

Parbold Parish Council

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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 took place at **7.30 pm on Friday 5th June 2020** by Zoom conferencing.

MINUTES

Participants: Cllr Arnold (Chairman), Cllr Bithell (Vice Chairman), Cllr Blake, Cllr Butts, Cllr Carruthers, Cllr Ellis, Cllr Holland, Cllr Stopford, Cllr Schaffel.

1. To record apologies for absence

None, all present.

2. To receive declarations of interest

Cllr Arnold declared an interest in Planning Matters Item 12 Application Ref. No: 2020/0358/FUL as a neighbour of that location.

3. Public Participation:

- **Any item raised by a member of the public via mail will be discussed at this point.**

Greenfield Avenue residents thank the parish council for cutting back the play area hedge, to which they have contributed £100 towards cost of their side of the hedgerow. Advice is being sought about cutting back or cutting down the overgrown trees in the quadrant behind the hall where the PCA bins are stored.

Attention was drawn to the estate agents for sale boards which have been placed on land remote from the curtilage of the properties concerned. The meeting heard that for over 12 months a board with the name Maria Evans has been on common land at the top of Greenfield Avenue. On The Common backing onto The Hayes there is a board belonging to Borron Shaw (Orrell) and this weekend a board has appeared belonging to Regan and Hallworth also on land at the junction of The Common and Lathom Avenue and attached to the road sign. This matter has been reported to WLBC who confirms the a planning enforcement officer will be contacting the Parish Council to take this matter forward.

Roberts Recycling has agreed to remove the Fire Fighters' Charity Collection Unit placed on The Common car park, with permission, they said, from McColls Shop. Now that they accept this is not land owned by McColls, they will remove the recycling bank before the 30th June 2020.

The pavement on the left of Parbold Hill road, going uphill after the Lancaster lane turn is nearly impossible to walk on due to an overgrown hedge. Could the Council ask the owner to cut it back significantly please?

The location was identified as a holly hedge sticking out far into the footpath bordering the property called Littlefield, Parbold Hill. It is very close to the boundary of Lindsay house care home. The boundaries get rather blurred in this corner.

The land owner has cut the hedge in the last couple of days and it looks clean and tidy, but it needs to be taken back in stages to achieve 300mm (12 ins) to clear the footpath properly. They have agreed to see what can be done but it may take 12months to get back this far.

4. To ratify as a correct record the minutes of the meeting held 1st May 2020

The Minutes were accepted as a correct record of the meeting and will be signed by the Chairman in due course.

5. To agree procedure for cooption to fill council vacancy as soon as practicable

It was resolved that, due to the unpredictability of the technology supporting remote meetings, it is currently impracticable to co-opt a new member, so the decision on which candidate to select will wait until physical meetings resume. The Clerk was asked to write to the applicants and thank them for their interest. Also, to explain that it is only because the current Councillors wish to see each of them in person and give them equal opportunity to present themselves. This delay is forced on the Council until pandemic emergency measures are lifted.

6. To receive Internal Auditors Report, complete form for submission to External Auditors, including Statement of Compliance

The following report was acknowledged and recommendations will be adopted:

INTERNAL AUDIT REPORT 2019-20

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 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 – Confirmation of Payment

Invoices were found to be in place when the sample checks were undertaken. However, there were some instances where invoices were not labelled as being paid with a relevant cheque number.

- Gold Seal Tradeline £150, Cheque no 2858
- Playsafety Ltd £164.40, Cheque no 2859
- Parbold W I £32.50, Cheque no 2861
- ABC Power Systems £446.40, Cheque no 2906

It is recommended that all invoices are marked as being paid with the relevant cheque number to minimise the chance of an invoice being paid twice in error.

2. **Income – Supporting Documentation**

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

- Rent due from Parbold Community Association (£400 quarterly fee).

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.

3. **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):

- September minutes state that the August bank charges were £6.65 but the charge on the payment spread sheet was noted as £7.70. The correct amount as per the bank statement is £7.70
- In addition, there is no mention in any minutes of the September bank charges of £9.10.

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.

4. **Risk Assessment Register**

The Risk Assessment Register was approved by the Parish Council on 7 January 2020. It was noted that there was no mention in the Risk Assessment Register of the risks associated with the CCTV equipment and data protection, although a CCTV policy is in place.

It is recommended that the Council consider adding to the Risk Assessment Register to acknowledge the risks posed by operating CCTV equipment, especially in relation to the processing of personal data as set out in the Data Protection Act 2018.

It was resolved that the Clerk and Chairman sign the Annual Governance & Accountability Return 2019/20 Part 3 and submit this to the External Auditors.

7. Issues on The Common:

- **Problem of lack of maintenance to the area outside The Heys**

It was resolved to write to the owner reminding them of their duty to maintain this area, particularly in regard to prevention of encroachment and disturbance of the visibility splay for drivers.

- **Note request to LCC to clear the overgrown hedges at the Library**

This matter has been reported to LCC and logged on their online system with the reference number: W494109.

8. Alder Lane Issues:-

- **Parbule - Consider emailed request to use Alder Lane Playing Fields for Parbulele Festival in August 2020**

It was resolved that unfortunately, the Alder Lane Playing Fields will not be available for the Parbulele festival this summer. The concerns about managing this area are too great. Highly visible to the busy road, an event at that location could attract more visitors than manageable. Additionally, the football and rugby clubs who pay to use the fields may require them during that period as they are trying to catch up on their fixtures, suspended due to Covid-19.

- **Update on playing fields availability for sports club hire**

Shevington Sharks paid £1,500 for use of the rugby pitch and shipping containers from 1st April 2019 to 31st March 2020. Appley Bridge Junior Football Team paid £300 for use of the football field on Sundays. New licences have not been issued as play is suspended.

The Parish Council Chairman was recently approached by Tony Barnes, Chairman of Standish Panthers looking for a full size pitch for the forthcoming season. Age groups are 16s and open age but potential to increase this during the season. Standish Panthers would pay £500 per team per season starting with £1000 for next season for exclusive use of the pitch. Playing times would vary, the younger age group would be morning kick off with a lunch time open age kick off time. As a charter standard football club affiliated to the Lancashire FA with their own high standards they hope this would be taken in to consideration .

It was resolved to thank Standish Panthers for their interest but that the playing fields would not be available to them for the next season as this clashes with Appley Bridge Football Team's use of the fields for their junior team. The pitch is actually a little short of full size so more suitable for junior play than open age. In addition, Bramble Way residents have, in the past, been subject to more disturbance from Open Age and adult players, than from the junior teams, and the Parish Council is obliged to maintain their interests here too.

It was agreed that Shevington Sharks ARLA could resume training in small groups of six in accordance with Sport England guidelines.

Once the Covid-19 restrictions are lifted, the Parish Council will return to drafting field licences of realistic terms and determining the commensurate charge for use.

- **Consider proposals for the site of the former leachate tanks**

The leachate tanks have now been replaced with small equipment leaving a sizable, flat area inside the metal gates.

Borough Councillor Blake has been in negotiations with officers at WLBC to secure agreement that the parish council can use this land. Borough Councillor Whittington supports the Parish Council to acquire the land available at the leachate compound. It is proposed that the shipping containers be relocated inside the fenced area to increase security, though some Councillors would prefer that the fencing be removed or reduced as it is unsightly. Confirm that Officers at West Lancs informed Cllr Blake that CIL money is available and WLBC may use that to move the containers but this money is bid for and it would have more of a chance of acquiring this money if the site supported sports that are members of their sporting associations. Also informed that funding could be applied for from the Football Association if a team was affiliated.

- **Update on CCTV project for car park at Bramble Way**

An application to WLBC's Capital Grant Scheme for CCTV at this site has been successful so that 60% of the costs of capital equipment will be refunded once spent. An updated quotation has been received but the amount has reduced so the contractor is to be asked to ensure that the equipment is the same as requested for the original quotation.

- **Consider request from resident that the ten parking places alongside the last house on the road be removed, to reduce antisocial behaviour near the houses.**

It was resolved to retain the parking spaces as it is impracticable to remove them.

9. Village Hall Issues:-

- **To note Environmental Health advice regarding re-opening of halls after a period of closure, for when Lockdown eases further**

The information received from West Lancashire Borough Council has been forwarded to the Parbold Community Association to assist preparation for re-opening the hall when it is safe to do so.

10. To note increase in graffiti in the village and reporting of the problem to appropriate authorities

The graffiti on the canal bridges has been reported to both LCC as the highway authority (because the road continues over the bridges) and the Canal & River Trust who has responded that they will clean the graffiti from the stone. It was resolved that consideration be given to supporting volunteers with the purchase of suitable, safe-for-wildlife graffiti remover, to deal with this issue more quickly.

11. To ratify accounts and authorise payment of accounts presented

12052020 Parbold Tree Wardens Emptying WLBC green waste bins 2918 £55.00

21052020	RBS	Bank charges	d.d.	£5.00
28052020	E A Broad	salary	s.o.	£818.63
28052020	NEST	Pension (£27.89 from parish, rest is employee contribution) £94.83		
05062020	Sandra Jones	Completion of Internal audit	2919	£200.00
05062020	B Rawsthorne	Grass cutting	2920	£578.00
05062020	Wrightington Windows	Cleaning village hall	2921	£25.00
0506020	E A Broad	Stamps, Ink & pen drive to back up laptop	2922	£138.06*
*includes VAT				

The accounts were ratified and authorised for payment.

12. To note Planning and Planning Applications

Ref. No: 2020/0358/FUL

Single storey side and rear extension, following the taking down of the existing conservatory
9 Brookfield Parbold Wigan Lancashire WN8 7JJ

Cllr Arnold declared an interest in this application as a neighbour to the property and withdrew from discussion.

Parish Council response: Parbold Parish Council has no comment on this application.

The following applications were noted: -

Ref. No: 2020/0367/LDP

Certificate of Lawfulness - proposed construction of single storey side and rear extensions.
Alterations to front elevation windows.
28 Wood Lane Parbold Wigan Lancashire WN8 7TH

Ref. No: 2020/0388/LDP

Certificate of Lawfulness proposed relocation of garden fence
Woodlands 1 Brandreth Delph Parbold Wigan Lancashire WN8 7AQ

Regarding the issue of Estate Agents for sale signs: the Clerk was asked to write to the individual Estate Agents concerned and request that they are relocated to the area beside the homes for sale and not on common, open land where they are cluttering the village.

13. Councillors' agenda items for future meetings

Cllr Schaffel - Noting the WLBC press release concerning money for getting business back post-Covid, please ask about help for Parbold Village Hall, the WI Hall etc. as well. Are there shops in the village that need 2 metre circles or other measures to help social distancing?

Cllr Bithell - The PCA newsletter will resume this month. Please include requests to residents re: chopping hedges back etc. Also invite individuals or families to take part in a Remote Litterpick, whereby they pick the litter in their surrounding area and we log that as voluntary service done in our community. Should any youngsters wish to do this as part of their volunteering section of Duke of Edinburgh, we can provide equipment and complete their feedback forms. Perhaps we could attract hobby litter-pickers; devise a scheme to offer reward certificates for areas cleared/time spent on litter-picking? Ultimately can we consider employing a lengthsman?

The next meeting on Friday 3rd July 2020 will be held at 7.30pm by Zoom conferencing. There is then a break for summer recess as the Council does not meet in August. Return on Friday 4th September 2020, it is hoped might be a physical, public meeting, though there may still be restrictions in terms of numbers permitted and maintaining social distance. This also depends upon the re-opening of public halls. It is noted that NALC guidance allows for remote meetings up until May 2021.

There were three Councillors who experienced difficulties in communicating on this evening's Zoom meeting for different reasons. All Councillors contributed as fully as they were able to given the connection difficulties. It was resolved to purchase the Zoom package for use in the short term but to resume physical meetings at the earliest opportunity, when safety concerns are met.

There being no further business the Chairman closed the meeting at 8.50 pm.

Cllr Brian Arnold
Chairman

3rd July 2020