

Parbold Parish Council

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MINUTES

Minutes of the meeting of the Parish Council held at 7.30pm on Monday 15th May 2023 in Parbold Village Hall, The Common, WN8 7DL

Present: Cllr Arnold (Chair), Cllr Blake, Cllr Carruthers, Cllr Gill, Cllr Long. Cllr Butts, Cllr Bailey

2 members of the public in attendance.

All Councillors present read out their declaration of acceptance of office which was witnessed, signed and dated

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

Cllr Arnold was duly elected as Chairman.

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

Cllr Gill was duly elected as Vice Chairman.

3. To record apologies for absence

Apologies were accepted from Cllr Holland, Cllr Stopford and Cllr Schaffel.

4. To receive declarations of interest, including updating Register of Financial Interest forms

None declared. Councillors are completing new Declaration of Pecuniary Interest forms to be lodged with WLBC.

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.

It was reported that the Coronation afternoon tea held at the Village Hall by the PCA was well received, with over 100 local residents attending. A vote of thanks was given to Mrs. Sue Halton and volunteers who organised and ran this popular event.

Concern was raised over an area of tarmac on Beech Avenue behind the bungalows that face onto Alder lane. It was believed that this area was solely for the use of the residents of the bungalows rather than a parking area for other residents of Beech Avenue. It was requested that the Parish Council make enquiries as to the use of this area.

6. To ratify as a correct record the minutes of the meeting held 14th April 2023

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 were agreed:

Friday 2nd June
Friday 7th July
Friday 1st September (statutory meeting)
Friday 6th October
Friday 3rd November (statutory meeting)
Friday 1st December
Friday 5th January 2024
Friday 2nd February
Friday 1st March (statutory meeting)
Friday 5th April
Friday 3rd May (statutory meeting)

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

The following membership was agreed:

Finance Committee – Cllr Arnold, , Cllr Butts, Cllr Carruthers, Cllr Gill

Planning Committee – Cllr Arnold, Cllr Holland, Cllr Gill, Cllr Long

Liaison with PCA Subcommittee to the Amenities Committee Composition –Cllr Arnold, Cllr Butts,, Cllr Schaffel, Cllr Stopford

PCA Observer – Cllr Butts

Peter Lathom Charity & Richard Durning Trust Board – Cllr Blake

Peter Lathom Charity - Cllr Carruthers

9. To receive Internal Audit report, and complete Audit papers for External Audit, including Annual Governance Statement 2023/24

The Internal Audit report had been previously circulated and was accepted by the Council. Points of note are as follows:

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

- Savings account credit of £225.46 for Unity Trust on 28 February 2023
- Royal Bank of Scotland income figures of £0.53 and £4.97 in April 2022

It is recommended that receipts or other documentation is provided for all income items to ensure that the correct amount has been received and appropriately accounted for.

2. There was an instance found where the minutes did not reflect the information detailed on the cash book spread sheet for expenditure in relation to:

- April 2022 minutes state that the O2 invoice was £23.60, but the charge on the payment spreadsheet was noted as 21.90.

Also, there were anomalies with the June Minutes page numbering and it is recommended that all Minutes are checked to ensure an accurate record.

3. It was a matter of concern that there appeared to be a balance left on the Royal Bank of Scotland account at year end when the bank reconciliations were examined, despite the Parish Council switching banks back in April 2022. When this balance was queried, a final bank statement was produced which showed that there was no balance owing from the Royal Bank of Scotland as first thought. The Clerk and RFO has been advised to amend the cash book, final bank reconciliation and AGAR figures accordingly. It was also noted that although there had been quarterly bank reconciliations carried out during the financial year, there was very little mention of this in the minutes, except for a note relating to the September 2022 bank reconciliation which did not include details of what the bank balance was. It was recommended that Minutes should include more detail of transactions and reconciliations.

4. There were a number of occasions during the financial year where quotes had been sought for issues such as the resurfacing of a car park and a new website. However, although documentation was provided to show that the correct procedures had been followed, there was very little information included on the minutes. It is recommended that once a quote process has been carried out and a final decision made, the minutes should detail the provider/supplier, the cost and the reason why the provider/supplier was chosen. This will provide transparency and reassure the public that appropriate controls are in place for large items of expenditure.

5. It was noted that the publicity requirements for the previous year 2021/22 had not been fully met. The following sections had not been published correctly:

- Signed version of Section 1 Annual Governance Statement
- Revised signed version of Section 2 Accounting Statements to take into account the need to restate the total of fixed assets, as

found during the internal audit and subsequently requested by the external auditor

- Signed version of the Annual Internal Audit Report on page 3 of the AGAR The Council noted the recommendation but feel that signatures should be redacted on these documents.

The AGAR documents were accepted by the Council and have been signed by the Chairman and Clerk.

10. To ratify accounts and authorise payment of accounts presented

130423 Tom Owen – works to side of Morrisons	BACS £540.00
130423 Tom Owen – car park resurfacing	BACS £15488.04
190423 O2 – CCTV	BACS £26.76
260423 Paul Lenehan – gate installation Village Hall	BACS £450.00
280423 B Joule – salary	BACS £815.66
300423 Laurence Davis – grounds maintenance	BACS £883.50
020523 Office supplies – ink cartridge	BACS £10.99
090523 Ormsbys – Jubilee stone update	BACS £210.00
100523 PCA Coronation tea	BACS £101.16
140523 S Jones – Audit	BACS £300.00
150523 Vision Link telemetry flood detection	BACS £24.00

Signatories – please note that following authorisation at this meeting the requests for BACS payment will mirror this list.

10.To note Planning and Planning Applications

Application Number: 2023/0276/FUL

Proposal: Proposed single storey garden room extension to the rear of 70, The Common, Parbold.

Location: 70 The Common, Parbold, Wigan, Lancashire, WN8 7EA

Comments: No objection in principle or to the proposed design. However, the proposed rear extension, albeit single-storey, would result in built development along the entire rear boundary of the adjacent house which fronts Tan House Lane (number not shown). It is suggested that WLBC ensure when

inspecting the site that there would be no overbearing impact upon this house, which has a fairly short rear garden.

Application Number: 2023/0298/FUL

Proposal: Demolition of an existing conservatory and construction of a single storey rear extension, construction of a single storey side extension, construction a 1.5 storey front extension, alterations to existing elevational and roof materials, and alterations to windows.

Location: 2 Tan House Close, Parbold, Wigan, Lancashire, WN8 7HH

Comments: No objection in principle or to the proposed design. It is suggested however, that WLBC check any impact upon the property at No 68, as the proposed extension would result in a very long built development adjacent to the side boundary with No 68 The Common.

11. To discuss the quote for annual insurance cover

It was resolved to accept the renewal quote from the current insurance provider.

12. Village issues

- **To discuss the heating system service reminder for the village hall small room**

It was resolved to find out more about the service requirements of the boilers in the village hall and to arrange a meeting with the current service providers to facilitate this.

13. Alder Lane issues

- **To discuss the quotes for the path renovation on Chapel Meadow**

3 quotes have been sought and received for this project to renovate approximately 400 metres of paths on Chapel Meadow:

Quote 1 – £8500.00

Quote 2 – £21,144.00

Quote 3 – £7450.00

There was a successful Capital Grant bid of £4000.00 to be put toward this project. It was resolved to approach the contractor submitting Quote 3 to establish whether the work could be completed by autumn. If this is not the case then the contractor from quote 2 will be approached. This is because

Parbold Wildlife Group are requesting that this work commences after the meadow is mowed, usually in August, and before the weather worsens.

- **To receive an update on Parbold Village Show**

Parbold Village Show Committee have asked about the suitability of the electric power point on the Alder lane field for use at the show. Following an inspection of the power point it has been recommended only to be used for units such as lights etc that require a smaller consumption and for any users to provide a certificate that their electrics have been tested. Any units requiring a sizeable consumption risk tripping the power as was the case last year and it is recommended that they use their own generator. It was pointed out that any one bad connection will trip the entire system.

15. Update on Councillor raised issues:

- **The grant application for a heritage sign for the Parbold Bottle**

Further research has been undertaken to find a suitable grant possibility for this project. It was agreed that two signs would be required, one from the top of Parbold Hill near the existing information sign and one at the entrance of the path leading to the Bottle.

The most likely source of funding is from the Lancashire Environmental Fund (LEF), the next round of which closes on 20th July 2023. Alternatively, the Parish Champion funding could be explored.

16. Clerk's Report

The Clerk's Report was duly noted.

17. Councillors' agenda items for future meetings

None declared.

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 the consideration of the remaining items on the agenda.

18. To discuss whether to accept a postponement of the Declaration of Acceptance of Office for two Councillors

Two Councillors could not be present for this meeting. The reason for this was accepted by the Council and it was agreed that their declarations of acceptance of office can be postponed until their return.

There being no other business the Chairman closed the meeting at 2040hrs.

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Chairman

12th May 2023

