

**Minutes of the Annual General Meeting of Parbold Parish Council at 8.00 pm on Friday 3rd May 2013 at Parbold Women's Institute Hall.**

Present: Cllr Bailey (Chairman), Cllr Arnold (Vice Chairman), Cllr Blake, Cllr Bithell, Cllr Butts, Cllr Holland, Cllr Murrin-Bailey, Cllr Wess.

**1. To elect Chairman and receive declaration of acceptance of office**

Cllr Arnold was elected Chairman of the Council and declaration of acceptance of office was heard.

**2. To elect Vice Chairman and receive declaration of acceptance of office**

Cllr Murrin-Bailey was elected Vice-Chairman of the Council and declaration of acceptance of office was heard.

**3. To record apologies for absence**

Apologies received from Cllr Broten.

**4. To receive declarations of interest**

Cllr Bithell declared an interest in any future issues regarding the Scouts and related groups as he has joined their hut management and overseeing committee.

**5. To sign as a correct record the minutes of the meeting held 5th April 2013**

The minutes were accepted as a correct record of the meeting and duly signed.

**6. To co-opt new Member to the Council**

John Stewart Simpson Stewart was co-opted to fill the council vacancy.

**7. 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**

No items raised at this point

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

The following schedule of meetings was agreed:

Friday 7th June 2013

Friday 5<sup>th</sup> July 2013

Friday 6<sup>th</sup> September 2013

Statutory meeting #1

Friday 4<sup>th</sup> October 2013

Friday 1st November 2013	Statutory meeting #2
Friday 6 <sup>th</sup> December 2013	
Friday 3rd January 2014	
Friday 7th February 2014	
Friday 7th March 2014	Statutory meeting #3
Friday 4 <sup>th</sup> April 2014	
Friday 2nd May 2014	Statutory meeting #4 AGM

(first Friday of each month, except August) in Parbold WI Hall.

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

The following structure was agreed:

COMMITTEES AND REPRESENTATIVES – 2013

Committees:	Terms of Reference:
Finance	Budget/Employees/External grants

Finance Committee Composition:

Cllr Arnold	Cllr Bailey	Cllr Butts
Cllr Bithell	Cllr Stewart	Cllr Wess

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Planning	Planning applications
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- Scope of committee:
- To consider Planning Applications
  - Parbold & Appley Bridge Quarries
  - Housing
  - Conservation

Planning Committee Composition:

Cllr Arnold	Cllr Holland	Cllr Stewart	Cllr Wess
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Amenities Committee	Recreation & Facilities
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- Scope of Committee:
- Village Hall
  - Public Transport provision
  - Police & Community Safety
  - Flooding
  - Bramble Way

Amenities Committee Composition:

Cllr Arnold	Cllr Murrin-Bailey
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Cllr Bailey	Cllr Blake
Cllr Bithell	Cllr Wess
Cllr Butts	Cllr Stewart

A Subcommittee of the Amenities Committee was formed for looking at grants, tendering, design of the MUGA, plans at Alder Lane Playing Fields

Grants Subcommittee to the Amenities Committee Composition:

Cllr Arnold, Cllr Bailey, Cllr Bithell, Cllr Murrin-Bailey, Cllr Stewart, Cllr Wess.

Liaison with PCA subcommittee to the Amenities Committee Composition:

Cllr Arnold, Cllr Bailey, Cllr Bithell, Cllr Butts, Cllr Wess.

Representatives:

PCA Observer: Cllr Butts

Peter Lathom Charity & Richard Durning Trust Board: Cllr Blake

LALC Area Committee: Cllr Arnold, Cllr Murrin Bailey, & Cllr Wess are voting representatives

Cllr Broten will be given the opportunity to join committees at a later date.

**10. To confirm payment of annual subscription**

The following payments were authorised for payment, when invoice falls due:

CPRE, Community Futures, Fields in Trust, SLCC & LALC.

**11. To consider application for funding from Parbold Village Festival Committee**

It was resolved to issue at section 137 LGA grant of £200 to Parbold Village Festival Committee.

**12. The Common Car Park**

- **Update on action to enforce time-limited parking on The Common Car Park**

The signs are on order from LCC and parking permits have been issued to the shops on The Common for their staff to use. It was agreed to assess the impact of the visual signs before incurring any more expense on the issue.

The Clerk was asked to draft a letter and circulate it by email so that the wording can be agreed. These letters to be left on the windscreens of cars parked beyond the three permitted hours. Also to investigate the next step if there in terms of applying a Traffic Regulation Order to the car park and employing staff to patrol and issue tickets.

**13. Village Hall:**

- **Progress on scheme to replace Village Hall Boiler**

Cllr Arnold agreed to enquire about a one off inspection to get the large boiler above the main hall in full working condition and possibly a maintenance agreement thereafter. It was believed that the smaller Worcester Bosch boiler is working at present.

The matter will be brought up at the PCA Liaison meeting on the 15th May 2013.

**14. Alder Lane:**

- **Update and agreement on next steps on car park resurfacing**

The Chairman informed the meeting that tenders were now complete and have been sent out to three companies.

Some concern was expressed that the work to be commissioned did not include rerouting utilities and the Clerk was instructed to inform Shevington Sharks that once the car park is resurfaced, it must not be cut into to locate or connect utilities to the changing rooms.

The area for the new shipping container was now cleared and it would be positioned on site within the next few days. Shevington Sharks requested financial assistance with the clearance but parish funding had not been agreed.

The Chairman added that the two junior football groups were no longer able to use the football pitch because the site did not have changing facilities as required by the Football Association.

It was agreed to meet the costs of moving the earth and infill, over the fence into the dip which would need raising for a MUGA site.

It was agreed that the grants subcommittee would meet at 7.30pm on Wednesday 8th May 2013 to discuss Alder Lane.

- **Update on MUGA application for funding**

Application to Sport England for £50,000 funding towards the MUGA had been submitted online.

- **Update regarding Canal Bank options**

The canal bank at Bramble Way Car Park is ideally suited for canal boat moorings because it is on the opposite side to the towpath and has good access to the road network. It is anticipated that four moorings could be installed here. The meeting considered that very careful wording would be required for contracts to limit liability and ensure protections are in place. Item was deferred to the next meeting for more information gathering.

- **To decide whether to register for Entry Level Stewardship with Natural England for Chapel Meadow**

The meeting was not content to agree this action without further explanation as to the liabilities it may incur or restrictions on use of the land or applying to other funding bodies. However, the Parish Council remain supportive of the Wildlife Group and if the stewardship does not change the status or control of the land, may agree this action in future. Councillors would be happy to meet with members of the Wildlife Group to discuss this further.

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

280413	E A Broad	Salary (April 2013)	s.o.	£704.59
010513	David Secrett	Cleaning & Gardening services	s.o.	£128.00
030513	Parbold WI	Room Hire 030513	2309	£33.00
030513	Inland Revenue	National Insurance	2310	£16.45
030513	Village Festival	S 137 grant	2311	£200.00
030513	P Scott	Village Hall windows repair	2312	£349.00
030513	E Broad	Stamps and sundries and increased wage due to tax changes	2313	£23.84
030513	B Rawsthorne	Grass cutting	2314	£395.00
030513	Bullens Tool Hire	Clearance of car park Bramble Way	2315	£403.20
030513	<i>spoiled cheque</i>			

The accounts were ratified and authorised for payment.

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

Ref. No: 2013/0356/FUL

Land Adjacent To Rosedale House Brandreth Delph Parbold Lancashire WN8 7AQ

Erection of two storey detached dwelling

Parish Council Response: Parbold Parish Council is supportive of proposals to develop a dwelling at this site, though is mindful that it is within Lancaster Lane Conservation Area and subject to special consideration because of this. The proposed new access may lead to loss of habitat for plant and wildlife, so the parish trust that all required reports, including bat and owl surveys, will be completed before development begins.

#### **The following application was noted:**

Ref. No: 2013/0404/LBC

The Mill House Gallery The Old Windmill 1 Mill Lane Parbold Wigan Lancashire WN8 7NW

Listed Building Consent - Replacement of 4 no. metal framed windows to north elevation first floor and 1 no. metal framed window to east elevation ground floor with hardwood double glazed hinged sash windows.

### **17. To raise issues for inclusion in PCA Newsletter**

Following the AGM the Parish Council now has the following composition:

Cllr B Arnold (Chairman), Cllr S Murrin-Bailey (Vice Chairman)  
Cllr R Bailey, Cllr C Bithell, Cllr M Blake, Cllr I Broten, Cllr D Butts, Cllr S Holland, Cllr J Stewart, Cllr R Wess.

Work to resurface the Bramble Way car park and re-site the shipping containers is underway and there will be some disruption until the end of June. Please avoid taking vehicles down there when you visit as parking may not be available.

A reminder that a three hour maximum for parking at Parish owned public car parks on The Common and at Parbold Village Hall, from Monday to Friday, 8am until 6pm is to be implemented and signs will shortly be installed near the shops.

As the weather improves please make sure overhanging hedges are cut back so that they do not become obstructive. Also complaints of dog faeces, particularly along Lancaster Lane, continue so please be a responsible dog owner and pick it up.

Parish Council Meetings are open to the press and public and are held at 7:30 pm, on the first Friday on each month except August, in Parbold Women's Institute Hall.

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

Cllr & Mrs Arnold will attend the Newburgh Parish Council Civic Service on Sunday 5th May 2013

The PCA meeting will be held on Wednesday 15th May 2013

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

Cllr Bailey - noticed that McColls have started putting out advertising A Boards. It was proposed that a letter be written to the Manager to remind them they don't have any permission to put them on the pavement there.

Cllr Wess - can a future meeting consider attaching seating to the existing bus shelter, what to do about the lack of action by LCC for repairs to highway and pavements (as the published Commissioning List has no future plans for any Parbold roads) and a parish council response to the WLBC consultation on Section 106 Transport Planning.

Cllr Murrin-Bailey - Can a reminder be issued to drivers to observe the new 20mph limit as the lighter nights have arrived and there are young children playing out.

Cllr Holland - noticed that the flowerbeds outside McColls have a metal ring attached at one side that dog-owners often tie their dogs to. Could additional rings be put in the zigzag section between the beds to keep the dogs away from pedestrians? Also can anything be done about (mainly foreign) lorries entering Brandreth Delph and then struggling to turn to get out again. There has been a recent marked increase in the number of lorries doing this possibly due to satellite navigation systems directing them that way. The cul-de-sac sign at the end of the road appears to be being ignored.

Cllr Butts - would like the Council to repair the potholes on The Common car park with a permanent repair rather than patching, as this has been done many times and there is still a problem.

Cllr Blake - noticed more incidents of dog faeces on Lancaster Lane and asks that it be highlighted in the PCA newsletter.

Cllr Bithell - examine the grass cutting contract, particularly in relation to Lancaster Lane as it has recently been cut and looks so much more attractive just now.

**20. 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.**

Item not required as no members of the public present.

#### **21. Parish Council Insurance quotations (if available)**

Alternative quotations were not available and it was agreed that this be dealt with administratively to meet the deadline and ensure continuous cover.

There being no further business the Chairman closed the meeting at 10 pm.

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*Chairman - Cllr S Murrin-Bailey*

*7th June 2013*