

**Minutes of the meeting of the Parish Council which will take place at 7.30 pm on Friday 7th July 2017 in Parbold Women's Institute Hall, The Common, Parbold, WN8 7HA**

Present: Cllr Arnold (Chairman), Cllr Bailey, Cllr Blake, Cllr Butts, Cllr Carruthers, Cllr Holland, Cllr Schaffell, Cllr Stewart, Cllr Wess.

**1. To record apologies for absence**

Apologies were accepted from Cllr Bithell.

**2. To receive declarations of interest**

None declared.

**3. To sign as a correct record the minutes of the meeting held 2nd June 2017**

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

**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.**

County Councillor Paul Greenall attended the meeting and the matter of the proposals to re-open libraries was discussed. Now that the new County administration has given a pledge to retain library services where feasible, the Parish Council will withdraw application to take possession of the building and await LCC's decision on re-opening.

LCC's action to repair potholes, (on pavements and roads) and to enforce speeding and parking infringements was also requested.

Cllr Wess used this open forum part of the meeting to report back from the Flood Action Group as follows:-

PARBOLD RESIDENTS FLOOD ACTION GROUP

The group have been extremely busy, we met with Jenny Jones and Andrew Hill to discuss our Emergency Plan. They were pleased with what we have done so far and at Jenny's request I sent her details.

Jenny stated that she is going to set up an emergency training day for local groups like ours.

The Women's Institute was chosen as the Local Emergency Rest Centre for Parbold. In case of a power cut (as in the flood of 1987) the W.I have a gas cooker which could still supply hot drinks and food if needed. This can be run by the list of volunteers we have.

If the W.I. is used as a rest centre for overnight accommodation WLBC will provide a Manager plus two others. Paul Scott, Beech Avenue has two generators which could be used if needed, if not available Hodgsons rent them out, who will pay for them? Not WLBC!

If residents have to be evacuated the Emergency Services would take control and residents would be taken to Local Rest Centre, W.I., WLBC Housing Stock or local hotels depending on need.

In December 2015 Parbold residents received very little help from the authorities even though the village had by far the worst flooding in the West Lancashire. When Ros asked why Jenny stated that the weather report said that the rain was moving away and then it changed direction!

First Contacts in a flood: Day time Jenny Jones and Ros Wess

Ros Wess will also be the night time contact for the flood group.

Generators must be placed outside with a connector for safety. I have mobile phone numbers for Jenny and Andrew which will only be used in an emergency!

If in a flood there is a power cut Electricity Northwest must supply lighting, we will ring WLBC who have a Multi Agency Plan. Power must be out for 12 hours before they can do anything. If there are no donations of food LCC will supply.

Ros pointed out that the first flood waters have always come from Dock Brook and although the Environment Agency are working on installing community-led telemetry as an early warning system this will not deter the flood group. They will continue to lobby Lancashire County Council (Lead Flood Authority) and West Lancashire Borough Council (Emergency Planning).

Both LCC and WLBC have ownership in parts of the brook along with other private landowners and we still want to know when something will be done to stop the floods. With only 30 years between two major floods and two smaller floods in 2008 and 2012 areas of this village could become a no go area.

LCC & WLBC can obtain funding from the EA for an initial report and if agreed funding can then be obtained from DEFRA to do work on the Brook.

We have arranged a meeting for our Flood Wardens with Groundwork which will take place on Wednesday 23rd August.

I was asked by a resident to report a possible leak in the canal which I have done and am waiting for an update.

I was also asked to query if the STOP LOGS were safe or needed replacing. I am waiting for a reply.

I have set up a telephone tree, volunteers to move furniture and volunteers to man the W.I. David Secrett is working on our HOUSEHOLD EMERGENCY PLAN which can be used for any type of emergency not just flooding. We would like this to go to every home in the village.

We are now setting up our bank account with Jean Arnold as Treasurer, David Secrett and myself as signatories.

At the September council meeting I ask that the council look at funding a meeting of all volunteers and printing our Household Emergency Plan.

Ros Wess

The Chairman thanked the flood action group and, in particular, Cllr Wess.

#### **5. Parbold Library update following meeting on 6th July 2017**

It was resolved to withdraw the Parish Council application for transfer of the asset of Parbold Library, in the light of the change of administration at Lancashire County Council and the mandate commitment made to re-open closed libraries.

#### **6. To make arrangements for next community litter pick - Saturday 9th September 2017**

It was resolved to follow the same format as the spring litter-pick, asking volunteers to gather at 9.45 am on the Village Hall Car-park for a 10am start. Hi-viz jacket and gloves are available but litter-pickers will have to be borrowed. The Clerk to ask if WLBC can loan some out.

#### **7. To make arrangements for Parish Council Sunday Civic Service - 1st October 2017**

A Civic Service was provisionally booked. It was resolved to hold the service on the Sunday afternoon and not within the normal Sunday morning service.

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

100617	NEST	April & May pension payments (PC contribution £14.88)	d.d.	£122.20
190617	RBS	Bank account charges for month	b.t.	£ 5.00
300617	E A Broad	Salary (June 2017)	s.o.	£592.10
300617	HMRC	National insurance 3 months	s.o.	£49.98
300617	NEST	pension (PC contribution is £7.44)	d.d..	£61.05
070717	OPSTA	Annual enrolment	2682	£10.00
070717	Sandra Jones	Internal Audit report	2683	£160.00
070717	T & VP Wade & Sons	Weed wiping on Chapel Meadow	2684	£144.00*
070717	Parbold WI	Room hire 060717 & 070717	2685	£42.00
070717	Carole Chappell	Reimburse cost of green bins	2686	£50.00
070717	B Rawsthorne	Grass cutting for June 2017	2687	£470.00

070717	I Broad	Reimbursement for ink cartridges	2688	£97.58
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Notice of direct debits for website:

Direct debit documentation was signed for payment of website costs.

170717	UK Host4U	Domain name annual fee	d.d.	£47.99
170717	UK Host4U	Website maintenance every 2 years	d.d.	£119.99

The accounts were ratified and authorised for payment.

## 9. To receive internal auditor's report and address any issues raised

### INTERNAL AUDIT REPORT 2016-17

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, highlighted by the implementation of most of last year's audit recommendations. The cashbook is maintained and balanced on a regular basis. In addition, the risk assessment register, standing orders and financial regulations have been reviewed during the year.

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

#### 1. Expenditure – Supporting Documentation

Most invoices were found to be in place when the sample checks were undertaken. However, there were some instances where insufficient documentation was found:

- Parbold village show – chq 2577- no paperwork or invoice to back up the payment
- ICO chq standing order – no invoice/receipt stating amount paid
- PCA payment re reimbursement of heating – chq 2629 – no paperwork to back up the payment. An amount for VAT was claimed, however, an invoice addressed to the Parish Council would be required in order to claim the VAT.
- Yates Playgrounds – chq 2657 – only a quote provided on file, not the invoice. An invoice is required in order to claim back VAT.

It is recommended that documentation be provided for all expenditure to ensure that the charge has been incurred, the amount is correct and that VAT has been correctly accounted for. In respect of standing order payments, it is recommended that a document is provided from the supplier for each financial year, detailing the goods/services provided, the amount for each standing order period and confirmation of bank details and VAT status.

*The Clerk confirmed that the paperwork is all available for these except for the ICO - invoice receipts are not issued - the payment is made by annual standing order and the only supporting paperwork is the issuing of a Certificate of data control which is available for inspection and would not be issued until the payment was made.*

#### 2. Income – Supporting Documentation

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

- Income from Parbold Community Association £400 quarterly

In respect of the income from Parbold Community Association, relating to the village hall, it is recommended that a letter/form is sent prior to the start of the financial or calendar year stating the expected amount of income due.

***It was agreed that the Clerk will write to the PCA to confirm the amount of rent expected in the coming financial year and keep a copy with the audit papers.***

### 3. **Minutes not matching Cash Book**

There were two instances found where the minutes did not reflect the information detailed on the cash book spread sheet for expenditure:

- Chq 2578 to Barry Rawsthorne – the minutes state the payment was £175 but the cash book states £157
- Chq 2582 to Parbold Community Association – the minutes state the payment was £25.50 but the cash book states £42.50

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.

***The Minutes cannot be retrospectively changed but this is noted and more care will be taken to ensure the Minutes match the cash book.***

### 4. **Asset Register**

The asset register presented by the Clerk only included the additions of the speed indication devices purchased during the year. However, the Parish Council minutes in January 2017 also stated that it had been agreed that the Parish Council would take over responsibility for the purchase of the interpretation board from the Parbold Heritage Group. The asset register should reflect the true cost of all assets for an organisation.

It is recommended that the asset register is amended to include the cost price of the interpretation board and that the amended total of the asset register is the one stated on the Annual Return and formally approved at the June Parish Council meeting.

***This was rectified during the June meeting and the form changed before sending to the external auditor, though the meeting noted that the interpretation board is not linked with the Parbold Heritage Group and the decision to add the Interpretation Board to the asset register was taken and recorded in the minutes of September 2016, not January 2017.***

However the External Auditor has requested clarification on three issues:

1. Fix Assets have raised by £10,483.00.

Speed Indicator Devices cost £9,063.00

Interpretation Board cost £710.00  
Total: £9,773.00

This would indicate that the interpretation board has been listed twice and £710 may need to be deducted from the sum on the form.

2. Other payments has increased by £13,444 (48%) - an explanation for which has been provided, however there was insufficient information to draw a conclusion

3. Total other receipts has increased by £2,821 (21%) - an explanation for which has been provided, however there was insufficient information to draw a conclusion

2 & 3 have been responded to by providing a detailed breakdown of the sums involved on spreadsheets.

#### **10. Alder Lane Issues:-**

- **Parbold Show - any last-minute issues**

There were no last minute issues raised. However, photographs were made available to the meeting to show that large vehicles had again been driven onto the football field, leading to concerns that the drainage system by the gateway may be fractured

- **Field renovation plan update**

The meeting heard that the agreed contractor was ready to start work on the football pitch within the next week.

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

The Clerk spoke against the following applications at the WLBC Planning Committee decisions 22nd June 2017 and the results were noted as follows:-

2016/0962/FUL                      Plot 6 Chapel Lane Parbold Lancashire  
Stable building with tack room, change of use of land for keeping of horses, engineering works to provide private mooring.  
Committee Decision: Approved, with conditions.

2016/0973/FUL                      Plot 7 Chapel Lane Parbold Lancashire  
Stable building with tack room, change of use of land for keeping of horses, engineering works to provide private mooring.  
Committee Decision: Refused.

The meeting heard that Plot 3 appears to have had engineering work done turf has been scraped off all along the boundary with the next plot, with a hard grey gravel surface put down.

It was resolved to agree that Cllr Holland, with the Clerk's assistance, represent the Parish Council in dealings with regard to this site.

Application Number: 2017/0647/FUL

Location: Scanholt, Croasdale Drive, Parbold, Wigan, Lancashire, WN8 7HR,  
Proposal: Conservatory to side.

Ref. No: 2017/0588/FUL

Railway Hotel 1 Station Road Parbold Wigan Lancashire WN8 7NU

Proposed 2 no. 4 bed detached dwellings including associated external works and new access road. Amendments to existing car park.

Parish Council Response: The new plans do nothing to alleviate our fears, and the objection to building on this land stands. The issues of flooding, detrimental effect on the neighbouring properties and parking around the top of Broadmead are still not addressed adequately.

Ref. No: 2017/0576/FUL

Croasdale Cottage Lancaster Lane Parbold Wigan Lancashire WN8 7HQ

Erection of detached dwellinghouse.

Parbold Parish Council considered this application in meeting on 7th July 2017. Croasdale Cottage is a small traditional cottage set in the Lancaster Lane Conservation Area. This proposal is detrimental to the character of the conservation area because it appears to be a modern detached home with a facade that is very different from what is already there; it looks like a standard housing-estate type that is not in keeping with the conservation area.

Application Number: 2017/0647/FUL

Proposal: Conservatory to side.

Location: Scanholt, Croasdale Drive, Parbold, Wigan, Lancashire, WN8 7HR,

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

The meeting noted that the Clarke Telecom proposal to install a mobile telephone mast on the corner of Tan House Lane and The Common, within the curtilage of the British Telecom building is being finalised for presentation as a planning application to WLBC.

## **12. To consider requesting devolved powers from WLBC regarding dog fouling and LCC regarding traffic issues**

It is obvious that the dog control rules on Alder Lane playing fields rules are being flouted and that the Dog Warden cannot always patrol the site and catch all perpetrators. The meeting heard that a parish council can issue fixed penalty notices (FPNs) for the following offences:

- litter
- graffiti
- fly-posting
- breaching dog control orders

Should the parish council wish to do this, their intention must be advertised and should be discussed with West Lancashire Borough Council in order to make sure that such action doesn't duplicate or conflict with their work.

As far as traffic control issues are concerned the parish council can apply to LCC for devolution of powers, if adequately trained and risk assessed staff are available but the process is a little more difficult.

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

Cllr Wess: Flood group report, consider a pedestrian crossing at The Common,

Cllr Arnold: There has been far more groundwork required this year already and financial costs of groundwork are increasing. Need to consider next year's costs.

Cllr Blake: Recently attended a public meeting about the future of the convent on Lancaster Lane. There are proposals to create a retirement village, currently at a very early stage, but the suggested entrance would be opposite Parbold Douglas Academy. As this would be an access for service vehicles and visitors it could severely impact upon existing Lancaster Lane traffic problems.

Cllr Carruthers - Parking by Parbold Douglas Academy has again got a lot worse. The new Head Teacher Natalie Watts is keen to tackle the issue.

### **14. 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.**

Resolved.

### **15. Consider projects for Community Infrastructure monies**

The Clerk confirmed that £4,800 had been received in respect of CIL money resulting from development along Tan House Lane, and that subsequent payments will be received. As this money must be spent on (a) the provision, improvement, replacement, operation or maintenance of infrastructure or (b) anything else that is concerned with addressing the demands that development places on the area.

The meeting proposed that the funds be put to one of the following projects:-

- the Flood Action Group - perhaps to commission an independent flood report for the village
- The Dry Dock restoration
- Further development at Alder Lane Playing Fields
- Towards the costs of new heating system in the Village Hall

The Clerk was asked to confirm how much money in total would be received in CIL funding in the next financial year and the issue will be returned to in September.

### **16. Complete agreement with LCC for siting roadside Speed Indicator Devices**

The forms were completed for LCC and the current progress noted. LCC requested clearer permission from United Utilities to give access to the power station on Alder Lane in order to



erect the pole for the SPiD. The Clerk will request United Utilities' cooperation. In the meantime the other poles will be installed by LCC.

There being no further business the Chairman closed the meeting at 10 pm.

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Chairman - Cllr B Arnold

8th September 2017