

**Minutes of the meeting of the Parish Council on Friday 7<sup>th</sup> May 2010 - 7.30 pm at Parbold Women's Institute Hall.**

**Present:** Cllr Mrs Wess (Chairman), Cllr Hammond (Vice-Chairman), Cllr Arnold, Cllr Bailey, Cllr Bithell, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Harrhy, Cllr Mrs Raju, Cllr Rance.

Before commencement of the meeting the Chairman invited questions from members of the public present.

Sgt Davies, Lancashire Police, gave a verbal police report and issued Councillors with copies of the In Touch police newsletter.

With reference to agenda item 21, Sgt Davies assured the Council that general staffing levels at Skelmersdale Police Station were maintained and that there were five response teams handling 999 calls. Since 1<sup>st</sup> April 2010 there were an additional three new, experienced officers to fill vacancies, which had been created due to maternity leave, long term sickness absence and staff moving on to other positions. He also reassured the meeting that PC Hackney was still working hard, behind the scenes, on Parbold issues. The lack of a visible presence on Parbold streets was a concern, so there are now identified, specified officers to default to the area when they are not dealing with their own, and Councillors may have seen PC Mahoney in the area recently. The PACT meetings in the area were working well. Cllr Arnold asked about the white van being used to patrol the area and Sgt Davies said it was still in existence and if people didn't see it in their area, it was a good thing, because it meant there was no need for it to be deployed there. Cllr Mrs Wess asked if anyone had been arrested in connection with the Croasdale Drive robbery, but Sgt Davies was not in a position to answer, though PCSO Dave Benson said he believed that forensic evidence was being assessed and there had been no arrest to date. Sgt Davies noted the council concerns about the photographing of possible suspects but could give no detail as it was not something within his department and was probably a covert operation. Cllr Mrs Raju asked that the Parish Council be kept informed about these issues. Cllr Mrs Harrhy asked that the meeting record a vote of thanks to PCSO Dave Benson for all his hard work in the area.

**ANNUAL GENERAL MEETING**

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

**Resolution (1/10):** Cllr Mrs Blake proposed Cllr Bailey as Chairman, seconded by Cllr Mrs Butts: six in favour, carried. Declaration of acceptance of office was read out, signed and witnessed.

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

**Resolution (2/10):** Cllr Hammond proposed Cllr Bithell as Vice-Chairman, seconded by Cllr Mrs Wess, all in favour. Declaration of acceptance of office was read out, signed and witnessed.

**4 To receive declarations of interest**

Cllr Mrs Butts - personal interest in village hall matters as Parish Council appointed observer to the PCA General Committee  
 Cllr Mrs Blake – personal interest in any items relating to her position as a member of West Lancashire Borough Council,  
 Cllr Mrs Wess – personal interest in Youth Club matters  
 Cllr Bailey – personal interest in any items relating to his position as a member of West Lancashire Borough Council, Lancashire County Council and Peter Lathom’s Charity Board of Trustees.  
 Cllr Rance – personal interest in matters relating to Parbold Youth Club

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

Friday 4<sup>th</sup> June 2010  
 Friday 2<sup>nd</sup> July 2010  
 Friday 3<sup>rd</sup> September 2010 – Statutory Meeting #1  
 Friday 1<sup>st</sup> October 2010  
 Friday 5<sup>th</sup> November 2010 – Statutory Meeting #2  
 Friday 3<sup>rd</sup> December 2010  
 Friday 7<sup>th</sup> January 2011  
 Friday 4<sup>th</sup> February 2011  
 Friday 4<sup>th</sup> March 2011 – Statutory Meeting #3  
 Friday 1<sup>st</sup> April 2011 -  
 Friday 6<sup>th</sup> May 2011 – Statutory Meeting #4 - Annual General Meeting

**Resolution (3/10): That the meetings outlined above be confirmed. Proposed by Cllr Butts, seconded Cllr Harrhy, all in favour**

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

**PARBOLD PARISH COUNCIL  
 SUB-COMMITTEES AND REPRESENTATIVES – 2010**

**Committees:**

**Terms of Reference:**

**Finance**

**Budget/Employees/External grants**

**Finance Committee Composition:**

Cllr Bailey  
 Cllr Bithell  
 Cllr Mrs Butts  
 Cllr Mrs Raju  
 Cllr Mrs Wess  
 Cllr Mrs Harrhy  
 Cllr Arnold  
 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 Rance  
 Cllr Arnold  
 The Clerk

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**Amenities**

**Recreation & PC Facilities**

**Scope of Committee:**

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

**Amenities Committee Composition:**

Cllr Arnold  
 Cllr Bailey  
 Cllr Bithell  
 Cllr Mrs Blake  
 Cllr Mrs Butts  
 Cllr Mrs Harry  
 Cllr Hammond  
 Cllr Mrs Raju  
 Cllr Mrs Wess  
 Cllr Rance  
 The Clerk

**Alder Lane Management Sub Committee**

Cllr Mrs Wess  
 Cllr Mrs Harry  
 Cllr Mrs Raju  
 Cllr Hammond

This committee was working towards forming a charity and so may disappear when the charity is formed. Cllr Hammond believed this could not be the case however, because the new charity was a sporting concern and would not take on the biological heritage site aspect of the fields. It was noted that the charitable organisation will be meeting on Monday 10<sup>th</sup> May 2010 and that more detail might be available once this had taken place.

**Liaison with PCA:**

Cllr Mrs Wess  
Cllr Bithell  
Cllr Mrs Raju  
Cllr Bailey  
Cllr Mrs Butts

The requirement for a PCA Observer in addition to the Liaison Committee was questioned. The meeting noted the requirement for an observer in the PCA meetings under PCA rules and that the two performed different functions so there was no replication.

**Representatives:**

**PCA Observer:** Cllr Mrs Butts  
**Peter Lathom Charity & Richard Durning Trust Board:** Cllr Mrs Blake  
**Representative on Mill Leat project** Cllr Mrs Raju

The Mill Leat project comprises Environment Agency, West Lancashire Borough and Lancashire County Councils. It is WLBC led following flooding problems in the area. Cllr Mrs Raju agreed to bring an updated report to the next meeting.

**Resolution (04/10): That the committees, members and structures as above be confirmed. Proposed by Cllr Bailey seconded by Cllr Mrs Butts, all in favour.**

**7 To sign off the accounts for 2009/10 and authorise submission to the auditors**

Cllr Mrs Wess requested that the minutes note she finds discrepancies in the accounts, will not sign off the accounts and wants the internal auditor to be notified of her concerns.

**Resolution (05/10): That, subject to communication with the Internal Auditor of the two points noted by Cllr Mrs Wess and following the examination of the books and records by Cllr Butts and review by Cllr Bithell, they be signed off and authorised for submission to the External Auditor. Proposed by Cllr Bailey, seconded by Cllr Bithell, for: Cllr Arnold, Cllr Mrs Butts, Cllr Mrs Blake, Cllr Mrs Harray, Cllr Rance, against: Cllr Hammond, Cllr Mrs Raju, Cllr Mrs Wess. Named, recorded vote requested.**

**8 To sign as a correct record the minutes of the meeting held 9<sup>th</sup> April 2010**

**Resolution (06/10): That, following slight amendment, the minutes be signed as an accurate record of the meeting. Proposed by Cllr Butts, seconded by Cllr Raju, nine in favour, one abstention (absent from the meeting).**

**9 To ratify accounts and authorise payment**

290310 David Secrett Gardening & Cleaning s.o. £128.00

300410	E A Broad	Salary (April 2010)	s.o.	£ 660.74
300410	Sherwoods	Grasscutting (April 2010)	s.o.	£ 1,119.07*
290410	PCA	Sponsorship of newsletter	2043	£125.00
290410	British Red Cross	First Aid at Fun Day	2044	£50.00
290410	Westhead Ironsmiths	Repair to Burnside Gate	2045	£99.75*
070510	Inland Revenue	Tax & NI (April 2010)	2046	£88.39
070510	Parbold WI	Room hire	2047	£40.00
070510	Evans Marquees	Fun Day marquee	2048	£475.75*
070510	Dr Loo	Fun Day portable toilets	2049	£ 211.50*

\*VAT included

*Deposits into accounts:-*

140410	WLBC	first half precept		£15,000
230410	WLBC	Paper collection (paper bank on the car park at the rear of the shops, The Common)		£281.60
260410	HMRC	Refund of VAT paid 2008/9		£1800.85
300410	E A & I Broad	Return of travel expenses paid in 2009		£ 233.53
300410	WLBC	first half concurrent		£2051.50

(funding from WLBC that is to be spent on concurrent items only i.e. maintenance that would otherwise be the responsibility of WLBC like grass cutting, pavements, notice boards, community assets, play areas etc).

**Resolution (07/10): That the accounts be ratified and authorised for payment. Proposed by Cllr Mrs Wess, seconded by Cllr Mrs Harrhy, one abstention.**

**10 Any Item of Urgent Business at the discretion of the Chairman**

Cllr Mrs Wess reported that the land adjacent to McColls was again being used by the shops and had considerable shop paraphernalia on it. Cllr Bithell offered to speak directly with the Shop Manager and the meeting agreed that this was the best approach. If the practice continued however, the Clerk would write a letter reminding McColls of their obligations to ensure the area is kept clear.

## **11 Chairman's Report**

New Chairman – none given.

## **12 Update following Parbold Fun Day – 1<sup>st</sup> May 2010**

Cllr Mrs Wess reported only a highly successful Fun Day, with great support from the local residents.

Cllr Bithell proposed, and Cllr Mrs Harray seconded, that the minutes record a vote of thanks to Cllr Mrs Wess for undertaking this event, almost single-handedly, and that a letter of thanks is sent to Tim Cornah for the Parbold Youth Club involvement.

The meeting noted that the event gave practical experience that vehicles need not be taken onto the field in order to stage a public event of this nature.

For information only, Cllr Hammond produced a spread sheet detailing how much was raised and spent on the day.

The Chairman thanked Cllr Mrs Wess, all the helpers, and all those to attended the Fun Day.

## **13 Clerk's Report**

There were no items to discuss that were not already on the agenda.

## **14 Alder Lane**

- **To receive update on interpretation board project**

Cllr Mrs Harray reported that she intended to discuss the details of the interpretation board with Jon Hickling during the late spring when items of interest would be more easily identifiable.

- **Update following Football Foundation meeting**

Cllr Arnold reported following a site meeting with the Football Foundation representative. The rep suggested that the drainage system repairs, clearly required on the first pitch, might be part-funded by the Football Foundation but warned that application should be made as soon as possible as the level of funding available is rapidly decreasing. It would be necessary to obtain three quotations but a specialist will be required for this type of work. It was suggested that the Council contact Groundworks to see if an indicative cost of draining a piece of land of that size might be obtained. The Borough or County Council may also be able to direct towards a suitable contractor.

Cllr Mrs Harray agreed to contact Edge Hill University's Paul Greenway to ask if he may be able to advise.

It was suggested that the Clerk ask the Football Foundation for a copy of the terms and conditions to ensure that Parbold Parish Council was eligible to apply for this funding.

The Clerk confirmed that application for new goalposts had been submitted.

## **15 Village Hall Matters:**

- **To receive update on Land Registration**

This item had not progressed as a response was still awaited from the Doctors Surgery.

- **To receive notes from the PPC/PCA Liaison Meeting – 21<sup>st</sup> April 2010**

The meeting notes had been distributed to all Councillors.

- **To receive update regarding the electrical system in the Village hall**

Cllr Arnold explained that the certificate was now available but only with endorsement that there was a fault on the wall-lights in the main hall and this may not suffice for the licence requirements.

**Resolution (08/10): That Cllr Arnold liaise with R I Taylors and get a price for the repair as soon as possible. Proposed by Cllr Mrs Wess, seconded by Cllr Mrs Harry, nine in favour, one abstention (interest declared). Cllr Arnold agreed to meet with the electrician to ensure that the work was completed as expeditiously as possible.**

The Clerk confirmed that she had not received from the PCA any certificates or copies of insurance documents. This delay was thought to be due to the copying of long documents being a time-consuming and expensive pursuit. The Clerk was asked to contact Sue Halton and ask for these documents. It was noted that the PCA would be meeting on Sunday 9<sup>th</sup> March 2010.

## **16 Planning and Planning Applications**

**Application Number: 2010/0332/FUL**

Proposal: Conservatory to rear.

Location: 8 Scarisbrick Avenue, Parbold, Wigan, Lancashire, WN8 7HE

**Application Number: 2010/0383/FUL**

Proposal: Retention of two storey side extension and single storey rear extension as built.

Location: 9 Bramble Way, Parbold, Wigan, Lancashire, WN8 7HZ

**Application Number: 2010/0443/FUL**

Proposal: Single storey extension and internal alterations to provide disabled wc and toilets. Erection of security fencing.

Location: Our Lady & All Saints School

Cllr Bailey declared a personal interest in Our Lady & All Saints School as a school governor.

There were no parish council objections to these applications.

Cllr Mrs Wess informed the meeting that she had reported to Eileen Woolacott, WLBC Planning Enforcement, the matter of an 8 ft high wire fence, a 6 ft shed, a bird bath, a whirly washing line and a TV disc on Plot 6 Chapel Lane Moorings to ensure that they are removed.

Cllr Bailey suggested that the Clerk find out exactly what restrictions there are on this land so that the Parish Council can be clear about what is allowed and what is not.

**To consider repainting/re-staining parish council owned benches**

The Clerk was asked to look at the benches and see which required redecoration and report back. Due to the anticipated cost involved, three quotes will be needed.

**18 To discuss maintenance of confidentiality whilst using e-mail distribution amongst Council members**

The Clerk was asked to refrain from using blind copies on e-mail to ensure transparency and so that everyone knows whom they are addressing.

**19 To consider update from WLBC on cctv (deferred from last meeting)**

The Chairman closed the meeting very briefly and PCSO Dave Benson confirmed that this is not currently operational. The Clerk was asked to write to WLBC and Cllr Mrs Blake, as Borough Councillor for Parbold area, was asked to enquire as well.

**20 To discuss charity bags put through residences in Parbold (deferred from last meeting)**

This item had been debated in part at the last meeting. Cllr Hammond explained that he was fed-up with the number of charity bags put through his door and that he understood those employed to distribute them do so with no real regard as they are paid according to their distribution rate. It was suggested that a “No charity bags” sign put on the door may alleviate the problem.

**21 Update on Skelmersdale Police Station staffing levels and their impact on rural beat managers and discussion of the practice of photographing drivers at road-side stops**

Item was discussed prior to the meeting and noted above.

**22 To determine representation at forthcoming meetings**

Cllr Mrs Wess as former Chairman had been invited to attend “Parbold Library – Celebrating 21 years” on the 22<sup>nd</sup> June 2010. Cllr Bailey will consult his diary nearer the date and if available, will attend.

The Clerk will be attending the SLCC (Society of Local Council Clerks) regional branch meeting at Salmesbury on Saturday 15<sup>th</sup> May 2010.

The Clerk drew attention to the Community Engagement Conference on Saturday, 22<sup>nd</sup> May to be held in Chipping Village Hall.

As the Lancashire Local meetings were no longer in existence the Parish Council was given advance notice that it was likely a representative may be required to attend whatever replacement meeting or committee was set up.

### **23 Councillors' agenda items for future meetings**

Cllr Mrs Raju – update on policing requested.

Cllr Mrs Wess – asked that it be included in the newsletter that overhanging hedges even at low level are causing a problem and that the Parish Council thanks everyone that was involved in the Fun Day and all those who supported the event by attending.

Cllr Mrs Harray – proposed that a future meeting consider having a five minute comfort break at a convenient time during meetings, in order to stretch legs and sign the cheques.

### **24 Resolution (09/10): Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted (terms & conditions of employment), the public and the press leave the meeting during consideration of the remaining items on the agenda**

Cllr Bailey proposed, seconded by Cllr Mrs Wess, all in favour.

### **25 Update on Main Hall Flooring at the Village Hall**

Issue ongoing.

### **26 To consider quotes for parish council insurance**

**Resolution (10/10): That the Finance Committee meet on Thursday 20<sup>th</sup> May 2010 to decide which insurance quotation was most suitable and the matter be ratified by full Council at the subsequent meeting. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, all in favour.**

### **27 To decide about clerk's claim for travel expenses**

**Resolution (11/10): That this matter required further investigation and information so the Chairman and Vice Chairman will discuss this with the Clerk and return to the next meeting with a recommendation. Proposed by Cllr Bithell, seconded by Cllr Bailey, all in favour.**

There being no further business the Chairman closed the meeting at 9.45 pm.

Chairman – Cllr R M Bailey

Clerk – Mrs E-A Broad

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Date