

Parbold Parish Council

Clerk: Beth Joule

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MINUTES

Minutes of the meeting of the Parish Council held at 7.30pm on Friday 3rd June 2022 in Parbold Village Hall, The Green, WN8 7DL

Present: Cllr Arnold (Chairman), Cllr Bithell (Vice Chairman), Cllr Blake, Cllr Gill, Cllr Long.

2 members of the public in attendance.

AGENDA

1. To record apologies for absence

Apologies were accepted from Cllr Carruthers, Cllr Holland, Cllr Butts, Cllr Schaffel and Cllr Stopford.

2. To receive declarations of interest

None declared.

3. 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.

A member of the public requested that bunting be displayed on the Village Hall for the Jubilee Afternoon Tea. This was agreed and the Chairman was happy to accept the request to greet attendees at the event.

4. To ratify as a correct record the minutes of the meeting held 6th May 2022

The Minutes were accepted as a correct record of the meeting and duly signed by the Chairman.

5. To receive Internal Audit report, and complete Audit papers for External Audit, including Annual Governance Statement 2021/22

An internal audit was undertaken following the examination of the accounts and Minutes as presented by the Clerk. It was noted that there was a change of Clerk part way through the financial year and that training was required to enhance the learning of the new Clerk and prevent re-occurrence of the below issues:

- Sample checks noted a few instances where supporting documentation was not demonstrated for expenditure – *now corrected*
- The Parbold Village Hall agreement between the Parish Council and the PCA needs to include the figures for quarterly rental and hourly rates for room rental. *This document is currently under review and a meeting is scheduled between the Parish Council and PCA to amend the agreement.*
- There were instances where payments had been made and shown on the cashbook but not included in the Minutes. *The cashbook now includes check columns to cross reference to the Minutes and the bank statements.*
- Although the Standing Orders and Financial Regulations had been reviewed they do not reflect the latest versions recommended by the National Association of Local Councils (NALC) 2020. *These documents will be re-reviewed and presented to the Parish Council for ratification.*

- The Asset Register needs to be amended to reflect disposals as well as additions. *This document is being recreated as a spreadsheet, making it simpler to add and dispose of items.*
- The Annual Governance and Accountability Return (AGAR) had the incorrect previously reported figure, which meant that it did not balance. *This has been corrected and a new format of year end bank reconciliation introduced to simplify this process.*
- The AGAR forms for the previous year (2020-2021) had not been published on the website. *Now corrected.*

6. To ratify accounts and authorise payment of accounts presented

300422	Zurich Insurance premium	BACS	£1920.41
300422	Laurence Davis grass cutting	BACS	£1767.00
060522	Laurence Davis installation	BACS	£290.00
060522	B Joule Clerk's expenses	BACS	£33.19
090522	Wrightington Windows	BACS	£20.00
100522	Yates Playgrounds inspection	BACS	£69.60
110522	PCA Jubilee donation	BACS	£350.00
140522	PWG brown bin order	BACS	£55.00
230522	S Jones Internal Audit	BACS	£300.00
280522	B Joule salary	BACS	£722.45
060522	PCA room hire	BACS	£34.00
130522	Vision Link telemetry flood detection	D/D	£24.00

The accounts were ratified and authorised for payment.

7. To discuss the further request to support local Jubilee events

The Parish Council had received a request from a member of the public who requested financial support for a Jubilee event being run over the bank holiday weekend. There had also been other similar requests from organisers of local events.

The Parish Council has supported an event being run in conjunction with the PCA which was an afternoon tea held in the village hall. This was a non-profit making event, free and exclusively for residents of Parbold.

It was resolved not to support other Jubilee requests at this time.

8. To note Planning and Planning Applications

Ref No:2022/0025/FUL

Proposal: Alterations and extensions to existing one bedroomed bungalow
(Amendment – change of ownership certificate)

Location: 37 Mill Lane, Parbold. Wigan

Parish Council Response: No objection to this development.

Ref No: 2022/0344/FUL

Proposal: First floor side extension

Location: Rocky Bank, Brandreth Park, Parbold, Wigan, Lancashire.

Parish Council Response: No objection to this development.

Members of the Parish Council recently met with representatives of P J Livesey, property developers with an interest in the Notre Dame Convent, Lancaster Lane. This was to listen to initial proposals for this site. Plans were then shown to the Parish Council at Friday's Council meeting, outlining the proposal. The Parish Council have not commented at this stage but will liaise with P J Livesey as their proposals develop.

9. To confirm the amendments to Standing Orders and Financial Regulations

The Internal Auditor recommends adopting the NALC Model Standing Orders 2018 (amended 2020). This is a very comprehensive document and needs to be checked for suitability for this council. It was resolved to defer this item to the next meeting.

10. To confirm the amendments to the Asset Register

Recommendations were made in the Internal Audit to amend the Asset Register. It was agreed to recreate this document in a spreadsheet format to make the addition and removal of items simpler. In order to do this it was resolved to defer the adoption of the updated Asset Register until the next meeting.

11. Update on Councillor raised issues:-

- **Perimeter signs to the Parish**

The exact Parbold boundary locations have been confirmed by the Borough Council and the existing perimeter signs appear to be in the correct place, albeit the sign on Chorley Road is missing. It was suggested to approach Hilldale Parish Council to see if a perimeter sign could be attached to the back of their sign on Chorley Road, although the location of this sign does not appear to match the boundary on the Parish Map. LCC were approached for advice on the size and type of sign required.

- **Lighting in the ginnel from The Common to Fairhurst Drive**

It has been determined that the footpath is adopted and maintained by Highways and Transport, LCC and is known as the Footway From Fairhurst Drive To The Common, Parbold. They inspect all the roads and footways in their care at least once a year, and busier routes more often as part of their routine Highway Safety Inspections. This helps them to identify any defects which meet their minimum investigatory level. For footways, this means they repair any defect which creates a vertical

difference in level of 25mm or greater. In addition, they carry out annual video surveys of their entire network.

The footpath in question is inspected annually and the last formal visit was carried out in September 2021. No defects requiring further attention were identified at the time.

There are no plans to introduce further street lighting beyond the existing light at the entrance to the pathway on Fairhurst Drive and the one located almost directly opposite its entrance on The Common.

- **Jubilee Garden commemorative stone**

It was resolved that this year's Queen's Platinum Jubilee date be added to the commemorative stone in the Jubilee Gardens, as a way for the village to mark the occasion.

12. Clerk's Report

The Parish Council noted the Clerk's Report.

13. Councillors' agenda items for future meetings

No issues raised

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, the public and the press, leave the meeting during the consideration of the remaining items on the agenda.

14. To discuss the pay award for the Clerk

The Parish Council agreed to adopt the national pay award in relation to the Clerk's salary, which will be backdated to the Clerk's start date.

There being no other business the Chairman closed the meeting at 2025hrs.