

5. **ADOPTION OF STANDING ORDERS, FINANCE PAPER AND COUNCILLORS CODE OF CONDUCT TOGETHER WITH VILLAGE HALL CONSTITUTIONS, COMPLAINTS PROCEDURE, PUBLICATION SCHEME, RISK MANAGEMENT PLAN, RISK MANAGEMENT REGISTER, ASSET REGISTER, TRAINING POLICY AND ANNUAL AUDIT PLAN - Resolved:** These documents be adopted for the ensuing year and that the Code of Conduct be adopted as applicable to Parish Councils. Councillors must ensure Village Hall Constitutions are referred to during meetings and terms and conditions applied.

6. **TIMETABLE OF MEETINGS FOR 2015/2016 - Resolved:** That the following proposed timetable of meetings be accepted:

2015

18 May Mossy Lea Village Hall, Mossy Lea Road, Wrightington
ANNUAL PARISH MEETING 7.00 PM
ANNUAL MEETING OF THE PARISH COUNCIL 7.30 PM

15 June Appley Bridge Village Hall, Appley Lane North, Appley Bridge - 7.30pm

20 July Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm

August No Meeting

21 September Appley Bridge Village Hall, Appley Lane North, Appley Bridge - 7.30pm

19 October Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm

16 November Appley Bridge Village Hall, Appley Lane North, Appley Bridge - 7.30pm

21 December Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm

2016

18 January Appley Bridge Village Hall, Appley Lane North, Appley Bridge - 7.30pm

15 February Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm

21 March Appley Bridge Village Hall, Appley Lane North, Appley Bridge - 7.30pm

18 April Mossy Lea Village Hall, Mossy Lea Road, Wrightington - 7.30pm

16 May Appley Bridge Village Hall, Appley Lane North, Appley Bridge - 7.30pm
ANNUAL PARISH MEETING 7.00 PM
ANNUAL MEETING OF THE PARISH COUNCIL 7.30 PM

7. **APPOINTMENT OF COMMITTEES** - No change to the following committee representatives:
Finance Sub-Committee – All Parish Councillors
Public Rights of Way Sub-Committee – Councillors Mr Hodgkinson, Mrs Burton and Mr Johnson
Planning Liaison Group – Councillors Hodgkinson and Mrs Burton plus any two other Councillors

8. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

Appley Bridge/Parbold Quarry Liaison Committee – Councillor Hodgkinson.
District Liaison Committee – Chairman, Vice-Chairman and Clerk.
Village Hall Representative – A representative will be appointment as/when required.
Appley Bridge Community Association – Councillor Mr Clinch was appointed – with the instructions to attend, listen and report back to the Parish Council. There is no decision making power delegated to this position.
LALC – Chairman, Vice-Chairman and Councillor Clinch.

9. **MINUTES** – The Minutes of the Meeting of the Parish Council held on Monday 20 April 2015 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 PREVIOUS MEETING** – Accepted
Telephone Box – It was confirmed that the telephone kiosk on Mossy Lea Road has been painted and BT have promised that they will be fitting a new door.

11. **CORRESPONDENCE/INFORMATION ITEMS**

Items reported to, and noted by, the Council – no decision required: REPORT 1 – page 5 – ACCEPTED.
b) Planning permission granted 16 Toogood Lane – it was reported that this application has caused a great deal of upset between the neighbours and is likely to continue to do so now permission has been granted.

Items requiring discussion, observations or action by the Council:

- a) Response to issues raised at the April Meeting re: parking at Mossfields – **Resolved** – **The Clerk will report the concerns of the residents and the Parish Council as discussed under Open Forum and request assistance from West Lancs. BC to resolve issues.**
- b) Response from LCC rights of way officer – Re: reproduction of Ordnance Survey Maps – **Councillor Hodgkinson confirmed he has a licence which allows him to print off, and pass on to others, OS maps. It was suggested it may be possible to purchase a digital copy from Ordnance Survey or from LCC. The Council will continue to pursue this.**
- c) Response from a landowner on Mill Lane to parking problems on Appley Lane North – **Resolved** – **The Council will request a map/plan indicating the extent of land ownership and enquiring whether they are looking to sell or rent the land for car parking purposes or, whether they would be prepared to donate it for this use.**
- d) Response from County Councillor Fillis to your comments on the Heron’s Wharf Dev – **Noted**
- e) Current position with regard to Parish Council bid for enhancements to fencing adjacent to car parks at Mossy Lea & Appley Bridge Village Halls – **The Clerk confirmed that the Parish Councils Capital Bid to West Lancs. BC has been successful. Terms & Conditions will be forwarded to the Parish Council soon following which, the work can be undertaken.**
- f) Info. from VIP on grants available and project enquiries – **It was suggested that an application could be submitted for funds towards an additional defibrillator to be located at an outside location in Mossy Lea. A further suggestion of a ball wall on the play area was made. This will appear on the June Agenda for further discussion.**
- g) Late items received which may require discussion/action/observations i) Response from West Lancs. BC indicating that, the Escalibur Report on the Borough Council website appearing to support the release of Green Belt Land in Appley Bridge for development, carries no weight.

12. HIGHWAYS AND ENVIRONMENTAL MATTERS

- Councillor Johnson has reported water collecting on the footpath at the end of Church Lane to United Utilities, 2 x damaged road signs i) on Mossy Lea Road ii) on Tunley Lane to West Lancs. BC and, faulty street on Mossy Lea Road to LCC.
- The seat on the playing field at the rear of Mossy Lea Village Hall needs wood replacing.
- It was once again reported that the kerb edges on the left hand side of the carriageway on Carr House Lane, approaching the junction with Heskin and Charnock Richard, have been displaced and there is a significant drop off the edge of the carriageway which is considered to be extremely dangerous for motorists, cyclists and all road users.
- It was suggested that notices to businesses re: The Ironman Event, should be sent out earlier.
- The Parish Council will enquire whether LCC are still proposing to transfer ownership of the extinct Coalgate Depot on Hall Lane to the Parish Council.

13. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES** – Councillors Mrs Burton and Mr Hodgkinson reported that they had been unable to attend the last LALC Area Committee Meeting. Councillor Clinch did attend this meeting. The Clerk read aloud a letter circulated by Halsall Parish Council indicating the benefits of attending the Area Committee Meetings – Noted.

14. **ANNUAL NEWSLETTER** – Suggested items for inclusion – A condensed version of the Annual Report, Financial Report, Parish Council vacancies, Parish Council achievements and possibly notification that the Computers are available at Mossy Lea Village Hall if anyone would either like to volunteer to teach computer classes or set up a small business to do so.

15. **REVIEW OF PARISH COUNCIL INSURANCE COVER** - The Clerk will obtain a quotation.

16. **INTRODUCTION OF A WORK PLACE PENSION** – The Clerk reported that it is now necessary for all employers, however many or few their employees, to have a workplace pension in place. Once in place all employees are automatically enrolled into the workplace pension chosen by the Parish Council it is then up to the employee to opt out of the pension. The Clerk reported that there are several pension providers suggested however, it is up to the Parish Council to choose which pension they put in place. Examples of pensions schemes are: The Local Government Pension Scheme and NEST – the National Employment Savings Trust, the Workplace Pension set up by the Government. The Clerk confirmed that the Parish Council, as

the employer, has received initial communications from the Pensions Regulators and the staging date for Wrightington Parish Council to have their workplace pension in place is early 2017. The Clerk will report more information as it is received.

17. VILLAGE HALLS

MOSSY LEA – The Clerk reported that the Local Action Group (LAG) has booked the village hall from 9:30am-4pm on Thursday 6 July for a Meeting. Councillor Hodgkinson reported on the unusual outcome when he went to open the Village Hall for Polling Day. The Clerk confirmed that following a telephone call from a concerned resident passing at 3:20am on that morning, she had telephone the Police who, after speaking to Councillor Hodgkinson, confirmed that it was the key-holder opening for Polling Day.

Councillor Johnson reported that some repairs are required inside/outside the hall and that investigations are required to determine whether there is hot water in the toilets. It was suggested that another 'No Ball Games' sign should be erected on the side of the hall to prevent further broken windows. The Clerk confirmed that a new double glazed panel fitted with toughened glass has been ordered at a cost of £60.

APPLEY BRIDGE – It was confirmed that the Pensioners Garden Party will take place on the afternoon of Wednesday 10 June. The next Village Hall Committee Meeting will be on 5 October 2015.

Councillor Mrs Burton reported that she had been raising and lowering the bollards at the entrance to the car park at random, and will continue to do so, to deter local residents from parking on the car park and preventing village hall users from doing so.

18. PLANNING To discuss the following applications:

- 1) 2015/0400/FUL Demolition of existing lean to building and construction of new two storey rear extension with workshop to ground floor and offices to first floor. Northern Diver Building, East Quarry, Appley Lane North, Appley Bridge – **Resolved: The Parish Council has no objections in principle provided the parking facilities can accommodate any increase in vehicle numbers.**
(Case 1723670)
- 2) 2015/0362/FUL Demolition of existing linked garage at side and erection of kitchen extension at side with dormer. 4 Manse Avenue, Wrightington – **Resolved: No Objections.**
Case 1723672)

19. **LANCASHIRE ASSOCIATION OF LOCAL COUNCILS** – Info. on Spring Conference, 6 June 2015, Leyland – Effective Meetings Workshop, 11 June 2015, 7pm-9pm - New Councillors & Clerks Course, Module 1, Sat 11 July, 9am-12.30pm – Module 2, Sat 25 July, 9.15am-12.15pm – Request for assistance in recording war memorials – Briefing Note from NALC on Local Audit and Accountability Act 2014 Commencement Orders – **Noted.**

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

For Payment:

British Gas	Gas Charges MLVH	£143.72
Mrs C A Cross	Clerk's Salary – Net	£618.72
HM Rev. & Customs	Tax due by Clerk	£4.20
Petty Cash		£25.00
D/D E.on	Electricity Charges MLVH	£117.42
D/D Utd Utils.	Water Charges MLVH	£24.14

Receipts:

West Lancs. BC	1 st Half Concurrent Grant	£1655.50
ABVH Committee	Transfer	£1250.00

Resolved: Payment and receipt of the above accounts be approved. That the Bank Reconciliation up-to 31/3/15, Income & Expenditure Account and Balance Sheet, Financial Statement and Governance Statement on the Annual Return for Audit for the year ending 31 March 2015, presented to the Council by the Clerk, be approved as an accurate statement of accounts for submission to the external auditors. The Council also accepted the Statement of Accounts prepared and presented to the Parish Council by the Appley Bridge Village Hall Committee.

21. DATE AND VENUE OF NEXT MEETING

RESOLVED: That the next Meeting of the Parish Council will be held on Monday 15 June 2015 at Appley Bridge Village Hall at 7:30 pm.

Minutes 1 to 21 will be accepted as a correct record and signed by the Chairman at the Meeting to be held on Monday 15 June 2015.

Members of the Public and Press are welcome to attend

Meeting Closed: 10:00 pm

Chairman:

Date:

REPORT 1

- a) Notification permission granted for erection of change of use of land from agricultural use to equestrian use (exercising and grazing horses). Fairfield, Stocks Farm, Mossy Lea Road.
- b) Notification permission granted for two storey rear extension. 16 Toogood Lane, Wrightington.
- c) Notification permission granted for conversion of an existing conservatory to an orangery on the same footprint. Highmoor Lodge, Broadhey Lane, Parbold.
- d) Notification from Borough Councillor Baybutt that County Councillor Fillis is retiring as a Borough Councillor and is hoping to attend Parish Council Meetings.
- e) Copy Open Space – Spring 2015.
- f) Request for donation towards the work of the Open Spaces Society.