

## **Minutes of the meeting of the Parish Council at 7.30pm on Friday 4<sup>th</sup> June 2010 at Parbold Women's Institute**

The Chairman invited questions from members of the public. Resident, Joan Sanders, referred to Item 10 on the agenda - *To respond to request of a temporary transfer of £5,000 to the new charity* – asking why the wording suggested a loan, as she understood this was to be given as a gift. The Chairman responded that the Parish Council could not give money to any group without having a defined usage. The amount and the nature of any money transfer were still to be debated and determined.

Parish Champion Cllr Mike Otter then spoke, explaining his role at the County Council as ambassador for parishes and to ensure that parishes have a voice at County level. As a Parish Councillor at Farington & Lostock Hall, he understands the work of parish councils.

He presented former Chairman, Cllr Mrs Ros Wess, with a cheque for £500 to assist with the costs of the Parish Fun Day. Cllr Otter thanked Cllr Mrs Wess for getting in touch with him and giving him the opportunity to support a grass-roots project. He also thanked the Clerk for her assistance in arrangements.

By way of background he explained that Lancashire County has nearly 200 parishes and all are eligible to apply for funding from the Parish Champion's fund of £10,000 each year. He assists County Cllr Atkinson as Cabinet Leader and he is following in Cllr Atkinson's footsteps, promoting what the County do for parishes. He was pleased to note that on the last full council's meeting, three items on the agenda mentioned parishes and he intends to support working more closely with parishes and involving parish councillors more.

He went on to thank the councillors personally, for what they do, in devoting their time to improving their villages and communities.

The main aim of his work is to promote grants to assist parishes to bring further funding in. Many of the projects he has supported were able to match-fund from other sources. Networking has presented more demand and of this financial year's fund of £10,000, only £2,000 remains to date. However, unsuccessful applications may be held over until next financial year and looked at again.

He gave some examples of projects helped - a SPID (Speed Indicator Device) in Bretherton, a war memorial in Bowland, grit bins in Simonstone. Notice boards and kitchen refurbishments remain popular, and in Downholland new play equipment had been purchased. Last year SPIDs in the Chorley area, the Mawdesley Music Festival and war memorial renovations in Halsall and Hoghton. As a Parish Councillor himself, he has made a point of visiting the parishes he supports, as he feels it only right to come and say thank you to parish councillors who are working so hard for their parishes.

Cllr Mrs Wess thanked Cllr Otter, reporting to him that the Fun Day had been a wonderful event with lots of family participation. She asked that the Clerk send a letter to the Leader, acknowledging how grateful the parish was to Cllr Otter. She wanted it to be noted that anybody can hand over a cheque, but Cllr Otter was even more supportive than that; always available to take telephone calls during the planning and implementation of the project and that was very much appreciated.

The Chairman added thanks from the Parish Council.

## **1 To record apologies for absence**

**Present:** Cllr Bailey (Chairman), Cllr Bithell (Vice Chairman), Cllr Mrs Butts, Cllr Mrs Raju, Cllr Rance, Cllr Mrs Wess

Apologies were accepted from Cllr Arnold, Cllr Mrs Blake & Cllr Mrs Harray

## **2 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 Wess – personal interest in Youth Club matters, and matters appertaining to Alder Lane Recreation and Leisure Support Association

Cllr Bailey – personal interest in any items relating to his position as a member of West Lancashire Borough Council, Lancashire County Council, Peter Lathom’s Charity Board of Trustees, and WLBC Standards Board.

Cllr Rance – personal interest in matters relating to Parbold Youth Club

Cllr Mrs Raju – personal interest in Alder Lane Recreation and Leisure Support Association

## **3 To sign as a correct record the minutes of the meeting held 5<sup>th</sup> May 2010**

**Resolution (12/10):** Following amendment, the minutes were accepted as a correct record of the meeting. Proposed by Cllr Mrs Butts, seconded by Cllr Bithell. Three in favour, three against. Chairman’s casting vote, carried.

## **4 Any Item of Urgent Business at the discretion of the Chairman**

The Chairman reported that Cllr Hammond had handed in a letter of resignation at the end of the last meeting. He proposed sending a letter thanking Cllr Hammond for all the work he had put into the Parish Council over the years and this was unanimously agreed.

## **5 Proposal: That meetings take a five minute comfort break at Chairman’s discretion for signing of cheques**

**Resolution (13/10):** The proposal above was resolved by unanimous agreement.

## **6 To ratify accounts and authorise payment**

070510	Michael Hammond	Councillors expenses	2050	£25.20
290510	David Secrett	Gardening & Cleaning	s.o.	£128.00
290510	E A Broad	Salary (May 2010)	s.o.	£ 660.74
300510	Sherwoods	Grasscutting (May 2010)	s.o.	£ 1,119.07*
280510	Community Consultation Ltd (Zurich Insurance)		2051	£ 3,047.38

040610	R I Taylor Electrician Repair work at village hall	2052	£ 426.89*
040610	Cllr Mrs Butts Travel expenses Community Engagement conference at Chipping Village Hall (89 mile round trip)	2053	£ 43.70
040610	Inland Revenue NI & Tax for May 2010	2054	£ 88.39
040610	Parbold WI Meeting room hire 070510 & 200510	2055	£30.00
040610	K Williams (Seef Partners) Internal audit fee	2056	£ 85.00

\*contain VAT

*Deposits into accounts:-*

070510	WLBC	Paper collection (paper bank on the Common)	£26.65
010610	PCA	Repayment towards loan	£1,000

**Resolution (14/10): That the accounts be ratified and authorised for payment. Proposed by Cllr Bithell, seconded by Cllr Mrs Butts, six in favour, two abstentions.**

**7 To select a candidate for WLBC Standards Board**

The Clerk advised the meeting that Cllr Mrs Vikki Harray, who was unable to attend this meeting, would be willing to apply for this vacancy, unless another Parbold councillor wished to do so. Cllr Bailey declared a personal interest as a member of the Standards Board.

**Resolution (15/10): That Cllr Mrs Harray be proposed as candidate for the WLBC Standards Board. Proposed by Cllr Mrs Butts, seconded by Cllr Rance, all in favour.**

**8 To update members regarding the land adjacent to McColls, The Common**

Cllr Bithell explained that he had approached the Manager of McColls, who was under the mistaken belief that the land adjacent to the shop was usable under the licence and so had been storing items there. Cllr Bithell has now given her a copy of the licence agreement and map to show which section of the land the shop were entitled to use and which they were not.

It was explained that a blue metal box was a secure unit to house newspapers and magazines when they were delivered during the night hours until the manager arrived to open up the shop.

It was noted also that the shop were delivering to the front of the building (away from residential buildings) rather than at the rear via the car park which is closer to housing, to reduce noise disturbance following complaints from local residents.

Although the magazine store had solved the problem of delivering around the back of the shop, it may have presented another problem in that it may have provided a platform for access onto the roof and the manager explained that it may not be in the best position after all, however pipework around the building prevented putting it any further back.

Cllr Bithell urged that the Parish Council adopt a friendly and helpful approach in dealing with this issue.

Cllr Mrs Wess reported that the parish council purchased six cycle racks to put along this section of wall, many years ago and that someone had removed these in order to install the metal cabinet. Only two cycle stands remain and these are hidden by the cabinet.

**Resolution (16/10): Cllr Bailey proposed that the Parish Council write to McColls formally, restating the terms of the licence and asking that they remove the metal cabinet and reinstate the cycle rack with an offer that if they wish to open negotiations or discussion about further use of the land, the Parish Council would certainly consider any proposal they had. Seconded by Cllr Mrs Wess, all in favour.**

Cllr Bithell pointed out that this area of land was a weakness in the parish as it had an industrial look about it and the Parish Council ought to try and improve the whole area. Whilst the letter should address the seriousness of the breach the tone should be one of open communication and negotiation to improve the situation for all.

## **9 Village Hall Matters:**

- **To receive update on Land Registration (Bailey/Bithell)**

Cllr Bithell had obtained the papers relating to the doctors surgery from Healds and Cllr Bailey was now in the process of going through these to see what information is held that could be useful for the Parish Council registration of the land.

- **To note selection of insurance policy (Bailey/Clerk)**

The Chairman and Clerk reported that Community Consultation Ltd (Zurich) had been selected following the meeting of the Finance Committee.

- **To note minutes from the PPC/PCA Liaison Meeting**

The minutes of this meeting were distributed. The Clerk confirmed receipt of e-mailed certificates, including insurance, from Sue Halton, PCA Chairman.

- **To determine response to PCA letter regarding the loan to the PCA**

The Clerk confirmed that the original loan had been for £6,000 – £2,000 of which had been repaid and that £1,000 had been banked this week. The interest rate was confirmed to be 1% above the base rate, per year outstanding. The letter was discussed.

**Resolution (17/10): Cllr Bailey proposed that the Parish Council allow more time for repayment of the loan, reminding the PCA that the interest was at the rate of 1% above the base rate per year. Cllr Mrs Raju seconded, all in favour.**

- **To receive update on electrical check of the village hall (Arnold/Clerk)**

The Clerk reported that Cllr Arnold had seen the invoice and sanctioned the amount for payment. The appropriate certification had been copied and the original would be given to Sue Halton, PCA.

#### **10 Alder Lane:**

- **To note current progress on funding application for goalposts at the new field**

The Clerk confirmed that application had been made to the Football Foundation for part-funding towards the provision of goalposts for the new field. Funding applications of this nature take typically around 8 weeks so a decision was not yet known.

Cllr Mrs Wess reported having had initial discussions with a group who wanted to use the field every day.

- **To update members on the Footpath project**

The Clerk reported that Waterworth Landscapes had begun work on the footpath.

Cllr Mrs Wess asked that it be noted that it had already been agreed that there would be an Official Opening, with advertising in the local papers and on Radio Lancashire and she asked that the Borough Council include it in the Citizens Guide.

#### **Alder Lane Recreation and Leisure Support Association:**

- **To note receipt of letter and copy of signed constitution from secretary, Mrs R Wess**
- **To determine whether the new charity requires assignment of the playing fields lease between WLBC and Parbold Parish Council**
- **To respond to request of a temporary transfer of £5,000 to the new charity**
- **To discuss the registering of the charitable document**

**Resolution (18/10):** Cllr Bailey proposed that a special meeting of the Parish Council Amenities Committee and the Alder Lane Recreation and Leisure Support Association be arranged to discuss the scope of what is required and to put down on paper what the liabilities of each group would be under the new arrangement. Cllr Bithell added that this include deciding what to do where dual-hatted members are declaring interests. It was agreed that this meeting would take place within a fortnight so that proposals could be brought to full council next month. The specific response to the above individual items would therefore be deferred. Seconded by Cllr Bithell, all in favour.

#### **11 To decide what action to take regarding the continuing lack of a Community Beat Manager in Parbold**

**Resolution (19/10):** Cllr Bailey proposed writing to the Chief Constable to ask for a specific return date for a CBM in Parbold and that if PC Hackney could not perform

**this role, to devote another police officer to this post, (which was a funded post), in his absence. Seconded by Cllr Mrs Raju, all in favour.**

## **12 To note Planning and Planning Applications**

**Application Number: 2010/0425/FUL**

Proposal: Single storey extension to rear.

Location: Rhoscolyn, Mill Lane, Parbold, Wigan, Lancashire, WN8 7NW,

**Parish Council Response: No objections to this proposal.**

**Application Number: 2010/0496/FUL**

Proposal: Erection of timber clad building for use as helicopter hangar.

Location: Manor House, Miry Lane, Parbold, Wigan, Lancashire, WN8 7TA

**Parish Council Response: No objections to this proposal but would comment that it would be helpful to have a knowledge of how many landings and take-offs were permitted at the site so that impact on surrounding properties was controlled.**

**Application Number: 2010/0581/FUL**

Proposal: Demolition of existing gable wall. Erection of a two storey extension to side and single storey extension to rear. Replacement windows.

Location: 13 Mill Lane, Parbold, Wigan, Lancashire, WN8 7NW,

**Parish Council Comments: The Parish Council rely on the Conservation Officer to ensure that this development is within the guidelines for properties in a conservation area. It is noted that Mill Lane is obstructed by cars parked along the road because the terraced properties do not have off-street parking. For this reason the Parish Council draw the Borough Council's attention to the issue of access to the property. The Parish Council also considered that this proposed extension is rather large and may unbalance the cottages when viewed from the street, thus altering the visual amenity.**

The Clerk advised the meeting that Cllr Mrs Blake, who was unable to attend this meeting, had spoken against the proposal for railway sleepers along the canal at Chapel Lane and that the matter had been deferred until the next Planning Committee Meeting.

## **13 To determine method of co-option of new Councillor**

The Clerk confirmed that the council vacancy had been advertised but that confirmation was awaited from WLBC that no election had been called, so the Parish Council was not presently in a position to co-opt a new Councillor yet. It was anticipated that, unless an election had been called by ten voters, the co-option will take place at the next meeting. She confirmed receipt of two applications and an enquiry from a third and the council were asked to determine their preferred method of choosing between candidates.

**Resolution (20/10): Cllr Bailey proposed that the candidates be asked to attend the next meeting and speak at the open forum, following which council discussion and decision**

would take place at the end of the meeting, in closed session, as individuals were being discussed. Seconded by Cllr Mrs Butts, Cllr Bithell for: Cllr Mrs Wess, Cllr Mrs Raju & Cllr Rance, against. Chairman's casting vote for – carried. Named, recorded vote requested.

It was suggested that the Clerk give candidates some direction as to what the council were looking for and ask that they be prepared to come along to the July meeting and tell the Council why they wish to join, what they wish to achieve and be prepared to answer questions of this type.

**14 To determine representation at forthcoming meetings**

- **Confirmation of voting members of LALC Area Committee**

**Resolution (21/10): It was resolved that Cllr Bailey, Cllr Bithell, Cllr Mrs Wess be appointed voting representatives with Cllr Mrs Raju in reserve.**

The Clerk reminded the meeting that all Parish Councillors were warmly welcomed at the LALC Area Committee meeting which takes place four times a year on a Thursday evening at WLBC Offices in Ormskirk.

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

Cllr Raju – policing – photographing suspects by their cars

Cllr Mrs Wess – sign at biological heritage site

Cllr Bithell – cctv, PCA newsletter, objectives for the forthcoming year – requests that each councillor to speak for 30 seconds or so giving their personal ideas and objectives for the parish council to pursue.

**16 Resolution (22/10): 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**

Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, all in favour.

**17 To consider quotes for maintenance of parish council owned benches (if available)**

**Resolution (23/10): Cllr Bailey proposed, seconded by Cllr Mrs Butts that the quotation of £300 be accepted by the council for sanding down the parish council benches and treating with two coats of Sikkens wood stain, all in favour.**

**18 To determine the next action to be taken following advice received regarding the Main Hall Flooring**

Cllr Mrs Raju reported that this matter was ongoing.

**19 To accept recommendation on Clerk's expenses 2009/10 (Bithell/Bailey)**

Cllr Bithell explained that he had examined all the claims put in by the Parish Clerk, noting that there were some months where no claim was made and that during those months he knew personally that the clerk had visited Parbold, because items had been hand-delivered to his house. He inputted his data into a spread sheet and his calculations did not match those of Cllr Mrs Wess. In his opinion, the Clerk had already paid back any over-payment to her.

**Resolution (24/10): Cllr Bailey proposed that no further action be taken in this regard, seconded by Cllr Mrs Butts, Cllr Bithell and Cllr Rance in favour: Cllr Mrs Raju and Cllr Mrs Wess against. Named, recorded vote requested.**

There being no further business the Chairman closed the meeting at 9.20 pm.

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**Chairman – Cllr R M Bailey**

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**Clerk – Mrs E-A Broad**

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**Date**