

# Minutes of the Meeting of Hilldale Parish Council

Thursday 2<sup>nd</sup> July 2020; 7.00pm by electronic communication under the provisions of Section 78 of the Coronavirus Act 2020

**Participants:** Cllr G Ward (Chairman) (GW) Cllrs Whittington (DW), Stuart Ashcroft (SA), Bell (IB), Trish Grimshaw (Parish Clerk) (PG).

**1. Apologies:** Cllr May Blake

**Welcome:** The Chair welcomed all to the meeting.

**2. Declarations of Interest and Dispensations:** None declared.

**3. Minutes of the Previous Meeting 30 April:** These were agreed as a correct record; proposed by Cllr D Whittington and seconded by Cllr I Bell; and will be duly signed by the Chairman.

**4. Matters arising from the Previous Minutes:** None

**5. Parish Clerks Report:** The Clerk provided a verbal summary of the work which has been undertaken since the last meeting.

## Finance

An application to HMRC was submitted online in respect of a refund for VAT; payments were duly received in May.

A successful internal audit was undertaken for year end 19/20, with temporary access to scribe given to the Internal Auditor.

Reconciled April, May & June accounts processing payments, invoices and payroll

Spoken / e-mailed existing hirers; chased outstanding invoices.

## Planning

19 Chorley Road – The Clerk wrote 2 letters to Cllr Iddon expressing the Parish Council's concerns and requesting a site visit. Replies received & forwarded to Parish Councillors. Additional reply received regarding flooding at Andertons Mill.

## Site Visits

Several site visits to the hall and field; updating Covid 19 signs; reinstallation of barrier fencing; gas safety check undertaken, investigated excessive gas usage; obtained estimates for essential tree and landscaping work and subsequent work undertaken.

## Staffing

An update was provided regarding Alison and cleaning arrangements once the hall is open.

## **Covid 19**

**Village Hall** - Draft documents (previously circulated) regarding reopening were considered. This comprised of guidance/information sheet for the village hall; Risk Assessment template; additional terms and conditions of hire for all hirers of the hall based on ACRE and government guidelines. The Clerk welcomed any comments asap in order to finalise the documents.

The Clerk has obtained free of charge a number of floor signs and posters from WLBC; these will be displayed on the entrance and exit; it was agreed we also need to have floor signs or tape inside the hall.

The Clerk reported that she has been in touch with regular hirers who all wish to return to the hall when government guidelines allow.

### **Financial Support due to loss of income**

The Clerk reported that she has received feedback on the applications for financial support. It appears that the Parish Council is not eligible to apply for the business support grant or able to access the local authority grant scheme. However, the Clerk advised of a letter from Rt Hon Robert Jenrick regarding additional funding to Councils and suggested the Parish Council write to Jacqui Sinnot Lacey (WLBC) requesting financial support for loss of income. All Parish Councillors agreed to this course of action.

### **Play Area**

As per the new government guidelines, the play area will reopen at the weekend following a safety inspection, signage will be displayed as a reminder re social distancing, cleaning etc.

### **Insurance**

The Clerk provided feedback in relation to the undulation on the field which has been made good by Laurence.

### **Funding Application**

The application for Parish Council noticeboard (corner of Beechfield/Chorley Road) and Community Noticeboard at side of village hall has been successful. £1950 (50% grant). The Clerk is in the process of obtaining quotations from 3 Notice board providers as per grant conditions. To date only one provider – Sign of the Times - has responded possibly due to Covid 19 issues. The Chairman noted that this was the provider used last time and which he remarked was competitive last time and therefore was happy to go ahead with this supplier if we do not receive a response from others.

## **6. Update on Covid 19**

### **Village Hall Bookings**

The Clerk suggested contacting the local primary school to see if they wished to use the village hall as an overspill whilst social distancing measures are still in place.

The Parish Councillors agreed this could be an option. The Clerk agreed to contact the school prior to the summer break.

**7. Schedule of accounts for payment – approved**

**8. Financial reports – approved**

**9. Update on Internal Audit** – the Clerk reported on a successful internal audit with 22 good practices noted. There were three points to note as follows; quarterly budget reports; assets and standing orders – these will be incorporated throughout the forthcoming year. The Clerk reported that work in progressing on preparing the AGAR for submission to PKF Little John (External Auditors) by the end of July 2020.

**10. Ratification of the financial year end 2019-20 and documents for submission to auditor** – the AGAR was ratified and subsequently signed by the Chairman and Parish Clerk.

**11. Correspondence from public**

Two issues have been raised via e mail from members of the public.

**Hedging/Plants** – a number of shrubs have appeared on the village hall field which back onto the houses on Springmount Drive. The Chairman to informally speak to the resident whose property backs onto this area. A letter will also be sent to the resident from the Parish Council explaining the fields are in Trust and as per the deeds can only be used as a public playing field and recreation ground.

**Japanese Knot Weed** – Japanese knot weed has been reported close to the culvert towards the bottom of Hillside Avenue. A query was raised regarding the boundary for riparian rights on the unadopted road.

It was agreed that the Clerk should write to the relevant property (Councillor Bell to provide name/address) to highlight the issue.

**Andertons Mill Flooding** – a further letter dated 19<sup>th</sup> June (previously circulated) was received from Councillor Iddon reminding local landowners of their responsibilities to maintain flows in watercourses.

**12. General Repair & Maintenance**

Village Hall - It was agreed that a cable tie could be used to secure the electric cupboard; this could easily be cut in an emergency situation. A cover is also required for the heating dials to prevent them being knocked or changed.

Field Benches – The Parish Councillors agreed that estimates should be sought for the treating of the benches in the field to include those at Sanderson Lane, Robin Lane and the Rigby Arms

**13.** A discussion took place regarding issues of drugs in Sanderson Lane/Hillock Hill area. Councillor Bell suggested completing the survey to help set policing priorities and will recirculate this e mail to all. It was agreed that the Police will already be aware of this particular situation so no further action is necessary.

**14. Transferring the PC bank account** – on going due to Covid 19.

**15. Debit Card** - The Clerk has now received a debit card.

**16. Village Hall roof** – a former survey has identified the need for a new roof. Currently the storage room (flat roof) leaks when it rains heavily; a previous temporary repair has not resolved the issue. It was agreed that this will be discussed in the new year with a view to contacting an architect to design a pitched roof incorporating green credentials.

**17. Discuss specification of project previously agreed and detailed costing i.e. path, play equipment; outdoor gym**

Councillor Bell advised that HCA will grant the Parish Council £3,000 towards the repairs for the play area and or cost of replacement. The Parish Councillors all agreed the equipment needs replacing rather than repairing further and that funding opportunities need to be sought.

A discussion took place regarding repairs/upgrading of the field path which has been heavily used during the lockdown. It was agreed that grant and funding streams will need to be accessed for both projects.

**18. Training & Development** – A preliminary discussion took place regarding the CiLCA Parish Clerk qualification. Parish Councillors agreed this would be budgeted for next year.

**19. Discuss and agree protocols for Parish Clerk in emergency or urgent situations.** Standing orders state the Clerk is authorised to spend up to £250 in an emergency situation. It was agreed that the Chairman or Vice Chairman is contacted by telephone in an urgent or emergency situation. A formal resolution to this effect will be made to standing orders when they are next reviewed.

**20. Planning and planning applications; discuss and decide a response as applicable:**

West Lancashire Borough Council - Directorate of Place and Community - Public Notice

Planning Applications Received in Hilldale Parish between 23/04/2020 and 29/04/2020

Application Number: 2020/0304/FUL

Proposal: Construction of 4-bedroom detached dwelling on land adjacent 7 Hillside Avenue,

Hilldale, Lancashire, WN8 7AW Delegated Decision: Planning Permission Granted; the decision was noted.

Application Number: Reference 2020/0455/FUL

Glenroy Sanderson Lane Hilldale, Heskin, Chorley

Entrance gates to existing access to drive

Application Received 03/06/20; Application Validated 11/06/20

The Parish Councillors supported this application.

Update regarding Application Number: 2020/0297/FUL 19 Chorley Road; to erect 2 detached 3-bedroom houses at the location of 19 Chorley Road. Delegated Decision: Planning Permission Refused; the Parish Councillors supported the decision of WLBC.

**16. Date & Time of Next Meeting;**

The next meeting will take place on:

Thursday 3rd September – 7.00pm Parish Council meeting

8.00pm – Annual Meeting of the Parish Council

There being no further business the meeting closed at 20.50

**Clerk: Trish Grimshaw**

**E mail: Clerk@hildaleparishcouncil.com**

**Signed .....**

**G WARD, CHAIRMAN**

**Dated .....**