

HILDALE PARISH COUNCIL

Minutes of the meeting held on the 5th.of September 2019

In Hilddale Village Hall.

Present. Chair, Cllr Bell. Cllrs, Ward, Whittington and Ashcroft and one member of the public.

- 1) **Apologies for Absence.** Were received from Cllr May Blake who was attending the meeting of WLBC Planning Committee.
- 2) **Declarations of interest and Dispensations.** There were no declarations or requests for dispensation.
- 3) **To note the resignation of the Clerk.** The Clerk Angela Nichols' employment ended on 31st August 2019. The Council wished to thank Angela for her contribution to the work of the Council, notably her success in pursuing grant applications, supporting the work of Hilddale Community Association, and in improving the accounting, financial control and transparency of the Council.
- 4) **To accept the resignation of the Chairman.** Cllr Bell agreed to step down, in order to act as Clerk until a new appointment is made.
- 5) **To appoint a Chairman.** It was proposed, seconded and unanimously agreed that Cllr. Ward be appointed Chairman. Cllr Ward accepted the role.
- 6) **To appoint a temporary (unpaid) acting Clerk.** It was proposed, seconded and unanimously agreed that Cllr Bell should be appointed. Cllr Bell accepted the role.
- 7) **Minutes of the previous meeting.** The minutes of the Council meeting held on the 4th. July 2019 were accepted as a true and accurate record.
- 8) **Matters arising from the minutes.** 5, The Council wished to thank HCA for installing enhanced lighting in the roof space of the hall. 6. An update was given of the completion of the hall floor. 14, Replacement notice boards would be added to the list of projects considered under item 10 on the agenda. It was noted that payroll is being processed using the payroll function on the HMRC website, and it is not necessary to purchase expensive software. Other items raised were on the agenda for the meeting.
- 9) **Public Time.** Mr Halkett asked the council to give consideration to installing wall mounted acoustic panels as the removal of curtains and the cork notice board had resulted in an echo. He also suggested installing a loft ladder to access the roof space storage, He noted correspondence from Parbold Young Farmers in relation to a charity tractor run.
- 10) **To Note initial suggestions for projects to be included in the budget for 2020/21.** Items suggested: Replacement notice boards on Chorley Road. Reviewing use of, and replacing play equipment, adding outdoor fitness trail type equipment. Improving accessible pathways on the field.
- 11) **To decide on specifications to obtain quotations for playground repair work.** It was agreed to obtain quotes for any items rated amber or red in the latest safety inspection.
- 12) **Quotations for toilet refurbishment.** Two of the four contractors who had previously quoted did not respond to a request to quote for additional work. Two remaining quotes were discussed and the contract awarded. The clerk will notify the successful contractor, and arrange works. Ideally the work can be done in phases to minimise the disruption to existing bookings.
- 13) **To discuss and decide on a specification for timber treatment and repairs.** After discussion it was agreed that the work should be done to protect fences, including the car park barrier and benches. The clerk will produce a detailed specification to obtain quotes for the work. Standing orders were suspended for two minutes. Mr Halket advised that benches and tables recently donated by HCA required no treatment to preserve them, but may benefit from cosmetic treatment. Standing orders were restored.
- 14) **To discuss and accept the report of the external auditor.** The report had been circulated to councillors, and published. It was discussed and accepted.
- 15) **To discuss and decide on acceptance of a hall hire application.** An application to hold oil painting classes on a commercial basis was discussed. Concerns were expressed about possible paint damage, insurance, lack of ventilation and the impact of residual paint odours on existing hirers. The potential impact on hall income was discussed. After discussion a vote on acceptance was tied. The Clerk will contact the prospective hirer to seek clarification on insurance, and further information on the products used. The clerk will also contact regular hirers for opinions and clarify details of the hire contract and the Councils insurance policy.

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- 16) **To discuss and decide upon action requested by the Villages against HGV's group.** It was agreed that the Council will write to LCC Paul Greenall and LCC Parish Champion Paul Rigby to express concerns about the B5246. It was agreed that the Parish Councils name should be included in group correspondence along with named individuals.
- 17) **To discuss and review the operations of the council.** A list of areas of operation and individual tasks had been circulated to review and help define a job description for use in recruiting a clerk. The list was reviewed and graded as essential or non- essential parts of the Clerks role. A discussion as to how many hours the clerk would need to complete these tasks was inconclusive.
- 18) **To discuss and decide on re advertising the post of Clerk to the Council.** It was decided not to re-advertise the post. The Clerk will try to contact people who responded to the original advertising, but did not subsequently apply for the post. Councillors will try to find a suitable local person by networking.
- 19) **To Discuss and agree the Councils response to requests of support in opposing the planning application for the re-opening of a landfill site on Parbold Hill.** Cllr Whittington advised that the landscape / drainage application was being discussed By WLBC Planning Committee that evening. The landfill section was to be discussed by LCC. It was agreed to write to WLBC and LCC opposing the applications
- 20) **Planning applications. To discuss and agree action on an appeal against the refusal of planning consent on 2018/1055/FUL- PROPOSAL: Conversion of building to create a residential dwelling IOcation: Six Foxes Farm Jacksons Lane Bispham. START DATE of appeal: 13th August 20.** Councillor Whittington had viewed the site. After discussion it was agreed to take no action.
- 21) **FINANCIAL REPORTS. Were distributed at the meeting.** Cllr Bell apologised for the late distribution. Following handover all transactions for the year had been checked and verified. The bank statement and financial spreadsheets balance.
- 22) **To consider and approve the schedule of accounts for payment.** All payments were verified against the accounts and bank statement, at the time of the meeting not all invoices were to hand
- 23) **Reports from outside bodies.** There were no reports (the traffic group having been previously discussed)
- 24) **Date and time of next meeting.** The next meeting will be on Thursday 7th. November 2019 at 7.00pm in Hilldale Village Hall.

Signed.....

S Ashcroft. Vice Chairman

3rd October 2019