

# ***Parbold Parish Council***

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## **ANNUAL GENERAL MEETING**

### **AGENDA**

Under the provisions of the Coronavirus Act 2020, and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this Meeting of the Parish Council was held at **7.30 pm on Friday 7th May 2021** by Zoom conferencing (meeting ID 864 6278 1978 Passcode: 705253).

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

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

Cllr Arnold was elected Chairman and the declaration of acceptance was made.

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

Cllr Bithell was elected Vice Chairman and the declaration of acceptance was made.

#### **3. To record apologies for absence**

None received, though Cllr Schaffel not present at start of meeting.

#### **4. To receive declarations of interest, including updating Register of Financial Interest Forms**

Councillors were encouraged to check that their forms were updated.

#### **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.**

Festival Committee members attended to update the Parish Council on plans for an end-of-lockdown Show on Saturday 3<sup>rd</sup> September 2021.

The details are for the Festival Committee to decide but it is expected that a marquee will be erected between the two football pitches, on Friday (020921) afternoon/evening or on Saturday (030921).

The expenses of this event are likely to be lower than the usual summer Show and so no contribution from the Parish Council is sought at this stage. The Festival Committee will contact the Parish Council Clerk if this changes. Councillors asked if there was a name for the Show and Party in Parbold had been mooted but not yet decided upon.

The Parish Council wants to support this so donation will be made available if required. Festival Committee will meet and decide, but stressed that the event needs enthusiastic support rather than money.

**6. To sign as a correct record the minutes of the meeting held 9th April 2021**

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 dates for meetings were agreed:-

Friday	4th June 2021	
Friday	2nd July 2021	
NO MEETING IN AUGUST		
Friday	3rd September 2021	Statutory meeting #1
Friday	1st October 2021	
Friday	5th November 2021	Statutory meeting #2
Friday	3rd December 2021	
Friday	7th January 2022	
Friday	4th February 2022	
Friday	4th March 2022	Statutory meeting #3
Friday	1st April 2022	

Friday 6th May 2022 ANNUAL GENERAL MEETING Statutory meeting #4

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

The following committee structure and membership was agreed:-

COMMITTEES AND REPRESENTATIVES – 2021

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

Finance Committee Composition:

Cllr Arnold	Cllr Butts	Cllr Gill
Cllr Bithell	Cllr Carruthers	

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Planning Planning applications

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 Butts, Cllr Bithell, Cllr Schaffel, 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 distributed.

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

The Coronavirus Act exemptions for public meetings were now removed and Standing Orders returned to pre-Covid period.

**11. Alder Lane Issues:-**

- **To consider Parbold Village Show Committee request for weekend use of Alder Lane Playing Fields - W/E 3 September 2021**

It was resolved to grant permission to use the Alder Lane Playing Fields on Saturday 3<sup>rd</sup> September 2021 from 12 noon to 7pm.

- **To consider request to park motor-homes overnight for Parbulele Festival 31st July - 1st August 2021**

It was resolved that overnight parking in general is not to be permitted on this car park. However, on this occasion, in support of the Parbulele, organiser Gary Smith will be given permission to park the vehicles under conditions:-

- 1) Please park nearest the noticeboard and fields and away from the homes on Bramble Way
- 2) A contact number for each vehicle and numberplates to be provided to the Parish Council Clerk in advance. (There is a camera with automatic numberplate recognition on the carpark).
- 3) Noise to be kept to a minimum please and no music playing after 10pm
- 4) Gary Smith to organise this, Parbold Parish Council to be indemnified and not liable for any loss or damage.

- **To consider complaint from resident about noisy vehicles with music playing**

Cllr Schaffel joined the meeting at 8.10pm.

The following complaint was received from the resident nearest to the carpark:

I am writing to the Council regarding problems I am experiencing from the carpark next to my property. Just a little bit of history I sent a letter to the Council in 1997 with a few suggestions one was to locate the carpark away from residents' property. But the carpark was located virtually in my back garden. I have asked at various times for some sort of a solution to my problem. My complaint is loss of privacy and noise. With the weather being so good over the past few weeks I have tried to spend relaxing time in my garden but at times I have to retreat into the house away from the noise. Vehicles arrive on the carpark banging of car doors and boot lids talking loudly and using of foul language plus they sit in their vehicles with the engines left running and radios playing. Plus in the evenings the younger people arrive in their cars and their favourite parking spot is in the bays behind my hedge OUT OF SITE . They have food and drinks and leave all their rubbish on the floor again engines left running and music playing. I would ask if the 10 spaces behind my hedge could be blocked off to give me a bit of space to reduce the noise a little and give me some peace. There is a area were the old leachate tank was located could be used to take the vehicles from virtually being in my back garden.

I hope the Council will give some thought to my problem and try to alleviate it for me and make my life a little more peaceful on sunny days and evenings.

The Parish Council considered putting RESERVED notices on the ten car parking spaces but this was rejected as impracticable. Drivers parking here are unlikely to take any notice of reserved signs. Posters have been put on the noticeboard asking visitors to the site to be respectful to Bramble Way residents, take litter home and avoid playing loud music. There has been a reduction in the number of late night visitors to the site since installation of cctv, as witnessed viewing the footage, so most possible action has been taken.

It was resolved to inform the resident that gating the car park is the next step. There continue to be issues about design of gate, exact location, whether a turning point needs to be created or not, and when or even if the gate is to be locked. Councillors will meet onsite to consider these matters.

This further complaint was considered by the meeting:

I am writing to ask the Parish Council for assistance in the maintenance of two blossom trees, opposite numbers 7 and 9 Bramble Way.

These trees are now mature, and when in leaf they shade a high proportion of light from entering the front rooms of the adjacent properties. I am partially sighted and the loss of natural light in my front room causes me particular problems.

Please could the Council consider pruning these trees, to reduce them to a more manageable size and restore some light to the houses.

It was resolved to seek quotations for tree pruning.

## **12. Village Hall Issues:-**

- **Notification of a 6th June 2021 U3A Treasure hunt**

This event was noted by the Parish Council.

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

180421	RBS	Bank charges	d.d.	£5.95
210421	O2	Contract for cctv Bramble Way	d.d.	£21.60*
270421	E A Broad	salary	s.o.	£906.85
280421	NEST Pension (£30.17 from parish, rest is employee contribution)			£102.59
280421	LALC Training	training course for new Cllr	2981	£90.00
280421	Laurence Davis	Groundwork contract	2982	£1,767.00
070521	Wrightington Windows	Village Hall cleaning	2983	£20.00
070521	Sandra Jones	Internal Audit fee	2984	£200.00
070521	Tree Wardens	Reimburse for waste bins	2985	£55.00
070521	E A Broad	Stationery/ink	2986	£66.49
070521	Zurich Municipal	Insurance (on long term agreement)	2987	£tba

The accounts were ratified and authorised for payment.

## **14. To receive Internal Audit report, and complete Audit papers for External Audit, including Annual Governance Statement 2020/21**

The following report with recommendations was accepted.

Chairman and Councillors  
Parbold Parish Council

#### INTERNAL AUDIT REPORT 2020-21

An internal audit was undertaken following examination of the accounts and minutes as presented by Mrs Elizabeth Broad, Clerk to the Council.

Sample checks of income, expenditure and bank statements were carried out and the audit trail was generally found to be in order. The cashbook is maintained and balanced on a regular basis. In addition, the risk assessment register, financial regulations and standing orders have been reviewed during the year.

However, there were a few instances, which I bring to the Council's attention:

1. **Expenditure – Supporting Documentation**

Invoices were generally found to be in place when the sample checks were undertaken. However, there were a few instances where no documentation was found:

- Clerk's expenses (stamps purchase), cheque number 2940
- Key cutting expenditure, cheque number 2958

*Receipts located in the key press - now with the books.*

It is recommended that invoices/receipts are provided for all expenditure to ensure that the correct payment has been made and VAT appropriately accounted for.

2. **Income – Supporting Documentation**

Most items of income were found to be supported by a receipt, however, there was a few instances where no documentation was found:

- Rent due from Parbold Community Association (£400 quarterly fee).
- Various small receipts of £30 in relation to field rents in July/August 2020
- Contribution from Lathom South Parish Council towards cost of Zoom meetings

It is recommended that documentation be provided for all income to ensure that the correct fee has been paid and the fee has been accurately attributed to the appropriate person/organisation.

*Supplied a copy of the agreement with the PCA to show they are to pay £400 per quarter for use of the Village Hall.*

*David Clough of UpHolland used the fields on an ad hoc basis (usually Friday evenings) and paid £30 each time. In future texts will be retained for the audit trail.*

*Supplied a copy of the Lathom South Parish Council Minutes to show they agreed to send £60 to use Parbold PC's Zoom account. This was done to save money as the account cost £120 to set up so it was halved between the two Councils using it.*

3. **VAT**

There were a couple of instances where VAT had not been correctly accounted for during the year:

- Gloves for litter picking, cheque number 2913, total £22.80. This invoice included VAT amounting to £3.80 which had not been allocated to the VAT column on the expenditure spreadsheet

*Corrected.*

- AXD Environmental, cheque number 2976, total £981.60. This invoice included VAT amounting to £163.60, which had been accounted for in the VAT column on the expenditure spreadsheet. However, the invoice was addressed to the Parbold Community Association and not Parbold Parish Council.

*A new invoice obtained addressed to Parbold Parish Council rather than Parbold Community Association.*

It is recommended that:

- a) checks are made to ensure all invoices are addressed to Parbold Parish Council when claiming back VAT from HMRC. VAT returns submitted to HMRC include a statement confirming that all the amounts being claimed back relate to invoices addressed that particular organisation. Subsequent checks made by HMRC officers could result in incorrect claims having to be repaid.
- b) VAT amounts on invoices are correctly identified as VAT on the expenditure spreadsheet to ensure that all VAT is claimed back from HMRC.

4. **Minutes not matching Cash Book**

There were a couple of instances found where the minutes did not reflect the information detailed on the cash book spread sheet for expenditure in relation to bank charges levied by the Royal Bank of Scotland (RBS):

- February 2021 minutes state that the bank charges were £4.90 but the charge on the payment spreadsheet was noted as £6.30.
- March 2021 minutes state that the bank charges were £7.50 but the charge on the payment spreadsheet was noted as £4.20

It is recommended that all minutes are checked against a payments list or the cheque book before being signed or initialled by the Chairman to provide reassurance that the minutes represent a true and accurate record.

*These have now been corrected. It wouldn't help checking cheque book for this as the bank charges aren't in the cheque book. The statements are not available at the time of meeting and an approximated amount is listed on briefing notes. More care will be taken to ensure the Minutes have the correct bank charge on them.*

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

Application Number: 2021/0403/FUL

Parbold Nursery School Parbold Hill Parbold Wigan Lancashire WN8 7TG

Proposal: Installation of new 1800 litre steel bunded tank for oil (heating) at the front of the nursery school inside the stone boundary walls.

Interest declared by Cllr Stopford & Cllr Holland

Parish Council Response: No objections to this proposal.

Application No. 2021/0548/FUL

Location: 73 Fairhurst Drive

Proposal: Double side and single storey rear extension

Parish Council Response: No objection to this proposal.

The following was noted. It is for the Planning Officer to decide if it is lawful. If not, a planning application may follow, that the parish council would comment on.

Application Number: 2021/0392/PNH

Location: The Sycamores, 2 Brandreth Delph WN8 7AQ

Proposal: Application for determination as to whether prior approval of details is required for extension to dwelling house.

It was agreed that Cllr Holland speak at the Planning Committee meeting should the development at the former public house The Railway be on the agenda and if she is available on that evening. Cllr Arnold has photographs of the flooding.

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

Cllr Schaffel – the next meeting on the 4<sup>th</sup> June will be held in the village in public.

Cllr Long – increase in the number of electric scooters around the village. Driving them on the pavement or highway is illegal but people are doing so. A reminder of this will be put into the newsletter.

**17. 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 (contracts for services, legal settlements and terms & conditions of employment), the public and the press leave the meeting during consideration of the remaining items on the agenda**

## **18. To consider land issues**

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

*Chairman: .....*

*Cllr Brian Arnold  
Chairman*

*4th June 2021*