misuse

- Failure to comply with this policy may result in action being taken by the council.
- Serious breaches may be reported to the appropriate authority.

11. Review

This policy will be reviewed at least every two years, or sooner if there are changes to legislation or council arrangements.

Adopted by Dalton Parish Council: 12th January 2026

Next review due: Annual Meeting 2028

6. To record any police issues

No items raised.

7. To confirm representation on Peter Lathom Charity

Cllr Gill Rainford and David Howard are the Dalton Parish Representatives on the Peter Lathom Charity. They had been tasked with publicising the Charity; its history and work and invite applications from interested parties to the Board.

8. To consider cleaning road signs as LCC cannot prioritise this within their budget

It was resolved to ask volunteers attending the community litter pick if they could assist here on an ad hoc basis.

The Chairman thanked County Cllr Owens for the work cleaning the signs at the Newburgh end of the village. Some Councillors had cleaned signs nearest their homes.

Whilst maintenance issues will continue to be reported to LCC Highways via the Love Clean Street App, any reported to the Parish Council could be considered for actioning locally.

9. Any update on Ashurst Beacon Point

WLBC and Wigan Council continue to discuss a lease or similar to enable control of this land to move to the West Lancashire area. Borough Councillors have asked that plans for Beacon Country Park re-development include Beacon Point.

10. To record any highway or public rights of way issues, including

- **Lees Lane issues –**

Work completed following intervention by County Councillor Owens.

- **Surface water issues - ED 48706 Dungeon Lane Higher Lane junction –**

Work completed following intervention by County Councillor Owens.

- **Japanese Knotweed on roadsides:**

Higher Lane opposite Dungeon Lane and opposite the Church on the corner of Beacon Lane/Higher Lane junction had both been reported to LCC Highways on Love Clean Streets.

- **Himalayan Balsam on roadside verges**

The Chairman requested use of What Three Words to identify the exact location and report on the LCC Highways, Love Clean Streets App.

11. To consider any planning issues or applications including

- **Empty Public Houses: Prince William and The Beacon Inn**

The Clerk was again requested to enquire of WLBC Planning Department if any proposals for development at these two sites are being considered. Should there be no response, to raise a complaint that the lack of decision by the Planning Authority is resulting in the community having to tolerate living in a state of dereliction.

The following were noted.

Reference Number: 2025/1038/PNP – Decision:

Prior Approval is not required for proposed extension to an agricultural building at East of Beacon Lane, Dalton, WN8 7RU

Reference Number: 2025/0930/LDP

A Certificate of Lawfulness has been granted for the construction of a single-story rear extension, compliant with Permitted Development Class A and the construction of a detached garage/ancillary building at Rookery Bungalow, Dungeon Lane, WN8 7RH

There being no further business, the Chairman closed the meeting at 7.30pm.

Cllr Louise Howard
Chairman to Dalton Parish Council

9th March 2026