

Minutes of the meeting of the Parish Council at 7.30pm on Friday 5th February 2010 at Parbold Women's Institute

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 Harrhy, Cllr Mrs Butts, Cllr Mrs XXXX,

Apologies: none

2 To receive declarations of interest

Cllr Hammond – personal interest in village hall matters

Cllr Mrs Butts - 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

Cllr Bailey arrived at 7.40pm

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.

3 To sign as a correct record the minutes of the meeting held 8th January 2010

Resolution (129/09): That the minutes be signed as a correct record of the meeting. Proposed by Cllr Mrs Harrhy, seconded by Cllr Bithell 6 in favour, 3 abstentions (not present at meeting)

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

None

5 Chairman's Report

The Chairman informed the meeting of the death of former Parish Councillor, and Chairman, Bert Tomkinson and reported that a number of councillors had attended his funeral.

A local man has applied for the post of school crossing patrol person subject to undergoing CRB checks.

She noted that Lancashire County Council had deferred their decision, on Round O Quarry's application, until March because of road traffic survey. Newburgh Parish Council will be going to speak at the meeting and the clerk was instructed to request whether Parbold could send a representative to the meeting to speak. Cllr Mrs Blake offered to attend.

Cllr Mrs Wess reported conversations with Fr Gordon over a section of land along Alder Lane near the railway bridge where there are broken fences and overgrown brambles. The pathway is narrow and is frequently used by school children and as it is in the ownership of Lancashire County Council, the Church does not maintain it. LCC claim that they do

maintain the section of land themselves. The meeting noted that it never looks maintained and Cllr Blake had cut back the brambles on a number of occasions. The clerk was requested to e-mail Phil Jeffrey at LCC and ask that this be looked at as a priority.

The Chairman told the meeting that the United Utilities work had been delayed a little and would now be starting around the 15th February 2010.

Cllr Mrs Wess also raised the correspondence from Tina Sparrow, WLBC Solicitor regarding arranging a licence to assign Alder Lane Playing Fields to a charitable group formed by the Alder Lane Management Sub-Committee. The meeting discussed this and there was general agreement that, in fact, the Parish Council does not wish to assign the lease as it does not wish to lose control of the fields. What was required was a clear set of terms allowing the charity use of the fields but without shutting out the Parish Council. It was generally agreed that this needs further investigation and legal advice. The Parish were keen to have an agreement akin to the village hall lease and management agreement with the PCA. Cllr Bithell agreed to look at the WLBC/PPC lease and the PPC/PCA village hall lease and management agreement and draw something up for consideration.

6 Clerk's Report

The Clerk reported attending the Clerks Liaison meeting and Parish Council Charter Celebration that day. Speakers included reps from LCC Help Direct and Chief Inspector Dean Holden. Cllr Mrs XXXX requested that the Clerk report directly what Chief Inspector Holden had told the meeting and the Clerk read from her notes. The Clerk was then instructed to write to the Chief Inspector Holden asking for more details, particularly about staffing levels e.g. nineteen employed with vacancies for a further eleven and the effect on rural police provision, and on the issue of stop and search and in particular taking photographs of the people they have stopped. The Clerk will circulate the addendum to the WLBC/Parish Council Charter when it is received from WLBC.

7 To ratify accounts and authorise payment

290110	David Secrett	Gardening & Cleaning	s.o.	£128.00
050210	E A Broad	Salary (Jan 2010)	s.o.	£ 660.74
050210	Sherwoods	Grasscutting (Jan 2010)	s.o.	£ 53.13*
050210	Yates Playgrounds	Inspections	2002	£66.70*
050210	Inland Revenue	Tax and NI	2003	£88.39
050210	E A Broad	Card, envelopes, ink Civic Service	2004	£ 47.93
050210	E A Broad	Travel expenses	2005	£44.16
050210	V Harrhy	Councillors expenses	2006	£7.37

050210	R I Taylor	Village Hall inspection electrics	2007	£641.55*
050210	Best Kept Village	Entry Fee	2008	£15.00
050210	C Horridge	Chapel Lane Footpath maintenance	2009	£270
050210	Sherwoods	Additional hedge cutting (not included in grass cutting contract)	2010	£287.50 *
050210	Parbold WI	Room hire for meeting 8 Jan	2011	£ 20.00
050210	PCA	Room hire	2012	£149.00
050210	Fields in Trust	Annual Membership	2013	£35.00
050210	Community Futures	Annual Membership	2014	£30.00

*contain VAT

Resolution (130/09): Cllr Harrhy proposed, seconded by Cllr Butts seconded, all in favour.

8 To receive internal audit documentation and asset register

Resolution (131/09): That the asset register, risk management policy and risk management register be approved by Council. Proposed by Cllr Mrs XXXX, seconded by Cllr Arnold, all in favour.

The Clerk made available for inspection the following documents:

Certified documents:

LAND CERTIFICATE Title LA608960 16th March 1989 (registration) – land adjoining 7 – 21 The Common.

LAND CERTIFICATE and conveyance documents - title LA855738 10TH December 1999 – freehold land – land at the rear of 7 -17 The Common and adjoining Brandreth Drive.

LAND CERTIFICATE Title LA696136 – 8th May 1992 – Freehold – Chapel Meadow.

LEASE - 17th September 1991 WLDC and Parbold Parish Council - re: land at Alder Lane.

Photocopies:

Photocopy of LEASE 6th February 1995 – WLDC and Parbold Parish Council – Burnside Play Area.

Photocopy of deed – 27th November 1970 between LCC and The Post Office – under which the section of land annexed between the Telecom building (to the North East) and the highway known as the Common, (to the South West) will be maintained at public expense.

The WLDC/PPC lease of Alder Lane Playing Fields was examined and found to suggest that WLBC have responsibility for lining the football pitch and retain responsibility for the drainage system. Cllr Mrs Wess and Cllr Mrs XXXX recalled a site-meeting with WLBC Officers during which they were told the Parish Council had responsibility for the drainage system. The Clerk was instructed to ask John Nelson from WLBC to clarify this. It was also noted that the lease precluded “gambling” and “alcohol” on the site. The Clerk was further instructed to request permission of WLBC to undertake a raffle on the Fun Day.

9 Update on the Fun Day – 1st May 2010

Cllr Mrs Wess reported on progress on the Fun Day confirming that the following organisations had agreed to be involved: Ormskirk Rugby Club, Judo, Beavers – egg and spoon, sack races, Drama Group, PWG Jon Hickling has agreed to do tours of the BHS, Pink Panthers, & Christ Church (Rev Simon Glynn). It was suggested that the schools be asked to run a poster competition or if possible arrange for a Maypole.

Resolution (132/09): That the Parish Council that pay up to £500 towards expenses incurred by the Fun Day. Proposed by Cllr Mrs XXXX seconded by Cllr Hammond, 8 in favour, 1 abstention.

10 Update on the WLBC CCTV coverage of Parbold

The meeting noted that Brian Kennedy from WLBC had not been responding to e-mails or letters so the Clerk was asked to check if responsibility for this had passed to someone else.

11 To agree the terms of reference document for the Personnel Committee

Cllr Mrs Harray prepared this document to formalise the procedure for Personal Committee meetings. It was distributed to all councillors before the meeting for their consideration. The intention of the terms of reference was to formalise the role of the Committee to ensure it follows policy within the defined remit.

Cllr Bailey remarked that the Council was bound to follow National Association of Local Council guidelines and their documentation would suffice; additional documentation was simply bureaucracy. He pointed out that few Parish Councils have a Personnel Committee as there is often only one employee, employed on a part-time basis, in the case of Parbold PC employs “half-a-clerk”.

Resolution (133/09): That the Parish Council discontinue Personnel Meetings and remove the Committee, returning responsibility for this to the Finance Committee, meeting when and if required. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, four in favour, three against, two abstention.

Cllr Mrs XXXX requested that the clerk consider whether this resolution was legal as the specific question of whether to retain the committee had not been an item agenda. The Clerk responded initially that this could be fair comment but it was always open to Councillors to

propose a resolution and if it gained support this would be carried. Cllr Mrs XXXX requested that the Clerk clarify with LALC on this issue. A degree of debate ensued.

County Councillor David Westley, who had been sat in the public gallery, interrupted the meeting acknowledged the Council and excused himself from the meeting. He remarked that the interesting thing about the last item was that the objection to the vote only came after it was lost. Cllr Mrs XXXX asked that the Clerk minute his comments.

12 To decide whether to word future agenda items as a proposal for decision

Resolution (134/09): That agenda items be written in the form of a proposal for decision, wherever possible. Proposed by Cllr Bailey, seconded by Cllr Harrhy, Cllr Arnold, Cllr Hammond, Cllr Mrs Blake, Cllr Bithell, Cllr Mrs Butts in favour: Cllr Mrs XXXX against, Cllr Mrs Wess, abstained. Named, recorded vote requested.

13 Alder Lane:

- **Update on goalposts for new field**

Cllr Arnold reported visiting the football fields and inspecting the old goal posts which were quite loose. The Clerk was asked to seek advice urgently and repair if required.

As regards the new posts, it was noted that steel, lockable goal posts would be ideal and the issue was still being researched.

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

See above.

- **Update on Pond maintenance**

There had been no recent contact with Pond Conservation, they are awaiting an exact description, with photographs, of the problems on the pond.

The meeting considered the request from Gemma Worswick (Forever Meadows, Project Officer) to survey the Biological Heritage Site at Chapel Lane Meadow and Canal (BHS 41SE05). The Parish Council unanimously agreed to permit the survey to be undertaken and requested that findings be communicated to the Parish Council in due course.

- **Classification of meetings**

Cllr Bithell requested discussion about the responsibilities of the new charity and the separation of powers from the Parish Council as a whole. Cllr Mrs Wess and Cllr Hammond explained the position that the Alder Lane Management Committee would be independent of the Parish Council and would form the basis of the Charity with a board of trustees formed from members of that committee.

- **To set up bank account for Alder Lane Management Committee with transfer of £5,000 parish council funds**

It was recommended that the Charity be formed, under the constitution already circulated, with the name agreed by the committee members and open a bank account. At this point the Parish Council will be a position to transfer funds, already agreed in principal.

- **To determine next action towards creating Interpretation Boards**

The Chairman reported that it was necessary to contact Jon Hickling to draw up a list of flora on the Biological Heritage Site. A tender document, for the production and installation of an interpretation board, within in a recycled plastic frame could then be drawn up.

14 Village Hall Matters:

- **Update on Ceiling Repairs**

The meeting noted that this work had not been done but was booked with JCD Contracting and that access problems had delayed the repair.

- **Land Registration update**

Cllr Bailey agreed to look at this issue again.

Update on Acoustics problem in small hall

The Parish Council meeting in March is booked for the Women's Institute Hall. As there appeared to be no improvement at the village hall at the present time the meeting discussed arrangement for April meeting.

Resolution (135/09): That the meeting on the 9th April 2010 be held in Parbold Women's Institute. Proposed by Cllr Mrs Harrhy, seconded by Cllr Mrs XXXX, 6 in favour, 3 abstentions.

- **Signs on Village Hall**

The clerk was instructed to request a quote for a new 'No Ball Games' sign to be positioned in the Village Hall Play Area.

- **Key to Village Hall**

The letter received from Parbold Community Association had been circulated to Councillors. This explained that there were four named key holders available, should the Parish Council require access and that there was no need for the Parish Council to hold a key of its own.

Cllr Mrs Harrhy asked, if the Parish Council owns the hall why can they not have a key, indeed how can the PCA deny the Parish Council a key? It was agreed that this question would be taken to the Liaison Meeting.

- **Insurance**

Resolution (136/09): That the Parish Council purchase the lock specified by the insurance company and secure the shed so that the risks of break-in and fire are

reduced. The key to be retained with the Parish Council until the PCA make alternative arrangements. Proposed by Cllr Arnold, seconded by Cllr Mrs XXXX, 4 in favour, 4 against, one abstention (interest declared), Chairman's casting vote - for. Motion carried.

- **Liaison Meeting**

A Liaison Meeting with Parbold Community Association was set for Wednesday 17th February 2010. Cllr Mrs Butts, Cllr Mrs Wess, Cllr Mrs XXXX and Cllr Bailey to attend.

15 Update on Civic Service

The Chairman thanked Joan Sanders, Pam Jones, Alison Cornah and Cllr Susan XXXX for delivering invitations. It was confirmed that the buffet had been ordered and the Order of Service was being drafted. It was decided to change the reception venue to the Women's Institute, if available, as kitchen facilities and cups & saucers were more easily accessible.

The Chairman asked that anyone available to assist putting out tables and chairs meet at the Women's Institute, time and day to be notified.

16 Society of Local Council Clerk's Subscription Fees

Cllr Mrs XXXX sought clarification from the clerk about the level of subscription fees with the complaint that larger councils paid a disproportionately large amount compared with smaller councils. The Clerk tried to explain that the subscription relates directly to the salary paid as follows:

Annual Salary	Joining Fee (new and lapsed members)	Full Year Subscription	Monthly Standing Order (over 10 months)
Past Service Member	£0	£30	£3
£0 - £500	£5	£30	£3
£501 - £1,000	£5	£44	£4.40
£1,001 - £2,000	£5	£61	£6.10
£2,001 - £3,000	£5	£72	£7.20
£3,001 - £4,000	£8	£82	£8.20
£4,001 - £6,000	£8	£94	£9.40
£6,001 - £8,000	£10	£105	£10.50
£8,001 - £10,000	£10	£117	£11.70
£10,001 - £15,000	£12	£133	£13.30
£15,001 - £20,000	£12	£149	£14.90
£20,001 - £25,000	£15	£166	£16.60
£25,001 - £30,000	£15	£187	£18.70
£30,001 - £35,000	£15	£209	£20.90
£35,001 - £40,000	£20	£231	£23.10
£40,001 - £45,000	£20	£253	£25.30
£45,001 - £50,000	£20	£276	£27.60
£50,001 - £55,000	£20	£300	£30.00
£55,001 - £60,000	£20	£325	£32.50
>£60,000	£20	£360	£36.00

Cllr Hammond left at 10.10pm.

17 To consider draft Parish Plan

It was agreed that this draft Parish Plan be considered by the Parish Plan Committee: Cllr Hammond, Cllr Bailey, Cllr Mrs Butts, Cllr Mrs Blake, Clare Gillard and the Clerk and then returned to the Parish Council.

18 To consider lobbying LCC/WLBC for more grit and grit bins

The meeting noted that WLBC had no responsibility for the provision of grit and grit bins. The Parish Council agreed to lobby LCC for more provision for Parbold and the Clerk was instructed to write requesting grit bins on Bradshaw Lane and Alderbrooke Drive and that the existing bins are refilled regularly.

19 Planning and Planning Applications

Application Number: 2010/0030/FUL

Proposal: Two storey extension to side

Location: 3 Bankside, Parbold, Wigan, WN8 7PJ

Application Number: 2009/1401/FUL

Proposal: Single storey infill extension to provide school room and disabled toilet facilities.

Location: Parbold Douglas C Of E Primary School, Lancaster Lane, Parbold, Wigan, Lancashire, WN8 7HS,

Application Number: 2009/1425/FUL

Proposal: Conservatory extension at rear.

Location: 19 Lindley Drive, Parbold, Wigan, Lancashire, WN8 7ED

There were no objections to the planning applications above.

Minerals & Waste – Possible Site Allocations - Consultation

Resolution (137/09): That the comments drawn up by Cllr Mrs Wess and circulated by the Clerk be submitted as response to the consultation on Possible Site Allocations for the Minerals and Waste Plan. Proposed by Cllr Mrs XXXX, seconded by Cllr Mrs Butts, all in favour.

20 To determine representation at forthcoming meetings

Mayor's At Home 25th February 2010 – Cllr Arnold, Cllr Mrs Butts.

Wed 10th March 2010 – Edge Hill Face the People - 7-9pm - Cllr Mrs Butts, Cllr Mrs Blake, Cllr Mrs Harry, Cllr Arnold.

21 To decide what items will be put onto the Website

It was decided that the Minutes, (since last May), agenda, Alder Lane minutes, and schedule of meeting dates be put onto the website along with the names of Councillors (excluding Cllr Mrs XXXX), but no personal information.

22 Councillors' agenda items for future meetings

Cllr Bithell informed the meeting that the scout hut is now sealed it was hoped that it will be open by Easter.

23 To apprise Members of the Parish Council vacancy

The meeting was advised that Cllr Susan Halton had resigned and that the vacancy was currently advertised. The Parish Council will await direction from the Borough Council as to when any co-option procedure might be considered.

24 Resolution (138/09): 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 Harrhy seconded Butts, all in favour.

25 Update following survey of the flooring in the Village Main Hall

Item discussed in camera with no publication permitted

26 Village Hall Electrical Annual Check Update

Item discussed in camera with no publication permitted

There being no further business the Chairman closed the meeting at 10.57 pm.

Chairman – Cllr Mrs Ros Wess

Clerk – Mrs E-A Broad

Date