

Parbold Parish Council

Clerk: Beth Joule
Strawberry Cottage, Bispham Green, Nr Ormskirk, Lancashire L40 3SZ
Tel: 07500 557347
e-mail: clerk@parbold-pc.gov.uk

MINUTES

Minutes of the meeting of the Parish Council held at 7.30pm on Friday 6th June 2025 in Parbold Village Hall, The Common, WN8 7DN

Present: Cllr Arnold (Chairman), Cllr Gill (Vice Chairman), Cllr Blake, Cllr Jukes and Cllr McCafferty.

3 members of the public in attendance.

1. To record apologies for absence

Apologies were accepted from Cllr Butts, Cllr Bailey, Cllr Long and Cllr Carruthers.

2. To receive declarations of interest

Cllr Jukes declared that she is now the Chairman of Wrightington Parish Council.

3. To introduce County Councillor Adrian Owens

County Cllr Owens introduced himself to Members and members of the public. He explained that he is currently setting up his diary and workload and has already started to attend meetings. He has 9 parish councils in his division but will endeavour to attend meetings at least once or twice a year, as well as setting up surgeries for residents. The Chairman cited parking and flooding issues as the main problems for Parbold, for which the Council would be grateful for any help.

4. 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 Parbold Community Association (PCA) stated that the 5 year electrical inspection for the village hall will be undertaken shortly, along with routine PAT testing of electrical equipment.

5. To ratify as a correct record the Minutes of the meeting held on 2nd May 2025.

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

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

120525	Boiler Care – village hall	D/D	£19.25
150525	O2 CCTV	D/D	£29.08
150525	Vision Link	D/D	£24.00
280525	B Joule – salary	S/O	£936.02
280525	ICO annual fee	D/D	£52.00
300525	Evoke Architecture - village hall design	BACS	£1062.00
310525	Bank charges	D/D	£6.00
020625	B Goldsmith – car park signs	BACS	£100.00
020625	Fire Equipment Services - cabin signs	BACS	£131.50
030625	Laurence Davis groundworks	BACS	£1910.00
020625	WLBC pre planning	BACS	£650.40

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

7. Councillor Co-option – to receive an update on the status of the notice of Councillor vacancy

The formal notice of the Parish Councillor vacancy ended on Monday 2nd June. The Elections Officer had not received notification of a call for a by-election by 10 or more electors so the vacancy can now be filled by co-option. It was resolved to place an advertisement on the website and noticeboards with a closing date of Friday 27th June.

8. To note Planning and Planning Applications

None forward at this point.

9. Village matters

- **To further consider the decision of WLBC to discontinue the emptying of certain waste bins in the parish**

Cllr Bailey had informed the Clerk that up to the date of the meeting he had no response to his emails to WLBC regarding this issue and he has now escalated this to an official complaint.

(N.B. Following the meeting an apology was sent for any confusion caused and it was confirmed that the bin collection would carry on as before for the time being).

- **To consider organising a litter pick for the village**

The judges for the best kept village competition will be beginning their inspection in the next few weeks and it had been suggested that a litter pick may be of benefit. The Chairman informed Members that children from a local school had completed a litter pick in the village recently but had not been able to do Parbold Hill for safety reasons. It was resolved to look at suitable dates for volunteers to undertake this.

10. Alder Lane matters

- **To receive an update from the Parbold Village show committee**

Cllr McCafferty informed Members that preparations for the village show were coming along well, with a number of stallholders confirmed

and the various events organised for the three days. He also stated that the present treasurer of the show committee was retiring after the show and the position was being advertised locally. The Clerk asked Cllr McCafferty to liaise with Cllr Arnold and herself to arrange a pre-meet at the site to run through logistics prior to the show.

11. To receive the Internal Audit report, and to complete Audit papers for External Audit, including the Annual Governance Statement 2024/25

The Internal Auditors report had been circulated prior to the meeting, in which the following issues had been highlighted:

- Although the annual final bank reconciliation is published on the website and quarterly reconciliations are circulated and agreed by Councillors as a true record, it is recommended that Minutes should also include the balance held in the bank or a copy of the reconciliation attached to the Minutes. This was accepted by Members as a good idea.
- It was highlighted that in January 2024, when the budget meeting took place for 2024-25 no Minutes were produced for that meeting and the subsequent Minutes did not show Council's approval of the figure proposed. This was raised in the previous Internal Audit and so the budget meeting in January 2025 was fully minuted and the proposed budget and precept amount was approved in the February 2025 meeting. A Councillor queried why this had been included again in the audit when the correct process had been followed in the year being audited i.e. 2024-25. The Clerk had raised this with the Auditor who explained that it was referring to the previous year (i.e. January 2024) as this was where the budget and precept for 2024-25 was being considered. It was also recommended that the Council Tax Support Grant (CTSG) figure be included in the Minutes along with the Precept request and this was accepted by Members as good practice.
- The report recommended that although the correct quote process had been carried out during the year audited it would be beneficial to include in the Minutes the final cost, supplier and reason chosen. This was noted by Members.
- It was noticed that the PC's current financial regulations did not reflect the latest NALC model, as required by the SAPP Practitioner's Guide 2025. The Auditor accepted that as the Parish Council is not a member

of NALC it does not have authority to access and use the latest template but recommends finding a way to update the regulations.

- It was found that the Fixed Asset Register did not include the recently purchased seesaw, and there was a disparity between the value of the speed indicator devices on the Asset Register and the insurance schedule. These have now been corrected.

The AGAR Section 1 and Section 2 documents were accepted by Members and were signed by the Chairman and Clerk on behalf of the Parish Council prior to submission to the external auditor.

12. Updates on Councillor raised issues

- **To receive an update on flood prevention within the village**

Cllr Juckes gave an update on progress with the ongoing flooding issues in the village, including contacting the office of Ashley Dalton MP to see if there is a date for the agreed meeting and checking with LCC for any further investigation works. Cllr Juckes will give a verbal update at the next meeting.

- **CCTV**

Due to leave commitments Cllr Bailey and the Clerk have not yet made progress on the response to the WLBC CCTV issue. Also, a potential new contract for the PC's CCTV systems is yet to be sought. It was resolved to defer these items to the next meeting.

13. Clerk's Report

The report was noted by Members.

14. Councillors' agenda items for future meetings

- Cllr Gill raised the issue of recent odours emanating from the Hoscar waste water treatment site. It was agreed that these instances have decreased over recent years but has perhaps been exacerbated by the prolonged dry spell and was particularly bad in the evenings. Cllr Gill explained that United Utilities used to give alerts when routine works at the site may give rise to odours but this seems to have stopped. The Chairman agreed to contact the team at the Hoscar site for further information.
- Cllr Blake raised an issue of overgrowth of weeds on the Alder Lane footbridge over the canal. Cllr Blake stated that WLBC are aware and have agreed to resolve the issue and she will provide an update at 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.

15. To receive an update on the village hall extension project

Following a meeting with the PCA and the architect a set of plans had been circulated to Councillors, along with Minutes of the meeting. The Parish Council had previously agreed to pay half of the Architect's fees up to the pre-planning stage. It was also agreed that the village hall could benefit from a redevelopment to meet the current needs of the community, which have evolved since the hall was first designed. However, concern was raised that if the proposed plans were implemented in full, with 2 two-storey extensions, this could lead to a potential risk of a financial overreach if unforeseen problems were encountered. Also, the Parish Council would need to be prepared to cover running costs of the extended hall if the PCA ever ceased to exist. It was resolved to support the project to the pre-planning stage and then discuss the outcome and next steps at the following Parish Council meeting.

There being no other business the Chairman closed the meeting at 2100hrs.

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Chairman

7th March 2025

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