

# ***Parbold Parish Council***

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## **ANNUAL GENERAL MEETING MINUTES**

**Minutes of the Meeting of the Parish Council at 8.00 pm on Friday 15th May 2015 at Parbold Women's Institute Hall.**

Present: Cllr Bailey, Cllr Blake, Cllr Butts, Cllr Holland, Cllr Murrin-Bailey, Cllr Schaffel, Cllr Stewart, Cllr Wess, Brian Arnold, Charles Bithell.

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

It was resolved, unanimously, to accept Cllr Rob Bailey as Chairman to the Parish Council.

### **2. To co-opt Members to fill council vacancies**

It was resolved, unanimously, to co-opt Brian Arnold and Charles Bithell to fill the two vacant seats on the Parish Council.

### **3. To select Vice Chairman and receive declaration of acceptance of office**

It was resolved, unanimously, to accept Cllr Charles Bithell as Vice-Chairman to the Parish Council.

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

None, all Councillors present.

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

None declared.

### **6. 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.**

Parbold Unlimited explained their plans for the September Street Festival.

Paul Quirk gave an update on the issue of odour problems caused by Hoscar Sewage Works.

### **7. To sign as a correct record the minutes of the meeting held 10th April 2015**

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

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

It was resolved that the following schedule of meetings be accepted:

Friday 5th June 2014  
 Friday 3rd July 2014 NO MEETING IN AUGUST  
 Friday 11th September 2014 Statutory meeting #1 - to avoid weekend of Street Festival  
 Friday 2nd October 2014  
 Friday 6th November 2014 Statutory meeting #2  
 Friday 4th December 2014  
 Friday 8th January 2016 to avoid Bank Holiday  
 Friday 5th February 2015  
 Friday 4th March 2015 Statutory meeting #3  
 Friday 1st April 2015  
 Friday 6th May 2015 ANNUAL GENERAL MEETING Statutory meeting #4

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

It was resolved to continue the following structure and composition:

COMMITTEES AND REPRESENTATIVES – 2015

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

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

**Scope of Committee:**

- Village Hall
- Public Transport provision
- Police & Community Safety
- Flooding
- Bramble Way

**Amenities Committee Composition:**

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

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 Stewart, Cllr Butts, Cllr Wess, Cllr Schaffel

Representatives:

PCA Observer: Cllr Butts

Peter Lathom Charity & Richard Durning Trust Board: Cllr Blake

Working Group for SPIDs: Cllr Wess, Cllr Stewart

Working Group for Parish Lengthsmen type duties: Cllr Wess, Cllr Stewart

**10. To confirm accuracy of asset register**

It was resolved to accept the draft asset register as a correct reflection of Parish Council owned property.

**11. To confirm Standing Orders and Financial Regulations, amending where necessary**

Please refer to Page 10, Item 62 reading

**Standing Orders for Contracts**

- (a) When it is intended to seek the supply of goods or services between £1,000.00 and £5,000.00, at least three written quotations where possible, should be obtained.

amended as follows:

- (a) Delete "£1,000 and insert "£2,000.00"

It was resolved, unanimously, to amend Standing Orders in this respect and accept other terms as unchanged.

## **12. Receive minutes of the liaison meeting about Wigan Waste Water Treatment Centre**

The minutes were distributed. It was resolved, unanimously, to arrange a site meeting for July/August time and request that United Utilities arrange a site meeting at a similar plant with covered tanks for comparison.

## **13. To consider further Parish Warden/Lengthsman**

It was resolved to organise that a evening meeting be arranged to discuss the areas of concern and arrange a village audit to determine the scope of the position so that it can be advertised for contractors or individuals to apply.

## **14. Village Hall:**

- **Update on Heating System**

The contractor has requested plans of the village hall in order to fully assess the heating requirements. These will be forwarded to him without delay.

- **Update on Windows**

Cllr Arnold had met with three more contractors; one quotation is awaited, two quotations have been received but one requires clarification. The specification includes the front doors, and windows around both sides of the building but not those higher up, currently blacked-out. The meeting discussed the specification briefly and it was agreed that mahogany wood-grain effect is preferred, with front door colour to match.

- **Update on Fire Doors**

It was resolved to allow two more weeks to research a competitive tender and that if one is not found in this time, the current quotation be accepted and the order placed.

- **Power-washing of village hall play area surfaces**

Cllr Bailey will liaise with Clare Gillard for access to the village hall.

## **15. Alder Lane:**

- **Follow up on Appley Bridge Boys Football Team**
- **To advise meeting of interest from Ecclestone Football Team**

Discussion on the two applications for use of football field were taken together.

It was resolved to offer the Sunday morning hire of the pitch (10:30 am - 12.30pm) to Eccleston Boys Football Team for a sum of £250.00 for a single season as a trial.

It was resolved to offer a Sunday afternoon hire of the pitch to Appley Bridge Boys Football Team on the same terms.

The contract for field use was amended accordingly for issue to the respective teams.

- **Set a meeting date with Parbold Wildlife Group**

Cllr May Blake, Cllr Sue Holland & Cllr Denise Butts agreed to meet with the Parbold Wildlife Group on a mutually acceptable date.

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

280415	E A Broad	Salary (April 2015)	s.o.	£733.55
150515	David Secrett	Cleaning and gardening	s.o.	£128.00
150515	PCA	Room hire	2495	£25.50
150515	Parbold WI	Room hire	2496	£24.00
150515	AP Pest Control	Mole removal playing fields	2497	£120.00
150515	B Rawsthorne	Grass Cutting contract	2498	£409.00
150515	ICO	Data Protection Registration	s.o.	£35.00

The accounts were ratified and authorised for payment.

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

Ref. No: 2015/0441/COU

Douglas Valley Hotel 8 Station Road Parbold Wigan Lancashire WN8 7NU

Change of use from hotel to two dwellings

Parish Council Response: No objection to this proposal

Ref. No: 2015/0391/FUL

Hillcrest 3 Park Close Parbold Wigan Lancashire WN8 7HP

Proposed internal alterations, porch, alterations to the front elevation and new driveway with new drive entrance

Parish Council Response: No objection to this proposal

Ref. No: 2015/0341/FUL

32 Beech Avenue Parbold Wigan Lancashire WN8 7NS

Two storey side extension and single storey rear extension

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Parish Council Response: No objection to this proposal

Ref. No: 2015/0342/FU

15 Tan House Lane Parbold Wigan Lancashire WN8 7HG

Single storey front extension, first floor side extension and associated alterations

Parish Council Response: No objection to this proposal

Ref. No: 2015/0315/FUL

Greenslates Tanfield Nook Parbold Wigan Lancashire WN8 7DQ

Demolition of existing studio building and erection of detached dwelling

Parish Council Response: Parbold Parish Council object to this proposal which is over-development of back-land. There are issues of poor drainage, encroachment and obstruction of a public right of way and neighbouring land.

The following decision was noted:

2015/0337/LDP

Holly House 71A The Common Parbold Wigan Lancashire WN8 7EA

Certificate of Lawfulness - Proposed single storey rear extension.

Permission Granted. This extension is legally within the permitted development for this property and a full application is not required.

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

Cllr Schaffel - the dog poo bin on Tan House Lane lid is broken, Clerk will notify WLBC and Cllr Blake will follow up.

Cllr Butts - is concerned about pot holes, everywhere really, but in particular Greenfield Avenue, and around the railway crossing. The Clerk will complete the online form for thee location. Should Councillors notice any more potholes requiring attention please complete LCC e-form or email the Clerk with the location details. Reported 64271 and 64277.

Cllr Blake - requested an update on provision of a bench or benches on the biological heritage site and the Clerk confirmed recently communication form WLBC that the capital grant application had been successful.

Cllr Bithell – requested discussion of the special objectives of the new council, its' role in the village and main objectives for continuity, expansion or change.

Cllr Arnold - noted that a second BT box is being installed on the Common and asked the Clerk to contact BT to ensure payment for the use of the land and that they make good the poor surfacing currently there. Secondly, to chase up the feed-in tariff from the energy company in regard to the solar panels on the roof of the village hall. The PCA had noticed a reduction in utility charges.

**19. 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**

Cllr Holland had to leave the meeting at 9.40pm.

**20. To confirm Parbold Unlimited's Street Festival arrangements**

It was resolved to support the Street Festival with a letter of support with wording to be agreed by email first. The use of the Bramble Way car park for the weekend was agreed but with the prohibition of any vehicles on the playing fields, even the periphery of the playing pitches. Rugby and football groups will be advised of this and requested to arrange away matches on this weekend.

**21. Consider Parish Council Insurance Policy**

It was resolved that the Chairman and Vice-Chairman will look at the insurance quotations and instruct the Clerk which company to renew the insurance with.

**22. To acknowledge requirement to arrange provision of a workplace pension for employees**

The Parish Council were apprised of the Pensions Regulator letter dictating that auto-enrolment onto the NEST scheme must commence before April 2017 unless arrangements for the provision of pensions for their employees are in place before that date.

The Clerk left the meeting room for discussion of this item.

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

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*Chairman - Cllr R Bailey*

*5th June 2015*