WRIGHTINGTON PARISH COUNCIL

At the Annual Meeting of the Council of the Parish of Wrightington held on Monday 18 May 2015 at Mossy Lea Village Hall at 7.30pm the following were present:

Councillors: Mr F Hodgkinson (Chairman), Mrs J Burton, Mr F Johnson, Mr J Clinch and Mr P Gartside.

OPEN FORUM

(At this point in the Meeting members of the public present can report, ask questions, raise issues and make observations on parish matters or items appearing on the Agenda. Reports will also be received from the Police, District and County Councillors if attending – Once open forum is closed the Chairman will only suspend standing orders to allow public participation in extreme circumstances.)

Public Present – Reported that parking problems still exist at Mossfields as some tenants are parking on spaces which do not correspond with their flat/house number. The behaviour of some tenants towards others is causing concern. West Lancs, BC are of the opinion that the tenants should now be sorting out any problems themselves, however, some of the older residents need advice on how to do this as they are now feeling bullied. The reserved sign has now been removed and the 2 visitors spaces having nothing on them hence, one of the homeowners is using these spaces on the car park even though they have a driveway. The Council believe that a letter should be sent by West Lancs. BC stating that each tenant must use the parking space which corresponds with their flat/house number and, that tenants should be advised not to allow other tenants or homeowners to park regularly on their parking space, as this will lead to problems in the future when new tenants move in. It was reported that dandelions are now growing through the recent slurry sealing on the footways and, are also growing around the street furniture. It was again reported that water continues to hold at the edge of the carriageway near the busstop on Mossy Lea Road near Gibson's garage. A resident of Mossfields, and Councillor Mrs Burton, both reported receiving telephone calls from a PC Jarvis in connection with the young boy who drowned in the Quarry at Appley Bridge. Neither has since received any follow up calls. The footway on Mossy Lea Road, in front of 261 and 263 Mossy Lea Road, is significantly narrowed by overgrown hedges. Hedges at the junction of Mossy Lea Road/Tunley Lane need cutting back as do hedges near Wrightington County Club and on Highmoor however, as these are field hedges, it is now too late to cut them.

1. **APOLOGIES** – Were received from PC Lodge.

2. APPOINTMENT OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE

The following Proposal was made:

Councillor Mr Hodgkinson Proposed by Councillor Mrs Burton

Seconded by Councillor Mr Gartside

The Council voted and it was RESOLVED: That Councillor Mr Hodgkinson is elected for a Term of Office terminating on the day of the Annual Meeting of the Parish Council in 2016. (Councillor Mr Hodgkinson signed his declaration of acceptance of office.)

3. APPOINTMENT OF VICE-CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE

The following Proposal was made:

Councillor Mrs Burton Proposed by Councillor Mr Hodgkinson

Seconded by Councillor Mr Johnson

The Council voted and it was RESOLVED: That Councillor Mrs Burton is elected for a Term of Office terminating on the day of the Annual Meeting of the Parish Council in 2016. (Councillor Mrs Burton signed her declaration of acceptance of office.)

4. DECLARATIONS OF INTEREST – Members were asked to consider any personal/prejudicial interest they may have to disclose in relation to matters under discussion at the Meeting - No declarations were made at this point in the Meeting however, should a Councillor feel he/she has any interest in later matters he/she will declare it at that point.

- 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 <u>Resolved</u>:** That the following proposed timetable of meetings be accepted:

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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 <u>Telephone Box</u> 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) <u>Planning permission granted 16 Toogood Lane</u> – 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 (Case 1723670) 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.
- 2) 2015/0362/FUL Demolition of existing linked garage at side and erection of kitchen extension at case 1723672) side with dormer. 4 Manse Avenue, Wrightington **Resolved: No Objections.**
- 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:

1 01 1 00 11101100		
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	1st 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.