

**Minutes of the Meeting of Parbold Parish Council held on Friday 5<sup>th</sup> June 2009 - 7.30 pm at Parbold Village Hall.**

**1 To record apologies for absence**

**Present:** Cllr Mrs Wess (Chairman), Cllr Hammond (Vice-Chairman), Cllr Bailey, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Harry, Cllr Mrs XXXX.

**Apologies:** Cllr Wilson, Cllr Bithell, Cllr Mrs Halton.

**2 To receive declarations of interest**

The Chairman reminded everyone that, having spoken to WLBC's Jacky Denning, a personal interest must be declared if you are elected by this parish council onto an outside body.

Cllr Hammond – personal interest in village hall matters

Cllr Mrs Wess – personal interest in village hall matters/PCA

Cllr Mrs Butts - personal interest in village hall matters as she is Parish Council appointed observer to the PCA

Cllr Bailey personal interest in any items concerning LCC and the schools as his children attend one and he is governor to the other.

Chairman, Cllr Hammond congratulated the newly elected County Councillor Rob Bailey on his election success.

**3 To sign as a correct record the minutes of the meeting held 1<sup>st</sup> May 2009**

**Resolution (19/09): That the minutes be signed as a correct record of the meeting. Proposed by Cllr Mrs Butts, seconded by Cllr Mrs Harry, all in favour.**

**4 To sign as a correct record the minutes of the Finance Committee meeting on 15<sup>th</sup> May 2009**

**Amendment:**

**At Item 7 insert: "Cllr Bailey wishes to clarify the payments made to the clerk and reconfirm that the salary is based pro rata upon a 36 hour-week."**

**Resolution (20/09): That, following this amendment the minutes be signed as a correct record of the meeting. Proposed by Cllr Harry, seconded by Cllr Mrs XXXX, all in favour.**

**5 Chairman's Report**

The Chairman reported a very successful Annual Parish Meeting and thanked the clerk for her input.

**6 Clerk's Report**

The Clerk reported that the annual audit was now complete and that BDO Stoy Hayward had returned the audit with no issues of concern.

She urged councillors to respond individually to Local Development Framework consultation documents currently on the WLBC website.

#### **7 Update on WLBC Inspire Project**

The meeting noted that John Corish was leaving his post with WLBC on 3<sup>rd</sup> July and that David Rothwell will be taking over. The closure of the hedging at the back, the proposal for two more bollards and the fencing issues would be pursued as far as possible.

#### **8 Update on WLBC CCTV equipment in Parbold**

The meeting noted that there had been some problems with the BT broadband and that this would remain under review.

#### **9 Update on Website and confirm payment**

**Resolution (21/09): That the Parish Council register the domain name and pay the fees for web hosting. Proposed by Cllr Mrs XXXX seconded by Cllr Mrs Harray, all in favour. Action: the Clerk.**

#### **10 To consider sponsorship of the PCA newsletter, in conjunction with primary schools, to highlight traffic issues on Lancaster Lane**

**Resolution (22/09): That the Parish Council pay up to one-third of the sponsorship of the PCA newsletter to put in an article about the traffic problems on Lancaster Lane. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Blake, six in favour, one against. Action: Lancaster Lane meeting group.**

#### **11 To ratify accounts and authorise payment**

\*contain VAT

D Secrett	Gardening/cleaning The Common up to 220509	s/o	£128.00
Sherwood's	Grass cutting contract (May 2009)	s/o	£1043.11*
E A Broad	Clerk's salary (May 2009)	s/o	£655.91
ICO	Data protection registration – annual fee	s/o	£35.00
CTP	County Training Partnership For Cllrs Hammond and Harray Training on data protection	1940	£40.00
CTP	For clerk to attend Planning training	1941	£20.00
Allianz	Parish Council Insurance	1942	£2717.89

Inland Revenue	April & May 2009	1943	£170.66
E A Broad	Travel expenses – May 2009	1944	£TBA
Host 4 U	Website hosting and subscription	1945	£160.98*
OPSTA	Subscription	1946	£10.00
Petty Cash		1947	£50.00
BDO Stoy Hayward	External audit fee	1948	£327.75*
LCC	Resurfacing of pavement beneath notice board	1949	£464.13*
Parbold WI	Room hire on 13 <sup>th</sup> May 2009	1950	£5.00

**Resolution (23/09): That the accounts be ratified and authorised for payment. Proposed by Cllr Mr XXXX, seconded by Cllr Mrs Butts, all in favour. Action: The Clerk.**

## **12 Alder Lane**

- **Update on use of the new football field**

The meeting noted that the new playing field is not ready for use until September 2009

Clerk was asked to contact John Nelson to ask who has cut it recently and whether something can be done to reduce the clover in the field. Also to advise Sherwood Landscapes that stones are coming through to the surface. Action: The Clerk.

- **Update on possible opening event**

Deferred until the field is ready for use.

- **Goalposts – consider any maintenance issues**

It has been noticed that the goalposts are rusting though they are only two years old. Clerk to ask the goalpost suppliers whether this wear is normal and investigate repair. Action: The Clerk.

- **Consider route for a path around Chapel Meadow Biological Heritage Site**

**Resolution(24/09): That the specification designed by Cllr Mrs Wess following meeting with Dominic Rigby be accepted and sent out to contractors for quotations. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Harrhy, all in favour. Action: Cllr Mrs Wess.**

- **Conclude arrangements for the Public Meeting on 9<sup>th</sup> June 2009**

Cllr Hammond discussed the programme of events for the forthcoming meeting.

Timetable from 7.30 – 8.45 pm with Cllr Hammond to chair

Top table – speakers to introduce themselves

Everyone in the hall to talk about where they are from

Dr Tony Charlton – PALS

Alder Lane – its historical context and development plan

John Nelson, WLBC, will speak

Chris Morris to explain what young people in Parbold need

PCT and CVS may also be represented

Light refreshments

Displays and information stands in the corridor

Questions for panel

Action: Cllr Hammond

### **13 Village Hall Matters:**

- **Respond to letter from PCA regarding permission for village hall improvements**

As treasurer of the PCA, Cllr Hammond declared an interest and left the room.

The letter dated 29<sup>th</sup> April 2009, received too late for inclusion on the last agenda was considered here.

The clerk was asked to minute the comments discussed:

It was also expressed that the parish council needs to see actual plans of alterations to fully assess whether they can be permitted.

There was a real worry that alterations were being made that restricted the hall use rather than widened it and actually excluded some activities that were always intended to be accommodated. It was also noted that since the new lighting grid had been installed in the main hall, sporting activities of football and basketball were no longer permitted in the main hall. The village hall had been built to serve the community it was within, not to be specially designed for a special interest group. There appeared to be a subtle change of use, moving away from what the hall was intended to do.

It was also noted how well the PCA had managed the project and had created a hall that was second to none admired and even envied by neighbouring parishes and now attracted regular visitors from as far away as Warrington & Ormskirk.

Cllr Mrs Butts urged that the parish council acquiesce to all the PCA's requests and allow them to complete the project that grant money had been obtained for.

Cllr Mrs XXXX reminded the meeting that the Parish Council had the responsibility to ensure that public money, whether it came in grant form or precept, is spent responsibly.

Cllr Mrs Butts was highly concerned that the PCA were not being properly supported in their endeavours and that the PCA had taken a “white elephant” and transformed it with very little investment from the parish council, even though the parish council actually owned the building. She praised the PCA for successfully turning around a building that was poorly built and managed by a previous parish council.

Cllr Mrs XXXX pointed out that Cllr Mrs Butts was a member of that previous council referred to and Cllr Mrs Butts responded that she was not, but that Cllr Mrs XXXX was.

Cllr Mrs XXXX pointed out that she was only repeating comments that she had heard people in the community say and that she personally liked the improvements done so far and believed the PCA had done a good job.

Cllr Mrs Wess pointed out that the parish council had donated only £2,000 to the renovation project but that the parish council had paid many thousands of pounds over the 14 years that the hall has been open.

Cllr Mrs Wess commented that whilst very happy that the hall looks very nice she was a little bit concerned about groups that have been here and are now gone – children’s and young people’s groups. The village hall was intended for multiuse purposes.

Cllr Mrs XXXX added that when the first round of alterations began there was a need to decide the function of the hall. The PCA/Music Society decided what function that was and the Parish Council allowed them to do it but this has since created some concern about where the hall is going.

Cllr Harry commented that there did appear to be a subtle change of use and that the argument here was one of principal and not an argument of history and personality.

Cllr Bailey commented that the whole point of a community hall was that it served the community it was in. Basketball and football had been accommodated until the alterations and that it was preferable that such facilities remain open and available to young people to keep them from roaming the streets.

Cllr Hammond returned to the room and confirmed that the PCA had restricted basketball and football activities by not reinstating the baskets after they were removed and that this had been done because such activities cause a lot of damage to walls and floor, requiring redecoration. The risk of possible damage to the new lighting was also a factor.

**Resolution (25/09): That permission for the window shutters in the small hall and replacement fire doors to the main sportshall be given, provided there is no cost to the Parish Council. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, all in favour. Action: The Clerk.**

**Resolution (26/09): That permission to replace the fire door in the small hall with a solid wood door be withheld on the grounds that it will severely restrict natural light to this room. Instead the Parish Council wish the PCA to explore the possibility of another security provision, for example, a metal roll shutter on the outside of the door. The possibility of replacing the door with a more secure door with smaller windows will be considered by the parish council if plans are first submitted to them. Proposed by**

Cllr Bailey, seconded by Cllr Mrs XXXX, five in favour, Cllr Mrs Butts against, Cllr Hammond abstained (not in the room). Action: The Clerk.

**Resolution (27/09):** That the Parish Council ask the PCA to explore the possibility of replacing the existing doors to the main hall with ones that are soundproof rather than introducing a new, second set of doors that may bring access issues. It was noted that a second set of doors positioned where suggested could not prevent sound permeating through the kitchen. Proposed by Cllr Mrs Harrhy, seconded by Cllr Mrs Blake, five in favour, Cllr Mrs Butts against, Cllr Hammond abstained (not in room). Action: The Clerk.

- Consider commissioning a current valuation on the village hall

**Resolution (28/09):** That the clerk obtain three quotations for assessment of the village hall and be permitted to spend up to £300 on obtaining an updated valuation. Proposed by Cllr Bailey, seconded by Cllr Mrs XXXX, all in favour. Action: The Clerk.

- Update following meeting of PC with PCA to discuss Lease and Management Agreement

Cllr Mrs Wess updated the meeting.

- To discuss the Parish Council loan to the PCA

Cllr Mrs Butts proposed that the remaining £4,000 loaned to the PCA be remitted, in recognition of all the work done and to ensure completion, particularly because much of the work undertaken should be done by the Parish Council. Seconded by Cllr Mrs Blake. Against: Cllr Mrs Harrhy, Cllr Mrs Wess, Cllr Mrs XXXX, Cllr Bailey. Abstention: Cllr Hammond. Named, recorded vote requested. Motion defeated.

- Roof – repairs and insurance

**Resolution (29/09):** That this item be moved into closed session to allow open discussion of quotations received. Proposed by Cllr Mrs Blake, seconded by Cllr Mrs XXXX, all in favour.

#### 14 To discuss Inspections of Play Areas

Cllr Mrs XXXX asked that the clerk reiterate the agreement made in April 2007 and record this again in these minutes:

*Parbold Parish Council Special Meeting 25<sup>th</sup> April 2008 Clerk to Parish Council – review of post.*

*Present: Cllr Hammond (Chairman), Cllr Mrs Wess (note-taker), Cllr Mrs XXXX, Cllr Mrs Halton, Cllr Mrs Harrhy & Cllr Wilson*

*Item 5 – Cllr Mrs XXXX asked how often the play areas had to be inspected to meet legal requirements, Cllr Wilson stated that a full inspection must be carried out by a qualified inspector every three months. The chairman confirmed that this has already been*

*arranged. Cllr Wilson also said that he was willing to take on the role of checking the play areas every month and asked for a list of all equipment to be checked and that he would report back at the full council meeting each month, which professionally he is qualified to do, all agreed to accept his proposal.*

**Resolution (30/09):** That costings for permanent signs, with contact details for the clerk – telephone number and email address - be obtained. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Wess, all in favour. Action: The Clerk.

**Resolution (31/09):** That the clerk request whether Cllr Wilson could undertake his inspections on a three monthly basis, alternate to Yates Playgrounds maintenance inspections. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Wess, all in favour. Action: The Clerk.

#### **15 Update on register of councillor's skills**

Cllr Mrs Harray reported no further response from fellow councillors. She reiterated that this list was to assist the clerk to expedite facilitating anything she needs to know so that she can immediately see who to contact. Cllr Mrs XXXX offered assistance on any health issues.

#### **16 To distribute notes from Personnel Committee and approve any recommendations**

**Resolution (32/09):** That this item is moved to the end of the agenda after exclusion of the press and public. Proposed by Cllr Mrs Wess, seconded by Cllr Mrs Harray, all in favour.

#### **17 To consider proposal that the format of minutes be amended to column form**

**Resolution (33/09):** That the minutes for this meeting be produced in both formats – the usual method and the new tabular method for comparison. Proposed by Cllr Mrs Wess, seconded by Cllr Mrs Harray, all in favour. Action: Cllr Mrs Harray and the clerk.

#### **18 Planning and Planning Applications**

Calama The Delph Parbold Wigan Lancashire WN8 7AD

2009/0535/CAC Conservation Area Consent - Demolition of existing dwelling

2009/0534/FUL Erection of replacement dwelling and detached garage with store above.

**Response:** Parbold Parish Council has concerns about this proposal being within the conservation area and would urge that district councillors making the decision attend the area for a site visit before coming to a decision.

The meeting noted receipt of emailed consultation from West Lancashire Borough Council on their draft version of the West Lancashire Heritage Strategy. Cllr Mrs Wess had requested a paper copy be delivered to her at home.

**19 Digital Switchover – to discuss whether Parish Council has a role to play here**

Cllr Hammond brought leaflets and the meeting discussed digital tv and dvd recorders.

**20 Local Transport – complaints over bus service to hospitals**

Cllr Mrs XXXX and Cllr Mrs Wess have received complaints that the buses don't actually meet the hospitals – most bus stops are some walk away which is difficult for the old or infirm.

The Clerk was asked to contact Brian Howard, Clerk to Newburgh Parish Council to see if he had any updated information on the bus services. Action: The Clerk.

**21 To discuss Appley Bridge and Parbold infill sites**

Cllr Mrs XXXX commenced discussion. The clerk was asked to contact LCC to ask for any updated information as to methane levels emanating from these two sites. Action: The Clerk.

**22 Report from LALC Area Committee and discuss issues to raise at this forum**

Cllr Hammond reported from the last meeting and two questions were raised to submission to this forum:-

What is being done about people who are continuing to be served in pubs when they have obviously had too much to drink?

Why are the buses not travelling to the door of the hospitals in this area?

Clerk to submit these questions to the LALC area secretary. Action: The Clerk.

**23 To consider upgrading parish council printer**

**Resolution (34/09): That the parish council purchase a new printer at an approximate cost of £100. Proposed by Cllr Mrs XXXX seconded by Cllr Mrs Butts, all in favour. Action: Cllr Hammond and the clerk.**

**24 To determine representation at forthcoming meetings**

Cllr Mrs Blake – Housing needs survey meeting

Cllr Hammond, Cllr Mrs Wess – Local Strategic Partnership annual conference and West Lancashire Borough Council Civic Service.

10.50pm – Cllr Mrs Blake left the meeting.

**25 Councillors' agenda items for future meetings**

Cllr Mrs Wess - Village hall snagging list and annual checks at the village hall – electrics, fire alarm, burglar alarm. Add a request that residents cut back road/path-side hedging in the PCA newsletter. Also wished to thank Lancashire County Council for organising removal of



the sign on the railway gate and taking action against the owner of the hedge on the corner of Beech Avenue

Cllr Mrs XXXX – agreed that she would check whether it was legal to name individuals in the community during the public parish council meeting. Also list the three trees at the entrance to the village hall on the next agenda.

Cllr Mrs Butts – sends apologies for the next PCA meeting to be held on the 21<sup>st</sup> June 2009 – noted as Fathers Day – clerk to ask if Cllr Bithell or Cllr Mrs Harray might be able to attend in her place.

**26 Resolution (35/09): 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 (terms & conditions of employment), the public and the press leave the meeting during consideration of the remaining items on the agenda.**

**Proposed by Cllr Mrs Wess, seconded by Cllr Hammond, all in favour.**

**Item 13 Village Hall**

- **Roof – repairs and insurance**

*Item was discussed in camera, with no publication permitted*

**Item 16 To distribute notes from Personnel Committee and approve any recommendations**

*Item was discussed in camera, with no publication permitted*

There being no further business the Chairman closed the meeting at 10.25 pm.

\_\_\_\_\_  
Cllr Mrs R Wess - Chairman

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Mrs E A Broad – Clerk

\_\_\_\_\_  
Date