

Minutes of the Meeting of the Parish Council on Friday 3rd June 2011 at Parbold Women's Institute, at 7.30 pm

Prior to opening the meeting the Chairman invited comment or question from members of the public present.

A gentleman asked, regarding the Alder Lane position, is the Council aware of what went on whilst the field was closed? He continued that as a dog walker he had gone to Alder Lane at a weekend when the car park was closed off but a full blown rugby match was in session and there was nowhere to park. The Chairman and Clerk responded that the car park was open at the weekend for the rugby game but closed off the rest of the time because the contractor insisted on health and safety grounds that the whole area be closed to the public. The work was now almost complete so the problem should not recur.

Present: Cllr Bailey (Chairman), Cllr Bithell, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Houlgrave, Cllr Mrs Middleton, Cllr Mrs Raju, Cllr Mrs Wess.

1. To record apologies for absence

Apologies were accepted from Cllr Arnold and Cllr Stapleton

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 Houlgrave - personal interest in any items relating to her position as a member of West Lancashire Borough Council

Cllr Mrs Blake – personal interest in any items relating to her position as a member of West Lancashire Borough Council

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

3. To sign as a correct record the minutes of the meeting held 6th May 2011

Resolution (13/11): That the minutes be accepted as a correct record of the meeting and the minute book signed accordingly. Proposed by Cllr Mrs Butts, seconded by Cllr Mrs Middleton: Cllr Mrs Houlgrave, Cllr Mrs Blake, Cllr Bithell, Cllr Bailey, for: Cllr Mrs Raju and Cllr Mrs Wess against. Named, recorded vote requested by Cllr Mrs Raju.

4. Any Item of Urgent Business at the discretion of the Chairman

The Chairman pointed out that WLBC Code of Conduct training pack material was included in the meeting papers for members to apprise themselves of these issues.

5. To ratify accounts and authorise payment of accounts presented

060511	WLBC	Planning App fee	2131	£75.00
280511	David Secret	Cleaning & gardening work	s.o	£128.00
280511	E A Broad	Salary (April 2011)	s.o.	£ 660.74

280511	Sherwoods	Grass cutting contract	s.o.	£1206.08*
260511	Community Consultation Ltd	Insurance	2132	£3,159.40
030611	Parbold WI	Room hire	2133	£ 20.00
030611	K D Williams	Internal Audit Report	2134	£ 90.00
030611	Inland Revenue	Tax & NI for May 2011	2135	£ 88.39

*contain VAT

Resolution (14/11): That the accounts be ratified and authorised for payment. Proposed by Cllr Mrs Butts, seconded by Cllr Bithell, six in favour, two abstentions.

6. Village Hall Matters:

- **Matters arising from PCA Liaison Meeting on 25th May 2011**

The notes were distributed to all Councillors.

Argus Security submitted a quotation for update of current system but this arrived at the meeting and had not been considered by councillors in advance of the meeting.

The Chairman confirmed that he had asked the PCA to check who needs this annual visual check and if it is for entertainment licence, the responsibility for payment lies with the PCA.

Cllr Bithell gave the meeting an update following his meeting with a subsidiary engineer from the company group he works for. Cllr Bithell declared a personal, non-prejudicial interest at this point. He explained that the engineer gave some advice. In his opinion, the current system is working well and is an adequate system for the hall. It could be improved by the addition of a sensor at the front door so that the system triggers on immediate entry to the hall. Additional connections are possible with this system so complete overhaul is not required. The system could also be improved by an automatic link to a phone line so that someone is notified when the alarm triggers.

The fire system was also looked at and some concerns raised as there were no visible compliant detectors in the small hall or hallway. In sections where there is a ceiling drop of 8 inches or more a detector is required on both sides of the wall as pockets of smoke can gather here. The fire alarm system was also capable of linking to a phone. There may be some saving in having both systems annual checks performed by the same company. Then, it is necessary to decide what level of protection is required – phone call through to four mobile numbers simultaneously or to one managed call centre. Cost of monitoring level may come into this decision.

- **Consideration of cctv Proposal – forming a specification**

Cllr Bithell led discussion. He felt that it was important for the Parish Council to determine what purpose the cctv was to have before a specification can be drawn up.

The visiting engineer advised that if deterrence was the major purpose, lighting could achieve this better than cctv. However, where houses are close by, strong lighting may be intrusive for them. A night-lighting dusk sensor working on low voltage was possible but could encourage loitering rather than deter it.

Five or six infra red cameras positioned on the building looking outwards should deter but will not detect as a perpetrator attacking the building will probably be hidden from view. Also above the small hall fire doors there is only a low level position available for the camera which will lead it vulnerable to vandalism. If cctv is required to protect and detect, it must be positioned inside the hall to catch intruders on film as they enter the building. This raises issues of positioning cameras in areas used for aerobics and similar activities. Images captured by the cctv can be stored on a password-protected hard-drive and activated by motion sensor so that it is not continually recording. These can either be sent down a broadband line for monitoring in a call centre or just kept for a month at a time, unmonitored, unless an incident occurs. After a month the data could be overwritten on a rolling basis.

Therefore, the Parish Council must direct itself towards formation of a policy that can be followed, and the policy must state the purpose of the cctv. The Policy though must be determined before the specification is written. The meeting agreed that the protection of the physical building was the primary purpose, with the added bonus that any antisocial behaviour in the play area might also be deterred by its presence. Therefore five or six infrared cameras recording only on motion sensor and storing on an unmonitored hard-drive would suffice. Cameras inside the building were not considered within the remit unless the PCA wanted to add them. With regard to having a cctv camera in the play area the purpose was solely to gain valuable evidence of any anti-social behaviour, loitering, under-age drinking, drug taking.

Cllr Bithell agreed to pursue a system specification to bring back details to a later meeting.

The Clerk was requested to ask the PCA where the fire sensors for the small hall and entrance hall are and advise them that a recent review suggested there may be non-compliance with fire regulations.

The Chairman asked the meeting to bring Item 9 forward for discussion at this point because members of the public with an interest in this item were present.

7. To note Planning and Planning Applications

2011/0574/FUL

Land Adjacent To Rosedale House Brandreth Delph Parbold Lancashire WN8 7AQ
Erection of a two storey dwelling.

Cllr Mrs Blake, as a member of WLBC Planning Committee, declared a personal, non-prejudicial interest in this item.

Parish Council Response: Parbold Parish Council considered this application in meeting on 3rd June 2011. There is no objection to the development of a single dwelling on this site. There were concerns raised about the removal of trees and loss of wildlife, issues which the Parish Council trust WLBC will address.

8. Alder Lane:

- **To consider response from WLBC regarding nominating Alder Lane Playing Fields as a Queen Elizabeth II fields**

The Clerk was asked to tell WLBC that the Parish Council would not accept full responsibility for the landfill site at Bramble Way and so transfer of ownership of this section of the fields was not requested.

There was discussion about the first field and whether this alone could be designated as a Queen Elizabeth II field but as the issue regarding such designation was not clear and there was confusion as to what benefit would be gained, no decision was taken at this time.

- **To agree recommendations of the Amenities Committee Meeting of 20th May 2011**

Resolution (15/11): Cllr Bailey proposed, Cllr Middleton seconded that the recommendations of the Amenities Committee Meeting be accepted. Cllr Mrs Wess amended the proposition to take each item separately, seconded by Cllr Bithell, five in favour, motion carried.

- Allocate a further £3,000 per year to maintain the playing pitches

Resolution (16/11): Proposed by Cllr Bithell, seconded by Cllr Bailey, Cllr Mrs Middleton, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Houlgrave, for. Cllr Mrs Raju, Cllr Mrs Wess, against. Named, recorded vote requested by Cllr Mrs Raju.

- Erect a lockable notice board to advise the public who is playing when, and that the fields are public, open access at all other times.

Resolution (17/11): Proposed by Cllr Mrs Butts, seconded by Cllr Bithell, Cllr Mrs Middleton, Cllr Mrs Blake, Cllr Bailey, Cllr Mrs Houlgrave, for: Cllr Mrs Raju, Cllr Mrs Wess, against. Named, recorded vote requested by Cllr Mrs Raju.

The Clerk was asked to copy any notices put up in this board onto the parish council website for reference off-site.

- Reject Mawdesley Tennis Clubs proposals as unworkable at the present time

Item not required as Mawdesley Tennis club had contacted the Parish Council to withdraw their request to use the land.

- Tell Mr Blanchard the second field will not be prepared for cricket this season but may still be considered in future. Request that he provide more details regarding the proposed Cricket Club

Resolution (18/11): Proposed by Cllr Bailey, seconded by Cllr Mrs Middleton, Cllr Mrs Houlgrave, Cllr Mrs Blake, Cllr Mrs Butts, for: Cllr Bithell, abstention; Cllr Mrs Raju, Cllr Mrs Wess, against. Named, recorded vote requested by Cllr Mrs Raju.

- Ask David Powell and the Stocks Tavern if they are able to share a pitch and offer the first pitch on that basis for one season at a cost of £300 each

There was detailed discussion regarding this proposal with Cllr Bithell suggesting that a better understanding of the pricing structure was required first. He also suggested that the Council talk with the two applicants directly to ensure clarity of their requirements. Cllr Mrs Wess confirmed that she and Cllr Mrs Raju had spoken directly with the Stocks Tavern but would not disclose what was said.

Resolution (19/11): The resolution as written was put to the meeting. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, Cllr Mrs Houlgrave, Cllr Mrs Blake, Cllr Mrs Middleton, Cllr Mrs Wess, for. Cllr Mrs Raju, Cllr Bithell, abstained from voting. Named, Recorded vote requested by Cllr Mrs Raju.

- Offer Shevington Sharks a further season of use of the second pitch

Resolution (20/11): Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, Cllr Mrs Houlgrave, Cllr Mrs Blake, Cllr Mrs Middleton, for: Cllr Bithell, abstention; Cllr Mrs Raju, Cllr Mrs Wess, against. Named, recorded vote requested by Cllr Mrs Raju.

- **Determine action on car park maintenance**

It was decided to ask Shevington Sharks to spread the planings that are already there. Also that prices be obtained for rolling road planings and for a complete tarmac surface.

- **Update on Interpretation Board**

The Parish Council confirmed that they would like a digitised copy of the Chairman's medallion to be put on the interpretation board as a Parish Council Logo.

- **To Consider a Grand Opening Ceremony**

The meeting agreed in principle to have an Opening Ceremony in September/October time. Cllr Mrs Wess requested that an invitation be extended to Michael Hammond, as a main instigator in the pathway project at Chapel Meadow.

9. To decide whether to clear the alleyway behind the Shops on The Common

The council considered a quotation for clearing alleyway at the back of the shops. The Clerk confirmed that the parish council own this land. It was suggested that local groups of volunteers may be available to clear the land and so the item was deferred for one month.

10. To form response to WLBC Local Development Framework Options Paper

The Clerk was asked to respond that the Parish Council considers green belt land to be sacrosanct and therefore no green belt land in Parbold should be built upon. Infill, in terms of back garden development should not be permitted and, as the utility services are already struggling to cope with the current number of residences, and car parking space is at a minimum, any development at all in Parbold be limited.

Cllr Mrs Houlgrave left the meeting at 9.35pm.

11. To receive internal auditor's report, financial update and budget review

Councillors acknowledged receipt of the financial update and budget papers. The internal auditor's report was then discussed with reference the following recommendations:

1. cheques are currently signed by two Members plus the Clerk; while it is proper that two members should sign the cheques, and proper for the Clerk to be a signatory to the bank accounts to facilitate enquiries, I would recommend that the Clerk is not permitted to sign payments.
2. the reconciliation for 31 March was accurate, but there was no evidence that it had been reviewed by a Member. I would recommend that bank account reconciliations are completed, and reviewed by a Member or Members and the review evidenced, on at least a quarterly basis.
3. the accounts are maintained on a computer record which is duplicated by a manual record and it was noted that it was the latter that was reviewed by Members, without confirmation that it matched the computer record. It is recommended that only one set of books is maintained.
4. a variance analysis was prepared and was reviewed by Members in September, in preparation for completion of the next year's budget. I would recommend that a variance analysis is prepared at least quarterly and is presented to a Meeting of the Council for review, and that the review is recorded in the Minutes.
5. the Income Tax and National Insurance records are maintained on the computer; I would recommend that, at the end of each financial year, a hard copy of the P11 is printed and is kept in the invoice file.

Cllr Bithell agreed to review bank reconciliations on a quarterly basis. It was consensus of meeting to accept the recommendations with the exception of item 1 – which would require a change to standing orders. All Councillors were in agreement with this and the Chairman moved to the next item. However, Cllr Mrs Raju then requested a named, recorded vote be taken. Since the matter had been agreed by all, it was not actually voted upon. Cllr Mrs Raju began to protest and the Chairman attempted to move on the next Item. Cllr Mrs Raju continued to talk. The Chairman stood up but Cllr Mrs Raju still continued speaking, and the Chairman asked that she leave the meeting. Cllr Mrs Wess also began protesting vocally and both councillors left at 9.40 pm.

12. To determine representation at forthcoming meetings

The Clerk reminded the meeting that all Councillors were invited to attend the opening of the Parbold Hut on the Hill on the 10th July 2011. Cllr Mrs Butts asked that the Clerk send apologies on her behalf and Cllr Mrs Blake confirmed that she would be attending.

13. Councillors' agenda items for future meetings

Cllr Bithell – field drainage of the first field needs overseeing whilst Cllr Arnold is away.
Future agenda item - Shevington Sharks licence terms.

Cllr Mrs Blake – confirmed that she had asked LCC to cut back the hedge along Alder Lane and she would follow this up to ensure it is cut back

There being no further business the Chairman closed the meeting at 9.55 pm.

Chairman – Cllr R M Bailey

Clerk - Mrs E-A Broad

Date