

AUGHTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON MONDAY, 13 MAY 2019, IN AUGHTON VILLAGE HALL ANNEXE, COMMENCING AT 7.15 pm

CHAIRMAN: Councillor Graham Jones

MEMBERS PRESENT: As recorded in the Register of Attendance

11100 AUGHTON PARISH COUNCIL 2019/CO-OPTION/APOLOGIES:

- a) AUGHTON PARISH COUNCIL 2019 – notice was given of the Uncontested Election:
- | | | |
|--------------------|---|-----------------------------|
| Christ Church Ward | - | Councillor G R Jones |
| | - | Councillor G M Roberts |
| | - | Councillor John M Waugh |
| Delph Ward | - | Councillor Mrs M Boulton |
| | - | Councillor I J Mercer |
| Holt Green Ward | - | Councillor Mrs C E Morrison |
| Town Green Ward | - | Councillor J Pendleton |
| | - | Councillor Ms J A Woolgar |

It was confirmed that all members of Aughton Parish Council present had made and signed their Declarations of Acceptance of Office in the presence of the Clerk to the Council/Proper Officer before the start of the meeting.

b) CO-OPTION – although there was no statutory requirement to give public notice of local council vacancies which remain unfilled after an ordinary election (s.21(2) Representation of the People Act 1985), it was AGREED that the vacancies in Delph Ward (1), Town Green Ward (1) and North East Ward (2) would be advertised on Parish Council noticeboards and on the APC website in due course. A person was eligible to be co-opted provided he/she was qualified to be a councillor pursuant to s.79 and was not disqualified pursuant to s.80 of the Local Government Act 1972.

c) APOLOGIES were tendered on behalf of:

Councillor Boulton - a personal commitment.

APOLOGIES were READ and APPROVED

Councillor Jones remained in the Chair for the next item.

11101 ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2019/2020 – it was PROPOSED by Councillor John Pendleton and SECONDED by Councillor Geoff Roberts, that Councillor Graham Jones be elected CHAIRMAN OF THE COUNCIL for the ensuing year. There being no other nominations, it was RESOLVED UNANIMOUSLY.

11102 CHAIRMAN'S DECLARATION OF OFFICE – the Declaration of Acceptance of Office was READ, SIGNED and WITNESSED.

Councillor Jones thanked his fellow councillors accordingly for the honour bestowed upon him.

11103 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL – with the prior consent of Councillor Mrs Margaret Boulton, it was PROPOSED BY Councillor Graham Jones and SECONDED by Councillor Ian Mercer, 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. Arrangements would be made for the Vice-Chairman to sign her Declaration of Acceptance of Office/Written Undertaking

Para.11103 (Continued)

to observe the Code of Conduct in the presence of the Clerk to the Council/Proper Officer before the start of the next meeting.

11104 CODE OF CONDUCT/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.

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 the Agenda Item or when appropriate.

11105 STANDING ORDERS/FINANCIAL REGULATIONS:

- a) Standing Orders dated May 2004 (reviewed annually and last reviewed/revised/approved 10 December 2018) – 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 2018.
- b) Financial Regulations dated May 2004 (reviewed annually and last reviewed/revised/approved 10 December 2018) – as no further amendments had been received or were considered necessary, it was RESOLVED that Financial Regulations were adopted as Minuted December 2018.

11106 MINUTES OF MEETING HELD 8 APRIL 2019, copies circulated prior to meeting, were APPROVED and SIGNED as a correct record.

11107 MATTERS ARISING FROM MINUTES (for information only):

- a) APC Website – work was progressing and nearing completion. If members had any photographs of the Parish, of new or historic interest, please contact the Clerk.

PUBLIC QUESTION TIME - the Chairman adjourned the meeting at this stage and, due to time constraints, invited comments on Planning Applications (Agenda Item 9a) only.

Local residents from Blackmoss Lane & Mickering Lane raised their objections to planning applications 2019/0422/FUL 179 Long Lane (loss of privacy, overlooking, residential amenity) and 2019/0060/FUL (Amendment) Land adjacent to Railway Line, Sandy Lane (accuracy of Noise Assessment, alternative site).

The Chairman said residents’ comments would be taken into account by the Parish Council under consideration of the next item.

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

(Councillor Mercer, declared his DISCLOSABLE PECUNIARY INTEREST in land in his ownership (Members' Register of Interests Form) which could be considered in the future for alternative siting of the Proposed Installation of a Substation by Network Rail (refer Planning Application 2019/0060/FUL))

11108 PLANNING

a) Weekly List Items

There were NO COMMENTS in the cases of:

2019/0247/FUL 0360 0416

In the case of:

2019/0251/FUL 67 Long Lane – members wished to ensure full tree protection has been afforded to the site.

2019/0269/FUL 1 Sunnyside – members expressed some concern about the proposal in respect of the loss of residential amenity, privacy and overlooking for neighbouring properties.

2019/0346/FUL 67 Gaw Hill Lane – members noted the granting of the Certificate of Lawfulness and the reasons for approval. No further comments raised.

2019/0362/FUL 21 Swanpool Lane – members wished to ensure full tree protection is afforded to the site.

2019/0229/FUL 74A Long Lane – members noted the comments from Network Rail.

2019/0060/FUL Land adjacent to Railway Line, Sandy Lane (proposed installation of substation) – with local knowledge, residents in close proximity to the site are raising concerns in respect of the accuracy of the Noise Assessment undertaken on behalf of Network Rail – the description of the height of the embankment against the height of the equipment. Members requested the Principal Environmental Health Officer undertakes a site visit to reassess the noise impact calculations before any decision is made on this application. Given the large number of objections received for the installation of the equipment at this particular location, consideration should be given to moving the Network Rail equipment to an alternative site which would be more acceptable to the local community.

2019/0389/OUT Land adjacent to Woodside, Parrs Lane – the site was previously a commercial site used as a former Saw Mill; there was never a residential use; on highways, Parrs Lane is a detristricted road (60mph) with short stretches of 30mph at the entrance and exit only. According to LCC Highways, the classified speed of the road is 30mph but the Parish Council is not aware of any changes to the speed limit; the Planning Statement refers to Planning Policy and 'the major development to the north of this site (large site) and the small development adjoining this site, also to the north'. As far as the Parish Council is aware, since the Local Plan Review Preferred Options has been 'scrapped', the two sites off Parrs Lane are still on the list of 'Safeguarded (Policy GN2) Plan B sites' – not allocated for development unless the triggers for the Plan B in Policy RS6 of the Local Plan have not been met.

2019/0422/FUL 179 Long Lane – the proposed alterations to the property appear to detrimentally affect the residential amenity of some of the bungalows, in close proximity, on Black Moss Lane. The proposed rear alterations, particularly, the Juliette balcony, will result in an unacceptable loss of privacy and overlooking. Members considered an organised site visit desirable to consider whether the proposals would have an overbearing impact on neighbouring properties.

b) Appeals/Planning Control – none.

11109 PARISH DEEDS & SECURITIES – it was RESOLVED that the list submitted be APPROVED. These would be available for inspection by auditors if requested.

11110 REPRESENTATION OF THE COUNCIL ON OTHER BODIES AND COMMITTEES/RESPONSIBLE MEMBERS – the list submitted was considered and it was AGREED to elect Councillors Mercer and Waugh to fill the vacancies on the Finance Committee but to DEFER consideration of the remaining list of vacancies to the June Meeting.

11111 RESPONSIBLE FINANCIAL OFFICER/SYSTEM OF INTERNAL AUDIT/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

28 November 2018 and agreed as an effective and satisfactory financial system at the APC Meeting held 10 December 2018. (Clerk – Responsible Financial Officer, 1 elected Parish Councillor - Internal Audit, plus 1 Independent Person – Internal Auditor).

11112 CHEQUE SIGNATORIES – to confirm the arrangements, 3 signatories on each cheque, one of whom MUST BE THE CLERK (i) Councillor Jones ii) Councillor Woolgar iii) Vacancy (iv) plus Internal Auditor (v) (reserve signatory/if the Clerk unavailable or as necessary). It was AGREED to include Councillor Waugh as an additional signatory (appropriate forms to be completed in due course).

11113 AUGHTON UNITED CHARITIES (AUC) – copies of the unaudited AUC Statement of Accounts 2018/2019 were circulated to members and NOTED. The Parish Council representative gave a brief report on the Charity's finances and the work of the Charity which continued to give small amounts of money each Christmas to beneficiaries living in the Parish – mainly elderly residents for the prevention/relief of poverty.

11114 AUGHTON VILLAGE HALL MANAGEMENT COMMITTEE – a brief report was given by a Management Committee Member on this 'community owned facility' which was built with public subscription in 1960's and had been looked after by a Management Committee/Trustees since 1971. The Hall's finances were quite sound and details were given on the recent improvements to Main Hall and the Annexe including a ceiling-mounted projector and electrically operated screen, an upgrade to stage lighting, replacement lightweight padded chairs plus proposals for improving security at the hall and reviewing and upgrading the fire detection system.

11115 AUGHTON SPORTS ASSOCIATION – to consider committee arrangements. It was AGREED to DEFER this item until the June Meeting.

11116 CHAIRMAN/VICE-CHAIRMAN/PARISH CLERK'S MAY MEETING WITH THE LOCAL POLICE – it was noted that a meeting could not be arranged on this occasion but the crimes were as follows: there had been 17 reported since the last meeting including: 1 theft of a vehicle; 2 criminal damage to a vehicle; 2 criminal damage to a dwelling; 3 domestic type incidents; 6 burglary residential (The Institute, Narrow Lane, Long Lane, Bold Lane (2), Beech Road); 1 case of theft (Co-op Convenience Store); 1 assault (Wine Bar); 1 Other Notifiable Crime (cannabis cultivation waste dumped). In Aughton, other than reported crimes, there had been 90 incidents.

11117 AUDIT 2018/2019 (notes circulated prior to meeting):

- a) External Audit – the annual audit arrangements by the appointed auditors PKF Littlejohn LLP were NOTED.
- b) Extraordinary Meeting to consider and approve the accounts for the year ending 31.3.2019 - Wednesday, 26 June 2019, commencing at 8pm at Aughton Village Hall Annexe (venue to be confirmed).
- c) Independent Internal Audit – it was AGREED to seek the appointment of Mr A Gore of Ormskirk (ex CILCA Parish Clerk).

11118 INSURANCE POLICIES (notes circulated prior to meeting) – NALC & BHIB Insurance Brokers working Together to help Parish Councils Protect Communities – it was RESOLVED to approve payment to BHIB in the sum of £3,755.62 (Premium £3,353.24; Insurance Premium Tax £402.38 – includes a long Term Agreement discount of 5% for a 3 year period) for renewal of the Amalgamated/Combined Policy and the sum of £675.43 (Premium £603.06; Insurance Premium Tax £72.37) for renewal of the Commercial Insurance for the Parish Council Tractor.

11119 LANCASHIRE ASSOCIATION OF LOCAL COUNCILS (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 £931.39.

Para.11119 (Continued)

b) Policy Consultations (notes circulated prior to meeting) – NALC were trialling a series of new policy e-briefings/consulting with Parish Councils. As most Parish Councils met on a monthly basis, it may prove difficult to discuss and forward details within the timescales. Policy E-Briefing PC7-19 Traffic Commissioners – details had been circulated and NOTED. Parish Councillors to e-mail the Clerk with comments. NOTED

c) Annual Conference to be held on Saturday, 15 June 2019 (full details circulated to members prior to meeting) – it was AGREED to approve payment in the sum of £35 for the Clerk to attend.

11120 CIVIC SUNDAY – it was AGREED to consider a suitable date with the Rector of St Michaels Church and confirm the arrangements at a future meeting.

11121 WEST LANCASHIRE BOROUGH COUNCIL: Capital Partnership Scheme Bid 2019 – it was reported the bid for a scheme of £5,000 APC/£5,000 WLBC for the replacement of some of the safety surfacing at William Arnold Silcock Memorial Playing Field Playarea had been successful. Scheme to be completed within 2 years of acceptance of conditions.

11122 ACCOUNTS (circulated to members)

Income

WLBC – Parish Precept Part I (includes full grant)	31,015.00
WLBC – Contribution towards Concurrent & General Expenditure (Part I)	3,554.50

Expenditure

(includes VAT)

Imprest Renewal	60.13
Rawsthorne Commercial Landscaping (5 week period)	2,651.00
BHIB Ltd – Local Council Insurance Combined Policy Renewal	3,755.62
BHIB Ltd – Special Type Insurance Commercial – PC Tractor	675.43
Lancashire Association of Local Councils: membership/annual subscription	931.39
Lancashire Association of Local Councils: Spring Conference attendance	35.00
Shaw Savage Business Services Ltd – office supplies/stationery	106.20
P & R Electrical Services – tennis court lighting (inc. hire tower wagon)	535.20
Salaries – part-time Clerk/part-time Park-keeper	1,420.05
HM Revenue & Customs – Income Tax & NIC	154.46

It was RESOLVED that all the foregoing accounts be paid.

11123 DATE OF NEXT MEETING – 10 June 2019.

There being no further business, the Chairman closed the meeting at 8.05pm.