

# **PARBOLD PARISH COUNCIL ANNUAL GENERAL MEETING MINUTES**

## **Minutes of the Meeting of the Parish Council at 8.00 pm on Friday 6th May 2016 at Parbold Village Hall.**

Present: Cllr Arnold, Cllr Bailey, Cllr Bithell, Cllr Blake, Cllr Butts, Cllr Murrin-Bailey, Cllr Schaffel, Cllr Stewart, Cllr Wess,

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

Cllr Brian 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 Charles 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 Holland, Cllr Murrin-Bailey, Cllr Blake.

### **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.**

No issues raised.

### **6. To sign as a correct record the minutes of the meeting held 1st April 2016**

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

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

The following meeting schedule was resolved:

Friday 3rd June 2016

Friday 1st July 2016 NO MEETING IN AUGUST

Friday 9th September 2016 Statutory meeting #1 - to avoid weekend of Street Festival

Friday 7th October 2016

Friday 4th November 2016 Statutory meeting #2

Friday 2nd December 2016  
 Friday 6th January 2017 to avoid Bank Holiday  
 Friday 3rd February 2017  
 Friday 3rd March 2017 Statutory meeting #3  
 Friday 7th April 2017  
 Friday 5th May 2017 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 – 2016

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

Finance Committee Composition:

Cllr Arnold	Cllr Bailey	Cllr Butts
Cllr Bithell	Cllr Stewart	Cllr Wess

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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 Stewart	Cllr Wess
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Amenities Committee	Recreation & Facilities
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Scope of Committee:

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

Amenities Committee Composition:

Cllr Arnold	Cllr Murrin-Bailey
Cllr Bailey	Cllr Blake
Cllr Bithell	Cllr Wess
Cllr Butts	Cllr Stewart
Cllr Holland	Cllr Schaffel

A Subcommittee of the Amenities Committee was formed for looking at grants, tendering, design of the MUGA, plans at Alder Lane Playing Fields

Grants Subcommittee to the Amenities Committee Composition:

Cllr Arnold, Cllr Bailey, Cllr Bithell, Cllr Murrin-Bailey, Cllr Stewart, Cllr Wess.

Liaison with PCA Subcommittee to the Amenities Committee Composition:

Cllr Arnold, Cllr Bailey, Cllr Stewart, Cllr Butts, Cllr Wess, Cllr Schaffel, Cllr Bithell,

Representatives:

PCA Observer: Cllr Butts

Peter Lathom Charity & Richard Durning Trust Board: Cllr Blake

Working Group for SPIDs: Cllr Wess, Cllr Stewart

Working Group for Parish Lengths-man type duties: Cllr Wess, Cllr Stewart

## **9. To confirm accuracy of asset register**

The asset register was confirmed for audit purposes. There was a general disquiet that the figures used are fixed sums, as these cannot be useful for insurance purposes and in many cases are misleading. The sums were fixed by Audit Commission rules and with the dissolution of this body, next year's figures will more accurately represent the values of the assets held.

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

It was resolved to retain Standing Orders and Financial Regulations unchanged as no updates were required at present.

## **11. Receipt of update report on WWTC**

It was understood that WLBC are awaiting the consultant's second report. A new method for reporting the smell has been requested. Residents are asked to notify both United Utilities and WLBC in a single point of contact at:

**<http://unitedutilities.odour.sgizmo.com/s3/>**

This meeting took the opportunity to publically and formally note and thank Paul Quirk for his help with this problem. His dedication to this is clearly making great strides, due to his dogged determination not to allow any agency to ignore the problem or hide behind unreasonable excuses.

## 12. Village Hall:

- **Update on Heating System**

The new heating panel will be installed on Tuesday 10th May 2016

- **Update on Windows**

The windows are due to be installed over 9th, 10th and 16th May 2016

- **Update on Fire Doors**

The snagging issues will be looked at on Monday 9th May 2016.

The Clerk was asked to request a guarantee from the manufacturer that acceptable use includes opening and shutting the doors daily, and that they are not confined to Fire Door - emergency use only. Previous doors have been damaged as they have been allowed to blow and bang shut. The Clerk was asked to write to PCA to ensure that they indemnify the Parish Council from any cost of repairs or from any damage or injury sustained by hall users if they allow any inappropriate use. The Clerk was also asked to enquire for the manufacturer/fitters if there is any maintenance plan required to be followed.

## 13. Alder Lane:

- **To consider request for funding towards a new interpretation board at Chapel Meadow**

It was resolved to issue £250 towards this additional interpretation board.

## 14. To ratify accounts and authorise payment of accounts presented

300415	E A Broad	Salary (April 2016)	s.o.	£735.43
060516	B Rawsthorne	Grass cutting contract - March	2578	£175.00
060516	Argus Fire & Security	New battery for intruder alarm VH	2579	£24.00*
060516	B Rawsthorne	grass cutting - April	2580	£536.00
060516	Zurich Municipal	Parish Council insurance	2581	£1,514.51
060516	Parbold Wildlife Group	2nd interpretation board	2582	£250.00
060516	PCA	Room hire - 6th May 2016	2583	£42.50
060516	Goldseal Windows	Village Hall new windows	2584	£9,405.00*
060516	Smart Heating	New control panel for boiler	2585	£1,000

\* contains VAT

The accounts were ratified and authorised for payment.

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

**2016/0295/FUL**      9 Tan House Lane Parbold Wigan Lancashire WN8 7HG

Demolition of existing garage and erection of attached garage to front. Two storey extension to rear, single storey side extension, internal alterations to provide larger kitchen/utility area and other alterations to front and side of dwelling.

Parish Council Response:      Parbold Parish Council objects to this proposal on the grounds of the road safety hazard created by the new vehicular access, poor drainage in this area, and loss of amenity, loss of privacy and noise pollution for close neighbours. The Council wants to point out that whilst the application form claims work has not yet started, a garage has been demolished and trees removed in preparation for this work.

**2016/0378/FUL**      Stoneleigh, Brandreth Park.

Two storey side extension with single storey extension and pitched roof to garage.

Parish Council Response:      Parbold Parish Council has no objection to this proposal.

**2016/0274/FUL**      Scarrig, Parbold Hill.

Construction of underground garage

Parish Council Response:      Parbold Parish Council notes that green belt and conservation area conditions apply at this property and there are some concerns that information about the size of garage and safety aspects are not displayed on the website.

**2016/0393/FUL**      6 Greenfield Avenue

First Floor extension and single extension to rear

Parish Council Response:      Parbold Parish Council has no objections to this proposal but in view of the recent flooding, would ask that if possible proposals be put in place for sustainable drainage.

**2016/0428/FUL**      23 Beech Avenue

Two story extension to side and rear. Single storey extension to front and rear.

Parish Council Response:      No objection to this proposal.

**2016/0374/LDP**      9 Brookfield

Proposed single storey side extension

**2016/0387/FUL**      69 Burnside

Parish Council Response:      No objection to this proposal. However, there is a flood risk to the surrounding properties so a sustainable drainage system needs to be included in the plans.

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

Cllr Bithell - when the lengths-man starts work can he also clean the signs around the village hall?

Cllr Arnold - the paving flags at the village hall play area are uneven, quotations for levelling will be sought.

Cllr Wess - there is a dipped tarmac on one of the bays outside McColls, caused by vehicle dripping oil some time ago. As the pothole is deepening, can someone get it fixed. Also can we further discuss the worsening condition of the Railway House. LCC will be notified that the hedgerow there is now encroaching on the public pavement. Can the 14th June 2016 90th Birthday event be advertised in the PCA Newsletter again please.

Cllr Bailey - acquisition of public land might be considered for the Railway House as it is being left to rot.

**17. 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**

## **18. To make final decision on SPID for the village.**

It was resolved to delegate the details to the Chairman and the SPID committee and to keep within £10k budget if possible.

## **19. To discuss any implications arising from the change of ownership of the land at Parbold Hill Viewing Point.**

It was resolved to meet the land owner and agent in the small hall at Parbold Women's Institute to discuss their plans.

## **20. To determine whether a DBS check process is required before lengths-man's work commences.**

The meeting determined that it was not a requirement.

## **21. To confirm arrangements for provision of a workplace pension for employees and determine process for years already accrued.**

The Clerk left the meeting and minutes were recorded by C Bithell. The council discussed the contractual commitment made to the Clerk regarding pensions and retirement benefits. It was noted that the Clerk's salary falls below the amount of £10,000 p.a. that gives a legal obligation to the Council to provide a workplace pension.

It was agreed to make the Clerk an offer to provide a defined contribution pension scheme on the following terms:

- The Clerk can nominate any suitable pension provider which she wants to use (the “Chosen Fund”), and in the absence of any alternative proposal from the clerk, a Nest scheme should be set up for the pension payments;
- all and any historic liabilities, to the extent they exist in any contract, council minute, letter, other regulations or verbal commitment to the Clerk would be settled through the payment of a one off lump sum of £500 to the Chosen Fund;
- Ongoing pension payments of 1% of salary from the council to the Chosen Fund would be made;
- As the proposal is operating outside the requirements of the Workplace pensions regulations, the clerk can opt whether she makes personal contributions to the fund or not, within the regulations of the Chosen Fund.
- The above terms are agreed in writing between the Council and the Clerk.

There being no further business, the Chairman closed the meeting at 9:48pm

*3rd June 2016*

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*Cllr Charles Bithell - Vice-Chairman*