

# Parbold Parish Council

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## MINUTES

**Minutes of the meeting of the Parish Council held at 7.30pm on Friday 7th June 2024 in Parbold Village Hall, The Common, WN8 7DN**

Present: Cllr Arnold (Chairman), Cllr Gill (Vice Chairman), Cllr Blake, Cllr Butts, Cllr Bailey and Cllr Carruthers

2 members of the public in attendance.

### **1. To record apologies for absence**

Apologies were accepted from Cllr Holland, Cllr Stopford, Cllr Long and Cllr Shaffel

### **2. To receive declarations of interest**

None declared.

### **3. 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 representative of the PCA raised the poor state of the noticeboard outside the village hall. The wooden frame needs refurbishing or replacing with a maintenance free version.

The representative also stated that the area behind the village hall has become difficult to negotiate with overgrown weeds and long grass. It needs strimming and clearing so that access can once again be gained to store bins etc.

The question was raised of whether the discussed boiler care plan for the village hall had now been implemented. It was confirmed that it had been resolved to adopt the plan and the Clerk will now set this up.

#### **4. To ratify as a correct record the minutes of the meeting held 3<sup>rd</sup> May 2024**

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

#### **5. To ratify accounts and authorise payment of accounts presented or already paid**

070524	Friends of Parbold Library – grant	BACS	£200.00
080524	Zurich Insurance	BACS	£2374.26
080524	Laurence Davis groundworks - April	BACS	£1900.00
150524	Vision Link	D/D	£24.00
160524	Rufford Printing - footpath map	BACS	£48.00
170524	ICO renewal	D/D	£35.00
190524	O2 CCTV	D/D	£28.07
200524	NPS Solar panels grant	BACS	£48,994.00
200524	NPS Solar additional upgrade of panels	BACS	£5428.00
280524	B Joule – salary	S/O	£886.10
300524	Fire Equipment Services	BACS	£172.80
300524	C Chappell – 2 brown bins	BACS	£90.00
010624	Mrs S Jones – Audit	BACS	£350.00
010624	Laurence Davis groundworks – May	BACS	£1910.00
010624	Midstream	BACS	£102.00

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

**6. To note Planning and Planning Applications**

Application: 2024/0364/FUL

Proposal: Installation of plant equipment

Location: Co-operative Store, 1 Station Road, Parbold, Wigan, Lancashire.

Comments: The Parish Council offer no objection to this proposal.  
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**7. To receive Internal Audit report, and complete Audit papers for External Audit, including Annual Governance Statement 2023/24**

An internal audit was completed by an independent Auditor and after diligent scrutiny a number of issues were highlighted. These included:

- Several accounting errors which, although included in the accounts for transparency, would have been better removed as they gave an artificially inflated figure of expenditure. Also a formatting error on the cashbook was picked up by the Auditor.
- It was recommended to include more details in the Minutes, such as quarterly bank reconciliations, the notes from any budget meetings, the amount of precept requested and the reasons why that figure was determined.
- Although the quote processes were deemed to be correct the Auditor recommended that the final agreed quote should be shown in the Minutes, along with details of the chosen contractor and the reasons for that choice.
- The Minutes should also include any agreements to changes to the Clerk’s salary, which should follow an annual appraisal. Any other pay awards should be approved by Council and shown in the Minutes.
- The Auditor recommended that the Financial Regulations and Risk Assessment Register be reviewed as it is over a year since the last review of the Risk Register. This will be circulated for review and discussed at the next meeting. Although the Financial Regulations were reviewed in May it was felt that they did not reflect the new NALC model regulations published in May. However, as the Parish Council is not a member of NALC (National Association of Local Councils) it is not privy to the

updated version. Further enquiries will be made in order to bring the Financial Regulations up to date.

Members were in agreement with the recommendations and further help and oversight will be given to the Clerk to minimise any errors. The full Audit report can be viewed on the Parish Council website.

## **8. Village issues**

- **To consider an application for the Coronation Living Heritage Fund grant for community orchards**

The Coronation Living Heritage Fund grant for community orchards has just gone live, and is intended to provide a lasting legacy to mark the King's coronation. The Coronation Community Orchard Grant Scheme is a small grants programme for community groups within Lancashire including town and parish councils. The minimum number of trees per application is five, and the maximum is 25. Members considered this proposal but concluded that there is no suitable council owned area to effectively create an orchard. Also, the ongoing maintenance of such an area would add to the cost of the Council's groundworks programme.

- **To consider the circulated Harrock Hall Woodland Management Plan**

Although this does not directly affect the community the Parish Council had been asked by Harrock Estate's consultant for any comments with regard to the circulated Woodland Management Plan. No further comments or questions were raised.

- **To consider the request for support for a campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.**

The Parish Council had been asked by a government researcher to support a campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. Members were supportive in principle but as this has already reached the Houses of Parliament and 44 national organisations were already showing support it was unclear what was expected of the Parish Council. It was resolved to make

further enquiries to establish what level of support is being requested and whether this involves a financial contribution.

- **To consider the complaint of dog fouling along the front of the parade of shops on The Common**

There has been some concern by shopkeepers as it appears that there has been an increase in dog fouling along the pavement directly outside the shops. Dogs are also apparently being allowed to urinate up against the walls of the shops. It was resolved to highlight this in the Newsletter to try to minimise these instances.

- **To consider applying for the 2024 PROW grant**

A new copy of the footpaths map has been procured, but the wooden frame is also in a poor condition. It was suggested that the Clerk apply for a Public Rights of Way (PROW) grant to replace the frame. As it directly related to the use of footpaths around the village.

## **9. Alder Lane issues**

- **To receive an update on the Sport England grounds maintenance grant application**

The application is completed and will be submitted shortly. An initial assessment of the pitch has been produced. Appley Bridge FC have been approached to see if they would be interested in applying also, as they have requested to apply for a licence for the 2024-25 season.

- **To receive an update on the delayed Capital grant and Grantscape grant works to Chapel Meadow**

A meeting was held with the Chairman and the contractor to confirm a start date for both projects, now that the ground is drying out. It is anticipated that work will start on the paths to and around the meadow in mid July. Grantscape have been updated and understand the delay, stating that many of their current grants have been affected by the adverse weather.

## **10. Update on Councillor raised issues**

- **To consider a grant to Christ Church, Parbold for improvement to the grounds**

Cllr Blake outlined the request for a grant to improve the grounds for the safety and use of the churchgoers and local groups. Further details are required and therefore this item will be deferred to the next meeting.

- **To receive an update on the towpath upgrade between the Alder Lane and Mill Lane bridges**

Cllr Bailey has been investigating why the towpath renovations stopped short of the Mill Lane bridge. He has been liaising with WLBC and the Canal and Rivers Trust. It appears that the intention of WLBC is that the path was to be renovated right up to the Mill Lane bridge. However, the Canal and Rivers Trust may have apparently run out of funds to complete the project. This has not been confirmed and Cllr Bailey intends to continue to investigate and remedy this problem.

Cllr Bailey left the meeting at this point.

## **11. To review the Asset Register**

This document had been circulated to Members for review, the only change being the addition of the new solar panels to the value of the village hall. There were no additional comments and the document was agreed and adopted as a correct record of the Council's assets.

## **12. Clerk's Report**

The report was duly noted. The Clerk added that a member of the public had highlighted the issue of Himalayan balsam along the canal towpath and was in constant contact with the relevant authorities about the dangers of allowing this to remain unattended. Further updates will be included in future Clerk's reports.

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

- There was a request for an update on the progress of installing a directional sign to the Parbold Bottle.
- There was also a request for an update on the situation with the railway underpass. One Member offered to further pursue this issue and will report back to the next meeting.

**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, if any.**

There being no other business the Chairman closed the meeting at 2030hrs.

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Chairman

7<sup>th</sup> June 2024