

**Minutes of the Meeting of the Parish Council at 7.30 pm on Friday 2<sup>nd</sup> March 2012 at Parbold Women's Institute.**

**Present:** Cllr Arnold (Vice Chairman), Cllr Bithell, Cllr Mrs Blake, Cllr Mrs Houlgrave, Cllr Mrs Wess and Cllr Mrs Raju.

**Cllr Arnold took the Chair.**

**1. To record apologies for absence**

Apologies were accepted from Cllr Bailey, Cllr Mrs Butts, Cllr Mrs Middleton and Cllr Stapleton.

**2. To receive declarations of interest**

Cllr Bithell declared a personal, prejudicial interest in Item 6 – Parbold Scouts

Cllr Bithell left the meeting to collect the parish council cheque book for Item 8.

**3. To sign as a correct record the minutes of the meeting held 3<sup>rd</sup> February 2012**

The minutes were signed as an accurate record of the meeting.

**4. Public Participation:**

**The meeting will be adjourned for an appropriate time (four minutes maximum per speech) for members of the public to raise matters of concern or interest as notified to the Chairman.**

Brandreth Drive residents attended the meeting raising the issue of the poor state of repair of the pavements in particular, but also the carriageway on Brandreth Drive. Noting that money had been spent implementing a 20 mph zone on the road, they wondered why priority had not been given to repairing the pavements and removing the considerable trip hazards along the estate. The pavements have been in a very poor state for many years now.

The Parish Council confirmed that the matter had been raised before and LCC, who has responsibility for roads and pavements had been requested to repair the potholes. In the past budgetary constraints had been cited. The Parish Council was asked to consider lobbying LCC to move this item up their priority list and get the repairs done without delay before someone is hurt.

At 19:36 Cllr Bithell returned to the meeting and Cllr Houlgrave left briefly to take an urgent telephone call, but returned after a moment.

**5. To revise of Standing Orders**

Standing Orders were revised with typographical and cross-referencing revisions made.

**6. To consider application for funding from Parbold Scouts (deferred from last meeting)**

Cllr Bithell left the meeting whilst this matter was decided.

It was resolved to issue a LGA 1972 Section 137 grant to Parbold Scouts of £ 125 to contribute to the building costs of the Hut-on-the-Hill.

#### **7. To consider funding support for PCA Newsletter**

Clr Bithell returned.

It was resolved to pay £15 for each insertion of Parish Council News into the PCA Newsletter. This amounts to £150 annually.

#### **8. To ratify accounts and authorise payment of accounts presented**

280212	E A Broad	Salary (December 2011)	s.o.	£ 660.74
280212	Sherwoods	Grass cutting contract	s.o.	£110.90*
280212	David Secrett	Cleaning & Gardening services	s.o.	£128.00
020312	Inland Revenue	Tax & NI contributions	2200	£88.39
020312	Parbold WI	Room hire	2201	£22.00
020312	LALC	Annual membership fee	2202	£318.30
020312	Yates Playgrounds	Repairs at both play areas	2203	£567.60*
020312	Fire Equipment Service	Fire extinguishers testing	2204	£ 64.80*
020312	Eurooffice Ltd	Stationery & Ink cartridges	2205	£122.
020312	Fire Equip Services	Fire Risk Assessment	2206	£288.00*
020312	PCA	Newsletter insertion	2207	£15.00
020312	Parbold Scouts	Donation towards building	2208	£125.00

\*contain VAT

The accounts were ratified and authorised for payment.

#### **9. Village Hall:**

- **Update on flags and lighting at the front of the hall**

No progress on the matter of paving stones around the hall. It was resolved to install lighting at a cost of £99 plus VAT.

- **Update on Annual maintenance checks for fire equipment and intruder alarm**

The Fire Alarm annual testing and a Fire Risk Assessment had been completed. There is one urgent item listed on the Fire Risk Assessment. It was therefore resolved to install an illuminated Fire Exit sign in small hall at a cost of £136.00.

It was agreed that essential works to repair the intruder alarm would be commissioned at a cost of £192 plus VAT.

- **Update on Liaison Group discussions about Solar Panels**

No recent liaison group meeting but there was some concern expressed about the cost effectiveness of solar panels. The next PPC/PCA Liaison meeting is booked for 7<sup>th</sup> March 2012.

## **10. Alder Lane:**

- **Update regarding car park maintenance – consideration of making application to Grantscape for funding towards permanent resurfacing**

It was resolved to apply to the Grantscape/Whitemoss Fund for financial assistance in resurfacing the Bramble Way car park.

A Bramble Way resident's concern about cars reversing into his drive and breaking the link chain he has erected were discussed. The Clerk was asked to remind Shevington Sharks that it is totally unacceptable to allow visitors to the fields to turn in private driveways.

- **Update on any discussion with Shevington Sharks regarding a temporary changing room facility**

Cllr Arnold reported speaking with Martin Ellis of Shevington Sharks about their interest in installing changing rooms for their use. The meeting maintained that the Parish Council wish to install the changing rooms to ensure that they are for the wider community use and not exclusive to the rugby club. He agreed to continue negotiation to see if an agreement can be reached and will report any progress back to full council.

- **Consider costs for hedging to either side of the access gate to the pitches**

Ian Wright, of the Wildlife Trust has recently been undertaking project work on Chapel Meadow. He advised that hedging would be cheaper and more successful if planted around September. He offered advice on seeking funding to assist this project.

It was agreed to use the quotations obtained to apply for funding for this project for completion by September 2012.

- **To agree terms for Parbold Village Festival to return to Alder Lane Fields in 2013**

The request to return the village festival to the Alder Lane Playing field site was considered. The concern remains about vehicles entering the pitches because, in the past, vehicles have caused drains to collapse. This is more likely in poor weather and in the past a bad weather clause was inserted to prevent field use in or following very heavy rain. The Festival Committee request removal of this clause as they feel the uncertainty it presents is unacceptable.

The meeting agreed that all were in favour of returning the Festival to the fields however, these concerns required a risk assessment and agreed terms to address them.

The Clerk was told to contact John Nelson to ask that he put into writing what he said about vehicles going onto the pitches and whether he could say if a temporary road would solve the problems.

Following this there must be clear terms about liabilities and responsibilities drawn up that the Festival Committee and the Parish Council can agree to.

## **11. To note Planning and Planning Applications**

No planning applications at the present time.

Flooding onto the carriageway on Tan House Lane was discussed. Following the householders co-operation, investigations had been instigated and LCC had cleared drains in the road alleviating the problem considerably. The Parish Council thanked those involved but resolved to keep the matter under review particularly when autumn approaches.

## **12. To decide whether to add a plaque to Jubilee Gardens to commemorate Queen's Diamond Jubilee**

The commemorative stone at Jubilee Gardens reads Silver Jubilee - 1952 - 1979 instead of 1977, however, because it is etched into the stone it cannot easily be corrected. The Clerk was asked to seek the advice of a stone mason.

It was agreed in principle to correct it if possible and add an inscription to mark the Golden Jubilee.

Councillors agreed to go to Jubilee Gardens and look at the commemorative stone and return to the next meeting with ideas for a new inscription or plaque, as is deemed appropriate.

The gardens are somewhat overgrown and the stone not visible from the road at the moment. It was agreed in principle to ask if Parbold Scouts might organize a community clean up, perhaps with Parbold Tree Wardens and cut back some of the foliage so that the stone is visible again.

The meeting heard that free packs of saplings with a Jubilee oak tree were available from the Woodland Trust should the Parish chose to take this offer, location for planting must be determined.

## **13. Update on arrangements for an Official Opening of the Chapel Lane Footpath**

An update was given confirming that an invitation design, guest list and press release were drafted and Thursday 10<sup>th</sup> May set as the date for this Official Opening.

## **14. To discuss road repair at bridge on Alder Lane**

The meeting heard that Network Rail had completed repairs to strengthen the fencing.

## **15. Update on Mill Leat drainage work**

The meeting heard an update on the drainage at Mill Leat, thanking residents for their patience whilst work is in progress and noting the project is on time and within budget.

The Clerk was instructed to contact Trevor Dunn and Colin Brady to request a site meeting before completion of the project to ensure the work is signed off to everyone's satisfaction.

## **16. To discuss Three Tier Forum functions**

The structure and functions of the Forum were discussed.

## **17. To discuss protocol for distribution of information for Councillors perusal**

The Clerk explained that most consultation documents now come via e-mail and those Councillors on email will receive them in this form. A hard-copy will be printed only if

absolutely necessary. Only minutes and financial records will be stored in the Clerk's home, with other documents retained whilst under consideration but not indefinitely. The method of circulation of hard documents previously followed cannot be done within the time limit of most consultations. Borough and County documents are held in local libraries and by the Councils concerned and will not be held indefinitely in the Parish Clerk's home.

#### **18. To determine representation at forthcoming meetings**

Parbold Parish Councillors were reminded that they are invited to attend the Mayor's At Home on Monday 26<sup>th</sup> March 2012 7:30 – 9:30pm at Ormskirk Civic Hall.

#### **19. Councillors' agenda items for future meetings**

Cllr Mrs Blake reported that she had contacted British Waterways to ask that they move the bridge repairs up the priority list because the stones had slipped still further and were now in a most precarious position.

Cllr Mrs Wess asked that agenda items be listed to address the concerns over Brandreth Drive pavements and overhanging hedges all over the village but particularly outside 52 Burnside, Mill Lane, Brandreth Drive, Alderbooke Drive & Lancaster Lane. The Clerk was asked to tell the Borough and County Council to instigate the sanctions they have against homeowners who allow their hedges to encroach the public pavement.

#### **20. Resolution: 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**

Item unnecessary as no members of the public present at this time.

#### **21. To select Internal Auditor of accounts for financial year 2011/12 and authorise documentation for Internal Audit**

It was resolved to ask Ian Cropper to complete the internal audit of accounts.

The Financial Risk Assessment documents were circulated to all councillors and accepted by the meeting.

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

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Chairman – Cllr R M Bailey

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Clerk - Mrs E-A Broad

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Date