

**Minutes for the Meeting of the Parish Council at 7.30 pm on Friday 6th April 2018 in Parbold Women's Institute Hall.**

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

**1. To record apologies for absence**

Apologies were accepted from Cllr Bailey, Cllr Carruthers.

**2. To receive declarations of interest**

None declared

**3. To sign as a correct record the minutes of the meeting held 2nd March 2018**

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

**4. To consider co-option of new member onto the Parish Council and if appropriate hear acceptance of office**

Dr Ellis Gill was co-opted onto the Parish Council. Declaration of acceptance of office was read out, signed and witnessed.

**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 items raised.

**6. Update on Network Rail proposals for both Level Crossings in Parbold parish**

The Parish Council noted that Network rail had met with Parbold Wildlife Group to discuss concerns about Chapel Meadow. The Parish Council maintain that no road across the meadow could be permitted.

The consultation on the change to the Level Crossing at Station Road Parbold was discussed. An upgrade of the crossing was welcomed but proposals to move the bus stop on The Common caused concern. The Clerk was asked to contact Network Rail and request a site meeting with them to discuss the concerns. The Chairman gave the plans to Cllr Blake for further distribution once she had looked at them.

**7. Update following meeting of Parbold Heritage Group regarding the Dry Dock restoration**

The Chairman reported attending the Heritage Group Meeting earlier that day. Unfortunately, there would be no funding from Canal & River Trust as they have more

pressing priorities at the present time. A new project leader had been appointed. The group are looking for grants from the LEF, Whitemoss Community Fund and many of these applications require a third party contribution. Therefore the group may shortly be asking the parish council to act in this capacity, and offer some funding in order to access and release larger grants.

The Group are requesting an update from WLBC on the treatment of Japanese knotweed which they understood they are obliged to maintain are following a three year programme of disposal.

It was resolved to propose to WLBC that this dock regeneration be a project for Community Infrastructure monies to be spent on and to invite Kathryn Georgeson to a future meeting to give the councillors an update.

#### **8. Receive update from Flood Action Group (report circulated)**

The report was distributed and this meeting noted that it records LCC's Paul Blakeley stating that the flood group should maintain the Community-led Telemetry. However, the flood group are an older group and cannot do the maintenance.

It was resolved to make it clear that Parbold Parish Council cannot take responsibility for maintenance of the equipment as they are equally lacking the expertise and resources. Whoever does accept responsibility for maintenance and fails to keep it up to date, may find themselves liable for any damage caused by flooding from the brook.

The Parish Council continues to be concerned about blocked grids, gutters, gullies and drains. People are encouraged to use the LCC Report It system to log these so that LCC will add to their list of priorities.

#### **9. The Common:-**

- **Replacement of old litter bins on The Common (outside the shops)**

It was resolved that the litter bins on The Common outside the shops will be replaced using community infrastructure monies with the continued arrangement that they are emptied by WLBC.

- **Discussion regarding the bench situated next to the Parish Council Notice Board**

It was resolved to write to Ann Brew, former landlady at the Railway Public House explaining that the bench requires renovation in the region of £500 and that the parish council is replacing older wooden benches with maintenance free recycled plastic benches. It was agreed that such a new bench could have the inscription added if Mrs Brew wished this. However, this course of action will be delayed until the response to the application for capital funding for a WW1 bench is received.

#### **10. To ratify and authorise payment of accounts presented, receive final accounts for Financial Year 2017/18 and complete Annual Governance & Accountability Return**

210318	RBS	Bank charges	d.d	£5.00
160318	AP Pest Control	Playing fields removal of moles	2735	£150.00
160318	Fire Equipment	Service on Village Hall equipment	2735	£152.70
160318	J Stewart	Installation of benches	2736	£400.00
280318	E A Broad	Salary for March 2018	s.o.	£695.71
280318	NEST	pension (£7.44 Parish contribution)	d.d.	£61.05
060418	Parbold WI	Room hire	2737	£32.50
060418	CJ Lyons	Jetting the drains at Village Hall	2738	£78.00*
060418	Glasdon Products	Seven Litter bins	2739	£3,928.51*

\*contains VAT

A bank reconciliation for financial year end 31st March 2018 was distributed as follows:-

Balance as at 31st March 2018 = £109,461.13

Balance as at 31st March 2017 = £102,412.09

Add Income of £63,959.89 (of which £14,101.86 is Community Infrastructure Levy)

Subtract Expenditure = £45,754.12 (of which £1,429.66 (play area benches is CIL)

Minus 2017 cheques = £12,042

Plus unrepresented cheques = £885.27

Total = £109,461.09 (agrees with bank statement)

End-of-financial-year balance carried forward = bank statement balance minus outstanding cheques = £108,575.86

### **11. To approve documentation for compliance with the General Data Protection Regulation coming into force 25th May 2018**

It was resolved that Parbold Parish Council adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. The adopted policies which will be adapted from standard forms provided by NALC and SLCC, will be available for information online at <http://www.parbold-pc.gov.uk/> from May 2018.

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

- **Consider trees in the play area**

It was resolved to remove the three trees in the village hall play area because they are dropping moss onto the doctors' surgery roof and play equipment which is making the surfacing exceptionally slippery. To mitigate three trees will be planted elsewhere in the village and the Clerk was asked to enquire about planting these on Greenfield Avenue, where other trees had been accidentally damaged by WLBC grass cutting.

- **Update on issue of heating systems in the village hall**

There had been reported lock-outs to the main hall heating system during high winds over the last couple of months. Whilst accepting that the system is old and not ideal for the hall, the £120k system proposed appeared to be above requirements and was too much public money to spend. The funding applications had not been successful and now a more modest system to replace the present would have to be considered.

- **Inform Councillors of work at the drains at the village hall**

C J Lyons had twice attended the village hall due to blockages in the toilets. The ladies toilet had been blocked with baby wipes so PCA were requested to erect notice that such items should not be placed in the toilets.

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

**Application Number:** 2018/0149/FUL  
Replacement of windows to Lancaster Barn  
Lancaster Barn Lancaster Lane Parbold Wigan Lancashire WN8 7AA

Parish Council Response: No comment on this application.

### **14. To confirm details for Community Litter pick on 14th April 2018**

The risk assessment was accepted and litter picking equipment provided. Graeme White confirmed that the filled bags would be removed from Parbold Village Hall car park on Monday 19th April 2018.

### **15. To agree notes for inclusion in next PCA Newsletter**

The Parish Council has purchased new bins to help tidy up the area around The Common shops and in Jubilee Gardens; these should shortly be in situ. They can be used for dog waste as well and avoid getting a £75 fixed penalty for leaving it on the ground. There will also be new bins in the play areas at Burnside and the Village Hall.

If you witness dog fouling, please let WLBC Dog Warden know:-

- Online at <http://www.westlancs.gov.uk/environment/dogs/dog-fouling.aspx>
- Contact the Environmental Enforcement Service on 01695 577177.

detailing:-

- The location of the fouling
- The dates or times when dogs are seen to foul
- Details of the breed, colour and size of the dog
- Any information regarding the dog's owner

and they will investigate.

The Annual Parish Assembly will be held on Friday 4th May at 7pm at Parbold Women's Institute. This year's meeting will concentrate on flooding issues rather than the reading of reports from community groups.

United Utilities have been working closely with residents and the parish council to try and keep odour problems to a minimum, but if you do notice a smell, please report it online at <http://unitedutilities.odour.sgizmo.com/s3/>

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

Cllr Butts - pot holes are re-appearing at the shops on The Common.

Cllr Schaffel - with new cafes in the village and various events that attract people from outside, is there any scope for additional car parks anywhere?

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

Item not required.

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

- **Consider granting permission to use Playing Fields for the Parbold Show and a donation to the Festival Committee to support the event.**

It was resolved to grant permission to use of Alder lane Playing Fields for the Village Show on the usual terms:

These conditions include that only light vehicles be permitted onto the playing pitch and that there would be a review immediately after the event to consider and record the condition of the playing fields. The Parish Council will not withdraw permission should heavy rain precede the event but do expect the Village Show Committee to take any steps necessary to mitigate damage in such circumstances.

Parbold Village Show Committee must accept responsibility for any damage caused to the pitch and supervise what vehicles do enter the field. The entrance used for the field is of particular vulnerability as the drainage system for both pitches meets here and the landfill cap is close to the surface, so care must be taken and, in the event of poor weather conditions, protective covering should be considered. The parish-owned shipping container can be used

however it is inadequate for the large number of visitors anticipated, so the Committee ought to consider hiring portaloos for the event.

The Clerk was asked to extend thanks to the Show committee for running these fabulous events and good wishes for another successful year doing so.

It was resolved to delegate to the Chairman and Clerk discussion regarding the Sunday event and that permission will only be granted to a group with all the required insurance and commitment to the local community.

- **To discuss the continuing problems of misuse of shipping containers by user groups and teams**

Following three occasions where the parish-council-owned shipping container has been left insecure and flooded, it was agreed to change the locks. Whilst there is supposed to be a dedicated touch line manager at each match, none has been located at the times that the Chairman visited. The field users will be contacted and reminded of their responsibilities for proper management of the facilities and a meeting will be arranged when convenient.

- **To consider what action to take regarding the oversized trees on the corner of Bramble Way**

It was resolved to prune or crown the trees over shadowing the first homes on Bramble Way but not to remove them at this time.

There being no further business, the Chairman closed the meeting at 9.40 pm

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*Chairman - Cllr Brian Arnold*

*4th May 2018*