

AUGHTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON MONDAY, 14 MAY 2018, AT AUGHTON VILLAGE HALL ANNEXE, COMMENCING AT 7PM

CHAIRMAN: Councillor Graham Jones

MEMBERS PRESENT: As recorded in the Register of Attendance

10931 APOLOGIES were tendered on behalf of:

Councillor Walne - indisposed

APOLOGIES were READ and APPROVED.

10932 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2018/2019 – it was PROPOSED by Councillor Ian Grant and SECONDED by Councillor John Pendleton that Councillor Graham Rees Jones be elected CHAIRMAN OF THE COUNCIL for the ensuing year. There being no other nominations, it was RESOLVED UNANIMOUSLY that Councillor Jones remained in office for a second consecutive year.

10933 CHAIRMAN'S DECLARATION OF OFFICE – the Declaration of Acceptance of Office was READ, SIGNED and WITNESSED.

10934 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL – it was PROPOSED by Councillor Graham Jones and SECONDED by Councillor John Pendleton that Councillor Mrs Margaret Boulton should serve as Vice-Chairman of the Council for the ensuing year. There being no other nominations, it was RESOLVED UNANIMOUSLY.

10935 CODE OF CONDUCT & TRAINING/DECLARATIONS OF INTEREST – Code of Conduct – it was confirmed that pursuant to the Local Government Act 2011, Sections 28 & 30/Localism Act 2011, Sections 27 & 28, all members of Aughton Parish Council present had signed a Form of Written Undertaking to observe the Code as to the conduct which was expected of Members of Aughton Parish Council.

Training – as previously notified, the Borough Council annual training event would be held on Tuesday, 19 June 2018 at the Council Offices, commencing 6.30pm. Members were reminded to confirm their attendance with the Clerk.

Declarations of Interest – action to be taken by members in respect of Disclosable Pecuniary & Non-Pecuniary Interests, Notification and Register of Interests/Gifts of Hospitality, etc was confirmed and NOTED. Members were reminded that should any changes occur since completion of the form, formal notice must be given within 28 days of becoming aware. It was RESOLVED to delegate authority to the Proper Officer/Parish Clerk in respect of consideration of requests for dispensations in respect of Disclosable Pecuniary Interests. As requested by members, the Proper Officer/Parish Clerk would grant a Dispensation to each Parish Council member in respect of the Budget and Setting the Parish Precept. Without the Dispensation, 'the number of persons prohibited from participating in this particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business'.

Members were reminded to declare their Interests before the start of each Agenda Item or when appropriate.

10936 STANDING ORDERS/FINANCIAL REGULATIONS:

a) Standing Orders dated May 2004 (reviewed annually and last reviewed/approved 11 December 2017) as no further amendments had been received or were considered necessary, it was RESOLVED that Standing Orders, peculiar to Aughton Parish Council, were adopted as Minuted December 2017.

b) Financial Regulations dated May 2004 (reviewed annually and last reviewed/approved 11 December 2017) – as no further amendments had been received or were considered necessary, it was RESOLVED that Financial Regulations were adopted as Minuted December 2017.

10937 VACANCIES IN THE OFFICE OF PARISH COUNCILLOR: to complete the final stage of the co-option process. The Chairman reported on the current situation. There had been two applicants, one of whom had been unavailable for interview at the time but arrangements would be made to find an alternative date. The Interview Selection Panel had interviewed one prospective candidate who appeared to be committed to contributing to the Parish Council's aims and objectives in serving the local community. The recommendation was then made that Mr Ian Mercer be invited and co-opted onto Aughton Parish Council to fill a vacancy in Delph Ward. The recommendation was APPROVED AND RESOLVED UNANIMOUSLY. The new member then READ and SIGNED the DECLARATION OF ACCEPTANCE OF OFFICE in the presence of the Clerk/Proper Officer of the Council. A Form of Written Undertaking to observe the Code as to the Conduct which was expected of Members of Aughton Parish Council was signed by the new member Councillor Ian Mercer.

10938 MINUTES OF MEETING HELD 9 APRIL 2018, copies circulated prior to meeting, were APPROVED and SIGNED as a correct record.

10939 MATTERS ARISING FROM MINUTES (for information only):

- a) Aughton Police Station (refer Minutes April 2018, Para.10920) – Lancashire Constabulary had confirmed with the Clerk that, following remedial work, the Police Station had become operational again from 16 April.
- b) Rachel Taylor Memorial Playing Field Playarea (refer Minutes April 2018, Para.10923) – an update had been received on 25 April 2018 from the CBM PC Paul Austin, only one police log of antisocial behaviour on the park since November 2017, ie 20 April 2018 and there had been no logs from the family in Cherry Tree Lane and no email updates of any issues. NOTED The Chairman said it was incumbent upon local residents to call '101' or '999' or 'Crimestoppers' to report any antisocial behaviour or serious nuisance in order to get the crimes logged.

PUBLIC QUESTION TIME – the Chairman adjourned the meeting for a short period only and invited comments/questions from members of the public present.

Two local residents spoke about the continuing problems in respect of Neighbourhood Watch (NHW), GDPR and compliance with data protection regulations, and the new NHW ICT system to be administered by NHW Co-ordinators and quality assured by the Lancashire Volunteer Partnership (LVP).

A group of local residents attended to raise objections to planning application 2018/0401/OUT 67 Gaw Hill Lane for 7 detached dwelling houses, associated landscaping and access road following the demolition of the existing building including details of access, layout and scale. A resident from Liverpool Road, acting as spokesperson for the group, said the resubmitted plans would have a detrimental impact upon residential amenities; loss of privacy and overlooking; were contrary to Local Plan Policies; loss of an employment site; landscaping and access issues; the design of the proposed dwellings was not in keeping with the Green Belt location.

Borough Councillor David O'Toole agreed to call this application in for an organised site visit by the Planning Committee members.

There being no further comments, the Chairman resumed the meeting.

(Councillor Gallagher, as a resident of Moss Delph Lane, declared his NON-PECUNIARY INTERESTS in 2018/0407/FUL & 2018/0416/FUL)

10940 PLANNING:

- a) Weekly List Items (items marked* were carried out under the Parish Council Prior Notification Procedure to meet the deadline for response)

There were NO COMMENTS in the cases of:

*2018/0129/FUL *0341 0371 0407

Para.10940 (Continued)

In the case of:

*2018/0338/FUL 145 Gaw Hill Lane – having noted the history of the site, the Parish Council would not wish the proposal to have a detrimental impact upon the openness of the Green Belt. Should the LPA be mindful to approve the application, members would wish conditions be imposed that the building should not be used for ancillary living accommodation.

2018/0401/OUT 67 Gaw Hill Lane – members would, once again, refer to the relevant policies in the West Lancashire Local Plan and the National Planning Policy Framework on Protection of the Green Belt. The Parish Council could not support this Outline Planning Application for the following reasons:

a) the proposal would, by definition, be harmful to the Green Belt – very special circumstances would not apply so the proposed use would be inappropriate. b) the site was considered ‘isolated’ given its very rural location. Any new dwellings would be prominent in this location. c) on viability, the poor condition of the majority of unsubstantial buildings on site, and concern that the ongoing employment use (agriculture) was not viable, would not justify the change of land use to ‘new residential’. An organised site visit was considered desirable to enable Planning Committee Members the opportunity to view the rural location.

2018/0398/FUL Land to the North-West of Double Bank Farm, Firs Lane – members raised no objections to the proposal providing conditions could be imposed as recommended by Environmental Health and United Utilities, in order to protect the residential amenity of nearby properties.

2018/0387/FUL Panchree, Formby Lane – the pre-application advice was noted. This was an isolated location and members would not wish any ‘newbuild’ to harm the character of the area. Any redevelopment must be in accordance with Local Plan Policy, be on a similar footprint and sensitive to the Green Belt location.

2018/0416/FUL 248 Moss Delph Lane – members recalled that in 1993 planning permission was granted for the incorporation of highway land (large grass verge) into the residential curtilage of Number 248. From the plans it would appear that part of this former green space may be included in the proposed development of the property. Members would therefore request that a check be carried out on the conditions imposed in 1993.

2018/0241/FUL Aughton Institute, Bold Lane – members NOTED the amendments to the original proposal, ie reduction in length – 1.3m; reduction in depth – 1.8m; reduction in height – 0.5m; with improvement to the landscaping.

b) Appeals/Planning Control – none.

c) Planning Committee Meeting held 19 April 2018 – Planning Application 2018/0166/FUL ‘Charlton’ Quarry Drive – demolition of dwelling and building of replacement dwelling due to structural and hydrology damage. RECOMMENDATION was REFUSAL and the Decision of the Planning Committee was APPROVAL with CONDITIONS (reference was made to some inconsistencies in the Granville Park Conservation Area Review).

d) Community Infrastructure Levy (CIL): to receive notification of CIL receipts paid to the Parish Council April 2018 - £13,6421.51 (development on land at Aughton Chase, Springfield Road). NOTED

10941 CHAIRMAN/VICE-CHAIRMAN/PARISH CLERK’S MAY MEETING WITH THE LOCAL POLICE – a brief report was given on the meeting held 2 May 2018. There had been 12 reported crimes since the last meeting including 2 cases of flytipping; 1 public order offence; 1 theft of a vehicle and goods (Eskdale Avenue); 1 internet fraud; 1 assault with injury (Granville Park along ‘the pads’); 1 criminal damage (other) & 1 criminal damage to other buildings & 1 burglary/business/community (unoccupied premises in Granville Park – ex Aughton Grange Care Home); 1 domestic incident; 1 criminal damage to a vehicle (Granville Close). An update on the Cherry Tree Lane area was requested and the local police had nothing further to report. Additional information, on a comparison of reported crimes in Southern Parishes, there had been 29 reported crimes with 12 of those being in Aughton. In respect of the number of incidents dealt with other than reported crimes, there had been 178 incidents in Southern Parishes with 88 of those being in Aughton.

10942 2018 NATIONAL RURAL CRIME SURVEY – response by 10 June 2018. Local residents views could be sent via www.nationalruralcrimenetwork.net/research/internal/2018survey NOTED

10943 PARISH DEEDS & SECURITIES – it was RESOLVED that the list submitted be APPROVED. These would be available for inspection by auditors if requested.

10944 REPRESENTATION OF THE COUNCIL ON OTHER BODIES AND COMMITTEES/RESPONSIBLE MEMBERS – the list submitted was considered and it was AGREED to DEFER THIS ITEM TO THE NEXT MEETING.

10945 RESPONSIBLE FINANCIAL OFFICER/RISK MANAGEMENT – to confirm that the current system of internal financial control/governance/risk management was reviewed with recommendations at the Finance Committee Meeting held 29 November 2017 and agreed as an effective and satisfactory financial system at the APC Meeting held 11 December 2017 (Clerk – Responsible Financial Officer, 1 elected Parish Councillor (Internal Audit) plus 1 independent person (Internal Auditor).

10946 CHEQUE SIGNATORIES – to confirm the arrangements, 3 signatories on each cheque, one of whom MUST BE THE CLERK (i) Councillor Jones ii) Councillor Grant iii) Councillor Woolgar (iv) plus Internal Auditor (v) (reserve signatory/if the Clerk unavailable).

10947 AUGHTON UNITED CHARITIES (AUC) – copies of the unaudited AUC Statement of Accounts 2017/2018 were circulated to members and NOTED. The work of the Charity which continued to give small amounts of money each Christmas to beneficiaries living in the Parish, was NOTED.

10948 AUGHTON SPORTS ASSOCIATION (ASA) – the Committee arrangements were confirmed Chairman – Councillor Walne; Vice-Chairman – Councillor Woolgar; Secretary & Treasurer – the Clerk; VACANCY (following the resignation of Mark Gibbons). It was AGREED that Councillor David Gallagher would fill the vacancy and be included as an additional cheque signatory for ASA.

10949 AUGHTON VILLAGE HALL MANAGEMENT COMMITTEE – a brief report was given on the work of the Management Committee by the Parish Council representative and NOTED (copies would be available from the Clerk).

10950 AUDIT 2017/2018 (notes circulated prior to meeting)

- a) External Audit – the annual audit arrangements by the newly appointed auditors PKF Littlejohn LLP were NOTED. The audit date had been set at 2 July 2018.
- b) Extraordinary Meeting to consider and approve the accounts for the year ending 31.3.2018 – Wednesday, 20 June 2018, commencing 8.00pm at Aughton Village Hall Annexe (venue to be confirmed) with an alternative date of Wednesday, 27 June 2018.
- c) Independent Internal Audit – it was AGREED to seek the appointment of Mr A Gore of Ormskirk (ex CILCA Parish Clerk).

10951 INSURANCE POLICIES (notes circulated prior to meeting) – NALC & BHIB Insurance Brokers working Together to help Parish Councils Protect Communities - members had previously considered and approved the recommendation from the National Association of Local Councils to take up the offer with the preferred partner Aviva Insurance Ltd, the long-standing insurance provider in the sector, and chosen to replace the previous broker Aon Ltd to provide tailor made support to local councils. BHIB had confirmed it had negotiated a reduction on last year's premium. It was RESOLVED to accept the offer and pay the premium to BHIB in the sum of £3,691.13 including Insurance Premium Tax at 12%, which includes a long Term Agreement discount of 5% (3 year period). BHIB had also confirmed it was negotiating renewal of the Small Fleet Agricultural Vehicle Policy before 1 June 2018 – comprehensive cover, nil excess, any authorised driver, no claims discount 65% (£710.98 includes 12% Insurance Premium Tax & LTA). NOTED

10952 CIVIC SUNDAY – an invitation to join Christ Church for the annual service on 8 July 2018 was NOTED with thanks. Members of the Parish Council and their spouses/partners would meet in the Ministry Centre at 10.20am for a 10.45am service joining up with representatives of the voluntary clubs/organisations. It was AGREED to take all expenses (light refreshments) from the ‘Free Resource’ LGA Section 137).

10953 LANCASHIRE ASSOCIATION OF LOCAL COUNCILS (LALC) (notes circulated prior to meeting):

- a) Annual Subscription – after a brief discussion on the benefits of membership, it was RESOLVED to approve payment to LALC in the sum of £734.43.
- b) Annual Conference held 28 April 2018 – a brief report was given on the Conference attended by the Clerk which included an update from a representative of The National Association of Local Councils on the General Data Protection Regulation (GDPR) (refer Minutes March 2018, Para.10908). The update of 28 April 2018 read:

‘LATEST NEWS FROM NALC ON GDPR

- The Government has tabled an amendment to its own Data Protection Bill to **exempt** all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.
- Officials from the Department for Culture, Media and Sport have confirmed with us that other measures will still apply, but that appointing a Data Protection Officer to support a council’s approach to data protection will be discretionary and may be regarded as good practice.
- As you know we have been lobbying hard for a proportionate regime that works for the sector and reflects its size and data usage, and addresses the new burden of the DPO requirements in particular, especially for small councils and parish meetings. We will therefore be welcoming the amendment and briefing MPs accordingly in advance of the Bill’s Report stage which is expected to take place within the next few weeks.
- Discussions with government and the Information Commissioner’s Office will continue on this issue, as well as on providing support to the sector to help with data protection compliance more generally. And this week we had the first meeting of the new sector-led Joint Information Governance Group (JIGG) which will shape the sector’s approach to information governance, data protection and cyber security.’

Members NOTED the information and awaited a further update from NALC/LALC.

10954 LANCASHIRE COUNTY COUNCIL – Consultation:

- a) Community Transport in Lancashire &
b) Street Lighting Maintenance

It was AGREED to DEFER these items to the NEXT MEETING.

10955 DELPH QUARRY WOODLAND – to assist with the management of this important site, it was AGREED to investigate the possibility of setting up a ‘Friends Group’ with the assistance of the Borough Council Countryside Ranger Service.

10956 ACCOUNTS (circulated to members)

Income

WLBC – Parish Precept Part I (includes Grant)	30,842.50
WLBC – Contribution towards Concurrent/General Expenditure (Part I)	3,554.50
WLBC – CIL monies received April 2018	13,642.51
Aughton Village Hall (SD) – contribution towards grounds maintenance	550.00

MINUTES OF MEETING

-6-

14 MAY 2018

10956 (Continued)

Expenditure

(Includes VAT)

Imprest Renewal	90.25
S R Moorcroft – bus shelter repairs & refurbishment of noticeboards	196.50
Rawsthorne Commercial Landscaping – grounds maintenance	2,398.00
Lexis Nexis – purchase of Clerks’ Training Manual Arnold Baker Local Council Administration – Edition Number 10	60.00
Agricultural Repairs Services Ltd – tractor service/parts/labour	223.61
E Rothwell & Son – gas/oil for PC tractor (Sundry Creditor)	793.26
Sportsline of Wigan – replacement tennis court equipment	272.40
P & R Electrical Contractors Ltd – minor repairs in Sports Pavilion following an annual fixed wiring test plus PAT testing to kettles	252.00
Lancashire Turf Supplies Ltd - mower service & bowling green maintenance	371.16
LALC – subscription/membership renewal for 2018/2019	734.43
Desktop NW Ltd – stationery replenishment	142.58
BHIB Ltd – Local Council Insurance Renewal due by 1 June 2018	3,691.13
BHIB Ltd – small fleet/agricultural vehicle insurance renewal due by 1 June 2018	710.98
Salaries – part-time Clerk/part-time Park-keeper	1,359.12
HM Revenue & Customs – Income Tax & NIC	156.00

It was RESOLVED that all the foregoing accounts be paid.

10957 DATE OF NEXT MEETING – 11 June 2018.

There being no further business, the Chairman closed the meeting at 8.03pm.