

Minutes of the Meeting of the Parish Council on Friday 3rd July 2009 - 7.30 pm at Parbold Village Hall.

Resident Joan Sanders told the meeting that the walkway between Fairhurst Drive and The Common again needed cleaning and weeding. The clerk agreed to inform West Lancashire Borough Council.

PC Steve Hackney reminded everyone to remain vigilant through the summer months. Burglaries are low in West Lancashire and we want to keep it that way. He urged members of the public to keep vigilant and contact the police with any concerns.

He also reported that the police uniform was about to change from shirt and tie to black t-shirt and cargo pants. He explained that this was not an optional uniform and that shirt and ties would only be worn on ceremonial duties or whilst giving evidence in court.

He answered Councillors questions about a recent drug enforcement issue that had led to someone from outside the village being charged and road traffic issues, predominantly speeding.

1 To record apologies for absence

Present: Cllr Mrs Wess (Chairman), Cllr Hammond (Vice-Chairman), Cllr Bailey, Cllr Mrs Butts, Cllr Mrs Harray.

Apologies: Cllr Mrs Blake, (attending another meeting) Cllr Mrs XXXX (family reasons), Cllr Mrs Halton (advised of late attendance)

2 To receive declarations of interest

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 General Committee

Cllr Bailey - personal interest in any items 6 & 7, as a member of West Lancashire Borough Council and Item 9 as a Member of Lancashire County Council.

3 To sign as a correct record the minutes of the meeting held 5th June 2009

Resolution (37/09) Following the addition of the time 10.10 pm at Item the minutes were signed as a correct record. Proposed by Cllr Mrs Butts, seconded by Cllr Mrs Harray, all in favour.

4 Chairman's Report

The Chairman circulated a written report and highlighted that Green Belt land is now under risk of development as there is a need to build on 2% of West Lancs Green Belt. She further advised the meeting that West Lancashire Borough Council was keen to pursue an alliance or partnership with Sefton Council.

5 Clerk's Report

The Clerk had previously circulated a written report and had no other matters to add that were not listed as agenda items.

Cllr Mrs Wess referred to the WLBC Clerk's Liaison meeting asking for clarification as to on whose authority the clerks group could issue letters to external bodies. Specifically she was concerned about the letter written to Chief Inspector Dean Holden.

Resolution (38/09): That the Clerk write to Chief Inspector Dean Holden to inform him that Parbold Parish Council does not share the experiences described to in the letter. A copy of the letter to be sent to Ian Cropper, Hesketh-with-Beconsall Parish Clerk. Proposed by Cllr Mrs Wess, seconded by Cllr Mrs Harray, all in favour.

6 Update on WLBC Inspire Project

The meeting discussed the bollards and the closure of the hedge at the rear of the car park.

7 Update on WLBC CCTV equipment in Parbold

The Clerk read out an emailed update from Brian Kennedy, WLBC. The matter would continue to be reviewed at each meeting.

8 To consider grant to Bowland Pennine Mountain Rescue

Resolution (39/09): That a grant of £50 be paid to Bowland Pennine Mountain Rescue. Proposed by Cllr Bailey, seconded by Cllr Mrs Harray, all in favour.

9 To consider grant to West Lancashire Crossroads Caring for Carers

Resolution (40/09): That a grant of £50 be paid to West Lancashire Crossroad, Caring for Carers. Proposed by Cllr Mrs Butts, seconded by Cllr Mrs Harray, all in favour.

10 To ratify accounts and authorise payment

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
PCA	Meeting room hire	1951	£130.00
Inland Revenue	Tax & NI for June	1952	£85.33
Petty Cash	stationary/stamps	1953	£50.00
Yates Playgrounds	Play Area Inspections	1954	£66.68*
Cllr V Harrhy	Councillors expenses	1955	£7.86
Bowland Penine Mountain Rescue	Grant	1956	£50.00
W L Crossroads, Caring for Carers	Grant	1957	£50.00

*contain VAT

Resolution (41/09): That the accounts be ratified and authorised for payment. Proposed by Cllr Mrs Butts, seconded by Cllr Bailey, all in favour.

11 To receive internal and external audit reports

The meeting discussed the internal report, noting that most recommendations had already been implemented. Notably, the fidelity guarantee will be increased and the external hard drive of council documents will be stored at the Chairman's house for security reasons.

It was noted that the External Report had no issues of concern arising.

Resolution (42/09): That the meeting receive the reports and implement recommendations as necessary. Proposed by Cllr Mrs Butts, seconded by Cllr Mrs Harrhy, all in favour.

At 8 pm Cllr Bithell arrived.

12 To receive financial update with variance analysis report

The Chairman confirmed that she had checked the invoices against payments for the past three months and the clerk produced a spreadsheet to compare amounts spent against the budget figures.

Resolution (43/09) This report was accepted by the meeting Proposed by Cllr Mrs Butts, seconded by Cllr Bithell, all in favour.

13 Report of Public Meeting 9th June 2009

A written report of the meeting was circulated.

Cllr Mrs Wess thanked Cllr Hammond for Chairmanship of the meeting.

In response to questions, Cllr Mrs Wess confirmed that there was a distinction between the sub committees and groups and that the umbrella organisation would be the PALS group.

14 Alder Lane

- **Maintenance of the new football field**

Cllr Mrs Wess updated the meeting, confirming that Cllr Mrs XXXX had been in contact with the Borough Council to arrange that Mallinsons return to spray the field to remove clover.

Cllr Bithell informed the meeting that the field itself was unsuitable for play as it was full of holes, approximately two foot apart, roughly following the drainage route. Clerk to inform John Nelson of West Lancashire Borough Council for his urgent attention.

- **Update on Goalposts**

Item deferred to next meeting: no progress to date.

The Chairman excused Cllr Mrs Harry at 8:16 pm.

- **Consider Parbold Wildlife Groups request for funding**

At 8:18 pm Cllr Mrs Halton arrived.

Resolution (44/09): That the Parish Council awards a grant of £450 to Parbold Wildlife Group to commission the grass cutting at Chapel Lane Meadow. Proposed by Cllr Mrs Butts, seconded by Cllr Bithell, all in favour.

Cllr Mrs Halton left the room, having declared an interest in this item.

15 Village Hall Matters:

- **Update on village hall improvements**

The meeting were content that the curtains to the small hall can be disposed of by the PCA as they see fit, but noted that the room had a greater echo effect than previously and asked that the PCA consider re-hanging them. It was also noted that light filtering through the fire door created a problem in meetings as in the early evenings it is at such a level as to disturb attendees.

- **Report from 30th June 2009**

A draft report was circulated by Cllr Mrs Wess, who asked that the clerk record the budget figures for the village hall as follows:

£2,000	Insurance
£2,000	Fabric fund
£2,500	Supplies and services

The Clerk and Chairman were completing the Lease and management agreement documentation.

- **Report from PCA meeting**

No-one from the Parish Council was able to attend.

- **Roof – repairs and insurance update**

The clerk confirmed that the loss adjuster had been in touch and was telephoning on Monday to set a time to visit the hall that was mutually acceptable to a key holder.

Cllr Harrhy returned to the meeting at 8.45 pm.

Resolution (45/09): That the clerk impress the urgency of this matter on the loss adjuster. If s/he cannot attend within two weeks, the clerk to contact the preferred contractor and ask him to start work. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts. Cllr Mrs Harrhy abstained as she had not been in the room for the full discussion.

- **Sports flooring in main hall update**

Cllr Mrs Wess reported on a meeting with Amber Floors representative who expressed the opinion that the floor had been allowed to have standing water left on it which had caused blistering all over the floor. He considered it had suffered from over-zealous cleaning.

Cllr Mrs Wess then met with Cllr Mrs XXXX and Cllr Mrs Harrhy, John Anderson WLBC Building Inspector and building contractor Malcolm Hart who considered that in some sections the gaps between sections were too narrow, not allowing for natural expansion.

A meeting with Junckers representative was arranged for Monday 6th July. Cllr Mrs Halton, Cllr Hammond & Cllr Mrs XXXX would also attend. Cllr Mrs Wess agreed to ask the representative to confirm that the floor supplied matched the specification requested, particularly that it was a solid wood floor and not a veneer or laminate.

- **PCA's Snagging List**

Cllr Mrs Wess reported that the snagging list had not yet been drawn up.

- **Consideration of annual maintenance routines such as fire alarm, burglar alarm inspections**

Cllr Mrs Wess explained that there were occasions when the PCA contracted work that the Parish Council was then asked to pay for. In some cases the amounts concerned exceed £250.00 causing the Parish Council to be in breach of Standing Orders as three quotations were not sought for these services.

The Clerk consulted the accounts book and confirmed that the annual checks on the electrics, fire alarm, burglar alarm and gas service were paid for by the Parish Council, as well as any associated repair. Over the last financial year only the electrical work exceeded £250.

Resolution (46/09): That the Clerk write to Sue Halton, copying the letter to Clare Gillard as Secretary to the PCA to request two months notice prior to the checks being done so that comparative quotes can be obtained. Proposed by Cllr Mrs Wess, seconded by Cllr Bailey, all in favour.

- **Review of insurance regarding fixtures and fittings**

The Clerk confirmed that the current insurance policy covers “landlord’s fixtures and fittings” and that it was unlikely that this could cover expensive equipment bought and installed by the PCA.

The meeting discussed whether it might be more cost effective for the Parish Council to add these items or the PCA insure them under their insurance policy. It was stressed however that should the Parish Council insure any additional items, the Council would not assume maintenance responsibilities for the items.

The Clerk was instructed to write to Allianz with the list that Cllr Mrs Wess has been given by Mr Bonsall and ask how much premium would be required to add to the current policy. Also to clarify what landlords fixtures and fittings actually are. Clerk to write to the PCA (Mrs Halton and Mrs Gillard) to clarify that at the current time the Parish Council insurance policy does not cover the items installed by the PCA.

Cllr Mrs Wess also had a letter given to her by Mr Bonsall (PCA) that contained a report following a visual inspection of the building. Clerk to email Mr Bonsall to obtain a copy of this report.

- **Update on valuation**

Only one quote had been obtained. Clerk to attempt to obtain a comparative quote but as the amount is likely to be less than £250, Clerk and Chairman will commission this work as soon as a second quote is obtained.

16 To discuss maintenance of three trees on The Green

Cllr Mrs Wess told the meeting that the section of land facing the village hall was in the ownership of the Parish Council although it had always been maintained by the surrounding houses. There was concern now that the three silver birch trees are leaning over and as one was touching overhead wires it was essential that the Parish Council act.

Resolution (47/09): That the Clerk write to the tree wardens to ask their advice on the three trees in question. Proposed by Cllr Mrs Butts, seconded by Cllr Bithell, all in favour.

17 To discuss maintenance at Burnside Play Area

The Clerk had spoken with Ian Yates of Yates Playgrounds who agreed to repair the safety surfacing beneath the slide at no further cost to the parish council. This had been repaired in January 2009 and it appeared to him that someone had used a knife to cut out the repaired section but he agreed nevertheless to replace free-of-charge.

The Clerk reminded the meeting that the racing cars required some welding which had already been commissioned, but not yet completed.

The Clerk gave members a copy of an email received from a resident advising that the sign at Burnside Play Area had fallen down and required replacement.

The Clerk and Chairman to work together to obtain quotes to replace the sign and commission the work if less than £250.00 or return quotes to full council if more than £250.00

18 To determine format of future minutes

Resolution (48/09): Cllr Mrs Wess suggested that this item be taken to the next Personnel Committee meeting. All agreed.

19 To discuss Lancashire association of Local Councils AGM - possible resolutions and attendance at the meeting

No resolutions were suggested, though the meeting noted that the Clerk will collate any suggested over the summer months.

20 Planning and Planning Applications

Application Number: 2009/0570/FUL

Proposal: Two storey extension to provide access to first floor at rear. Single storey extension at rear with first floor balcony above.

Location: The Windmill Hotel, 3 Mill Lane, Parbold, Wigan, Lancashire, WN8 7NW,

Response: Parbold Parish Council objects to this proposal.

The Council has taken note of neighbours' representations and concludes that the development:-

- **would be excessive and could change the character of this building, which is within a conservation area**

- would impinge on neighbours privacy and security
- is visually intrusive upon surrounding properties
- would create further noise problems that could not be adequately addressed by the use of an acoustic fence because of the height of the proposed balcony
- could lead to further parking problems

Application Number: 2009/0619/FUL

Proposal: Construction of disabled access ramp to front entrance

Location: Parbold Womens Institute, The Common, Parbold, Wigan, Lancashire, WN8 7HA,

Response: Parbold Parish Council has no objections to this proposal.

Application Number: 2009/0655/ADV

Proposal: Display of free standing non illuminated advert signs

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

Response: Parbold Parish Council has no objections to this proposal.

The meeting discussed the Housing Needs Survey and in particular the individual surveys received by all residents, noting that the reference number written on the form can identify which house this was received from. Residents concerns about their privacy, particularly in relation to financial information requested, were noted. The wording of the survey itself gave some cause for concern in that it appeared to have a particular approach that could elicit biased responses. The Chairman commented that she felt unable to complete the form or recommend that anyone else does.

It was noted that the Parish Council survey began by asking questions that the Borough already has the answers for. Likewise there was a slant to the questioning that concerned some and led to discussion as to whether to respond or not.

Resolution (49/09): It was unanimously agreed that it be delegated to the clerk to prepare a response to the survey, circulate it around Councillors and then submit this in order to meet the August deadline.

21 Appley Bridge and Parbold infill sites - update

Item deferred until next meeting; no update available.

22 To determine representation at forthcoming meetings

LALC reps to attend the next LALC Area Committee meeting on Thursday 16th July 2009

Cllr Mrs Wess to continue discussions with Martin Trengrove of West Lancs CVS regarding funding applications for Alder Lane Projects.

13th July 2009 – Alder Lane Committee of the Parish Council Meeting

23 Councillors' agenda items for future meetings

Cllr Bailey - Land Registration of the village hall.

Cllr Mrs Harry – Grounds maintenance of the section of land at the rear of the shops on The Common.

Cllr Mrs Wess - Lease and management agreement, asset register and risk assessment documents. Also, room echo and light diffusing problems in the small hall. Also, issue of returning to items already concluded.

Cllr Bithell - Cctv update

24 Resolution (50/09): 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.

25 To resolve basis of payments for clerk's salary

Item discussed in camera with no publication permitted.

26 To consider tenders for pathway at Chapel Meadow Biological Heritage Site

Item discussed in camera with no publication permitted.

There being no further business the Chairman closed the meeting at 10.35pm

Cllr Mrs R Wess - Chairman

Mrs E A Broad – Clerk

Date