

**Minutes of the next Meeting of the Parish Council on Friday 6<sup>th</sup> November 2009  
- 7.30 pm at Parbold Village Hall.**

PCSO Dave Benson gave a quick update on policing issues over the last month. Total crime level is at 69 incidents from 1<sup>st</sup> April to now (was 85 – last year). He described Operation Bright Sparks, targeting anti-social behaviour related to Halloween and bonfire night. As a result of this operation there had been a 12.5% reduction in damage compared to last years figure. PC Hackney continued to be on sick leave. PC Christine Milne will be starting next Monday in a full time role covering Up Holland and this parish. Based in UpHolland/Skelmersdale her shift pattern will be 8am – 4/5pm, 2pm -12am, 12pm- 10pm.

Cllr Mrs Wess commended PCSO Benson for attending this evening on his night off and for all his hard work during PC Hackney's absence, Cllr Hammond asked that the meeting recorded a vote of thanks to PCSO Benson and Councillors agreed that his effort was very much appreciated.

County Councillor David Westley was in attendance and he introduced himself to the meeting, offering help wherever needed and assuring those present of his commitment to parish councils and his intention to represent their needs at County Hall.

**1 To record apologies for absence**

**Present:** Cllr Mrs Wess (Chairman), Cllr Hammond (Vice-Chairman), Cllr Arnold, Cllr Bailey, Cllr Bithell, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Halton, Cllr Mrs Harrhy, Cllr Mrs XXXX.

Apologies: None received

**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 relating to his position as a member of West Lancashire Borough Council as a Member of Lancashire County Council.

Cllr Mrs Halton – personal and prejudicial in village hall matters, PCA and personal interest in Parbold Festival.

Cllr Mrs Blake – personal interest in any items relating to her position as a member of West Lancashire Borough Council

**3 To sign as a correct record the minutes of the meeting held 2<sup>nd</sup>  
October 2009**

**Resolution (97/09): That the minutes be signed as a correct record of the meeting. Proposed by Cllr Mrs Harrhy, seconded by Cllr Mrs XXXX, nine in favour, one abstention (not present at previous meeting).**

#### **4 Any Item of Urgent Business at the discretion of the Chairman**

Nothing raised.

#### **5 Chairman's Report**

The Chairman thanked Chris Noble of LCC who had agreed to arrange for an H bar to be put along the dropped kerb near the entrance to Beacon Crossing.

Also thanks to WLBC for clearing the leaves on the Lancaster Lane/Tan House Lane pavements which were extremely dangerous.

Cllr Mrs Blake asked that the meeting also note that she and Cllr Mrs Butts also attended the PACT.

#### **6 Clerk's Report**

Some administrative items were raised and the councillors were directed to the WLBC consultation on the Gambling Act. With a closing date of 2<sup>nd</sup> December 2009, there was insufficient time to discuss this in meeting but councillors were encouraged to respond if they wished via the WLBC website.

The clerk introduced a resident's letter regarding poor driving on Lancaster Lane. The meeting noted that the next Lancaster Lane meeting would be held at 2pm on Thursday 19<sup>th</sup> November 2009 and that Chris Nolan, LCC technical advisor would be attending. Cllr Mrs Halton commented that it does help if the hedges are cut back timely and suggested that residents be reminded once again to cut back overhanging hedges. It was agreed that the diversion was making matters worse at present.

Cllr Mrs Blake suggested making County Councillor Westley aware of the issue and a copy of the resident's letter was given to him. Cllr Mrs Harray added that the large lorries create a downdraft that badly affects pushchair and wheel chair users.

Cllr Mrs XXXX pointed out that hedge cutting was a borough and county matter and not a parish one and that something to that effect be put in the newsletter.

The Chairman mentioned meeting Acting Sgt Mark Smithson, and the meeting discussed asking the police to target certain times when we know there are problems.

Beech Avenue residents had noticed that people working and using the Mill House shops are parking on Beech Avenue and this was requested as an item for the next agenda.

The clerk was instructed to acknowledge the resident's letter, confirm that the parish is trying to work on these concerns and will also forward the issue to the police and Cllr Westley.

#### **7 To consider a charitable grant to Mencap West Lancashire**

**Resolution (98/09): That £50 be donated to Mencap, West Lancashire by way of a LGA 1972, s137 grant. Proposed by Cllr Mrs XXXX, seconded by Cllr Bailey, all in favour. Action: the clerk.**

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

091009	David Secrett	Gardening/cleaning service	s.o.	£128.00
061109	David Secrett	Gardening/cleaning service	s.o.	£128.00
261009	E A Broad	Salary (Oct 2009)	s.o.	£655.91
261009	Sherwoods	Grasscutting (Oct 2009)	s.o.	£53.13 *
061109	Sign Shop	New signs at village hall and play areas	1981	£145.00
061109	Yates Playgrounds	welding repairs to racing cars	1982	£87.40
061109	Douglas Valley	Roofline repairs to guttering at village hall	1983	£155*
061109	L&M CTP	Training course (Cllr Hammond)	1984	£20
061109	Inland Revenue	Tax & NI for October 2009	1985	£85.33
061109	Bearer/cash	Petty cash	1986	£50.00
061109		Spoiled cheque – not issued	1987	nil
061109	M G Hammond	Councillors expenses	1988	£46.07
061109	Mencap	Charitable grant	1989	£50.00

**Resolution: (99/09): That the accounts be ratified and authorised for payment. Proposed by Cllr Mrs Butts, seconded by Cllr Mrs Harray, all in favour. Action: the clerk.**

## **9 Alder Lane**

- **Report from Alder Lane Management Committee Meeting 21<sup>st</sup> October 2009**

Cllr Mrs Wess gave a verbal report from the meeting. Estimated fees for the new field would be £15 per hour or £30 per game; it was suggested that the group using the field on a Saturday morning should be asked to pay. Dr Charlton has produced a structure chart for consideration at the next PALS meeting on 13<sup>th</sup> January 2010. It was noted that a management meeting was arranged for 16<sup>th</sup> December 2009.

Cllr Mrs Wess reported that Dr Charlton was saddened at the WLBC decision to dispose of the Sports Development Unit and that the Management meeting considered this to be very short sighted action by West Lancashire Borough Council. Cllr Mrs Harray wondered if this decision also meant that the Overview Committee comprising councillors and volunteers would be disbanded and she agreed to contact the university to find out.

Cllr Hammond and Cllr Mrs Wess had met with Donna Carney from Community Futures about sub-leasing the field and noted changes in the charity laws under which a group cannot register with a unless they have, or have had, £5,000 in an account in the last twelve months.

Cllr Mrs Wess also reported that Mawdesley had applied for an Awards for All £10,000 for play equipment for the over-fifties and this type of funding may be available to Parbold if Community Futures can apply on our behalf. Community Futures time would be paid for at a rate of 5% of the total fund applied for, though this money would be taken from the grant funding and would not be taken directly from Parish Council funds.

- **To agree the Letter of Engagement for Community Futures to assist in bid applications**

**Resolution (100/09): That the Parish Council sign the letter of engagement for Community Futures to assist in bid applications. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Halton, all in favour. Action: Chairman and clerk.**

The possibility of creating a sub-committee for young people with a youth champion for them was discussed briefly and will be taken to the next Management meeting.

- **Review of Charitable Constitution for Alder Lane Management Committee**

The constitution document was distributed. This had already been considered but had now been reorganised and amendments presented in red print for expedited consideration. It was acknowledged that Community Futures will charge in the region of £50 to take the document to the Charity Commission.

**Resolution (101/09): That the Constitution for the Alder Lane management committee be accepted by the Parish Council. Proposed by Cllr Mrs XXXX, second by Cllr Hammond, with eight in favour, one abstention. Action: Cllr Hammond.**

- **Consideration of a start up fund for Management Committee**

**Resolution (102/09): That the Parish Council agree in principal to give £5,000 to the Management Committee to open an account to comply with legal requirements for charities. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Harray, all in favour. Action: Management Committee.**

- **To discuss goalposts for new field**

Two quotes were available and further awaited. Item deferred until the December 2009 meeting.

- **Update on maintenance of old goal posts**

Parbold Youth Club have agreed to wire brush, sand and repaint with Hammerite and are currently waiting for a dry day to do this. The clerk was requested to record the parish council thanks.

- **Update on LEF bid**

The meeting noted the LEF response that the full amount of grant would be awarded upon confirmation from the awarding body and subject to the agreement of two conditions; the provision of an interpretation board and the undertaking of appropriate annual grass cutting.

**Resolution (103/09): That the clerk writes to the LEF agreeing to provide an interpretation board and confirming that the Parish Council has the intention of carrying out the appropriate grass cutting. Proposed by Cllr Mrs Harray, seconded by Cllr Mrs XXXX, six in favour, two against, one abstention, carried. Action: the clerk.**

Cllr Mrs Wess reported that she has obtained the contact details of three companies who supply these signs and it had been suggested by Dominic Rigby that a local artist also be asked to quote. The Clerk has not as yet written to Ponds for People and was asked to contact Rachel Middleton for information on groups that may assist with the pond maintenance.

## **10 Village Hall Matters:**

Cllr Mrs Halton left the room.

- **Roof – repairs and insurance update**

Cllr Mrs XXXX explained that following conversations with the insurance assessor, the leaking roof had been described as a design fault. If this is the case it was suggested that the Clerk of Works or building inspector be approached for their opinion. The meeting agreed that Cllr Mrs XXXX continue to investigate this issue and return with any information discovered.

- **Land Registration update**

Cllr Hammond returned to the meeting.

Cllr Mrs Wess introduced the issue with the emailed response from Ian Grant.

Cllr Arnold reported having spoken with Gary Shepherd at Healds and he repeated some of the history of this issue. He also reported that Healds would make a charge to complete the land registration and obtain copy deeds.

Cllr Mrs Butts informed the council that her husband had an authorised copy of the abstract of title for the section of land transferred from the parish council to him, which abuts the Village Hall land and may be valuable evidence of the parish council's ownership of the land. The Chairman closed the meeting, and Mr Butts then stated that this abstract of title had been purchased from the Parish Council at

the time and could not be returned without a fee. Cllr Bailey asked if the papers could be photocopied and Mr Butts replied in the negative. Cllr Hammond suggested that the Chairman and clerk meet with Mr Butts, the Chairman declined this suggestion and it was then put forward that Mr Butts put something in writing and send to the clerk. The Chairman re-opened the meeting. Cllr Mrs XXXX stated that she was totally opposed to this because in her opinion there was definitely an interest regarding Cllr Mrs Butts. Cllr Mrs Butts said that this had nothing to do with her. Cllr Mrs Butts then suggested that Mr Butts could prepare all the paperwork as he had done so to register their land ownership and knew the process. It was considered that this may be sensitive material and discussion was brought to a close.

- **To sign lease and management agreement**

The lease and management agreement were signed prior to the commencement of the meeting.

- **Acoustics problem in small hall**

**Resolution (104/09): That the clerk writes again to the PCA acknowledging their intention to return the curtains to all windows as requested last month and asking what time scale was involved as the Parish Council could not continue meeting in a room where the acoustics meant speakers could not be heard properly. Proposed by Cllr Mrs Wess, seconded by Cllr Mrs XXXX, seven in favour, one abstention. Action: the clerk.**

- **Sponsorship of PCA newsletter**

The clerk confirmed that the Parish Council would be sponsoring the April 2010 PCA newsletter.

- **Edward Jackson Valuation**

The clerk was requested to clarify the final sum with Robin Underwood of Edward Jackson to remove any ambiguity and to return to this issue at the next meeting.

- **Insurance Assessors Report**

Cllr Mrs Wess reported on the meeting with the Insurance Assessor and the meeting discussed the letter from the insurance company requesting the following two conditions be complied with within 45 days:-

- 1) The garage located at the rear of main building must be secured externally by a padlock conforming to BS EN 12320 CEN Security Grade 5 and matching padlock bar fitted in accordance with the manufacturers instructions.
- 2) Grease traps, filters and other grease removal devices and extract hoods/canopies are to be suitably installed and cleaned of greasy deposits at least once every month. Thermostats and temperature controls, extract ventilation equipment including fans, motors, ductwork, are to be serviced at least once every 12 months by a qualified competent engineer in accordance

with the manufacturer's instructions. Internal surfaces of the extract ventilation ducting, including any associated fans and motors, are to be deep cleaned of greasy deposits by a specialist contractor at least once every 12 months, or more frequently if felt necessary by the contractor. Engineer's and cleaning contractor's service reports or certificates are to be retained.

The Clerk was instructed to write to the PCA for a letter of agreement that these two conditions are complied with that we can return to our insurance company.

Cllr Mrs Wess added that the Parish Council needs to keep a copy of the certificate detailing when the extractor fan was last cleaned and a copy of the PCA insurance policy.

The PC/PCA liaison group will cross check their insurance policies in order to ensure that all issues are covered.

## **11 Planning and Planning Applications**

There were no current planning applications for Parbold for the Parish Council to consider.

## **12 To report new pay scale and agree salary increase**

**Resolution (105/09): That the Parish Council agree the salary increase in line with NALC guidelines, to be paid in December salary. Proposed by Cllr Mrs Harry, seconded by Cllr Mrs Halton, all in favour. Action: the clerk.**

## **13 Consideration of the Personnel Committee**

The Personnel Committee (Cllr Mrs Wess, Cllr Hammond, Cllr Bailey, Cllr Mrs Harry & the clerk) agreed to meet on Tuesday 1<sup>st</sup> December 2009 at 7.30 pm at Parbold WI.

## **14 To determine representation at forthcoming meetings**

LALC AGM 7<sup>th</sup> November at 9.30am at County Hall, Preston. Cllr Mrs Wess and Cllr Hammond booked but unable to attend. Cllr Mrs Butts will attend if available. Clerk to write to LALC to point out that no agenda had been received and resolutions to be considered had not been presented to the council for comment.

Civic Service Committee will be meeting at 2pm on 17<sup>th</sup> November 2009.

Finance Committee Meeting will be held at 7.30 pm on 18<sup>th</sup> November 2009 in the Village Hall – apologies from Cllr Bailey noted as this clashes with Lancashire Local meeting.

Saturday 21<sup>st</sup> November 2009 – LCC parish and town council's conference. Cllr Hammond will attend. Clerk was asked to check how many councillors can attend.

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

Cllr XXXX – roof at village hall, pond

Cllr Halton – parking, signs on the village hall

Cllr Hammond - Ethical governance

Cllr Arnold – email from Ian Grant, procedure to account for the deeds every year – discuss at Finance Meeting and add to next agenda.

Cllr Bailey – allotments

It was agreed to thank Cllr Grant for the information.

**16 Resolution (106/09): 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.**

Cllr Mrs Blake left the meeting at 9.20pm

**17 Award the contract for annual electrical checks at the village hall**

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

**18 Burnside Play Area – maintenance quotations**

Item deferred to the next meeting.

Cllr Hammond and Cllr Mrs Halton left the meeting at 10 pm.

**19 Sports flooring in main hall update**

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

There being no further business the Chairman closed the meeting at 10.24pm.

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Chairman – Cllr Mrs Ros Wess

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Clerk – Mrs E-A Broad

\_\_\_\_\_  
Date



