



**COMPLAINTS PROCEDURE, PUBLICATION SCHEME, RISK MANAGEMENT PLAN, RISK MANAGEMENT REGISTER, ASSET REGISTER AND ANNUAL AUDIT PLAN**

RESOLVED: That these documents be adopted for the ensuing year and that the Model Code of Conduct be adopted as applicable to Parish Councils including paragraph 12(2). Councillors must ensure Village Hall Constitutions are referred to during meetings and terms and conditions applied.

**6. TIMETABLE OF MEETINGS FOR 2011/2012 - RESOLVED:** That the following proposed timetable of meetings be accepted:

**2011**

16 May	Mossy Lea Village Hall, Mossy Lea Road, Wrightington ANNUAL PARISH MEETING 7.00 PM ANNUAL MEETING OF THE PARISH COUNCIL 7.30 PM
20 June	Appley Bridge Village Hall, Appley Lane North, Appley Bridge – 7.30pm
18 July	Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm
August	No Meeting
19 September	Appley Bridge Village Hall, Appley Lane North, Appley Bridge – 7.30pm
17 October	Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm
21 November	Appley Bridge Village Hall, Appley Lane North, Appley Bridge – 7.30pm
21 December	Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm

**2012**

16 January	Appley Bridge Village Hall, Appley Lane North, Appley Bridge – 7.30pm
20 February	Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm
19 March	Appley Bridge Village Hall, Appley Lane North, Appley Bridge – 7.30pm
16 April	Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm
21 May	Appley Bridge Village Hall, Appley Lane North, Appley Bridge ANNUAL PARISH MEETING 7.00 PM ANNUAL MEETING OF THE PARISH COUNCIL 7.30 PM

**7. APPOINTMENT OF COMMITTEES – Remain unchanged:**

Finance Sub-Committee – All Parish Councillors

Public Rights of Way Sub-Committee – Councillors Hodgkinson, Mrs Burton and Mr McRae

Planning Liaison Group – Councillors Hodgkinson and Mrs Burton plus any two other Councillors.

**8. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES – Amended to:**

Appley Bridge/Parbold Quarry Liaison Committee – Councillors Hodgkinson and Clinch.

District Liaison Committee – Chairman, Vice-Chairman and Clerk.

Village Hall Representative – Chairman and Vice-Chairman.

Appley Bridge Community Association – Councillor McRae.

LALC – Chairman, Vice-Chairman and Councillor Clinch.

**9. MINUTES –** The Minutes of the Meeting of the Parish Council held on Monday 18 April 2011 had been circulated in advance of the Meeting, were accepted as a correct record and signed by the Chairman.

**10. UPDATE/PROGRESS WITH ISSUES RAISED AT THE PREVIOUS MEETING**

Open Forum – Wrightington Hospital – It was reported that editorial has stated that all hospitals are being retained and Wrightington is being improved.

Page 2 (g) – The Clerk will arrange for the manufacture of 2 flag-pole holders, one for each village hall.

**11. CORRESPONDENCE/INFORMATION ITEMS**

Items reported to, and noted by, the Council – no decision required: REPORT 1 – page 5 – ACCEPTED.

Items requiring discussion, observations or action by the Council:

- a) Notification the application for use of barn for 12 licensed events at Swifts House Farm, Heskin, has been withdrawn – NOTED.
- b) Response to request for pest control, at the cost of the Borough Council, at Chisnall Avenue – NOTED.
- c) Copy of the road sweeping schedule from West Lancs. BC – NOTED – ON FILE.
- d) Notification of revised arrangements for Highway Grass Verges from West Lancs. BC – THE COUNCIL HAS EXPRESSED AN INTEREST IN CONTINUING WITH THE CUTTING OF AMENITY AREAS IN THE PARISH PROVIDING THE REQUISITE FUNDING IS FORTHCOMING. AWAIT THE RESPONSE OF WEST LANCS. BC. THE MOTORWAY ROUNDABOUT REQUIRES URGENT ATTENTION AS THE GRASS IS EXCESSIVELY LONG AND THE WHOLE AREA REQUIRES ATTENTION.
- e) Info. from PCSO Benson re: procedure for arranging Police attendance at processions – COPIES OF THIS INFORMATION WILL BE FORWARDED TO THE CHURCHES IN THE PARISH AND WEST LANCS. BC WILL BE NOTIFIED OF THE PARISH COUNCIL REMEMBRANCE DAY PARADE.
- f) Request for a donation from West Lancs. Shopmobility Ltd – NOTED.
- g) Possible response to LDF Core Strategy – Preferred Options docs. (Emailed to Councillors) – RESOLVED: THE PROPOSALS ARE GENERALLY RELATIVELY FAR SITED AND THE COUNCIL QUESTION THE ABILITY TO IMPLEMENT THEM. THERE IS NO PROVISION FOR IMPROVEMENT/ENHANCEMENT OF HORSE-RIDER AND BRIDLEWAY PROVISION. WEST LANCS. IS THE THIRD HIGHEST HORSE POPULATED AREA IN LANCASHIRE AND RURAL AREAS RELY HEAVILY ON THE HORSE INDUSTRY BOTH COMMERCIALY AND FOR LEISURE. SOME FOOTPATHS COULD BE UPGRADED TO MULTI-PURPOSE ROUTES FOR USE BY HORSERIDERS, WALKERS, CYCLISTS AND DISABLED USERS. THE COUNCIL ARE OF THE OPINION THAT GREEN BELT LAND SHOULD BE PRESERVED AND ONLY DEVELOPED IN EXTREME CIRCUMSTANCES.
- h) Response to your observations on the Central Lancashire Core Strategy – PROVISION HAS NOW BEEN MADE IN THIS DOCUMENT FOR HORSERIDERS AND BRIDLEWAYS.
- i) Late items received which may require discussion/action/observations  
i) Request for donation from the Open Spaces Society – NOTED.  
ii) Submission details for Queen Elizabeth II Fields – THE COUNCIL WILL AGAIN SUGGEST THAT WEST LANCS. BC SUBMIT THE RECENTLY REFURBISHED PLAYING FIELD ADJACENT TO MOSSY LEA VILLAGE HALL.  
iii) Request to site a charity textile recycling service bank on the car park at Mossy Lea Village Hall – THE COUNCIL DO NOT FEEL THIS WOULD BE APPROPRIATE.

## **12. HIGHWAYS AND ENVIRONMENTAL MATTERS**

- Now that the play area is complete some visitors are parking on the road rather than on the village hall car park and walking around. Parked vehicles can act as a natural traffic calming measure however, obstructing the pavements could pose a problem. It was suggested that an official opening of the playing field and the village hall could be arranged once all the work is complete.
- Recent editorial has stated that two other local authorities are proposed to charge for green bin collections. This can only result in an increase in fly-tipping.
- Water was recently seen coming out of the manhole near the pumping station on Mossy Lea Road.
- The damaged inspection cover in the footway near Charity Farm has now been repaired.
- The Council will request a site meeting with LCC area surveyor to discuss overgrown hedges, pot-hole repairs, stakes in the grass verge at Appley Lane North and boulders at the quarry entrance on Whittle Lane.

**13. STANDING ORDERS – RESOLVED:** In Accordance with Standing Order No 19, Standing Order No 18 was suspended to allow the remaining items of business to be conducted.

**14. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES –** Nothing to report.

**15. ANNUAL NEWSLETTER** – Items for inclusion – Council Financial Statement – Break down of Annual Report – contact details for Councillors and Timetable of Meetings – Village Hall hire - Police details. The format of the Newsletter will remain as an A5 booklet. The Newsletter and the full Annual Report will both be available on the Parish Council website. **DRAFT NEWSLETTER AVAILABLE FOR APPROVAL AT THE JUNE MEETING, FOR DISTRIBUTION FOLLOWING THE JULY MEETING.**

**16. VILLAGE HALLS**

**MOSSY LEA** – Progress with the LAG bid remains ongoing with work now well underway. The first part of the claim has been submitted and expenditure continues on the remaining items detailed on the agenda. VIP bid to add to the kitchen units and replace door and drawer fronts was unsuccessful.

**APPLEY BRIDGE** – Notification of increase in gas prices - NOTED. The Capital Bid to West Lancs. BC. For entrance enhancements has been successful. Once the terms and conditions of the bid have been received, signed and returned, work can commence on this project. Regarding future proposals for the removal of the suspended ceiling in the main hall and kitchen, Councillor Mrs Burton has visited a barn recently with a similar style roof/ceiling to that which it is anticipated will be exposed in the village hall. In order to submit a funding bid to progress this project a quotation for the work is required. Some Councillors believe that professional advice is required to progress this matter whilst others are of the opinion that reputable builders, with experience in converting similar old buildings, should be competent in providing a quotation for the work involved. There will be cost implications in securing the services of a professional adviser to compile a professional scheme of work. Whichever course of action is taken professional indemnity insurance will be required from either the adviser’s point of view or the contractor/builders point of view. Councillor Hodgkinson agreed to ask the surveyor who made the initial assessment at the Village Hall for a ball park figure for the work, this could possibly be free of charge.

**17. PLANNING** To discuss and make observations on the following applications:

- 1) 2011/0414/FUL Detached double garage. Harrock Lodge, Jacksons Lane, Bispham. NO (Case 890830) OBJECTIONS.
- 2) 2011/0441/FUL First floor rear extension. 349 Mossy Lea Road, Wrightington. NO (Case 890832) OBJECTIONS.
- 3) 2011/0490/FUL First floor extensions to front, rear and side elevations. Single storey extension at rear. 25 Glenside, Appley Bridge. NO OBJECTIONS.

**18. LANCASHIRE ASSOCIATION OF LOCAL COUNCILS** – Copy draft Minutes from recent Area Committee Meeting – Notification of New Councillors and Clerks’+ Freedom of Information & Data Protection, Training courses – NALC Bulletin re: Publication of Revised first edition of Standing Orders for Local Councils (£25) + info. on Big Society Awards – Request for completion of an online survey on the impacts of the localism agenda on climate change action – Notification of AGM, Thursday 14 July 2011, 7:30 pm, Council Chamber – NOTED.

**19. ACCOUNTS** - To receive the following list of accounts for Approval:

**For Payment:**

Mr C Taylor	Honorarium to webmaster for website updating/maintenance	£240.00
Mrs C A Cross	Clerk’s Salary – Net	£585.03
HM Rev. & Customs	Tax due by Clerk	£2.20
F Cornwell	Roof repairs following lead theft – MLVH	£590.00

**Expenditure required under LAG Bid at Mossy Lea Village Hall:**

Ainscough Bldg Sups.	Paint and materials for MLVH	£456.53
D Proe	Painting MLVH	£490.00
Standish Print Co	Associated signage for work at MLVH	£86.97
MAKRO	Pots, pans, cutlery, MLVH	£339.88
MAKRO	Waste bins, signs and toilet accessories	£283.01
Pottery Basement	Crockery MLVH	£236.00
Standish Print	Soap and towel dispensers, air fresheners, sign	£545.19

RESOLVED: That payment of the above accounts be approved and, that the Bank Reconciliation up-to 31/3/11, Income & Expenditure Account and Balance Sheet, Financial Statement and Statement of Assurances on the Annual Return for Audit for the year ending 31 March 2011, presented to the Council by the Clerk, be approved as an accurate statement of accounts.

## **20. DATE AND VENUE OF NEXT MEETING**

RESOLVED: That the next Meeting of the Parish Council will be held on Monday 20 June 2011 at Appley Bridge Village Hall at 7:30 pm.

Minutes 1 to 20 will be accepted as a correct record and signed by the Chairman at the Meeting to be held on Monday 20 June 2011.

Members of the Public and Press are welcome to attend

Meeting Closed: 10:55 pm

Chairman:

Date:

### **REPORT 1**

- a) Notification permission for erection of timber stable block comprising 4 stables and midden. Land opposite 6 Carr House Lane, has been REFUSED.
- b) Notification of changes to Council Membership following the recent Borough Council elections.
- c) Notification from LCC, permission granted for vehicle/material storage building, Moss Lane Depot.
- d) Confirmation from Highways Agency that they do not have responsibility for maintenance of the motorway roundabout or carriageway.
- e) Copy Lancs. Fire & Rescue Service Risk Management Plan 2011-13 – Consultation outcomes.
- f) Info. from Heritage Lottery Fund on grants programmes.
- g) Police Newsletter – April 2011.
- h) Copy CPRE Field Work.