

Parbold Parish Council

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MINUTES

Minutes of the meeting of the Parish Council held at 7.30pm on Friday 4th July 2025 in Parbold Village Hall, The Common, WN8 7DN

Present: Cllr Arnold (Chairman), Cllr Bailey, Cllr Blake, Cllr Jukes, Cllr Long, Cllr Carruthers and Cllr McCafferty.

3 members of the public in attendance.

1. To record apologies for absence

Apologies were accepted from Cllr Butts and Cllr Ellis.

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 Parbold Community Association (PCA) told Members of a need for a new cooker to replace the current one in the village hall kitchen, which is now no longer fit for purpose. She gave details of a grant obtained by the PCA to help to pay for the appliance if the Parish Council would agree to purchase one.
- A resident who owns the original Windmill building, a grade 2 listed structure next to the canal in Parbold, gave Members an overview of the current condition of the building and the issues of cement-based pointing having been used years ago. This has caused moisture to be

retained and is starting to crumble. The resident has applied for National Lottery funding to help to restore what is a historical landmark and considered to be integral to the history of the village. The business based within the building hosts workshops for schools, artists and college students and is currently working with Edge Hill University to create a short film of the history of the Windmill and the villagers who worked there. The resident asked for a letter of support from the Parish Council to attach to the funding application.

4. To ratify as a correct record the Minutes of the meeting held on 6th June 2025.

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 paid since the last meeting

120625	Boiler Care – village hall	D/D	£19.25
150625	O2 CCTV	D/D	£29.08
150625	Vision Link	D/ D	£24.00
260625	Office supplies – cartridges	BACS	£17.56
270625	UK Host 4 U – domain renewal	D/D	£99.00
280625	B Joule – salary	S/O	£936. 02
300625	Bank charges	D/D	£6.00
300625	Laurence Davis groundworks	BACS	£1910.00
300625	S Jones – Internal Audit	BACS	£350.00
300625	Wrightington Windows	BACS	£20.00
300625	Evoke Architecture – final invoice	BACS	£1062.00
040725	B Brown – plants etc for The Heys	BACS	£154.38

The 1st quarter bank reconciliation had been circulated to members and it was resolved to accept these figures as a true record of the Parish Council's finances (see attached).

6. To note Planning and Planning Applications

None forward at this point.

7. Village matters

- **To receive an update on the Heys planting project**

A draft proposal from the volunteer group had been circulated to Members, which outlines how the group will renovate and maintain the small plot of land outside The Heys on The Common. The proposal includes how, with the assistance from the Swallows and Amazons group, the weed and debris will be cleared, the plot dug over and seeds and shrubs planted. The young people will identify and label the plants as they are planted.

The Swallows and Amazons group operates under the umbrella of “Positive Pathways”, a not for profit Youth and Community Service. The aim of Positive Pathways is “Developing Everyone’s Potential” and it offers support, advice and materials to local groups including the vetting of leaders and access to insurance cover.

The first part of the project will run from June to August 2025, with the second part running from September to December 2025.

This proposal meets the requirements of the Parish Council to have risk assessments and adequate insurance in place and it was resolved to adopt the proposal and monitor the progress of the group. It was also resolved to financially support the project to an annual limit of £200.00 for plants and equipment, subject to prior approval.

8. Alder Lane matters

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

Cllr McCafferty gave a verbal update to Members on the preparedness of the committee to run the village show later this month. The ground appears to be in good order but protective mats will still be used to cover the most vulnerable areas of the field - around the entrance gate and under any large piece of equipment on the field. The football field and rugby pitches will be out of bounds to vehicles as agreed, and Council members will meet on site prior to the start of the show for a final walk through.

- **To discuss the condition of the playing field goal posts**

It has been brought to the Council's attention that there appears to be a crack in one of the goalposts. Cllr Arnold explained that the football club licensed to use the pitch may be able to obtain a grant from Sport England to improve the pitch and equipment and it was resolved to wait to see if this is a viable option.

9. To consider implementing an IT policy for the Parish Council

The new SAPPP guidelines for 2025-26 include a section on digital and data compliance which expects smaller authorities such as Parbold Parish Council to have an Information Technology (IT) policy. This should explain how everyone - clerks, members and other staff - should conduct parish council business in a secure and legal way when using IT equipment and software. This relates to the use of both authority-owned and personal equipment. The council must also process personal data with care and in line with the principles of data protection.

In addition, the parish council website must meet the Web Content Accessibility Guidelines 2.2AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

It was resolved that the Clerk would produce a draft IT policy for consideration at a future meeting.

10. Updates on Councillor raised issues

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

Cllr Jukes gave a verbal update at the meeting, confirming that the grids around Lancaster Lane have now been identified and cleared. It is hoped that this will help to prevent future flooding and the waterways and grids will be monitored going forwards. Cllr Jukes is still looking to confirm a meeting with Ashley Dalton MP and has been in touch again with her office. It was resolved for the Clerk to also make contact to arrange a meeting date.

- **To further discuss the 2 x CCTV projects**

These two projects – replacing the CCTV contract for the Bramble Way cameras and taking over the village CCTV camera from WLBC – will be deferred to the next meeting for an update.

- **To receive an update on the overgrowth of weeds on the Lancaster Lane footbridge**

Cllr Blake gave a verbal update on progress, stating that although it had been agreed to undertake the clearing of the weeds prior to the village show it had not yet been cleared at the time of the meeting. Cllr Blake will continue to push for this to be completed.

11. To consider the renewal of the current website domain provision

The annual renewal from UK Host 4U is due at a cost of £99.00 for 2 years provision. There have been no issues with this provider and it was resolved that this was a reasonable fee for the service provided and that the Council will continue with this provider.

12. To discuss the update on the revised National Planning Policy Framework (NPPF) and WLBC's emerging Local Plan

A report sent to Local Clerks regarding the current position of the NPPF and the Local Plan was circulated to Members for their information and the contents were noted.

13. Clerk's Report

The report was noted.

14. Councillors' agenda items for future meetings

- Cllr Jukes asked that the issue of flooding remain on the Agenda for further updates during the coming months.
- Cllr Blake will provide an update on the weed clearing on Alder Lane footbridge at the next meeting.

- Cllr Carruthers has been in contact with the owners of the house attached to Parbold railway station and will provide further updates 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 consider any applications for the Parbold Parish Councillor vacancy

- One application form had been received for the vacancy of Parish Councillor and had been circulated for consideration. The applicant was unable to attend the meeting due to a prior engagement but it was unanimously resolved to accept the applicant on to the Council. The applicant will be notified and the declaration of Acceptance of Office completed prior to the next meeting.
- **To discuss the replacement of the cooker in the village hall**
This item had been moved to be discussed *in camera*.
The cooker in the kitchen of the village hall is in need of replacement. It was resolved to purchase a new appliance from Nisbets at a cost of £2363.98, to which the PCA would contribute via a grant.

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

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Chairman

4th July 2025

BANK RECONCILIATION	30-Jun-25	£	£	
BANK STATEMENT BALANCES				
Current Account	30-Jun-25		£16,643.45	
Reserve Account	30-Jun-25		£60,153.18	
			£76,796.63	
<u>CASH BOOK</u>				
B/fwd balance	31-Mar-25		£52,523.95	
Receipts			£38,159.21	
Less payments			£13,886.53	
<u>BALANCE</u>			£76,796.63	
Add unresented payments			£0.00	
TOTAL			£76,796.63	
Difference			£0.00	