

## **Minutes of the Meeting of the Parish Council at 7.30 pm on Friday 7<sup>th</sup> September 2012 at Parbold Women's Institute.**

Present: Cllr Bailey, Cllr Arnold, Cllr Bithell, Cllr Mrs Blake, Cllr Mrs Butts, Cllr Mrs Wess, Mrs Murrin-Bailey.

### **1. To record apologies for absence**

Apologies were received from Dr Michael Paris, co-option candidate to the Council.

### **2. To receive declarations of interest**

Nothing to add to the register of interests

### **3. To sign as a correct record the minutes of the meeting held 6<sup>th</sup> July 2012**

Following slight amendment the minutes were accepted as a correct record of the meeting. The Chairman thanked Cllr Mrs Wess for recording the minutes in the absence of the Clerk.

### **4. Public Participation:**

**The meeting will be adjourned for an appropriate time (four minutes maximum per speech) for members of the public to raise matters of concern or interest as notified to the Chairman.**

David Secrett explained that he has nowhere to dispose of litter and green waste that he picks up from around The Common. He requests that the Parish Council consider positioning a waste bin at the rear of the shops and arrange emptying of it. He also brought to the council's attention a problem of flytipping on the car park at the rear of the shops: sometimes shop waste is left in the alleyway at the rear or outside their rear doors; and often items, such as old records and books are left, concealed between the waste paper bins and charity clothing box. People think there is a charity drop-off there and often don't realise it is only clothes.

### **5. To co-opt new members to fill vacancies created by resignation of Councillors and hear acceptance of office declarations from those present**

Dr Michael Paris and Mrs Susan Murrin-Bailey were co-opted onto the Parish Council. Cllr Mrs Murrin-Bailey read out her declaration of acceptance of office, which was witnessed and duly signed.

### **6. Update on Lancaster Lane Parking Issues**

It was noted that Parbold Douglas School have altered the pick-up times, staggering them across the year groups but drop-off times remain unchanged.

Drivers using Lancaster Lane and Tan House Lane on the morning of Monday 3<sup>rd</sup> September reported utter chaos as it was the first day back after the school holidays. White lines were ignored and double parking seen all along the two roads.

The recent PACT meeting had discussed the issue and confirmed that the police will attend and issue tickets if there is any illegal parking. It was noted that the crossing patrol lady to PACT that staggering the times had not helped as parents pick up younger children and then stay waiting in the car before picking up the older ones. Issues of speeding and not taking care continue with many drivers ignoring the 20mph limit. The planned upgrade to signage has yet to be done.

Some photographs taken on the day of Our Lady & All Saints Sports Day showed few cars using Lancaster Lane and none on Tan House, so the problem appears to be isolated to Parbold Douglas primary school.

It was decided to give more settling in time to see if the staggered times assist. However, ideas such as a rolling drop off bus should also be tried.

#### **7. To consider request for funding to support the carols at Christmas event**

It was resolved to donate £150 to the Carols at Christmas event, under Section 10 – Local Government act, provision of entertainment, subject to the receipt of audited accounts.

#### **8. To consider proposal for a green bin on The Common shops car park**

The Parish Council agree in principle to providing somewhere for waste to be disposed of. The Clerk was asked to contact Parbold Women's Institute to ask whether an arrangement with their waste management might be made.

#### **9. Village Hall: to receive report from last Parish Council/ Parbold Community Association liaison meeting held on 22<sup>nd</sup> August 2012**

The notes of the meeting were received and discussed.

As regards levelling of paving flags, the cost of the work was considered disproportionate to the risk of harm, so will be put on hold for the time-being.

Cllr Arnold agreed to paint the Greenfield Avenue fence, including the gate at the back of the village hall, and liaise with the Clerk about purchasing two new fence panels, to replace rotten ones.

Cllr Bailey agreed to look in the attic to see if there was any recent water ingress.

#### **10. Alder Lane:**

- **Update on car park resurfacing**

Shevington Sharks arranged volunteers to fill the potholes with the road planings purchased by the Parish Council to help improve the surface temporarily. They had also arranged with Our Lady's Church to park some cars at the old depot hard-standing on Alder Lane to relieve pressure on Bramble Way car park.

Application for a Jubilee hedge pack from the Woodland Trust was in progress and response expected shortly. It was agreed to move the gate back further towards the playing fields before installing the hedge to maximize car parking space.

A tender for resurfacing is now required and Colin Brady at WLBC will be asked for his advice and assistance in this.

- **Approval of planning application to move storage containers**

Shevington Sharks request replacing the worn-out shipping container with changing-rooms, that they will purchase with Club funds. The Council agreed that planning permission would be sought for this with liaison with John Nelson at WLBC, to ensure no development encroaches on the landfill cap.

- **To consider extending Shevington Sharks current five year licence to seven years to that they are able to apply for funding to use to improve the Field 2 site**

Shevington Sharks request a seven year licence for field use as this allows them to access grant funding. Councillors felt it important that the area does not become for the exclusive use of one group and is still available for community events such as the Village Festival. They would ask that Shevington Sharks consider offering their facilities, at reasonable rent, for village groups when they are not using them. The Club funding could then be reimbursed on the investment and the principle of open access maintained.

It was agreed to look at a seven year licence or lease and the Clerk was asked to write to the Borough Council for permission for such an agreement.

- **To finalise details of field use licence for Ashton Athletic for use of Field 1 for football**

The draft single-year licence was agreed and will be offered to David Powell.

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

|        |                         |                                |      |            |
|--------|-------------------------|--------------------------------|------|------------|
| 280712 | David Secrett           | Cleaning & Gardening services  | s.o. | £128.00    |
| 280712 | E A Broad               | Salary                         | s.o. | £690.46    |
| 280712 | Eurooffice              | Paper and ink cartridges       | 2245 | £126.65*   |
| 280712 | Ormsby's                | Queen's Jubilee memorial stone | 2246 | £1,398.00* |
| 150812 | Fire Equipment Services | Village Hall service           | 2247 | £126.00*   |
| 150812 | Rawsthorne's            | Grass cutting contract July    | 2248 | £525.60*   |
| 150812 | Parbold WI              | Room hire July 2012            | 2249 | £22.00     |
| 150812 | BDO                     | External Audit fee             | 2250 | £522.00*   |

|        |                           |                                    |      |         |
|--------|---------------------------|------------------------------------|------|---------|
| 150812 | SLCC CiLCA                | Entry fee for Section 7 submission | 2251 | £20.00  |
| 280812 | E A Broad                 | Salary                             | s.o. | £690.46 |
| 280812 | David Secrett             | Cleaning & Gardening services      | s.o. | £128.00 |
| 070912 | Inland Revenue            | Tax & NI for two months            | 2252 | £135.20 |
| 070912 | P Scott Cleaning Services | Clearing gutters and add tiles     | 2253 | £70.00  |
| 070912 | E A Broad                 | travel expenses (detailed below)   | 2254 | £ 19.45 |
| 070912 | Argus Security            | annual check on intruder alarm VH  | 2255 | £120.00 |
| 070912 | PCA                       | For newsletter insert              | 2256 | £15.00  |
| 070912 | Parbold WI                | Room hire                          | 2257 | £22.00  |
| 070912 | Fields In Trust           | Annual Subscription                | 2258 | £25.00  |
| 070912 | Rawsthorne Landscapes     | August groundswork                 | 2259 | £406.00 |
| 070912 | Ground force              | Bollard – repair                   | 2260 | £108.00 |

\*contain VAT

Current bank balances, as at 31st August 2012

|                                |             |
|--------------------------------|-------------|
| Current account                | £6.60       |
| Business high interest account | £108,441.20 |

**Total            108,447.80**

The accounts were ratified and authorised for payment.

## **12. To further consider issues raised on Internal Audit Report:**

### **a. Village Hall – registration with Land Registry**

It was noted that there is no legal requirement to register with the Land Registry unless there is a change of ownership and as the process is likely to be expensive, it will not be pursued at this time.

### **b. Clerk's pension arrangements**

On appointment in December 2003, the Clerk was offered a gratuity of 3/80<sup>th</sup> of salary for each year worked. Legislative changes make such arrangements illegal from January 2012 and from April 2015 all employer will be required to offer employees a pension, though the employee is not obliged to accept it. The Chairman, Vice Chairman and Clerk will discuss this further and return to the next meeting with a proposal.

### **13. To receive External Audit Report and determine action on issues of concern**

The External Audit Report was received with three outstanding issues discussed. It was agreed to update Standing Orders & Financial Regulations, continue use of numbered, initialled pages in the minute book and in future, ensure that the minutes clearly state acceptance of Section 1 – Accounting Statements and Section 2 – Annual Governance Statement and the minutes record specific answers to Section 2.

### **14. To amend Standing Orders as directed by Internal and External Audit reports**

The draft Standing Orders were accepted by the meeting.

### **15. Quality Parish Council – outstanding issues (deferred from last meeting)**

- **Clerk attended training course on 25<sup>th</sup> July – General Power of Competence**

The Clerk confirmed that she had attended the training course and submitted her answers to the questions to SLCC for marking. This was also distributed to all councillors in the briefing notes for this meeting.

- **Adopt a Statement of Training Intent**

Resolution: That the draft Statement of Training Intent be accepted. Proposed by Cllr Bailey, seconded by Cllr Arnold.

For: Cllr Mrs Blake, Cllr Mrs Butts, Cllr Bithell, Cllr Mrs Murrin-Bailey

Against: Cllr Mrs Wess.

Named recorded vote requested by Cllr Mrs Wess

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

**Application Number: 2012/0669/FUL**

Proposal: Retention of footpath and steps.

Location: Land To North Of Canal, Chapel Lane, Parbold, Lancashire,

**Parish Council Response: Parbold Parish Council object strongly to this development and out of keeping with the environment. It is considered by the Council to be greenbelt development by the back door.**

**Application Number: 2012/0769/FUL**

Proposal: Demolition of existing conservatory and erection of a part single storey/part two storey extension to side.

Location: Beech House , 10 Bradshaw Lane, Parbold, Wigan, Lancashire, WN8 7NQ,

**Parish Council Response: Parbold Parish Council has no objection to this proposal.**

### **17. To determine response to the WLBC Local Plan Document**

No comments on the plan.

**18. To decide whether Parish Council will take on Rights of Way Maintenance from LCC as a delegated service**

Parbold Parish Council will not accept this delegated service at the current time but will review the issue again in six months time.

**19. To decide location for benches supported by WLBC Capital Grant**

It was decided to situate one bench on the canal-side, near to the ice cream parlour, and another in Jubilee Gardens to replace the old bench there. The design suggested was accepted and the Clerk was asked to obtain comparative quotes.

It was noted that many of the parish benches need repainting.

**20. Update on Queen's Diamond Jubilee Project – Jubilee Gardens – and consider grant of £100 to Parbold Tree Wardens to use to enhance Jubilee Gardens**

It was agreed to give £100 to Parbold Tree Wardens to tidy up the Jubilee Gardens, removing any overgrown shrubbery and replacing it where necessary.

**21. To consider increased remuneration for LALC Area Committee Secretary**

Parbold Parish Council agree in principle that the post should have a remuneration figure of £250.00 per annum, but do not accept that member councils should pay this increase as it ought to be funded from LALC central funds.

**22. To determine representation at forthcoming meetings**

Cllr Bailey and Cllr Mrs Blake will be attending the WLBC Civic Service on the 9<sup>th</sup> September. Cllr Mrs Blake and Cllr Mrs Butts will be attending the LALC Annual Conference on the 22<sup>nd</sup> September 2012.

**23. Councillors Items to be discussed:**

- Festival on Alder Lane 2013 Insurance – Cllr Mrs Wess

It was agreed that the Parish Council wants to support the return of the Parbold Village Festival to Alder Lane Playing Fields and that there are risk involved regarding possible damage to the fields in the event of wet weather. No heavy vehicles can be permitted onto the pitches to reduce risk of damage.

- Weeding Passageway to Fairhurst Drive – Cllr Mrs Wess

As this is a County Council responsibility, the Clerk agreed to notify LCC and ask them to clear the weeds along the passageway.

- Hedges overgrown onto pavements – Cllr Mrs Wess

Encroaching hedgerows on Mill Lane, Brandreth Drive and Alderbrooke Drive were noted. Councillors agreed to email the Clerk with the exact addresses so that she can notify the County Council who have responsibility for maintaining pavements and keeping them free of hazard and nuisance.

- WLBC cctv - Cllr Mrs Blake

The meeting heard that the camera is working and good images are being received. However, engineers advise that the bandwidth can be improved so it will be upgraded and work is likely to be completed by January 2013.

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

Cllr Mrs Blake: Informed the meeting that the landowner has cut the hedge on Parbold Hill, all the way down from The Roost and up as far as the entrance on the left hand side. LCC has cut the hedge by the bridge upwards, where the children walk to school. Some street lamps on Lancaster Lane are being obscured by trees and that has been reported to LCC and Bridge 37 by the Windmill public house has graffiti, which has also been reported, though responsibility issues may delay removal of this.

Cllr Mrs Butts: There are tree roots coming through the tarmac at the junction of Greenfield Avenue and Fairhurst Drive creating a dangerously uneven footpath. The Clerk was asked to notify LCC rather than list this as an agenda item for discussion. Cllr Mrs Butts also asked that her apologies for the next meeting be noted.

Cllr Arnold: Tender for Bramble Way Car Park restoration.

Cllr Mrs Wess: Noticed that the paving flags at the library are hiddly-piggedly. Also asked that thanks to Simon Glynn for cutting the holly hedge between the Church and nursery be minuted.

Cllr Bithell: MUGA and whether some impetus on creating this could be ignited in the light of Shevington Sharks progress at the site.

Cllr Murrin-Bailey: Could the Parish Council consider asking that WLBC Bin operatives be a little more careful when returning the bins and recycling containers to households and not leave them on the pavements in stupid places or flung across front gardens? The Clerk agreed to contact Graham Concannon at WLBC.

There being no further business the Chairman closed the meeting at 10.15 pm.

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Cllr R M Bailey      Chairman

5<sup>th</sup> October 2012