

## Farington Parish Council

### **Minutes of the Parish Council Meeting held on Monday 8 October 2018 at St Paul's CE Primary School at 7.00pm**

**Present:-** Councillor Graham Walton (Chairman); Councillor Mike Otter (Vice-Chairman); Councillor Roy Clarke; Councillor Dave Moore; Councillor Alan Pearmain and Councillor Mrs Karen Walton.

**In attendance:-** Sue Whittam - Clerk to the Council  
Tony Stirland – South Ribble Borough Council  
four members of the public

#### **42. (18/19) Apologies for Absence/Chairman's Health and Safety Announcements**

Apologies for absence were received from Councillor Paul Wharton and Councillor Mike Langley. It was noted that Councillor Mike Langley was currently off work due to ill health and was unable to drive; it was therefore agreed to accept Councillor Langley's apologies and this would not be detrimental to his attendance record. The Chairman, Councillor Graham Walton briefed the Parish Council on possible health and safety considerations for this evening's meeting.

#### **43. (18/19) Declarations of interest**

None.

#### **44. (18/19) Minutes of the Last Meeting**

##### **Resolved**

That the Minutes of the Parish Council Meeting held on 10 September 2018, be approved as a correct record and signed by the Chairman.

#### **45. (18/19) Adjournment for Public Participation and reports from the Community Beat Manager/South Ribble Borough Council**

The Chairman, Councillor Graham Walton adjourned the meeting for public participation, and welcomed the members of the public to the meeting. One member of the public explained that she had come along to the meeting regarding a large shed that had been built in her neighbour's garden and it was noted that she had previously attended a meeting of the Parish Council to bring this to their attention. It was further noted that this matter was not directly an issue for the Parish Council but came under the responsibility of the Borough Council. However, as some members of the Parish Council were also members of the Borough Council they agreed to help in whatever way they could. It was also noted that three members of the public present had come along to discuss this issue and in particular they were concerned about the lack of enforcement and the confusion on whether this shed was lawful or unlawful. In addition to this the residents were concerned that the neighbouring property was now up for sale so they felt that this needed to be resolved before the

property was sold on. It was also further noted that currently the shed was not being used as a salon as originally intended and that a number of meetings had been held with the Head of Planning at South Ribble Borough Council but that no solution or decision had been agreed with the concerned residents. The Chairman, Councillor Graham Walton agreed to look into this matter on behalf of the residents and let them know the outcome.

The Chairman, Councillor Graham Walton then asked the other member of the public present if they had anything to raise with the Parish Council. The member of the public explained that she was still concerned about the speeding problems on School Lane and that she raised this issue with County Councillor Michael Green who was going to take this up on her behalf. However, this matter had been worse since the by-pass had been closed. Another issue that the resident had raised was regarding drug dealing in the area. Further information had been provided and this would be forwarded to the police for appropriate action.

The final issue raised by members of the public was relating to dog fouling especially around Chain House Lane and School Lane. It was noted that this was happening usually in the early morning or late in the evening.

With regard to the speeding issue, Councillor Alan Pearmain advised the resident to write to her MP; Nigel Evans and to ask him to take up this issue on her behalf.

The Chairman, Councillor Graham Walton thanked the members of the public for attending the meeting and then welcomed Tony Stirland from South Ribble Borough Council to the meeting. Tony explained that the Farington and Lostock Hall In Bloom winners had been announced at the recent presentation evening and that six winners from our area had been awarded prizes. The South Ribble in Bloom winners would be announced at an event on 18 October and our area winners would go forward to that event.

Tony also reported that the next Bob-In café would be held on Friday 19 October from 12 noon until 4pm at Lostock Hall Library. It was further noted that the WWI memorial at Brownedge Road needed some work to repair the A2 interpretation board as the names had become unreadable due to weather damage.

Councillor Roy Clarke followed up the issue with speeding raised by a resident earlier and asked if the Parish Council could approach County Councillor Michael Green regarding the stopping up of School Lane from the bridge. This was seconded by the Chairman, Councillor Graham Walton and unanimously agreed.

The Chairman, Councillor Graham Walton thanked everyone for attending and then reconvened the meeting.

#### **46. (18/19) Review of Parish Council Grants Scheme**

The Parish Council gave consideration to the draft revised Parish Council grants scheme in line with the new General Data Protection Regulations (GDPR). A copy of the information was circulated to the Parish Council. The Parish Council unanimously agreed to accept the revised Parish Council grants scheme as now presented. A copy is presented in the Minute Book.

**Resolved**

That the draft revised Parish Council grants scheme as now presented is unanimously agreed by the Parish Council and a copy is presented in the Minute Book.

**47. (18/19) General Data Protection Regulations (GDPR) Privacy Notice**

The Parish Council gave consideration to the draft Privacy Notice as now presented. The Parish Council unanimously agreed to approve the draft Privacy Notice. A copy is presented in the Minute book.

**Resolved**

That the draft Privacy Notice as now presented is unanimously approved by the Parish Council. A copy is presented in the Minute book.

**48. (18/19) BTR Lease**

The Clerk reported that the BTR Lease was up for renewal on 30 May 2010 and the Planning Permission for the changing facilities was due to be renewed by 20 December 2019. The Parish Council unanimously agreed to authorise the Clerk to write to the land owner regarding the BTR Lease to see if this could be extended. It was further agreed to reconsider the Planning Permission when the Parish Council received a reply from the land owner regarding the lease.

**Resolved**

That the Clerk is authorised to write to the land owner regarding the BTR Lease to see if this could be extended, and that the Planning Permission would be considered further when a reply was received regarding the lease.

**49. (18/19) Parish & Town Council Conference – 24 November 2018**

The Parish Council gave consideration to sending a representative to the Parish & Town Conference to be held on Saturday 24 November at County Hall starting at 9.15 am. It was unanimously agreed that the Chairman, Councillor Graham Walton and Councillor Mrs Karen Walton would attend this conference on behalf of the Parish Council.

**Resolved**

That the Chairman, Councillor Graham Walton and Councillor Mrs Karen Walton are authorised to attend the Parish & Town Council Conference to be held on 24 November 2018 on behalf of the Parish Council.

**50. (18/19) Keep Farington Tidy**

It was reported that Councillor Roy Clarke had asked this item to be included on the Agenda as he had concerns about litter in the Parish. Councillor Roy Clarke suggested that a number of litter picking kits should be purchased to include a hi-vis vest; grabber; hoop and bags. Councillor Roy Clarke also suggested that an

arrangement would need to be made with South Ribble Borough Council with regard to collecting any full bags. Alternatively, Parish Councillors would have to take the full bags home and include them in their own domestic rubbish. The Parish Council thought that in theory this was a good idea but some Councillors were unsure how this would work with regard to the supply of bags from South Ribble Borough Council. It was therefore agreed that the Clerk should purchase 12 hi-vis vests in a variety of sizes for use by the Lengthsman and also Parish Councillors when litter picking or carrying out work for the Parish Council. In addition to this it was agreed that the hi-vis vests should include Farington Parish Council on the back of the vest to make residents aware of our work. With regard to the litter picking kit it was agreed that Councillor Roy Clarke should purchase a set of litter picking tools for his use and claim this back from the Parish Council.

The Clerk confirmed that the Parish Council's insurance covered the Councillors for basic tasks such as litter picking and use of hand tools.

### **Resolved**

- i) That approval is given to the Clerk to purchase 12 hi-vis vests with Farington Parish Council included on the back of the vests in a variety of sizes.
- ii) That Councillor Roy Clarke is given approval to purchase a basic litter picking kit and reclaim this amount from the Parish Council.

### **51. (18/19) Parish Council meeting dates for 2019**

The Parish Council gave consideration to the draft meeting dates for 2019 and agreed the following: -

Monday 11 February 2019	-	Bashall Grove Community Centre.
Monday 11 March 2019	-	St Paul's CE Primary School.
Monday 8 April 2019 (Annual Parish Meeting)	-	Bashall Grove Community Centre.
Monday 20 May 2019 (Annual Parish Council Meeting)	-	St Paul's CE Primary School.
(Please note that suggested date is a week later due to the elections)		
Monday 10 June 2019	-	Bashall Grove Community Centre.
Monday 8 July 2019	-	St Paul's CE Primary School.
Monday 9 September 2019	-	Bashall Grove Community Centre.
Monday 14 October 2019	-	St Paul's CE Primary School.
Monday 11 November 2019	-	Bashall Grove Community Centre.
Monday 9 December 2019	-	St Paul's CE Primary School.

It was noted that there were no meetings in January and August each year.

### **Resolved**

That the meeting dates as now presented are approved by the Parish Council for 2019.

## **52. (18/19) Projects for Expenditure 2018/2019**

**Welcome to Farington Signs – update.** The Clerk confirmed that she had contacted the Planning Officer at South Ribble Borough Council and had been informed that Planning Permission was not required for the boundary signs. Councillor Mike Otter confirmed that the developer at Heatherleigh was willing to put in the concrete pads for the additional boundary sign and that he would now obtain a quote from Taylor and Pickles for this sign. The Parish Council felt that to make the colours stand out on the sign then they should be painted in maroon and cream. It was further noted that the planter around the sign would also be made from railway sleepers. With regard to the current sign at Coote Lane it was noted that the size of the planter would be reduced by one level of sleepers but that these could be reused for the additional planter.

**Adult Outdoor Gym (mats) –** The Chairman, Councillor Graham Walton said that he had not been contacted by the Lengthsman so the Clerk agreed to chase this up so that they could look at putting some suitable stones/drainage underneath the current mats.

**Woodland Area – Farington Park.** It was noted that the woodland area was looking lovely and at this stage there was nothing further to report.

**St Paul's Park – update.** Tony Stirland (South Ribble Borough Council) had confirmed earlier in the meeting that the Park was now included on the South Ribble Plan. This should enable the project to start moving forward.

**Bashall Grove/Mill Street entrance feature – update.** Tony Stirland (South Ribble Borough Council) had produced a draft plan of the new entrance feature with costings. It was noted that the contribution from the Parish Council would be £2,000 from CiL monies as previously agreed. However, it was noted that the contribution from Central Neighbourhood Forum was £500. The Clerk would check regarding the figures to see if these amounts were correct. The Clerk also gave some historical information to Tony Stirland that would be useful for the heritage board for the entrance feature.

**Bus Shelters – update.** The Clerk reported that she had contacted South Ribble Borough Council regarding the replacement of their bus shelter on Centurion Way to see if it could be replaced. However, the Officer from South Ribble had looked at the shelter and felt that it was in a good condition with only some perspex that needed replacing and possibly a coat of paint. South Ribble Borough Council did not want to replace this bus shelter. In addition to this the Clerk reported that the Borough Council currently did not have a bus shelter provider and were looking a procuring a new contract. The Clerk therefore advised that the Parish Council should not go ahead with the purchase of the new sides for our existing bus shelter.

**Mill Street garden – replacement of seating.** The Clerk reported that she had now received a quote from Dig In for the replacement of the Bobbin seating and this

was £1,500. It was unanimously agreed to go ahead with the replacement seating and the Clerk was authorised to pay the deposit of £500 to Dig In.

**Wellfield Road** – The Chairman, Councillor Graham Walton agreed to speak to Peter Heise, our Lengthsman to look at what could be done with the corner of Wellfield Road.

**Bashall Grove Garden – fencing.** Councillor Mike Otter reported that he had received a quote for the provision of fencing around the Bashall Grove Garden. He said that if it was to go ahead permission would need to be sought from South Ribble Borough Council who were the owners of the land. Councillor Mike Otter reported that the cost of the fencing which would be 45cm high would be £4,500 but it was possible that the Parish Council could apply for a small grant towards this and also the £1,200 of VAT could be reclaimed by the Parish Council. On being put to the vote three members of the Parish Council voted in favour of the fencing and three voted against. The Chairman, therefore had the casting vote and voted against. It was therefore agreed that the fencing for the Bashall Grove Garden should not go ahead.

**Fowler Lane – purchase of land.** It was reported that there was some land for sale on Fowler Lane which would be sold in two lots in October. Although the Parish Council had indicated in the past that they would consider any land that came up for sale in the Parish, it was noted that this land was close to the river and liable to flooding and would therefore not be suitable for the Parish Council. The Parish Council therefore agreed not to bid for the land on Fowler Lane that was currently up for sale.

**Wreaths for Remembrance Sunday.** As per usual Councillor Mike Otter agreed to purchase the four wreaths on behalf of the Parish Council and would be reimbursed for the amount.

### **53. (18/19) Financial Matters**

#### **Resolved**

1) It was noted that we had approximately around £77,650.51 (bank statement up to 9 September 2018) in the bank.

It was noted that since the last meeting we had paid: -

14/09/18 – Rospa as agreed at the last meeting for St Paul’s Park £79.80 (cheque no 100758).

14/09/18 – Peter Heise Lengthsman wages £810 + £9.54 soil = total £819.54 (cheque no 100759).

14/09/18 – St Paul’s Church, grant as agreed at the last meeting £750 (cheque no 100760).

17/09/18 – Cllr Mike Otter reimbursement for plants (please note £11.94 from the last meeting + additional £7.98 for recent plants) = total £19.92 (cheque no 100761).

17/09/18 – South Ribble Borough Council bin emptying (August) £314.82 (cheque no 100762).

26/9/18 – HMRC Q2 Tax and NI £575.59 (cheque no 100763).

01/10/18 – S Whittam Clerk reimbursement for shredder as agreed at the last meeting £39.95 (cheque no 100764).

01/10/18 – S Whittam Clerk salary £970.28 (cheque no 100765).

01/10/18 – St Paul's Church lease payment for 2018 £500 (cheque no 100766).

01/10/18 – CPRE membership fee £36.00 as agreed at the last meeting. (cheque no 100767).

01/10/18 – C & W Berry Ltd for Lengthsman's materials turps £5.41 and wood £10.54 two invoices totalling £15.95 (cheque no 100768).

It was noted that we had paid Nest Pension payment £32.78 on 10 August and 30 August (direct debits).

2) The following outstanding invoice was agreed for payment:

PKF Littlejohn for external audit fee for year end 31 March 2018 total £360.

3) Report from the external auditor for year end 31 March 2018

The Clerk reported that the external auditors report advised that the AGAR was not accurately completed before submission for review. "The information received from the smaller authority indicates that in the prior year, contractor fees were incorrectly classified as staff costs (box 4) rather than all other payments (box 6). The 2016/17 figures in Section 2, Boxes 4 and 6 should read £13,275 and £35,024 respectively.

The smaller authority had not provided an adequate explanation for the variance between the prior and current year values in Box 6 of Section 2".

The Clerk further reported that there had been some confusion about what the external auditor was asking for and that the original auditor had confirmed that the Clerk had submitted the required information but when it was reviewed the reviewer said that we had not. As the deadline for the sign off of the audit was the following day the Clerk said she was unable to provide any further information and therefore the external auditor stated that we had not provided an adequate explanation for the variance.

The Parish Council noted the report from the external audit for the year end 31 March 2018 and resolved to take the appropriate action for next year's audit.

**54. (18/19) Borough Council reports – for information only**

Councillor Mrs Karen Walton referred to the Dementia awareness work being carried out in the Borough and the Dementia Charter which would help businesses deal with dementia in a friendly and productive way.

**55. (18/19) Clerk's Report – For information only**

The Clerk reported that a thank you had been received from St Paul's Church for the recent grant.

The Clerk also reported that she would contact Mike Turner at the British Legion to see if the £300 was still required for this year's road closures for the Remembrance event.

**56. (18/19) Next Meeting**

It was noted that the next meeting would be held Monday 12 November 2018 at Bashall Grove Community Centre.