

**Minutes of the Meeting of the Parish Council on Friday 1<sup>st</sup> May 2009 - 7.30 pm at Parbold Village Hall.**

**ANNUAL GENERAL MEETING**

Before the meeting began the Chairman asked members of the public present for comments or questions.

Mrs Halton, Chairman of PCA, informed the council that work on further improvements to the village hall would commence shortly but some developments would be delayed if the ceiling repairs were not completed soon. She urged that the repairs be completed by the 8<sup>th</sup> June 2009 when the new lighting system would be installed. It was noted that the ceiling repairs could only be undertaken when the small hall was not being used by the playgroup but that the Parish Council would endeavour to complete the work without undue delay. Mrs Halton also told the meeting that rumours around the playgroup being unable to remain in the hall were not true and the play group would be given the larger hall to use while improvements to the small hall were underway. The large hall will remain open on an operational basis throughout the work.

PC Hackney clarified that next PACT is at Dalton St Michael's School, contrary to the published advert. There had been a number of reported incidents of elderly people being contacted by phone by bogus police officers asking for bank details. Following requests from village hall users, the police were keeping an eye on the play area adjacent to the hall since one Saturday night where a number of young people were creating a nuisance and drinking alcohol in the play area. He then confirmed that Sgt Davies would be meeting with parish council representatives to discuss a variety of issues including satisfaction targets and possibility of parish council financial support for police vehicles on Monday 8<sup>th</sup> June 2009. Venue and time yet to be decided. Cllr Bailey requested whether PC Hackney was aware of funding for PCSO's drying up, but he was not. The Parish Council Chairman stated that the new Chief Inspector for the area was to be asked to attend a future LALC meeting so that he can learn about the issues facing rural parishes.

**Present:** Cllr Mrs Wess (Chairman), Cllr Hammond (Vice-Chairman), Cllr Bailey, Cllr Bithell, Cllr Mrs Halton, Cllr Mrs Harrhy, Cllr Mrs XXXX, Cllr Mrs Blake, Cllr Mrs Butts

**1 To elect the Chairman and receive declarations**

**Resolution (1/09):** Cllr Hammond proposed Cllr Mrs Wess as Chairman, seconded by Cllr Mrs Halton six in favour, three abstentions. Declaration of acceptance of office was read out, signed and witnessed.

**2 To elect a Vice-Chairman and receive declarations**

**Resolution (2/09):** Cllr Mrs XXXX proposed Cllr Hammond as Vice-Chairman, seconded by Cllr Mrs Harrhy, two abstentions. Declaration of acceptance of office was read out, signed and witnessed.

### **3 To record apologies for absence**

Apologies: Cllr Wilson

### **4 To receive declarations of interest**

Cllr Mrs Halton – personal and prejudicial interests for the Village Hall matters and personal interest in Parbold Village Festival

Cllr Hammond – personal interest in village hall matters

Cllr Mrs Wess – personal interest in village hall matters

Cllr Mrs Blake – Parbold Village Festival - personal interest

### **5 To decide frequency, location and day of Meetings and determine the four Statutory Meetings and amend Standing Orders, if necessary, accordingly**

**Resolution (3/09): That the following dates be accepted for the next year, proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Harrhy, all in favour.**

Friday 5<sup>th</sup> June 2009

Friday 3<sup>rd</sup> July 2009

Friday 4<sup>th</sup> September 2009 – Statutory Meeting #1

Friday 2<sup>nd</sup> October 2009

Friday 6<sup>th</sup> November 2009 – Statutory Meeting #2

Friday 4<sup>th</sup> December 2009

Friday 8<sup>th</sup> January 2010

Friday 5<sup>th</sup> February 2010

Friday 5<sup>th</sup> March 2010 – Statutory Meeting #3

Friday 9<sup>th</sup> April 2010 -

Friday 7<sup>th</sup> May – Statutory Meeting #4 - Annual General Meeting

Cllr Mrs Halton to confirm availability of the village hall on these dates.

### **6 To confirm membership of committees, sub-committees and representation on outside bodies**

The structure of committees was confirmed as follows:-

#### **PARBOLD PARISH COUNCIL SUB-COMMITTEES AND REPRESENTATIVES – 2009**

**Committees:**

**Terms of Reference:**

**Finance**

**Budget/Employees/External grants**

**Finance Committee Composition:**

Cllr Bailey

Cllr Bithell

Cllr Mrs Butts

Cllr Mrs XXXX

Cllr Mrs Wess  
Cllr Mrs Harry  
The Clerk

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**Planning**

**Planning applications**

**Scope of committee:**

- **Parbold & Appley Bridge Quarries**
- **Planning**
- **Housing**
- **Conservation**

**Planning Committee Composition:**

Cllr Bailey  
Cllr Mrs Wess  
Cllr Mrs Halton  
Cllr Wilson  
The Clerk

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**Amenities**

**Recreation & PC Facilities**

**Scope of Committee:**

- **Village Hall**
- **Public Transport provision**
- **Police & Community Safety**
- **Flooding**

**Amenities Committee Composition:**

Cllr Bailey  
Cllr Bithell  
Cllr Mrs Blake  
Cllr Mrs Butts  
Cllr Mrs Harry  
Cllr Mrs XXXX  
Cllr Mrs Wess  
Cllr Wilson  
The Clerk

**Bramble Way/Alder Lane Standing Committee:**

Cllr Hammond  
Cllr Bailey  
Cllr Mrs Blake  
Cllr Bithell

Cllr Mrs Butts  
Cllr Mrs Halton  
Cllr Mrs Harry  
Cllr Mrs XXXX  
Cllr Mrs Wess  
Cllr Wilson  
The Clerk

**Alder Lane Management Sub Committee**

Cllr Mrs Wess  
Cllr Mrs Harry  
Cllr Mrs XXXX  
Cllr Hammond  
Cllr Mrs Halton

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**Personnel Committee:**

Cllr Mrs Wess  
Cllr Mrs Harry  
Cllr Bailey  
Cllr Hammond

**Liaison with PCA:**

Cllr Mrs Wess  
Cllr Bithell  
Cllr Mrs XXXX  
Cllr Bailey  
Cllr Mrs Butts

**Resolution (4/09):** Confirmed these members proposed by Cllr Hammond seconded by Cllr Mrs XXXX, all in favour.

**Representatives:**

<b><u>PCA Observer:</u></b>	Cllr Mrs Butts
<b><u>Peter Lathom Charity &amp; Richard Durning Trust Board:</u></b>	Cllr Mrs Blake
<b><u>Representative at the Hoscarr Sewage Works Meetings:</u></b>	Cllr Mrs Butts
<b><u>Representative on Mill Leat project</u></b>	Cllr Mrs XXXX

**7 To sign off the accounts for 2008/9 and authorise submission to the auditors**

**Resolution (5/09): That the accounts be signed off and authorised for submission to the auditors. Proposed by Cllr Mrs Wess, seconded by Cllr Mrs Butts, all in favour. Action: the Clerk.**

**8 To confirm audit documents, amended following the last meeting – asset register, risk management register and risk management policy**

**Resolution (6/09): That the Chairman check the documents first and if all is well, the audit documents be approved. Proposed by Cllr Bithell, seconded by Cllr Mrs XXXX, all in favour. Action: Chairman and Clerk.**

**Resolution (7/09): Cllr Hammond proposed that the finance committee consider new quotations for parish council insurance and the clerk be delegated authority to act on the decision of the finance committee. Seconded by Cllr Mrs Harry, all in favour. Action: Finance Committee (meeting 15<sup>th</sup> May 2009).**

**9 To sign as a correct record the minutes of the meeting held 3<sup>rd</sup> April 2009**

**Resolution (8/09): Following small amendments the minutes were accepted as a correct record of the meeting. Proposed by Cllr Mrs Butts, seconded by Cllr Mrs Harry, all in favour.**

**10 To ensure bank mandate is updated**

**Resolution (9/09): A new bank mandate was signed with the following as signatories to the account: Cllr Hammond, Cllr Bailey, Cllr Mrs Halton, Cllr Mrs Butts, Cllr Mrs Harry and Mrs E A Broad. Action: the Clerk.**

**11 To consider application for donation to the Festival Committee**

**Resolution (10/09): That a donation of £200 be awarded to Parbold Festival Committee according to Section 145 (provision of entertainment) of the Local Government Act 1972 Proposed by Cllr XXXX, seconded by Cllr Mrs Blake, two against. Action: the Clerk.**

**12 To consider request for funding of first aid training for members of Parbold Youth Club**

**Resolution: (11/09): That a section 137 grant of £165.00 be awarded to Parbold Youth Club for the purpose of first aid training for the members. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Harry, all in favour. Action: the Clerk.**

**13 To ratify accounts and authorise payment**

D Secrett	Gardening/cleaning The Common up to 240409	s/o	£128.00
Sherwood's	Grass cutting contract (April 2009)	s/o	£847.18*

E A Broad	Clerk's salary (April 2009)	s/o	£657.33
V Harrhy	Councillor's expenses	1935	£6.86
Sherwood's	Grass cutting contract – increase for April 2009	1936	£195.93*
E A Broad	Travel expenses – March/April 2009	1937	£80.66
Youth Club	S 137 grant for first aid training	1938	£165.00
Village Festival	Section grant	1939	£200.00

**Resolution (12/09): That the accounts be ratified and authorised for payment. Proposed by Cllr Mrs Butts seconded by Cllr Mrs Harrhy seconded, all in favour. Action: the Clerk.**

#### **14 Chairman's Report**

The Chairman updated the meeting on activities during the last month, including attending the licensing of the new vicar, Reverend Simon Glynn.

#### **15 Clerk's Report**

The clerk had nothing to report that was not already itemised on the agenda. Cllr Bithell requested that the progress check-list be looked at during this item in future meetings.

#### **16 Update on WLDC/Inspire Project**

The Chairman reported that the newly planted trees were not planted properly so they were taken away and will be replanted to specification, with the suggestion that a fence is erected just while the plants are actually growing as there is a need to protect them whilst they get established.

**Resolution (13/09): That the bushes be re-planted with a timber poles and wire fence to support, and the existing hedge be cut no less than 2m. Proposed by Cllr Bailey, seconded by Cllr Mrs Harrhy, one against. Action the clerk**

The meeting noted that the bollards were now in situ however there are complaints that cars, even large vans can still park between them. Clerk to write to WLDC asking for two more bollards and a site visit to be arranged with officers from WLDC and LCC.

#### **17 Alder Lane**

- **British Waterways dredging works update**

The clerk was requested to send another email to chase payment for use of the car park.

- **Update on Japanese Knotweed**

Emailed information from WLDC was considered by the Alder Lane Committee. WLDC policy had not yet been agreed. The recommendation being that unless the knotweed is invasive, leave it and simply observe. The Clerk was asked to inform Parbold Wildlife Group of the situation. The Parish Council agreed to inform the PWG should there be any changes to the advice given.

- **Use of the new football field**

Cllr Bithell offered to organise a celebration opening of the new field with the help of the local cubs etc. It was agreed to take advice as to whether the new field is now fit for play. Cllr Mrs Wess agreed to ask WLDC if the field could now be used and Cllr Mrs Halton agreed to explore the possibility of portaloos to support the event. Cllr Bithell will set the date.

## **18 Village Hall Matters:**

Cllr Mrs Halton left the meeting room.

- **Update following meeting of PC with PCA to discuss Lease and Management Agreement**

Cllr Mrs Wess distributed notes from this meeting.

It was noted that the next rent review will be in February 2011 ( three years from the date of the lease - February 2008)

**Resolution (14/09): That the re-worded lease be accepted and the management agreement ironed out by the liaison committee. Proposed by Cllr Bithell, seconded by Cllr Mrs XXXX, two abstentions.**

- **To discuss the Parish Council holding a set of keys for the Village Hall**

**Problems of locking up the hall after meetings were discussed and the meeting generally agreed that the parish council ought to hold a set and as the clerk did not live in the village, perhaps one of the Councillors should be proposed to the PCA as a named key holder. It would then be appropriate to wait for the PCA to discuss and hopefully agree this.**

**After prolonged discussion Cllr Hammond moved next business.**

**Resolution (15/09): Cllr Hammond proposed that the meeting move onto the next item, seconded by Cllr Bailey, six in favour two against, one abstention.**

## **19 To discuss Inspections of Play Areas**

Cllr Mrs XXXX introduced this item, with concerns about the safety surfacing under some of the equipment at the village hall as reported to her by a member of the

public. The meeting discussed the frequency of inspections (currently 3 monthly maintenance inspections – checking the safety of the equipment and Cllr Wilson’s visual inspections). In the absence of Cllr Wilson it was not possible to be certain of the frequency of the visual inspection, though the clerk believed these to be every three months. Cllr Mrs XXXX asked for clarification of a previous agreement of the council for monthly inspections but the clerk stated that Cllr Wilson had said that this was in his opinion unnecessary. Cllr Mrs XXXX pointed out that if a councillor was to change a previous agreement by the council it should be brought back to the council for further discussion. It was suggested that a laminated sign with contact details be erected, so that if fault was found by a member of the public they would know who to contact. Action the clerk

## **20 Update on register of councillor’s skills**

Cllr Mrs Harray reported that she had received no contact from fellow councillors with suggestions of how they can contribute to council work.

Cllr Mrs XXXX suggested that sharing out the work of the council amongst councillors would help for a start as several people helping would make it easier.

Cllr Mrs Harray continued that it could be that individual councillors have for example, accountancy, legal, sport/PE skills, that the council as a whole does not know about – it could be a matrix of things that she can compile so that the clerk knows whom she can call upon; it is simply a matter of knowing who to ask and how to ask about it.

Cllr Mrs Harray explained that drawing up a list was simply a matter of quality assurance.

## **21 To discuss Power of Wellbeing**

Cllr Hammond referred to the clerk’s briefing notes, noting that the power of wellbeing was an excellent idea if there was money to support it. However, the council don’t want to have to put the precept up in order to have the money to spend on “wellbeing”. Cllr Bailey noted that the power had only been used nationally a couple of times.

**Resolution (16/09): That the Council do not wish to take on the Power of Wellbeing legislation. Proposed by Cllr Hammond, seconded by Cllr Mrs Blake, all in favour. No action.**

## **22 Planning and Planning Applications**

**Application Number: 2009/0323/FUL**

Proposal: Single storey rear extension, alterations to roof line/increase in wall height to rear, first floor side extension. Replacement porch to side and new porch to front entrance.

Location: 19 Lindley Drive, Parbold, Wigan, Lancashire, WN8 7ED

Parish Council response: The Parish Council has no objections to this proposal.



The Clerk was asked to enquire whether the sign promoting Parbold Douglas School requires planning permission.

**23 To decide which minute books to archive with Lancashire Records Office**

Parish Councillors Declarations Book – 1914 – 1990 – not completely filled but discontinued in 1990 – possibly because the wording of the declarations changed.

Annual Parish Meeting Book – 1894 – 2002 – completely filled

Minute Book from July 1993 – May 2000 – filled

Minute Book from June 2000 – February 2003 – filled

**Resolution (17/09): That the above minutes books be taken to the Lancashire Records Office for archiving. Proposed by Cllr Hammond, seconded by Cllr Bithell – all in favour.**

The Minute Book from March 2003 – December 2007 will be filed at the clerk's house until further instruction.

Action: the clerk.

**24 To consider training opportunities**

Cllr Hammond & Cllr Mrs Halton agreed to attend the Freedom of Information training session on the 1<sup>st</sup> July 2009. Cllr Mrs XXXX requested further details to check against her work schedule.

**25 To consider including notes from external meetings as an appendix to minutes**

**Resolution (18/09): That notes from external meetings be produced as an appendix to the main meeting and be reproduced in the library and copied into the parish council minute book. Proposed by Cllr Mrs Wess, seconded by Cllr Bithell, all in favour. Action: the Clerk.**

**26 To determine representation at forthcoming meetings**

It is hoped that the next meeting of the area committee of LALC is to include a visit from the New Chief Inspector of police. The clerk requested that Councillors please let representatives have any questions you wish to have answered.

8<sup>th</sup> June 2009 – police meeting Cllr Hammond agreed to attend.

13<sup>th</sup> May 2009 – personnel committee meeting.

17<sup>th</sup> May Civic Service – Newburgh – Chairman will respond directly.

Finance Committee Meeting – Friday 15<sup>th</sup> May 2009 –7.30pm – venue to be decided.

**27 Councillors' agenda items for future meetings**

Cllr Mrs Blake left the meeting at 10.10 pm

Cllr Bithell – digital tv switchover, cctv progress, youth shelter

Cllr Mrs XXXX – Appley Bridge and Parbold infill sites

Cllr Hammond – LALC report from last meeting and suggestions for future meetings

Cllr Mrs Harrhy – to consider an upgraded reprographic facility for the clerk

Cllr Mrs Butts – Parish Council loan to the PCA.

Cllr Mrs Wess – website

There being no further business the Chairman closed the meeting at 10 15 pm.

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**Cllr Mrs R Wess - Chairman**

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**Mrs E A Broad – Clerk**

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**Date**