

**Minutes of Parbold Parish Council Meeting held at 7:30 pm on Friday 7th June 2013 at Parbold Women's Institute Hall.**

**Present: Cllr Murrin-Bailey (Vice Chairman), Cllr Bailey, Cllr Bithell, Cllr Broten, Cllr Butts, Cllr Holland, Cllr Stewart, Cllr Wess.**

**1. To record apologies for absence**

Apologies were received from Cllr Arnold and Cllr Blake

**2. To receive declarations of interest**

None declared

**3. To sign as a correct record the minutes of the meeting held 3rd May 2013**

The minutes were accepted as a true record of the meeting and duly signed by the Chairman.

**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.**

There was one member of the public present with no issues to raise, though the Clerk reported receiving a telephone call just before the meeting from a Bramble Way resident with concerns about the Festival and the open canal access from Bramble Way car park.

**5. The Common Car Park**

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

The signs are on order from LCC but have not yet been put up. The Clerk was instructed to contact LCC to see why they have not yet been erected. It was decided to await the reaction to the signs before implementing any further measures.

- **Update on repair potholes on The Common Car Park**

This matter to be considered alongside resurfacing of Bramble Way Car Park.

- **To discuss removal of paper banks and charity boxes in order to create more parking space on The Common car park and reduce number of HGVS accessing the car park leading to damage to the tarmac**

It was resolved to retain the Salvation Army charity box and the paper banks. The paper banks produce a modest income for the Parish Council and there has been no complaint against the Salvation Army box. However, the Heart Variety box, run by European Recycling Company, gives only a very small proportion of profit to the advertised charity and therefore removal of this box has been requested. The company has confirmed the box will

be removed but request time to do so in order that the appropriate vehicle can be brought into to take it away.

The Clerk was asked to put a big poster on notice board to remind people that recycling paper using these banks assists their parish council funding.

## **6. Village Hall:**

- **To receive notes of PCA/PPC Liaison Meeting**

The notes of the meeting were distributed.

- **To apprise councillors that the original installation company will survey the village hall boiler and agree the survey costs**

The meeting was advised that Cllr Arnold will meet with the boiler installation representative who will conduct a survey of the boiler and advise on any repairs. The quoted £300 for a service and survey was agreed.

- **To approve wording of village hall car park signs**

The Parish Council decided to await the response to the new signs at The Common car park before ordering any signs for the Village Hall.

## **7. Alder Lane:**

- **To consider proposal to take ownership of container on Bramble Way Car Park**

Cllr Wess explained the issues raised at the site meeting with Shevington Sharks and a representative of the Ecclestone boys team.

The licence for field use was referred to and it was explained that Shevington Sharks had requested and obtained permission to site their new shipping container on the car park at Bramble Way and that this container was not mentioned in the licence, which was agreed some months earlier.

Cllr Bithell arrived at 7:50pm.

The new shipping container was now in place with the prospect of connection to utility services. Shevington Sharks had purchased and installed the container and were in the process of renovating that and the other two Parish Council owned containers. The Parish Council seeks to ensure some community use of all three containers and once connected to services the new container would be in demand by groups other than Shevington Sharks. At this stage only Ecclestone boys club had any agreed use for the fields and car park area.

The meeting heard that in the medium term there are two routes - either Shevington Sharks retain ownership of the container, and the Parish Council as landlord negotiate access to it for anyone else, which would give Shevington Sharks control by leaving them as custodian and owner of what they have developed. Alternatively, the Parish Council buy the container, then

rent it out at a nominal fee to Shevington Sharks and any other groups that may request use and retain control of who uses it and when. Either way, the running costs, including cleaning, utility charges and possibly business rates payments would have to be paid by the field users.

A ballpark figure of £4,000-£5,000 was the probable cost of transfer of ownership. It was suggested that Awards for All may be a source of funding for this transfer however it was not known if Shevington Sharks had already obtained some funding for the purchase of the container and duplicated applications have to be avoided.

It was resolved that the question of purchase could not be determined at this meeting as the figures of future maintenance costs etc were not available. The Amenities committee should therefore be convened to discuss the issue in depth with Shevington Sharks representatives and the Clerk was asked to arrange a meeting. Wednesday 12th June was suggested as the Village Hall is usually available on Wednesdays.

The Clerk was asked to inform Shevington Sharks that the Parish Council has enthusiasm to assist and a desire to reimburse capital costs, but there is concern over likely running costs and future responsibility for those costs.

- **To apprise councillors of intention to reinstate utility services at Bramble Way**

The meeting was advised that Cllr Arnold had approached a company and a quote was awaited for installation of utility services. It was agreed that volunteers may be used to dig trenches, and do unskilled work but that professionals must be employed to connect the services.

- **Update on application for a Protecting Playing Fields Grant from Sport England for funding to restore the football pitch surface**

The meeting noted that the Sport England scheme opens on Monday 10th June 2013 and application would be made thereafter.

- **To approve application to Canal & River Trust for assessment for moorings**

It was agreed to complete the application and submit with application fee of £75 plus VAT. The question of planning permission was raised and that strengthening of the bank may be required. It was also agreed that the Parish Council must not take on the liability of maintenance of the canal bank.

- **To decide a meeting date with the Parbold Wildlife Group, Parbold Tree Wardens and a Natural England representative, with a view to arranging regular meetings.**

The Clerk reported a telephone conversation with Emily Martindale of Natural England who confirmed that a representative would be willing to attend a meeting only if there was a realistic prospect of the Parish Council applying for stewardship as there are insufficient personnel available to attend speculative meetings at present. The current scheme closes to applications on 1st September 2013 and a new scheme will open in January 2014.

It was decided to contact the voluntary groups and check what aspects they require help with and arrange a meeting administratively. All Councillors to be invited to attend this meeting.

- **To consider manning at a stall at Parbold Festival**

It was decided not to have a Parish Council stall at the Parbold Festival as many Councillors are already involved with other aspects of the Festival or are unavailable on the day.

### **8. To consider a request for funding from Douglas Music, Parbold to support the purchase of a new grand piano**

A Section 137 grant of £300 towards the costs of replacing the present mini-grand piano with a Steinway was agreed in principle, with payment to be made to Douglas Music Society when the purchase is imminent and not in advance of purchase.

### **9. To consider a request for funding from Bowland Pennine Mountain Rescue Team**

It was resolved not to issue a grant to Bowland Pennine Mountain Rescue on the grounds that the Parish Council must ensure that any grant is for the direct benefit of residents on the village and this could not be assured in this case.

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

220513	ICO	Data Protection registration	s.o.	£35.00
280513	E A Broad	Salary (May 2013)	s.o.	£704.59
170513	David Secrett	Cleaning & Gardening services	s.o.	£128.00
070613	CCLtd (Zurich)	Council insurance	2317	£2,746.49
070613	E A Broad	salary adjustment	2318	£7.64
070613	Inland Revenue	National Insurance May 2013	2319	£16.45
070613	Carr Faulkner Engineers	Bramble Way tender prep	2320	£672.00*
070613	CCLtd	Increased fidelity guarantee premium	2321	£32.13
070613	Eurooffice	Envelopes and ink cartridge	2322	£56.92*
070613	B Rawsthorne	Grass cutting May 2013	2323	£431.00
070613	Parbold WI	Room hire	2324	£27.00
070613	Yates Playgrounds	Inspections	2325	£69.60*
070613	E A Broad	photocopying and travel expenses	2326	£33.42
070613	OPSTA	Subscription	2327	£10.00

070613	Ian Cropper	Internal Audit of accounts	2328	£110.00
070613	Canal & River Trust	Moorings application	2329	£90.00*

The accounts were ratified and authorised for payment.

The balance of accounts as at 31st May 2013 was noted:

Business Current Account	£25.44
Business High Interest Account	£128,988.36
Total	£129,013.80

### **11. To receive the Internal Auditors report**

The Report dated 25th May 2013 was received and the following issues of concern considered.

#### **BUDGETING/PRECEPT**

It is noted that at the 12<sup>th</sup> December 2012 meeting of the Finance committee, the Precept was apparently set at an arbitrary figure of £30,000; this is not in line with prescribed procedure. The precept should be set through a process of budgeting being the shortfall of budgeted receipts over payments.

It should also be noted that the Budget should be set and approved by the whole Council. From the Minute, it could be construed that the Finance Committee set the Budget and that the whole Council simply “Noted” this.

***Parish Council Response: This meeting refuted this; the budgetary process is in order and the figure of £30k was not arbitrarily arrived at. It is a more a matter of the wording of the minutes which will, in future, be more accurate in recording that the full council APPROVES rather than simply notes the budget.***

#### **ASSETS**

It appears to me, as referred to last year, that the Council is not in a position to prove ownership of the Village Hall. The ownership should be provable in law either by the asset being registered with the Land Registry or by the Council holding the relevant historical documents showing good title.

I am of the opinion that the value of this Asset should be removed from item 9 on the Annual Return (Section 1) and the figure for the year to 2012 re-stated.

***The Parish Council considered this and determined that it would be wrong to remove the village hall as an asset from the documentation at Item 9 as it would not then accurately reflect the assets held and insured by the Parish Council. There are many councils with sections of unregistered land and that should not mean they are not then declared on the audit return. Whilst it is preferable for the Parish Council to have the land registered the cost of registration, when there is no land transfer being considered, is prohibitive.***

In the interests of Good Practice I would make the following observations and recommendations:-

#### MINUTES

There isn't any purpose or authority in the Clerk signing Minutes, The Chairman signs to signify the acceptance of the Minutes by the Council as a true Record.

Pages should be numbered consecutively within the print for the complete year, not just within a specific Meeting.

***The meeting noted that the Clerk will refrain from signing the minutes from this point and ensure that pages are consecutively numbered.***

#### FIDELITY GUARANTEE

It was noted that the Bank Balance at 29<sup>th</sup> April 2013 was approaching £129,000 yet Insurance was only in place for £100,000. The Council should ensure that its maximum exposure is covered.

***The Fidelity Guarantee was raised to £150,000.***

It was resolved that the audit papers now be submitted to BDO Stoy Hayward for External Audit with these comments added.

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

Ref. No: 2013/0512/FUL

78 The Common Parbold Wigan Lancashire WN8 7EA

Re-modelling of house with associated works, to include a two storey side extension and single storey orangery to rear.

Parish Council Response: Parbold Parish Council have no objection to this application.

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

The following was drafted:

Any young people playing football in the car park at the shops will be reported to the police and their parents informed. Any damage caused by their actions will have to be paid for. The paper banks on this car park help to support the Parish Council by supplying modest funding, however since the roadside collections have been in place they have been used less often. If you have paper to dispose of please consider bringing it to this site to support your local parish council.

The Parish Council negotiated with LCC and WLBC to increase the number of cuts to Lancaster Lane verges to five times a year, in order to keep the area looking nice and keep sight lines for vehicles open and safe. When the grass is long here it is particularly vulnerable to dog faeces so please can we remind dog owners to pick it up. Please keep any overhanging hedges on your property cut back to help road and pavement users.

Parish Council Members are listed on the Parish Council Notice board. 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.

It was also agreed to send a letter to the PCA to congratulate them and their many volunteers on the substantial and continuing success of the Village Hall, particularly the entertainment events that they organise.

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

The meeting considered asking the LALC AGM to add an agenda item to discuss LCC lack of maintenance of roads and pavements in Parbold, however it was considered to be too specific an issue for the county wide organisation.

Councillors were encouraged to attend the LALC area committee meetings held four times a year at Ormskirk Council Offices. The Clerk will notify the dates of meetings.

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

Cllr Stewart - enforcement of 20 mph limit.

Cllr Wess - Consider installing a seat on the bus stop shelter. Consider maintenance of the black bollards around the bus stop, that are starting to rust and may need red oxide treatment and adding a white strip to assist the partially sighted.

#### **16. 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.**

Agreed

#### **17. To decide tender for car park resurfacing work at Bramble Way**

There was concern expressed at the wide range of quotations received and speculation that this could be due to the lack of specifications listed on the tender produced by Carr Faulkner. The Clerk was asked to arrange a meeting with Tim Carr of Carr Faulkner to discuss this, in particular why no drainage specifications or depth of surfacing were mentioned in the tender. However, there was no additional funding in this budget so no additional input from the structural engineers could be afforded. It appears that a slightly revised specification will have to be issued with a new deadline.

There being no further business the Chairman closed the meeting at 9.45pm

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*Chairman - Cllr B Arnold*

*5th July 2013*