

**Minutes of the meeting of the Parish Council on Friday 4<sup>th</sup> December 2009 - 7.30 pm at Parbold Village Hall.**

Resident Joan Sanders asked the Parish Council to check with West Lancashire Borough Council if the cctv camera is working properly.

**1 To record apologies for absence**

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

**Apologies:** Cllr Bailey, Cllr Mrs Halton.

**2 To receive declarations of interest**

Cllr Hammond – personal interest in village hall matters

Cllr Mrs Butts - personal and prejudicial interest in Item 12 - village hall land registration – and personal interest in other village hall matters as she is Parish Council appointed observer to the PCA General Committee

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 6<sup>th</sup> November 2009**

**Resolution (109/09): That the minutes be signed as a correct record of the meeting. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Butts, all in favour.**

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

Nothing raised.

**5 Chairman's Report**

The Chairman reported that she and Cllr Hammond presented the wreath at Christ Church Remembrance Day Service, attending the opening of Sunrise Veterinary Service, and meeting with the Reverend Simon Glynn to discuss the Civic Service.

She had distributed written report of the 19<sup>th</sup> November 2009 Lancaster Lane meeting. She also mentioned the Round O Quarry extension to the recycling facility and the implications for Parbold roads. At this point Cllrs Arnold, Mrs XXXX, Mrs Blake and Mrs Harray declared personal interests in this issue as they live along or close-by Alder Lane.

Also reported attendance at the Carols round the Christmas Tree on the 2<sup>nd</sup> December and publically thanked Bev Hayman, Joan Sanders, Tim Cornah and Sue Halton for organising the successful event. Thanks also to the school children and uniformed groups who all sang so beautifully.

It was noticed that the Lolly Pop Lady had retired and there has been no replacement. There had been many complaints about this. It was understood that there had been notices in the local shops and parents at the school had been asked if there was anyone willing to fill the post but no one could say if Lancashire County Council had advertised publically. The Clerk was asked to put this in the February newsletter if the post had not been filled by then.

## 6 Clerk's Report

The Clerk reported attending LALC annual conference, LALC AGM, WLBC Code of Conduct training and SLCC regional meeting. She also encouraged anyone available to attend the Publicising Positive Activities for Young People event at Ormskirk Library on 7<sup>th</sup> December 2009. She reported residents concerns about the trees behind the village hall and was instructed to ask grounds maintenance for advice. She noted that two Parbold charitable grants were being considered by the Lancashire Local Committee and that these two groups had previously been supported by Parbold Parish Council. The clerk reported that funds are available for council held events LCC PC Champion, Mike Otter and was asked to contact him with a view to obtaining £500 for portable toilets for the Fun Day.

**Resolution (110/09): That the Parish Council write to these two groups to request that they acknowledged funding from Parbold Parish Council on grant application forms for other funding groups. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Harrhy, six in favour, one against, one abstention. Action: the Clerk.**

## 7 To ratify accounts and authorise payment

271109	David Secrett	Gardening/cleaning service	s.o.	£ 128.00
261109	E A Broad	Salary (Nov 2009)	s.o.	£ 655.91
261109	Sherwoods	Grasscutting (Oct 2009)	s.o.	£ 53.13*
041209	Cllr V Harrhy	Councillors expenses	1990	£ 18.81
041209	E A Broad	Clerk's expenses (two months)	1991	£ 154.39
041209	Inland Revenue	Tax & NI (one month)	1992	£ 85.33
041209	M Hammond	Printer ink	1993	£17.99
041209	Parbold PCA	Room hire for meetings	1994	£ 93.50
041209	Gas Services	Annual check at village hall	1995	£ 160.00
041209	M Hammond	Printer ink for clerk	1996	£26.98

\*includes VAT

**Resolution (111/09): That the accounts be ratified and authorised for payment. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Butts, all in favour. Action: the Clerk.**

#### **8 Finance Meeting Report:**

- **Sign minutes from meeting on 18<sup>th</sup> November 2009**

**Resolution (112/09): The minutes were signed as a correct record of the meeting. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Butts, all in favour. Action: the Clerk.**

- **Ratify the budget**

The clerk apologised for not issuing the modified papers for the meeting.

**Resolution (113/09): That the budget presented be ratified. Proposed by Cllr Mrs XXXX, seconded by Cllr Arnold, all in favour. Action: the Clerk.**

- **Agree level of precept for 2010-2011**

**Resolution (114/09): That the precept for 2010-2011 be set at the same level as last year - £30,000. Proposed by Cllr Bithell, seconded by Cllr Mrs XXXX, all in favour. Action: the Clerk.**

- **Consider WLBC capital grant for interpretation boards at Chapel Meadow**

**Resolution (115/09): That the Parish Council apply to the WLBC capital grant scheme for financial assistance in providing interpretation boards at Chapel Meadow, for the sum of £2,000 in a project of £3,000 spend. Proposed by Cllr Mrs Harry, seconded by Cllr Mrs Butts, all in favour. Action: the Clerk.**

#### **9 Report from Personnel Committee Meeting – 1<sup>st</sup> December 2009**

The proforma to collate councillors' skills was again circulated by Cllr Mrs Harry.

The Clerks leave was discussed and dates notified. The terms of reference document produced by Cllr Mrs Harry was circulated to Councillors present for discussion at the next meeting. The wording of items on the agenda was also deferred to the next meeting.

#### **10 To apprise of United Utilities repair work in Fairhurst Drive, planned for February 2010**

Cllr Mrs Wess and Cllr Hammond reported meeting with United Utilities representatives to discuss the sewer replacement work in Fairhurst Drive, provisionally scheduled for the middle of February 2010. The work is likely to take approximately eight weeks though exact dates have not yet been finalised. This

essential work is likely to cause disruption for residents with car parking. The Clerk was asked to put the United Utilities map on the notice board after the residents have been notified in January.

## **11 Alder Lane**

- **To discuss goalposts for new field**

Item moved to closed session.

- **Update on LEF bid**

The letter of acceptance of grant was signed by the Clerk and Chairman for return to LEF.

- **Pond maintenance**

The Clerk reported that she was still trying to contact Pond Conservation for assistance and confirmed that the annual risk assessment documents were being given to her by the Parbold Wildlife Group.

The letter from Chris Collins, PWG was read out and discussed. The Clerk was instructed to respond, acknowledging the letter and updating PWG on the Parish Council's intentions, noting that the Council would continue to work with Dominic Rigby on the details of their plan. It was also noted that two representatives from the Parbold Wildlife Group regularly attend the Management Sub-Committee and that the next meeting will be on 16<sup>th</sup> December 2009.

## **12 Village Hall Matters:**

- **Ceiling repair**

It was noted that the contractor had attended the hall during half-term but because he had not given advance warning, he could not gain access. Clerk to arrange for him to come in January 2010 as the pre-school group would not be using the hall then.

- **Roof – design fault**

Cllr Mrs XXXX said that as the contractor had only listed the work he had done, with no mention of a design fault but she would contact Mr Anderson for clarification.

- **Land Registration update**

Item moved to closed session.

- **Acoustics problem in small hall**

Cllr Hammond reported borrowing five boards which can be put around the room to assist by absorbing sound and stop the echo effect.

**Resolution (116/09): That the Clerk ask the PCA to return the original curtains at the windows and if they are unable to do so before the next Parish Council meeting on the 8<sup>th</sup> January 2010, to find a new location for future parish council meetings. Proposed by Cllr Bithell, seconded by Cllr Mrs XXXX, five in favour, two against, one abstention (interest declared). Action: the Clerk.**

- **Edward Jackson Valuation**

**Resolution (117/09): That the Clerk inform the insurance company of the new valuation for the village hall. Proposed by Cllr Mrs XXXX, seconded by Cllr Arnold, seven in favour, one abstention (interest declared). Action: the Clerk.**

- **Insurance Assessors Report**

The Clerk reported that the PCA had not implemented the changes required by the insurance company. She was instructed to contact Allianz to explain the situation and ask what the extent of the lack of cover actually is.

**Resolution (118/09): That the Clerk inform the PCA that if the changes are not made by 12<sup>th</sup> December 2009, the Parish Council cannot insure the building and so they must make arrangements to take this responsibility and that the cooker may not be used unless regularly serviced as directed by the Insurance Assessor. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Harray, seven in favour, one abstention (interest declared). Action: the Clerk.**

- **Signs on Village Hall**

It was noted that the No Ball Games sign was removed by the PCA when the hall was extended. Cllr Mrs Butts, as parish council representative on the PCA will raise this issue with the PCA at the next PCA meeting.

### **13 Car Parking issues in the village, including Beech Avenue**

In the absence of Cllr Mrs Halton this item was deferred until next meeting.

### **14 To discuss concept of ethical governance**

Cllr Hammond reported attending the Standards Committee Meeting on the 27<sup>th</sup> October attended by the Leader of the Council and Leader of opposition. Councillors were reminded that they must maintain the highest standard of ethical governance, human behaviour and conduct and always act in a manner that is right, fair, decent and just. It is important that we promote and maintain high standards. As a member of the Standards Board Cllr Hammond explained that the Board has to advise the council and monitor the operation and effectiveness of the Code of Conduct and advise the council on any subsequent changes. These principles are accepted by both Leaders and there are high standards in West Lancashire, so he urged that they are also maintained in parish councils too. There is a need to remind ourselves

that we are supposed to be working within the highest standard of ethical governance, based upon our own beliefs and the Code of Conduct.

**15 To consider procedure for annual review of documentation such as deeds**

**Resolution (119/09): That deeds of ownership be produced for councillors' inspection at the February or March meeting dealing with the internal audit requirements. Proposed by Cllr Arnold, seconded by Cllr Bithell, all in favour. Action: the Clerk.**

**16 The provision of allotments in Parbold**

In the absence of Cllr Bailey, this item deferred to the next meeting.

**17 Planning and Planning Applications**

**Application Number: 2009/1060/FUL**

Proposal: Replacement wooden windows, soffits, fascia boards and door with UPVC, to front elevation.

Location: 6 Mill Leat Mews, Parbold, Wigan, Lancashire, WN8 7NH,

It was noted that the above application was to be considered by the WLBC Planning Committee. There was no one available to speak against this application but there was concern that the Planning Officer was supporting the application which will set a precedent. The inconsistent approach by WLBC was noted, as many people spend a great deal of extra money to comply with rules for conservation areas whilst others, it appeared, were permitted to use UPVC in the Conservation Area.

Round O Quarry's application for a ten year extension to their licence was also discussed, with an application for two hundred lorries a day in and out of the site. The Clerk was instructed to write to Lancashire County Council and WLBC objecting that Parbold Parish Council was not informed directly about this application. The whole of Parbold village, though particularly Alder Lane, is affected by HGVs going to and from the quarry. It has an effect on traffic flow throughout the village, the weight of heavy goods vehicles are damaging the canal bridges, road surfaces, people's properties, access onto the main roads from side streets and are a danger to children going to school. The pavements along Alder Lane are extremely narrow and are used by primary-age children and many people have experienced a draft pulling towards the road when large lorries pass-by.

The Parish Council would wish to see weight-limit to the lorries to be used at the Quarry and a direction that lorries take the route directly to the M58, along Cobbs Brow Lane and avoid Alder Lane altogether.

This letter to be copied to Borough and County Councillors and Rosie Cooper MP.

**18 To discuss the Society of Local Council Clerk's Subscription Fees**

Cllr Mrs XXXX asked that this item be deferred until next meeting.

**19 To consider erecting a gate at Bramble Way Car Park**

Cllr Hammond left the meeting at 9.50 pm.

Item debated and defeated.

**20 Sports Hall Flooring update**

The meeting noted that Flooring Forensics would be examining the flooring on 15<sup>th</sup> December 2009

**21 To determine representation at forthcoming meetings**

Cllr Mrs Wess will attend the Young People meeting on Monday 7<sup>th</sup> December at Library Ormskirk

The Alder Lane Management Committee will be meeting on 16<sup>th</sup> December 2009.

Cllr Hammond will be attending Blackburn Cathedral for the LCC Epiphany Service on the 12<sup>th</sup> January 2010.

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

The Clerk was requested to relist any deferred items from this meeting.

Cllr Mrs HARRY – personnel committee terms of reference.

Cllr Mrs Wess – Asked everyone to note the change to Parbold Surgery's telephone Number to 0844 811 0909. Whilst this is no more expensive than a normal telephone call, it is not possible to take advantage of the free 01 and 02 numbers offered by BT.

**23 Resolution (120/09): 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 XXXX, seconded Cllr Arnold, all in favour.**

**24 Play Areas – to select contractor to complete maintenance and repair work**

*Item discussed in camera with no publication permitted.*

- To discuss goalposts for new field

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

- **Land Registration update**

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

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