

# **Parbold Parish Council**

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**Clerk: Beth Joule**  
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## **MINUTES**

**Minutes of the Annual Meeting of the Parish Council held at 7.30pm on Friday 2<sup>nd</sup> May 2025 in Parbold Village Hall, The Common, WN8 7DN**

Present: Cllr Arnold (Chairman), Cllr Gill (Vice Chairman), Cllr Blake, Cllr Bailey, Cllr Long, Cllr McCafferty, Cllr Jukes, Cllr Carruthers

6 members of the public in attendance.

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

Cllr Arnold was duly elected as Chairman and read out his declaration of acceptance of office which was witnessed, signed and dated.

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

Cllr Gill was duly elected as Vice Chairman and read out his declaration of acceptance of office which was witnessed, signed and dated.

The Chairman opened the meeting and explained to the council the reason for the resignation of Cllr Tony Scaffel. Members wish him well, he was a much-valued Councillor and will be very much missed.

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

Apologies were accepted from Cllr Butts.

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

None declared.

## **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.**

A representative of the PCA stated that a gas safety certificate had been issued for the village hall and a carbon monoxide monitor had been purchased. A quote has been received for the 5 year electrical certificate and will be forwarded to the Chairman for assessment.

A member of the public said that the water situation has improved and seems back to normal.

A member of the public gave Members an overview of the situation in Mill lane in relation to the Windmill PH licensing application and current parking issues. He reminded Members of a previous proposed scheme to change Mill Lane to residents parking only. Cllr Bailey explained that this scheme requires a certain number of houses that have no domestic parking and that the number on Mill Lane did not meet this criteria. It was stated that approximately 40 residents would support a scheme and it was asked that the Parish Council would also provide support. Cllr Jukes stated that there are two streams relevant to the issues outlined – licensing and planning. Any evidence of breaches of these conditions needs to be submitted to the relevant authority.

A member of the public told Members of the issues of parking, specifically along the access road to the left of the Windmill PH. This is regularly blocked by vehicles, which also sometimes reverse out onto Mill Lane. This is extremely dangerous, given that there is poor line of sight over the nearby canal bridge and beyond the line of vehicles parked along the road. Residents who live behind the Windmill and who are the main users of the access road find that their entry and egress is blocked.

## **6. To ratify as a correct record the minutes of the meeting held 4th April 2025**

The Minutes were accepted as a correct record of the meeting and were 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 6<sup>th</sup> June  
Friday 4<sup>th</sup> July  
Friday 5<sup>th</sup> September (Statutory meeting)  
Friday 3<sup>rd</sup> October  
Friday 7<sup>th</sup> November (Statutory meeting)  
Friday 5<sup>th</sup> December  
Friday 2<sup>nd</sup> January 2026  
Friday 6<sup>th</sup> February 2026  
Friday 6<sup>th</sup> March 2026 (Statutory meeting)  
Friday 3<sup>rd</sup> April 2026  
Friday 1<sup>st</sup> 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 Gill, Cllr Long  
Liaison with PCA Subcommittee to the Amenities Committee –  
Cllr Arnold, Cllr Butts, Cllr Bailey  
PCA Observer – Cllr Butts  
Richard Durning Trust Board – Cllr Blake, Cllr Jukes  
Peter Lathom Charity - Cllr Blake, Cllr Carruthers

**9. To ratify accounts and authorise payment of accounts presented or paid since the last meeting**

310325	Chairman's Allowance	BACS	£200.00
110425	Office supplies	BACS	£23.19
120425	Boiler Care – village hall	D/D	£19.25
150425	Vision Link	D/D	£24.00
150425	O2 CCTV	D/D	£28.07

220425 Carol Chappell – bin for village hall	BACS	£92.00
250425 HMRC 4 <sup>th</sup> quarter tax/NI	D/D	£857.94
250425 Parbold Plumbing – gas certificate	BACS	£90.00
280425 B Joule – salary	S/O	£936.02
300425 Bank charges	D/D	£6.00
300425 Laurence Davis groundworks	BACS	£1910.00
300425 Evoke Architecture	BACS	£576.00

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: 2025/0263/FUL

Proposal: Change of use from consecrated land in church grounds into land for burial plots.

Location: Christ Church, Parbold Hill, Parbold, Wigan, Lancashire.

Comments: The Parish Council offers no objection to this application

Application: 2025/0347/FUL and 2025/0328/LBC

Proposal: Proposed Garden Room extension to rear

Location: Manor Cottage, Miry Lane, Parbold, Wigan, Lancashire.

Comments: The Parish Council offers no objection to this application

## **11. To discuss the quotes for annual insurance cover**

The annual quote for Zurich Insurance is £2726.00, which is an increase of £350.00. They also offer a long term agreement for 3 years, at £2474.34. The LTA guarantees that a fixed level of discount will be applied to the premium each year. However, the premium may change, due to index linking or if it is needed to change sums insured or cover levels. A comparative quote from another insurance provider is £ 4751.66. It was resolved to renew with Zurich Insurance for one year.

## **12. Village issues**

- **To receive an update on the maintenance of the ground outside The Heys**

Members had previously seen details of a plan by a local resident to look after this area. It had been suggested that a trial period of 12 months

may be prudent, to see how the plan works. A survey of the two larger trees may be recommended.

It may be possible to apply for a grant to help with purchases of plants and equipment and the Parish Council is not averse to that. Signs requesting that dog owners don't allow their dogs to foul in this area need to be purchased also.

Further details of the plan will be made available to Members prior to the next meeting, particularly around groups of young people who may help to maintain and develop the area.

It was resolved to support this plan in principle and further documents will be made available to Members once received.

- **To receive an update on the village show preparations**

Cllr McCafferty gave an update on preparations for the event, including the booking of entertainment. It was agreed that a site meeting should be arranged prior to the event to discuss what provision is to be made for utilities and toilets.

- **To consider a request for the siting of recycling bins on the village hall car park**

Details of a request by a company to site recycling bins on the car park had been circulated to Members but it was resolved not to proceed at this time.

- **To consider repairs to the village hall CCTV system**

Cllr Arnold provided details of a quote to install two additional cameras on the village hall, along with a replacement alarm panel and keypad. Also, an estimate of £100 to replace the current plug in system of the cameras was discussed.

It was resolved to update the plug with a system that cannot inadvertently be switched off but leave the rest of the installation until it is established whether the village hall will be extended.

- **To receive an update on changes to the village bus timetable**

Cllr Arnold reminded Members of the issue with the change to the timetable, whereby the bus now arrives 3 minutes before 0930hrs rather than 3 minutes after, which renders the senior citizen bus pass invalid. It was resolved to write to the bus company to ask for some leniency in this situation.

**13. Update on Councillor raised issues:**

- **To receive an update on the potential removal of the CCTV camera in the village**

Cllr Bailey gave an update on the situation but due to confidentiality issues is unable to share correspondence with the Council. It was resolved to liaise with the Clerk to take this further.

- **To further discuss the flooding issues and progress made**

Cllrs Arnold and Jukes gave an update on recent work done by LCC to clear culverts around the village, particularly Miry Lane and Lancaster Lane. It is hoped that this will relieve the flooding issues and it will be monitored once it rains.

- **To further discuss the charging by WLBC for the emptying of public bins**

There has been no further correspondence from WLBC on this matter up to now, despite an earlier email saying that they would be in touch to discuss further. The Clerk found and circulated an email from 2018 that discussed the replacement of bins in poor repair within the village using CIL funds, but it made clear that the bins were still the responsibility of WLBC. It was resolved to contact the relevant department with this information and request that the bins continue to be emptied without charge.

- **To receive an update on the problems with smart meters in the village**

Cllr Bailey is continuing to look into the issues with the smart meters not working in various parts of the village. This is a problem that affects many parts of the north and there does not appear to be an immediate solution. Cllr Bailey will keep investigating this issue.

**14. To review Standing Orders, Financial Regulations and the Asset Register**

The documents had been circulated to Members for consideration. The only change from last year is the inclusion of the new solar panels on the Asset Register. An updated version of the financial regulations had been

produced in draft format, but due to copyright issues they cannot be used.  
It was resolved to accept the documents presented.

## **15. Clerk's Report**

Please see the attached document.

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

**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.**

## **17. To discuss the impact of increased employer National Insurance contributions for the Clerk.**

Members were reminded of the rise in employer Class 1 NI contributions from 13.8% to 15%. The financial impact of this to the Parish Council will become clear when the next quarterly direct debit payment is taken by HMRC.

## **18. To discuss the receipt of Community Infrastructure Levy (CIL) for the Convent development**

The amount of £15,511.70 has been allocated to the Parish Council for the Sisters of Notre Dame Convent Development. The monies must be spent in accordance with CIL Regulation 59C which states that it should be used to support the development or maintenance of the Council's area infrastructure, or anything else that is concerned with addressing the demands that development places on an area. There is a time limit of 5 years in which to spend the funds. It was resolved to take some time to consider how best to utilise this levy.

There being no other business the Chairman closed the meeting at 2105hrs.

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Chairman

2<sup>nd</sup> May 2025

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