

ANNUAL GENERAL MEETING

MINUTES

Meeting of the Parish Council at 7.30 pm on Friday 4th May 2018 at Parbold Women's Institute Hall.

Present: Cllr Arnold, Cllr Bailey, Cllr Bithell, Cllr Blake, Cllr Butts, Cllr Carruthers, Cllr Gill, Cllr Holland, Cllr Schaffel, Cllr Stopford,

1. To elect Chairman and receive declaration of acceptance of office

Cllr Arnold was elected Chairman. Declaration of acceptance of office was read out, witnessed and signed.

2. To elect Vice Chairman and receive declaration of acceptance of office

Cllr Bithell was elected Vice-Chairman. Declaration of acceptance of office was read out, witnessed and signed.

3. To record apologies for absence

Apologies were accepted from Cllr Schaffel.

4. To receive declarations of interest

None declared.

5. 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.

A member of the public questioned why Skelmersdale Recycling Centre refused to recycle the blue boxes that used to be used for recycling, but instead put them into the non-recyclable waste skip.

This is probably because they were a hard plastic that cannot be recycled. They can still be used for cardboard if the lid is still with the box. A new brown bin will replace the green bins, which can now be used for cardboard.

6. To sign as a correct record the minutes of the meeting held 6th April 2018

The Minutes were accepted as a correct record of the meeting and duly signed by the Chairman.

7. To decide frequency of Meetings and determine the four Statutory Meetings and amend Standing Orders, if necessary, accordingly

The following schedule of meetings was agreed:

- Friday 1st June 2018
- Friday 6th July 2018
- NO MEETING IN AUGUST
- Friday 7th September 2018 Statutory meeting #1
- Friday 5th October 2018
- Friday 2nd November 2018 Statutory meeting #2
- Friday 7th December 2018
- Friday 11th January 2019
- Friday 1st February 2019
- Friday 1st March 2019 Statutory meeting #3
- Friday 5th April 2019
- Friday 3rd May 2019 ANNUAL GENERAL MEETING Statutory meeting #4

8. To confirm membership of committees, sub-committees and representation on outside bodies

It was resolved to adopt the following structure and membership.

COMMITTEES AND REPRESENTATIVES – 2018

Committees:	Terms of Reference:
Finance	Budget/Employees/External grants

Finance Committee Composition:

Cllr Arnold	Cllr Bailey	Cllr Butts
Cllr Bithell	Cllr Carruthers	Cllr Gill

Planning	Planning applications
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Scope of committee:

- To consider Planning Applications
- Parbold & Appley Bridge Quarries
- Housing
- Conservation

Planning Committee Composition:

Cllr Arnold	Cllr Holland	Cllr Carruthers	Cllr Gill
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Liaison with PCA Subcommittee to the Amenities Committee Composition:

Any four members from the following group: Cllr Arnold, Cllr Bailey, Cllr Butts, Cllr Schaffel, Cllr Bithell, Cllr Stopford.

Representatives:

PCA Observer: Cllr Butts

Peter Lathom Charity & Richard Durning Trust Board: Cllr Blake

9. To confirm accuracy of asset register

The asset register was updated.

10. To confirm Standing Orders and Financial Regulations, amending where necessary

The Financial Regulations were updated to record that any two signatories on the bank mandate may sign cheques for payment and that all payments will appear on the expenditure sheets and will be recorded in the Minutes of the nearest meeting.

11. To hear brief update from Flood Action Group

The Flood Action Group confirmed that the group do not ask the council to take responsibility for the maintenance. They ask if the Parish Council would pay the annual maintenance charge of between £200 and £400 depending on call outs. This to be carried out by the company who would install the equipment. To date however, the Environment Agency have not confirmed to the group that they will pay the installation charge, so at this stage the Parish Council will await further information.

12. Update on United Utilities Wigan Waste Water treatment Centre following meeting on site.

Notes of the meeting had been distributed in advance. It was generally agreed to encourage residents to complain using the internet reporting system should problems occur so that odour control maintains priority for capital spending at the site.

13. To ratify accounts and authorise payment of accounts presented

210418	RBS	Bank charges	d.d	£5.95
280418	E A Broad	Salary for April 2018	s.o.	£695.71
280418	NEST	pension (£15.19 Parish contribution)	d.d.	£69.87
060418	C J Lyon	2nd visit to village hall drains	2740	£78.00
060418	B Rawsthorne	Grass cutting contract	2741	£864.00
280418	Zurich Municipal	Annual insurance premium	2742	£1,822.97

040518	Parbold WI	Room hire	2743	£32.50
040518	E A Broad	Stamps and pay rise (£14.62 pay rise, and £17.05 stamps)	2744	£31.67
040518	Parbold Tree Wardens	Brown recycling bins	2745	£50.00

The accounts were ratified and authorised for payment.

14. To note Planning and Planning Applications

For comment:-

Two storey extensions to the main dwelling and alterations
Littlefield Parbold Hill Parbold Wigan Lancashire WN8 7TG
Ref. No: 2018/0148/FUL

Parbold Parish Council response: no objection to this proposal.

The following application was noted:

Certificate of Lawfulness - Proposed construction of rear single storey extension.
46 Brandreth Drive Parbold Wigan Lancashire WN8 7HD
Ref. No: 2018/0390/LDP

15. Councillors' agenda items for future meetings

Cllr Stopford - blocked drains: accessibility of footways and footpaths between Parbold and Hilldale and Parbold and Newburgh. There are concerns that pushchair and wheelchair users cannot get through safely.

Cllr Bithell - Update on the festival and football activities. Also, ask Network Rail when they will send the same documentation that have been provided for Station Road Level Crossing, for Chapel Lane Level Crossing.

Cllr Butts - length of tarmacked pavement along from the beginning of Greenfield Avenue, to Fairhurst Drive is in a poor state of repair. People must resort to walking in the road which is dangerous. The matter will be reported to LCC Report It (reference Number: 333569) system for logging with repair done on priority basis.

Cllr Blake commented that the pavements are a responsibility of LCC Highways and will only be done when prioritised. Brandreth Drive was done very recently.

16. 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, the public and the press, leave the meeting during the consideration of the remaining items on the agenda

Resolved.

17. Confirm increase in clerk's salary in line with NALC guidelines

Salary from April 1st 2018

New salary rate £10.953 per hour - increased from £10.739.

For 16 hours = £175.248 per week

Monthly salary = £759.40 per monthly

Annual salary = £ 9,112.80

Deduct clerk's contribution to pension scheme - £54.68 = £ 704.72

No deduction for tax

Deduct employee's national insurance of = £ 6.89

Add office space allowance of £12.50 = £710.33

Parish Council contribution to the pension scheme at 2% = £15.19

Parish Council contribution to national insurance = £7.92

National Insurance paid by direct debit three monthly = £7.92 + 6.89 x 3 = £44.43

Pension paid into NEST scheme online by direct debit monthly = £ 69.87

Agreed

18. Update on the income and expenditure on the Community Infrastructure Levy monies

A total of £19,000 in CIL is expected from the development at Tan House Lane, which the parish council agreed would be used to improve the play areas at Burnside and the Village Hall.

So far the following has been purchased:-

Two benches for play areas	£1,429.66
Seven bins for play areas and The Common	£935.36
Five bins for The Common	£2,338.40

The following was suggested when the public were asked for ideas:

1. Painting the entrance gate.
2. Treating the fence which borders the River Douglas.
3. A land drain with soakaways around the perimeter of the park. This would serve to make the grassed areas less boggy for its users and also help protect the properties which border on to the park.

It was agreed that a working group of Cllr Stopford, Cllr Carruthers & Cllr Arnold look at plans to enhance the Burnside Play Area. The Chairman and Clerk had already met with contractors to get quotes for resurfacing the entrance pathway which is in a very poor state of repair, repainting the metal gate and replacing the sign on the gate.

19. Consider request to use Chapel Meadow for Nordic Walking

Permission has been sought to use Chapel Lane Meadow for a Nordic walking group. The clerk was asked to seek the opinion of the Parbold Wildlife Group, who manage the site. The Parish Council is minded to permit this activity for a trial period of six months but would ask that activities be confined to the pathway were possible so as not to disturb the biological

Chairman:

heritage site and wildflower meadow in the centre of the site. It is to be made clear that this is public open access space and no single activity can be given priority over any other so it is not possible to grant exclusive use of the land. There are existing problems of parking at Bramble Way car park at certain times, particularly when footballers, rugby players and fishermen have events on simultaneously and the organiser should be aware of these issues. Bringing more vehicles to the site may require adherence to safe parking policies.

There being no further business the Chairman closed the meeting at 8.40 pm

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Chairman - Cllr Brian Arnold

1st June 2018