

**Minutes of the meeting of the Parish Council which will take place on Friday 6<sup>th</sup> May 2010 - 7.30 pm at Parbold Women's Institute Hall.**

Councillors made their declaration of acceptance of office, prior to the formal meeting.

**Present:** Cllr Bailey (Chairman), Cllr Arnold, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Houlgrave, Cllr Mrs Raju, Cllr Mrs Wess.

The Chairman then invited members of the public for any questions or comments.

Mr Blanchard, spokesperson for the proposed Parbold Cricket Club asked the Parish Council when the candidate clubs who had expressed an interest in using the Alder Lane playing fields would be interviewed. The Chairman explained that this was the first meeting of a new council and that matters had to be in abeyance until formalities of the elections were completed. It would then be for the new Council to decide arrangements for Alder Lane playing fields.

## **ANNUAL GENERAL MEETING**

### **1 To elect the Chairman and receive declarations**

Resolution (1/11): Cllr Mrs Blake proposed Cllr Bailey as Chairman, seconded by Cllr Mrs Butts. There being no further nominations he was duly elected. The declaration of acceptance of office was read out and witnessed.

### **2. To fill any vacancies left unfilled by reason of insufficient nominations**

Charles Bithell and Michael Stapleton were co-opted onto the council to fill the two vacant seats. Declarations of acceptance of office were read out, signed and witnessed.

### **3 To elect a Vice-Chairman and receive declarations**

Resolution (2/11): Cllr Bailey proposed Cllr Arnold as Vice-Chairman, seconded by Cllr Mrs Butts. There being no further nominations he was duly elected. The declaration of acceptance of office was read out and witnessed.

### **5 To record apologies for absence**

Apologies were accepted from Cllr Mrs Middleton

### **6 To receive declarations of interest**

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

Cllr Mrs Houlgrave - personal interest in any items relating to her position as a member of West Lancashire Borough Council  
Cllr Mrs Blake – personal interest in any items relating to her position as a member of West Lancashire Borough Council,  
Cllr Bailey – personal interest in any items relating to his position as a member of West Lancashire Borough Council, Lancashire County Council and Peter Lathom's Charity Board of Trustees, Lancashire Fire & Rescue.

**7 To decide frequency, location and day of Meetings and determine the four Statutory Meetings and amend Standing Orders, if necessary, accordingly**

**Schedule of meetings for 2011/12**

Friday 3<sup>rd</sup> June 2011  
Friday 1<sup>st</sup> July 2011  
Friday 2<sup>nd</sup> September 2011 – Statutory Meeting #1  
Friday 7<sup>th</sup> October 2011  
Friday 4<sup>th</sup> November 2011 – Statutory Meeting #2  
Friday 2<sup>nd</sup> December 2011  
Friday 6<sup>th</sup> January 2012  
Friday 3<sup>rd</sup> February 2012  
Friday 2<sup>nd</sup> March 2012 – Statutory Meeting #3  
Friday 13<sup>th</sup> April 2012 as Good Friday is Friday 6<sup>th</sup> April 2012 -  
Friday 4<sup>th</sup> May 2012 – Statutory Meeting #4 - Annual General Meeting

**Resolution (3/11): That the schedule of meetings above be accepted.  
Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, all in favour.**

**8 To confirm membership of committees, sub-committees and representation on outside bodies**

**PARBOLD PARISH COUNCIL  
COMMITTEES AND REPRESENTATIVES – 2011**

**Committees:**

**Terms of Reference:**

**Finance**

**Budget/Employees/External grants**

**Finance Committee Composition:**

Cllr Bailey  
Cllr Arnold  
Cllr Bithell  
Cllr Mrs Butts  
Cllr Mrs Raju  
Cllr Mrs Wess  
The Clerk

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**Planning**

**Planning applications**

**Scope of committee:**

- **Parbold & Appley Bridge Quarries**
- **Planning**
- **Housing**
- **Conservation**

**Planning Committee Composition:**

Cllr Bailey  
 Cllr Arnold  
 Cllr Houlgrave  
 Cllr Stapleton  
 The Clerk

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**Amenities**

**Recreation & PC Facilities**

**Scope of Committee:**

- **Village Hall**
- **Public Transport provision**
- **Police & Community Safety**
- **Flooding**
- **Bramble Way/**

**Amenities Committee Composition:**

Cllr Arnold  
 Cllr Bailey  
 Cllr Bithell  
 Cllr Mrs Blake  
 Cllr Mrs Butts  
 Cllr Mrs Houlgrave  
 Cllr Mrs Middleton  
 Cllr Mrs Raju  
 Cllr Mrs Wess  
 Cllr Stapleton  
 The Clerk

**Liaison with PCA:**

Cllr Mrs Wess  
 Cllr Bithell  
 Cllr Mrs Raju  
 Cllr Bailey  
 Cllr Mrs Butts

**Representatives:**

**PCA Observer:**

Cllr Mrs Butts

**Peter Lathom Charity & Richard Durning Trust Board:**

Cllr Mrs Blake

**Representative on Mill Leat project**

Cllr Mrs Raju

LALC Area Committee Cllr Bailey, Cllr Arnold, Cllr Mrs Wess are voting representatives, with Cllr Mrs Raju as a reserve substitute should any voting rep be unable to attend.

**Resolution (4/11): That the structure of committees and membership above be accepted. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, all in favour.**

**9 To sign off the accounting statements for 2010/11, including annual governance statement and authorise submission to the auditors**

**Resolution (5/11): That the accounting statements be signed and submitted to the auditors. Proposed by Cllr Bailey, seconded by Cllr Arnold, all in favour.**

**10 To sign as a correct record the minutes of the meeting held 1<sup>st</sup> April 2011**

**Resolution (6/11): That the minutes of the meeting held on 1<sup>st</sup> April 2011 be signed as a correct record of the meeting. Proposed by Cllr Mrs Raju, seconded by Cllr Bithell, eight in favour, one abstention.**

**11 To agree signatories to the parish council accounts and update the bank mandate accordingly**

**Resolution (7/11): That the bank mandate be updated with signatories to the accounts as follows: Cllr Arnold, Cllr Bailey, Cllr Bithell, Cllr Mrs Butts, Cllr Mrs Houlgrave, and the Clerk. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, all in favour.**

**12 To ratify accounts and authorise payment of accounts presented**

280411	David Secret	Cleaning & gardening work	s.o	£128.00
280411	E A Broad	Salary (April 2011)	s.o.	£ 660.74
280411	Sherwoods Should have been	Grass cutting contract	s.o.	£1176.67*

Cheque 2118 - £160 in respect of signs at village hall retained as signs were not satisfactory. Reduction of £20 for inconvenience negotiated and signs were redone.

280411	SB Services	Signs at the village hall	2123	£140.00
280411	Parbold WI	Room hire - 080311	2124	£20.00

Cheque 2117 for £250 in respect of road planings at Bramble way car park should have been for £300 - £50 was missed off invoice.

280411	DP Cold Planing	VAT missed off invoice – now added	2125	£50.00
060511	Lancashire Wildlife Trust	Gates project contribution	2126	£250.00
060511	Inland Revenue	Tax and NI on April's pay	2127	£88.39
060511	Parbold WI	Room hire 010411 (three hours)	2128	£30.00
060511	Sherwoods	increase in costs	2129	£29.41
060511	E A Broad	Key cutting (£4.30) and stamps	2130	£14.14
060511	ICO	Data registration fee	s/o	£35.00
060511	WLBC	Planning application portacabins AL	2131	£75.00

\*contains VAT

Recent deposits to the accounts:-

060411	WLBC	Paper collection	£183.25
	WLBC	Precept first half	£15,000
150411	WLBC	First half concurrent	£2,051.50

Most recent bank statement balance as at 28<sup>th</sup> April 2011

Current A/C	£ 64.42	High Interest A/C	£ 109,299.61
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**Total            £ 109,364.03**

**Resolution (8/11): That the accounts be ratified and authorised for payment. Proposed by Cllr Mrs Butts, seconded by Cllr Bithell, all in favour.**

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

None

**14 Village Hall Matters:**

- **To determine action in regard to cctv proposal for village hall**

The Clerk explained that obtaining a comparative quote was not so straight forward without clear instruction about what sort of system the Council had in mind. Cllr Bithell and Cllr Stapleton informed the meeting that they have contacts in cctv installations who may assist in drawing up a specification and additional quotations.

**Resolution (9/11): Cllr Bailey proposed that Cllr Bithell and Cllr Stapleton, request assistance from their existing contacts to set a specification to base quotations on. Seconded by Cllr Mrs Raju, all in favour.**

Cllr Arnold reported meeting with the Argus Security Systems engineer who was called to reset the alarm volume following collision damage. The meeting were informed that the alarm speaker had been moved by the building contractor because it was embedded in the cavity wall, where it could not be accessed at all, and put onto the wall inside the doorway but now the sound was very loud. The building contractor did not have access codes to reduce the volume and advised that it be referred back to the installation company. Argus were concerned that the unit had been tampered with, however accepted that it had simply been moved and reduced the volume. The Argus engineer looked at the whole system and reported that some sensors were covered by curtaining and one failed because an external door was damaged and not shutting completely. He also advised that the system could be improved by upgrading.

The Clerk was asked to contact the PCA Chairman and clarify what work was needed to ensure the alarm system is working at optimum level.

#### **15 Alder Lane**

- **To grant permission for the Wildlife Trust to use Chapel Lane Meadow for study event**

**Resolution (10/11): That permission for this event be granted. Proposed by Cllr Bailey, seconded by Cllr Mrs Blake, all in favour.**

- **To consider application for field use from Village Festival Committee**

**Resolution (11/11): That the Parish Council would support a return of the Parish Village Festival to the Alder Lane Playing Fields but are still concerned about possible damage from vehicles and cannot allow large heavy goods vehicles with fairground rides onto the playing fields. Proposed by Cllr Bithell, seconded by Cllr Mrs Raju, all in favour.**

The Clerk was asked to inform the Festival Committee, encouraging a return to the site and asking that they meet with Councillors to discuss how to stage the event without taking vehicles onto the field.

- **To consider extension to the Shevington Sharks license for field use**

The meeting noted that by September there will be a useable football field as well as the current pitch. A maintenance programme and pricing structure needs to be put into place. Shevington Sharks need to know, for their fixture list, whether they have an extension to the current licence or not. However, with the controversy surrounding this, the Parish Council cannot make a decision in a hurry.

There are four applications that Councillors need to look at to make a decision. Additionally, Councillors want to examine whether a cricket pitch can be incorporated.

It was decided that the Chairman would circulate dates for a field management meeting to discuss details for field hire at Alder Lane.

## **16 Planning and Planning Applications**

### **Application Number: 2011/0347/FUL**

Proposal: Single storey rear / side extension with terrace above.

Location: Rocklands, Brandreth Park, Parbold, Wigan, Lancashire, WN8 7AG

**Parish Council Response:** No comment

### **Application Number: 2011/0434/FUL**

Proposal: Two storey rear extension.

Location: 40 The Common, Parbold, Wigan, Lancashire, WN8 7DS

**Parish council Response:** No comment

### **Application Number: 2011/0394/FUL**

Proposal: Erection of 2 detached two storey dwellings with living accommodation within the roofspace. Creation of new vehicular/pedestrian access.

Location: 15 Tan House Lane, Parbold, Wigan, Lancashire, WN8 7HG

**Parish Council Response:** Parbold Parish Council has a policy to object to new development within the gardens of existing properties, such as the proposal here. There are huge concerns about the impact of this development; the alteration of character to the local area, existing drainage issues which would be worsened, impact on neighbours and tree conservation, as well as the possibility of setting a precedent for new development.

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

Cllr Mrs Raju & Cllr Mrs Wess will be attending a meeting at County Hall, Preston on Saturday 7<sup>th</sup> May 2011.

## **18 Councillors' agenda items for future meetings**

Cllr Bithell – accounts and budget on the next meeting to introduce these issues to new councillors. Also a review of maintenance at Alder Lane Playing Fields to allow money to be spent on weed and feed to keep the fields in top condition.

- 19 Resolution: 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**

This resolution considered unnecessary.

- 20 To update asset register and determine action for parish council insurance**

**Resolution (12/11):The asset register was updated and it was decided that the council remain with Community Consultation Ltd ( Zurich), unless a similar or more comprehensive insurance can be obtained elsewhere, in which case the Clerk, Chairman and Vice Chairman will decide. Proposed by Cllr Bailey, seconded by Cllr Bithell, all in favour.**

There being no further business the Chairman closed the meeting at 9.05pm.

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Chairman – Cllr R Bailey

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Clerk – Mrs E-A Broad

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Date