

Parbold Parish Council

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MINUTES

Minutes of the meeting of the Parish Council held at 7.30pm on Friday 5th September 2025 in Parbold Village Hall, The Common, WN8 7DN

Present: Cllr Arnold (Chairman), Cllr Gill (Vice Chairman), Cllr Bailey, Cllr Blake, Cllr Jukes, Cllr Carruthers, Cllr McCafferty, Cllr Mullen and Cllr Butts.

9 members of the public in attendance.

1. To record apologies for absence

Apologies were accepted from Cllr Long

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 resident told the meeting of prolonged parking problems in Beech Avenue, Parbold. Vehicles are parking on both sides of what is quite a narrow road and blocking access to drives and to pedestrians who cannot pass on the pavement. This is happening on a daily basis and causing significant problems for the residents. Although there is a traffic regulation order on Beech Avenue for resident only parking it is apparently being ignored and regularly used by non-residents. Suggestions included double yellow lines, traffic wardens and larger signs showing access for residents only.

Members of the Parbold Memorial Committee displayed a scale model of the proposed structure for Members to view. A slight amendment to the wording was suggested but otherwise the Council approved of the structure. The representative asked for financial support from the Council with the fees for LCC legal and Estates depts. work.

A representative from the PCA asked for the boiler service to be booked for next March, as the company do not take bookings after September.

The village show committee members asked for any feedback on how the show was run this year. General feedback from attendees was very positive and Members agreed that it had been a success, well organised and run and the representatives were thanked for their work.

Representatives from the Wayfarer PH gave the Council an overview of recent events held at their venue and issues that had been raised to them. They stated that following the July event where an unlicensed field had been used in error, the August event took place in the area licensed for such events. The main source of complaints was the high noise levels and they have been liaising with WLBC Environmental Health to monitor this, both prior to and during the event. The representatives apologised for any inconvenience and distress caused to villagers and will take the complaints on board.

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

Cllr Blake raised an issue regarding the omission of comments in item 10 of the Minutes. This will be corrected in these Minutes. Otherwise these were accepted as a correct record of the meeting and approved to be signed by the Chairman.

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

230625	Yates Playgrounds	BACS	£114.00
120725	Boiler Care – village hall	D/D	£19.25
150725	O2 CCTV	D/D	£29.08
150725	Vision Link	D/ D	£24.00
160725	Highfield Electrical – VH CCTV repairs	BACS	£90.00
230625	Nisbets – new VH cooker	BACS	£2363.98

220725	Fire Equipment Services – fire service	BACS	£199.14
220725	Laurence Davis – goal post removal	BACS	£200.00
240725	HMRC tax/NI	D/D	£1041.50
280725	B Joule – salary	S/O	£ 936. 02
310725	Bank charges	D/D	£6.00
310725	Laurence Davis groundworks	BACS	£1910.00
150825	O2 CCTV	D/D	£29.08
150825	Vision Link	D/ D	£24.00
280825	B Joule – salary	S/O	£936.02
040825	Argus annual intruder alarm maintenance	BACS	£144.00
240825	PKF Littlejohn – External Audit	BACS	£504.00
270825	Net World Sports - new goal posts	BACS	£295.00
300825	Fire Equipment Services – fire alarm	BACS	£253.80
310825	Bank charges	D/D	£6.00
310825	Laurence Davis groundworks	BACS	£ 1910.00
030925	T and V Wade – mowing	BACS	£720.00
(The UKHost4U invoice amounted to £119.99 when debited, not £99.00 as previously estimated in the July 2025 Minutes)			

6. To note Planning and Planning Applications

Application no. 2025/0645/FUL

Location: Stocks Tavern, 16 Alder Lane Parbold

Retrospective application for a timber outdoor seating structure to section of existing pub car park

This was included for information only, the deadline for comments has expired prior to the meeting.

Application no. 2025/0587/FUL

Location: Wayfarer Restaurant 1 - 5 Alder Lane Parbold Wigan Lancashire WN8 7NL

Retrospective change of use of agricultural land to form car park for anglers from the Prince Albert Angling Society, who have fishing rights on the adjacent River Douglas

It had been previously agreed to call this application in for further scrutiny by the Planning committee, to determine the actual need for a permanent parking area.

Application No: 2025/0699/FUL

Location: 8 Lathom Avenue, Parbold, Wigan, Lancashire, WN8 7DT.

Proposal: Double storey rear extension and replacement side porch.

Comments: the Parish Council has no objection to this application

Application No: 2025/0569/FUL

Location: 15 Bramble Way Parbold Wigan Lancashire WN8 7HZ

Proposal: Rear ground floor extension.

Comments: the Parish Council has no objection to this application

7. Village matters

- **To receive an update on the meeting with the Memorial committee and LCC**

This item was moved to be discussed *in camera*.

- **To further consider the parking issues on Beech Avenue**

It was agreed that the parking situation on Beech Avenue is untenable. Members were concerned that vehicles that are currently being parked illegally on Beech Avenue will need to park somewhere else in the village and that the problem will be moved to another location. This may require a holistic view to the whole parking situation in the village. In the meantime, it was resolved to make enquiries with the county council to see if the suggestions made in item 3 are possible.

8. Alder Lane matters

- **To receive a review of the Parbold Village show**

It was agreed that the village show had been very well organised and run this year, with no damage to the playing field and it being left in good order. The ground mats had been used around the entrance to the field and in several places around the site, but due to the prolonged dry weather they had not been necessary. Access to the compound for committee members parking was useful, as was the cabin on the car park. It was suggested that better signage to the church car park may be helpful next year. Cllr McCafferty explained that this car park was primarily for the use of the stallholders, with a shuttle service to the show field. However, it had been underused so may be better utilised as

a public car park next year. Cllr McCafferty asked that an item be placed on the next Agenda to discuss the use of the field on the 2nd weekend of July for the 2026 show.

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

It had 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 had liaised with the Football Foundation to obtain a grant towards the purchase and installation of new goal posts. This was moved to discuss *in camera*.

9. To consider the following documents:

- **Implementation of the draft IT policy**

The Smaller Authorities Proper Practices Panel (SAPPP) regulations for 2025-26 require Parish Councils to have an IT policy which covers certain criteria as outlined in the regs. A draft policy has been prepared based on the model provided by SLCC. The Clerk is booked on a webinar on 9th October to go through the new SAPPP requirements which will also cover this policy. It was resolved to approve this policy and if any further information is forthcoming which needs adding to the document then it can be revisited at a later date.

- **Review of the Financial Risk Management policy**

This document has been updated to include IT risks as outlined in the previous document. It was resolved to approve this document.

- **Review of the Attendance policy**

There have been no changes since the last review of this document. It was resolved to approve this document

10. To receive an update on the completion of the External Audit

The external audit certificate had been circulated to Members and displayed both on the website and noticeboard. Two issues had been raised during the audit, following on from the Internal audit comments. The Asset Register had not been updated with the value of the new seesaw on Burnside play area. Also, the Internal Auditor had commented that the Parish Council were not using the NALC Model Financial Regulations and

therefore were not using the most up to date document. As the Parish Council are not members of NALC they are not allowed to use the Regs, but a document along similar lines is being prepared by the Clerk. This was accepted by Members.

The Clerk and Cllr Carruthers have been trialling a simpler system of checking invoices prior to authorisation. Prior to each meeting Cllr Carruthers manually checks the paper invoices against the cashbook and initials them if correct. This saves time at the meeting, as it was previously a rushed process, and gives confidence that they are correct. Also, the Minute reference can be cross checked against the cashbook as part of this process. It was resolved to adopt this as good practice going forward.

11. Updates on Councillor raised issues

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

Cllr Jukes informed the meeting that Ashley Dalton MP had arranged a meeting with stakeholders including LCC, the Environment Agency (EA), Network Rail and United Utilities and is awaiting a plan of action. As there are three separate flooding issues in Parbold this is a complex inter agency issue with no single responsibility. Cllr Carruthers has also put in a lot of work delivering questionnaires and collating responses on behalf of the EA to further their study of the flooding problems. Cllr Jukes will continue to liaise with the above stakeholders and report back to the next meeting.

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

Cllr Bailey is still awaiting a response from WLBC regarding the transfer of ownership of the Parbold CCTV camera. With regard to the O2 contract for the Bramble Way CCTV a business SIM may be cheaper and there would be no need for a contract. Further enquiries will be made.

- **To receive an update on the correspondence regarding the Station House in Parbold**

Cllr Carruthers updated Members on progress with improving the exterior look of the station house. The weeds and foliage have been cleared from the front of the property which improves the appearance

somewhat. However, the exterior of the building is in very poor condition and Cllr Carruthers will continue to push for this to be remedied. It was suggested that checks be made to ensure that the house is registered with WLBC for council tax purposes.

- Cllr Blake asked that her comments from the previous meeting be added to the Minutes. Cllr Blake had arranged for the clearance of weeds along the canal bridge on Alder Lane, particularly prior to the village show. This had been done, along with weed clearance alongside the road and Cllr Blake wishes to say how pleasing it was to see this improvement prior to the event.

12. To consider the vacancy of the role of Local Representative Trustee for the Peter Lathom Charity

There is currently a vacancy for the role of Local Representative Trustee. The Local Trustees apply income of the Charity in relieving persons in conditions of need, hardship or distress, therefore the person appointed needs to have a knowledge of the Parish, its people and their needs and the ability to make representations on their behalf. Cllr Blake is the Central Representative Trustee for the District and Cllr Carruthers is the Local Co-Optative Trustee. It was established that the new LRT for Parbold need not, but can be, a member of the appointing body ie the Parish Council. The term of office is 4 years. The individual shall preferably reside and/or carry on business within the Parish. Further enquiries will be made to determine the recruitment process.

13. Clerk's Report

The report was noted.

14. Councillors' agenda items for future meetings

- As previously stated, Cllr McCafferty requested that Members consider the request to run the village show on the 2nd weekend of July 2026 at the next meeting.

- Cllr Gill asked for confirmation of the next meeting with United Utilities. Also, he raised the issue of overgrown hedges in the village; now being a good time to trim them back before winter.
- Cllr Juckes requested that the flooding issue remain on the Agenda for the next meeting. She also asked for an update on the retrospective planning application for the changes made to the wall and outdoor seating area at the Windmill PH.

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 the NALC pay award for the Clerk

The 2025 Local Government Services pay agreement has been announced, an increase of 3.2%. This will increase the Clerk's nett monthly salary to £952.92 and with the allowance for use of a home office this will total £965.42. It was resolved to accept the pay increase and the back dated pay from 1st April 2025 (£147.00).

16. To consider the use of the 2025-26 Capital Grant for local initiatives or issues

The PC have been successful in the bid for a 70% grant funding towards the upgrade and installation of the SpID which has been in for repair. The old device was too heavy for the new regulations regarding lamp post attachments and therefore a new post would need to be erected to hold the device and solar panel fixings. It was agreed that a suitable place would be on Chorley Road between The Common and the boundary with Hilldale. It was resolved to go ahead with the installation as this would be a useful site to gather speed data. It was noted that although it is important to keep the vehicle traffic through the village at a suitable low speed it is also important to keep any street furniture or road markings as discreet as possible to preserve the rural aspect of the village.

17. To consider a request for local events up to and including Christmas 2025

- A request had been received from an organiser of the "Carols around the tree" event held in December, requesting a donation towards

the cost of the band who will be playing at this years event. This festive occasion is open to the whole village and both village schools are represented along with church officials. It was resolved to support this event with a donation of £150.00

- Consideration was also given to providing a donation to the Royal British Legion for this year's Remembrance Day events. It was resolved to support this occasion with a donation of £120.00
- Discussions were held regarding the provision of festive lights for the village this Christmas. It was resolved to order the tree as usual, to be placed outside the WI building, and to obtain a quote for the installation of streetlight decorations for the next meeting.

18.To receive an update on the replacement of goal posts on the football pitch

Cllr Arnold updated Members on progress with the provision and installation of replacement goal posts on the Alder Lane playing fields. The Football Foundation have provided a grant towards the new goal posts and it was resolved to pay the outstanding balance from Council funds. There will also be an installation cost.

Moved from item 7

Cllr Arnold and the Clerk met with representatives from LCC and the Memorial Committee to discuss the installation of a memorial structure outside Parbold Library. Notes from this meeting were then circulated to Members for information prior to this Parish Council meeting. Consideration was given to providing a financial contribution towards this installation. There are significant costs attributed to the work that would need to be undertaken by LCC Legal and Estates departments, to create a lease arrangement and the Memorial committee have requested that the Parish Council cover these costs. It was resolved to cover these costs but also check to see if other grants are available to help to support this request.

There being no other business the Chairman closed the meeting at 2130hrs.

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Chairman

5th September 2025