

Parbold Parish Council

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ANNUAL GENERAL MEETING

MINUTES

Minutes of the Meeting of the Parish Council at 7.30 pm on Friday 10th May 2019 at Parbold Women's Institute Hall.

Present: Cllr Arnold (Chairman), Cllr Blake, Cllr Butts, Cllr Carruthers, Cllr Gill, Cllr Holland, Cllr Stopford, Cllr Schaffel, Cllr Quirk and eleven members of the public.

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 co-opt to fill any vacancies following election

Charles Bithell was co-opted to fill the vacancy.

3. 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.

4. To record apologies for absence

None, all present.

5. To receive declarations of interest, including updating Register of Financial Interest Forms

Each Councillor read out a declaration of acceptance of office, which was witnessed, signed and dated. New Register of Financial Interest forms were completed for display on the WLBC website for public view.

6. 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 number of residents attended to request that the Parish Council respond to the consultation for Parbold Equestrian Centre to become a designated area for Caravan & Motor Home Club to temporarily site up to five caravans.

Karen Martindale - Chair of West Lancs Regional Campaign to Protect Rural England group brought along invitations to an evening event at Ormskirk School on the 22nd May 2019 to promote the idea of producing neighbourhood plans.

Bramble Way residents brought further concerns about the Network Rail proposals and antisocial behaviour at the carpark.

7. To sign as a correct record the minutes of the meeting held 5th April 2019

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

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

The following meeting dates were agreed:

| | | |
|----------------------|--------------------|----------------------|
| Friday | 7th June 2019 | |
| Friday | 5th July 2019 | |
| NO MEETING IN AUGUST | | |
| Friday | 6th September 2019 | Statutory meeting #1 |
| Friday | 4th October 2019 | |
| Friday | 1st November 2019 | Statutory meeting #2 |
| Friday | 6th December 2019 | |
| Friday | 10th January 2020 | |
| Friday | 7th February 2020 | |
| Friday | 6th March 2020 | Statutory meeting #3 |
| Friday | 3rd April 2020 | |

Friday 1st or 8th May 2020 ANNUAL GENERAL MEETING Statutory meeting #4

The date for the AGM will be confirmed closer to the time.

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

The following structure and composition was agreed:

COMMITTEES AND REPRESENTATIVES – 2019

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

Finance Committee Composition:

| | | |
|-------------|------------|-----------|
| Cllr Arnold | Cllr Butts | Cllr Gill |
|-------------|------------|-----------|

Cllr Bithell

Cllr Carruthers

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

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, Cllr Quirk

Representatives:

PCA Observer:

Cllr Butts

Peter Lathom Charity & Richard Durning Trust Board:

Cllr Blake

10. To confirm accuracy of asset register

The asset register was updated.

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

Amendments to the Standing Orders and Financial Regulations were approved. In summary, the following was approved:

Standing Orders for Contracts

- (a) When it is intended to seek the supply of goods or services between £5,000.00 and £10,000.00, at least three written quotations where possible, should be obtained.
- (b) When the supply of goods or services exceeds £10,000.00 a Tender situation should apply and where possible, at least three Tenders should be obtained or the supply of such goods or materials or for the execution of works. The Clerk should give at least three weeks public notice of such intention in the same way as public notice of the Council is given.

- (c) These amounts can be overwritten in special circumstances by a resolution of the council.

12. Issues on The Common:

- **Ratification of the refurbishment of the notice board**

A quotation in the region of £1,700 was accepted for new doors and a new header board for the notice board was accepted and work ought to be completed before judging of the Lancashire Best Kept Village competition commences.

The Company was chosen because it originally made the notice board and is most suited to refurbishing it. The new header board will have the parish council logo on a black background to match the bins, It was agreed to drill some holes into the structure to assist the condensation.

- **Completion of pothole filling and white lining**

The pot hole filling and removal of metalwork around the notice board will be completed this week. The white lining quotation obtained was accepted. It was noted that it covers in front of the shops alone.

13. Alder Lane Issues:-

- **Update on Network Rail's proposals for Chapel Lane level crossing**

The meeting was apprised of the information following the meeting with Network Rail and WLBC Estates department. The Parish Council is now awaiting Network Rail's groundwork report (prepared by the Buckingham Group).

The position of the parish council remains that the costs of an updated level crossing ought to be compared with the installation of a footbridge and road properly before a decision is made.

- **Electrician's report on changing rooms**

Quotations for an electrician's safety certificate were obtained and will be distributed so that the work can be done as soon as possible.

- **Further consideration of cctv installation at Bramble Way Car Park**

The Capital Grant application for this work was unsuccessful.

A Whitemoss/Grantscape application will be made if the deadline of 22nd May can be met. This will require a third party contribution so Shevington Sharks, as having an interest in the site will be requested to support the application in this way.

In view of the representations made this evening by Bramble Way residents who were scared in their own homes, and the recent murder on Parbold Hill, it was agreed that a cctv system will be put in place regardless of whether grant funding can be obtained.

It was agreed to revisit the idea of a security gate in the light of comments made by members of the public this evening. A vote was taken and it was resolved by eight in favour, two abstentions to install a gate across the entrance to the car park. Quotations for the work will be obtained and a discussion with those residents who did not want a gate to explain when it will be locked and when it will not so addressing their issues of concern.

14. Village Hall Issues:-

- **Notification of general maintenance issues**

An additional lock has been added to the front doors to the hall so that they can be controlled by the PCA by closing the bottom lock with hall users given the top lock keys only. Additionally, this will assist to lock the doors from the inside whilst users are in the hall. It was agreed that the invoice for this work will be met by the parish council.

15. Parbold Hill Issues:-

- **Consideration of plans for Parbold Quarry**

Following the meeting with the new quarry owner, the meeting heard that an application was imminent to re-open the quarry for tipping inert waste. It was agreed to await the details of the application, once verified by LCC, but not to rule out objecting to the proposal and requesting that it is called in so that a local enquiry process can take place. The main area of concern being traffic problems it will cause at Parbold Hill and questioning the need for the landfill at this site.

16. To ratify accounts and authorise payment of accounts presented

| | | | | |
|---|-------------------------|-----------------------------------|------|-----------|
| 100519 | E A Broad | Postage stamps and sundries | 2823 | £20.04 |
| 100519 | Argus Security | Cabinet for | 2824 | £273.60* |
| 100519 | Fire Equipment Services | Village Hall annual check | 2825 | £48.58 |
| 100519 | Parbold Wildlife Group | for WLBC green bins | 2826 | £55.00 |
| above cheque spoiled - should be payable to Parbold Tree Wardens not Wildlife Group | | | | |
| 100519 | Wrightington Windows | Village Hall cleaning | 2827 | £25.00 |
| 100519 | E A Broad | Salary increase | 2828 | £108.30 |
| 10519 | Parbold WI | Room hire 5th & 30th April | 2829 | £45.50 |
| 100519 | Zurich Municipal | Council insurance (3 year tie in) | 2830 | £1,866.79 |
| 100519 | Parbold Tree Wardens | for garden waste bins | 2831 | £55.00 |

| | | | | |
|--------|--|------------------------------|------|---------|
| 100519 | John Riding | To re-imburse financial loss | 2832 | £136.50 |
| 100519 | Barry Rawsthorne | Grass cutting contract | 2833 | £522.00 |
| 230519 | RBS | Bank charges | d.d. | £5.00 |
| 280519 | E A Broad | salary May 2019 | s.o. | £710.33 |
| 280519 | NEST Pension (£27.89 from parish, rest is employee contribution) | | | £94.83 |

The accounts were ratified and authorised for payment.

17. To note Planning and Planning Applications

Application Number: 2019/0375/FUL
Location: 15 Greenfield Avenue, Parbold, WN8 7
Proposal: 2 storey extension at the side and rear and single storey extension at the rear. Demolish existing detached garage.

Parish Council Response: No objection to this proposal.

Application Number: 2019/0336/LBC & 2019/0335/FUL
Location: Manor Cottage, Miry Lane, WN8 7TA
Proposal: Removal of the existing dormer windows to the rear elevation and replacement and enlargement

Parish Council Response: No objection to this proposal

18. Councillors' agenda items for future meetings

Cllr Arnold: Reported that a lady had parked on Station Road outside the Old Post House whilst she travelled by train out of the village. On her return a card from the parish council asking not to park in this inconsiderate manner had been placed on her windscreen and she contacted the Chairman to complain about this. She maintained that whilst she had parked with two wheels on the pavement this was not causing an obstruction. There was concern that no current councillor had placed this card on the car, however it is clearly not a good place to leave a vehicle for a long period of time and the Council would support informing drivers not to park in such a manner.

Cllr Stopford: there is some work behind done at the back of Parbold Douglas School to address the flooding there.

Cllr Bithell: Following the death of young Alex Davies, on Parbold Hill, can we request of police if there are any areas that need addressing or have they any recommendations to reduce the risk of recurrence?

Cllr Ellis and Cllr Quirk send apologies for the next meeting on 7th June 2019.

19.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

Resolved.

Cllr Butts left the meeting at 9.30pm.

20.To consider action following complaint of trip hazard on parish land

It was resolved to financially reimburse the loss on this occasion. The trip hazard has been removed. Decision; 5 in favour, 4 abstained.

21.To consider response to consultation for small 5-pitch site of caravans at Parbold Equestrian Centre

It was resolved to write to the Caravan Club objecting to the granting of permission for up to five pitch site for the exclusive use of Caravan & Motorhome Club members, on the grounds of road safety, making it clear that the site is not suitable for their members to use and that issuing a licence of this nature we would hold them responsible for any traffic or incident that ensues. This Council finds it incredulous that the Caravan Club can consider this a suitable venue for their members. Whilst it may appear on paper that this is a large Equestrian Centre, it is in fact a parochial riding school. Horse boxes are not frequently used up and down the lane, they are used to bring in the ponies who live there their whole lives. That a horse box can fit the lane shouldn't be used as precedent for thinking that towed caravans can be moved along it on a frequent basis. Parbold Parish Council want to be assured that the Caravan Club have had a site visit and are not relying on a paper map exercise. It is of note that the riding school complained to the Planning Department that traffic from an extension to a residence on Bradshaw Lane would disturb their horses, whilst simultaneously suggesting an increase in traffic to the area.

The following response to the application Reference: 67.JH.TM.19 was formed:

Parbold Parish Council object to the granting of permission for up to five pitch site for the exclusive use of Caravan & Motorhome Club members, on the grounds of road safety. It is obvious to anyone visiting the site that it is not suitable for your members to use and that issuing a licence of this nature we would hold the Caravan Club responsible for any traffic or incident that ensues. This Council finds it incredulous that the Caravan Club can consider this a suitable venue for their members. Whilst it may appear on paper that this is a large Equestrian Centre, it is in fact a parochial riding school. Horse boxes are not frequently used up and down the lane, they are used to bring in the ponies who live there their whole lives. That a horse box can fit the lane shouldn't be used as precedent for thinking that towed caravans can be moved along it on a frequent basis. The riding school access is a narrow track, meeting a fast A road, at its junction with a blind humped back bridge controlled by traffic lights. Housing opposite the track has inadequate off street parking so there

are often parked vehicles there making turning into the riding school with a caravan or hitched vehicle totally impossible. Parbold Parish Council want to be assured that the Caravan Club have had a site visit and are not relying on a paper map exercise. It is of note that the riding school complained to the Planning Department that traffic from an extension to a residence on Bradshaw Lane would disturb their horses, whilst simultaneously suggesting an increase in traffic to the area by way of this application.

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

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Chairman: Cllr Brian Arnold

7th June 2019