

**Minutes of the meeting of the Parish Council on Friday 1<sup>st</sup> July 2011 at Parbold Women's Institute, at 7.30 pm**

Prior to commencement of the meeting the Chairman invited comments or questions from members of the public present. Mr Gelder, commented on the motion under Item 6 expressing that he was somewhat concerned that local government insists upon bad rules, written to eliminate any corruption rather than getting good value for the ratepayers, and highlighted that he believes sometimes this council has made mistakes in going for the lowest tender.

He also raised an issue about the freezer in the Village Hall, because he had noticed that the slightest movement can cause the electricity supply to the freezer to be interrupted. Cllr Mrs Butts, (as PCA Observer), told the meeting that this was being investigated as at this stage it was uncertain whether the switch was being turned off by accident or turning itself off when the power to it was interrupted. If the latter is the case perhaps the trip switch could be bypassed by wiring directly into the mains. The Parish Council confirmed that this is a matter for the PCA to decide.

**Present: Cllr Bailey (Chairman), Cllr Arnold (Vice Chairman), Cllr Bithell, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Middleton, Cllr Mrs Raju, Cllr Stapleton, Cllr Mrs Wess.**

**1. To record apologies for absence**

Apologies were accepted from Cllr Mrs Houlgrave.

**2. 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 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

**3. To sign as a correct record the minutes of the meeting held 3<sup>rd</sup> June 2011**

**Resolution (21/11): That the minutes be altered to read that Cllr Mrs Raju and Cllr Mrs Wess objected to Resolution 19/11 but that Item 11 remains as worded. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts.**

**FOR: Cllr Mrs Blake, Cllr Mrs Butts, Cllr Middleton, Cllr Bailey, Cllr Bithell,**

**AGAINST: Cllr Mrs Raju, Cllr Mrs Wess.**

**Cllr Stapleton and Cllr Arnold abstained as they had not attended the meeting.**

**Resolution (22/11): That the minutes, so amended, be accepted as a correct record of the meeting. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts,**

**FOR:** Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Middleton, Cllr Bailey, Cllr Bithell,  
**AGAINST:** Cllr Mrs Raju, Cllr Mrs Wess.

**Cllr Stapleton and Cllr Arnold abstained as they had not attended the meeting.**

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

Cllr Middleton, Cllr Bithell, Cllr Mrs Butts and Cllr Bailey will meet with Parbold Festival organisers to discuss future Festivals being held on the Alder Lane Playing Fields.

A letter from PCA requesting funding for refurbishment of the kitchen in the Village Hall was introduced for discussion under Item 5.

The Clerk asked if there were any items to raise as a motion at the LALC AGM at County Hall, Preston on 12<sup>th</sup> November 2011. Cllr Mrs Wess suggested that Parbold Parish Council propose that Parish Council activities come under Ombudsman's review. The Clerk asked that this motion be worded, circulated to councillors over the summer recess and submitted to LALC.

#### **5. To ratify accounts and authorise payment of accounts presented**

280611	David Secret	Cleaning & gardening work	s.o	£128.00
280611	E A Broad	Salary (June 2011)	s.o.	£ 660.74
280611	Sherwoods	Grass cutting contract	s.o.	£1,206.08*
010711	Signs of the Times	Replacement sign (Chorley Rd)	2137	£ 324.24*
010711	Secrett Artwork	Interpretation Board work (scanning painting for graphics)	2138	£ 293*
010711	J L Hill	Field drainage	2139	£ 28,768.23*
010711	Parbold W I	Room hire	2140	£20.00
010711	Inland Revenue	Tax & NI	2141	£ 88.39
010711	Hosting Systems	Website costs	2142	£ 119.99
010711	BDO LLP	External Audit fee	2143	£ 480.00*
010711	David Secrett	Paint and materials for painting	2144	£ 153.00
010711	Fire Equipment Services	Fire alarm at village hall	2145	£126.00*
E A Broad	Re-imburement for stamps		2146	£12.00
Eurooffice	Printer ink cartridges		2147	£88.40
E A Broad	Refund of over payment of tax		2148	£66.25

\*VAT included

The Clerk explained that H M Revenue & Customs had paid a total of £241.25 by way of cheque made payable to Parbold Parish Council. £175.00 related to an incentive payment for making annual returns over the internet rather than by post however £66.25 is overpayment of tax in the years 2006- 2008 and is due to the Clerk.

**Resolution (23/11):That the accounts, with the exception of the cheque to J L Hill Ltd be authorised for payment. Proposed by Cllr Mrs Middleton, seconded by Cllr Mrs Butts, eight in favour, one abstention.**

A letter from the PCA requesting financial assistance with refurbishment of the kitchen was then discussed.

**Resolution (24/11):That £500 be given to the Parbold Community Association for the specific purpose of upgrading the kitchen. Proposed by Cllr Mrs Raju, seconded by Cllr Mrs Wess, all in favour.**

The following cheque was written:

PCA	Grant for kitchen refurbishment	2149	£ 500.00
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**6. Motion - That Parbold Parish Council adhere to Page 10 of the Parish Council's STANDING ORDERS regarding all contracts etc. In the interests of Best Value when spending public money.** Cllr Mrs Raju & Cllr Mrs Wess

Cllr Mrs Wess introduced this item, explaining that she, and Cllr Mrs Raju, were concerned that tenders for work were not being drawn up and agreed by the council before work was commission. She specifically cited the drainage of Alder Lane Playing Field as such a case. The Clerk reminded the meeting that three quotations for drainage had been presented to meeting and this Parish Council selected this contractor from those choices. Cllr Mrs Wess also expressed concern that work being considered for end-of-season repair had not been issued as tender. The Clerk confirmed that again three quotations for work had been obtained. A tender document could only be drawn up when the parish council decides what specification they want to work to. Additionally, this work will not exceed the amount at which a tender process is required and the work needs to be done now so that the field does not deteriorate. The Chairman pointed out that the only items of spending in the last financial year, identified by the internal auditor as not being accompanied by three quotes, were for a marquee and toilets at the Parbold Fun Day.

**Resolution (25/11):From now on Parbold Parish Council will adhere to this particular Standing Order. Proposed by Cllr Mrs Wess, seconded by Cllr Mrs Raju.**

**Amendment: That Parbold Parish Council will adhere to all Standing Orders. Proposed by Cllr Bithell, seconded by Cllr Mrs Butts.**

**FOR: Cllr Bithell, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Middleton, Cllr Stapleton, Cllr Arnold, Cllr Bailey.**

**Abstained: Cllr Mrs Raju, Cllr Mrs Wess.**

**Main resolution was then put.**

**FOR: Cllr Bithell, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Middleton, Cllr Stapleton, Cllr Arnold, Cllr Bailey.**

**Abstained: Cllr Mrs Raju, Cllr Mrs Wess.**

**Named, recorded vote requested by Cllr Mrs Raju**

#### **7. Alder Lane:**

- **Update on Queen Elizabeth II playing fields nominations**

The meeting was informed that WLBC had resolved:

- That, subject to a successful application, the open space land off Alder Lane and Bramble Way, Parbold, identified in Appendix 2 to the report and edged in bold, should be gifted to Parbold Parish Council, subject to the retention of the indemnity from the Council in relation to the landfill site, to allow the Parish Council to take forward an application to the "Fields in Trust" to allow the land to be included as a nominated site for the Queen Elizabeth II Fields Challenge.

- That it be noted that the transfer of the land would only take place if there were to be a successful inclusion and acceptance from "Fields in Trust" for the land to be defined as a Queen Elizabeth II Field. If the nomination is not successful then the transfer will not be completed and the land will be retained by the Borough Council with the existing lease arrangements retained.

**Resolution (26/11): The Clerk was instructed to obtain clearer details of the indemnity before making application for Queen Elizabeth II nomination. If time constraints require application to be made before such assurance is obtained, ensure that the nomination may be withdrawn. Proposed by Cllr Bailey, seconded by Cllr Mrs Butts, seven in favour, two against.**

- **Update on Football Pitch Drainage**

The meeting were told that the field is considerably drier than it was, but whilst installing the drainage system, a couple of issues have been highlighted. The surface was not flat before work started and in hindsight, sorting out the undulations could have been incorporated into the specification for work. However, as the grass is now growing the undulations are less obvious. The goal mouths and section between the two playing areas have been filled very well and overall the drainage has been done to good standard. The process of turning the earth revealed a great deal of stone and pottery, suggesting the field had considerable building rubbish

dumped under the surface and this was now causing a problem as it is not ideal for playing sports on. The use of coarse gravel for the drainage system exacerbates this problem.

The Clerk confirmed that Mr Hill would be undertaking another stone pick on Saturday 2<sup>nd</sup> July 2011 and Cllr Arnold agreed to meet him there to discuss how best to treat the surface.

The meeting had the advantage of WLBC John Nelson's comments on the drainage system. They noted that the work was completed satisfactorily but that the stone required picking and that there are small sinking points that may need addressing in the future.

**Resolution (27/11): That J L Hill Ltd be paid 90% of the invoice immediately and 10% retainer will be discussed at the September meeting. Proposed by Cllr Bailey, seconded by Cllr Butts.**

**FOR: Cllr Bailey, Cllr Mrs Butts, Cllr Arnold, Cllr Bithell, Cllr Stapleton, Cllr Mrs Blake, Cllr Mrs Middleton.**

**ABSTENTIONS: Cllr Mrs Raju, Cllr Mrs Wess.**

**Named, recorded vote requested by Cllr Mrs Raju.**

- **To determine what pitch renovation is to be commissioned for Rugby Pitch**

The Chairman explained that he had attended a meeting where the Rugby League Association was suggesting a programme under which they would give guidance on pitch maintenance and arrange for qualified grounds staff to come out and train amateur clubs on what is required. He also noted that the Rugby League season was moving so that it would run March to October from 2012.

The Clerk gave Councillors the opinions and prices of three local groundwork contractors and asked what work the Council wished to commission.

**Resolution (28/11): That the Parish Council seek WLBC John Nelson's advice on end-of-season repair of the rugby pitch and, if urgent, spend up to £2,000 over the summer recess to effect repairs ready for September play. Proposed by Cllr Bithell, seconded by Cllr Bailey.**

**FOR: Cllr Bailey, Cllr Mrs Butts, Cllr Arnold, Cllr Bithell, Cllr Stapleton, Cllr Mrs Blake, Cllr Mrs Middleton.**

**ABSTENTIONS: Cllr Mrs Raju, Cllr Mrs Wess.**

**Named, recorded vote requested by Cllr Mrs Raju.**

- **Update regarding car park maintenance**

There had been some confusion as to whether Shevington Shark had access to machinery required to spread the road planings, also whether there were enough

planings on site to fill the holes. Shevington Sharks can provide manpower but need the Parish Council to pay to hire equipment to scrape the surface, roll it and fill the holes with aggregate. A Shevington Sharks volunteer can supervise and advise as he is a groundworker. This would however only provide a temporary repair. The Clerk was asked to follow up LCC to obtain a quotation for permanent tarmac resurfacing.

## **8. Village Hall Matters:**

- **Update on cctv Proposal**

Cllr Bithell began discussion asking that the Parish Council identify clearly what needs to be achieved by installing cctv. Cllr Stapleton reported having attended a meeting at the hall with a security advisor and a written report was supplied to councillors.

Installing cctv is a way of addressing protecting property and discouraging antisocial behaviour outside. However, very few cases of ASB have been recorded and there is the possibility that cctv can provoke worse scenarios as activists enjoy the “fame” of being recorded whilst acting badly. Therefore the Council were to consider whether the project is viable or wasting public money.

The Clerk confirmed that Sue Halton was arranging quotations for movement of the sensors in the main hall and installation of a new sensor on the front door. She also confirmed that Fire Inspections were up-to-date and in order and that the fire alarm sensors had been checked. However, Sue Halton was seeking further advice about the position of the sensors in the small hall and hallway to ensure they are in the optimum position.

**Resolution (29/11):That the Parish Council no longer pursue the cctv project. Proposed by Cllr Bithell, seconded by Cllr Stapleton, all in favour.**

- **Land Registry – Cllr Mrs Raju**

The title deed to Parbold Village Hall is not held by Council. Extensive enquiries suggest that it was held by a firm of Solicitors in Ormskirk (now in liquidation). The land has not been registered with the Land Registry because there has been no transfer of ownership of the land. Without deeds, only possessionary title can be registered with the Land Registry. With supporting evidence from transfer of sale of land to houses in Greenfield Avenue it may be possible to obtain title absolute, though this is not guaranteed without knowing what paperwork the residents actually have.

The Clerk pointed out that this registration ought to be undertaken by a solicitor and Cllr Arnold suggested that there were solicitors in Wigan who had previous knowledge of this particular land and would, at a fee, undertake this work. However, if the residents on Greenfield Avenue do have paperwork that can support an application might be made without incurring legal fees.

Cllr Mrs Butts, as a resident of Greenfield Avenue, declared a personal and prejudicial interest in this matter.

**Resolution (30/11):** That the Clerk contact Mr Geoffrey Butts to ask the cost of his assisting with an application for full title of the land, and if under £100 go ahead with this course of action. Proposed by Cllr Bailey, seconded by Cllr Mrs Middleton,

**FOR:** Cllr Mrs Blake, Cllr Bithell, Cllr Stapleton, Cllr Bailey, Cllr Mrs Middleton.

**AGAINST:** Cllr Mrs Raju, Cllr Mrs Wess.

**ABSTENTIONS:** Cllr Arnold, Cllr Mrs Butts (interest declared).

#### **9. To review maintenance of the alleyway at the back of the shops on The Common**

Parbold Scouts have been working on tidying the alleyway at the back of the shops and they it is partly done. It is clear that this needs to be done more often and Councillors requested listing as an item on the next agenda.

#### **10. To note Planning and Planning Applications**

##### **Application Number: 2011/0679/FUL**

Proposal: Part two storey/part single storey side extension. Front dormer extension. First floor and single storey rear extensions.

Location: 42 Brandreth Drive, Parbold, Wigan, Lancashire, WN8 7HD

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

#### **11. To determine representation at forthcoming meetings**

The Clerk reminded Councillors that the LALC Area Committee AGM meeting will be held at WLBC Offices at 7.30 pm on the 14<sup>th</sup> July 2011. Voting members of this meeting were determined at the last parish council meeting but other members were also encouraged to attend as well, if they are available.

#### **12. Councillors' agenda items for future meetings**

Cllr Raju: Insurance with contractors.

Cllr Wess: Holes in the car park on The Common.  
Trees at the top of Broadmead need cutting back: this matter to be reported to WLBC as under their responsibility.

Cllr Mrs Blake reported that LCC had attended to the hedge along Alder Lane, at her request.

#### **13. To ratify terms of field licence use to be offered to Shevington Sharks, The Stocks Tavern & Ashton Mens Football Team**

The licences were taken in turn and each condition debated.

**Resolution (31/11):** The licences, following amendment be offered to the three field-users specified above. Proposed by Cllr Bailey, seconded by Cllr Arnold.

**FOR: Cllr Bailey, Cllr Mrs Butts, Cllr Arnold, Cllr Bithell, Cllr Stapleton, Cllr Mrs Blake, Cllr Mrs Middleton.**

**ABSTENTIONS: Cllr Mrs Raju, Cllr Mrs Wess.**

**Named, recorded vote requested by Cllr Mrs Raju.**

**14. Resolution (32/11): 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 Bailey, seconded by Cllr Arnold, all in favour.**

**15. To respond to request for meeting to discuss collision damage at the village hall**

Cllr Mrs Raju & Cllr Mrs Wess left the meeting.

**Resolution (33/11): That Parbold Parish Council will not arrange a meeting with the perpetrator and a group of councillors, as criminal proceedings may be instigated against him. The Clerk was asked to remind him that all council meetings are open to the public and he may attend if his wishes to make public apology or write to the Parish Council if he prefers.**

There being no further business the Chairman closed the meeting at 10.05 pm.

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Chairman – Cllr R M Bailey

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Clerk - Mrs E-A Broad

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Date