



## Minutes Parish Council - Ordinary Meeting

<b>Date:</b>	6 September 2022		
<b>Place:</b>	Pendleton Village Hall - Pendleton		
<b>Present:</b>	Councillors: A. Scholfield, R. Thompson, and J. Pursglove		
<b>In attendance:</b>	Clerk to the Council – Mike Hill		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	19:35

### Minute Reference 220906/

#### 1. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr. S Houghton.

In the absence of Cllr Houghton, Cllr. Scholfield was nominated as Chair for the meeting.

#### 2. APPROVE THE MINUTES OF MEETING HELD ON 5 JULY 2022.

The minutes were approved as a correct record of the meeting and signed by the Chair.

**Note:** Going forward the Clerk will provide an update on approved actions from previous meetings.

#### 3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

#### 4. PUBLIC PARTICIPATION.

There was no public participation.

#### 5. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and approval for payments as shown in the table below.

RESOLVED THAT COUNCIL:

- Approve the accounts to date.
- Approve the following payments:

Ref.	Payee	Description	Gross £	VAT £	Net £	Due	Min. Ref.
	Countryside Charity	Membership Renewal	36.00	0.00	36.00		
<b>Totals £:</b>			<b>36.00</b>	<b>0.00</b>	<b>36.00</b>		

## **6. IMPROVING THE AMENITY.**

The Clerk submitted a report seeking approval for the allocation of funds for the improvement of Coronation Gardens.

The report noted that:

- a. Coronation Gardens is a prominent feature of the village and is enjoyed by both parishioners and visitors alike and is kept tidy by a small group of enthusiastic volunteers.
- b. Although the garden has numerous well establish and healthy plants, the area is becoming overgrown with spreading perennials, encroaching weeds, and overhanging shrubs, and as such is becoming increasingly difficult to keep attractive.

Members were reminded that last year the Council agreed a budget of £400 for maintenance of the Gardens and that Lancashire County Council (LCC) are offering a new biodiversity grant of £300 which can be used to undertake projects with a biodiversity theme and includes improvements to communal gardens.

RESOLVED THAT COUNCIL:

- a. Allocate a budget of £600 towards the improvement of Coronation Gardens.
- b. Authorise the Clerk to apply to LCC for the bio-diversity grant, which would be used as part of the £600 budget.
- c. Agree to meet costs up to £600, if for any reason the bio-diversity grant is not forthcoming from LCC.

## **7. USE OF PAYROLL SERVICES.**

The Clerk submitted a report seeking approval for the use of PM+M Solutions as a payroll services provider. Members were reminded that it is considered good practice to segregate the PAYE function from the Clerk.

The report noted that PM+M solutions provide similar services to both Barrow and Sabden Parish Councils and that the charges for provision of the service were £147 (plus VAT) per annum, with a one-off set up charge of £27.75 plus VAT. The report also noted that these charges were for quarterly salary payments, and that the Clerk is amenable to receive such payments.

RESOLVED THAT COUNCIL:

- a. Approve the engagement of PM+M Solutions as set out in the report.
- b. Authorise the Clerk to make the necessary arrangements with PM+M Solutions.

## **8. PARISHONER CONSULTATION.**

The Clerk submitted a report:

- a. Updating members on the progress being made by the Parishioner Consultation Working Group.
  - b. Seeking approval of expenditure of up to £100 to cover any expenses incurred by the Group
  - c. Seeking approval of the draft Survey Questionnaire as shown in Appendix 1 to the report.

Members were reminded that at their meeting on 5 July 2022 they agreed to setup a working group that would consider how best to consult with parishioners to ensure their views could be reflected in the Council's decision-making process and that any feedback from parishioners could form the basis of a 'Parish Action Plan'.

The report noted that:

- a. Several meetings of the Working Group had taken place and at the initial meeting (20/07/22) Cllr. Pursglove was appointed as the Group's Chair.
- b. At a meeting held on 3 August where several parishioners were in attendance, it was agreed that several streams of activities would be undertaken: **Social Stream**. This would look to organise events and social gatherings and would be led by Michael Cavanagh (parishioner). It was envisaged that such events could include a Village Fete, social evenings such as quiz nights, 'open garden' afternoons, and bespoke events leading up to Christmas. **Communication Stream**. This stream would look at other ways to elicit parishioner's views including use of a Survey Questionnaire. This stream would be led by Sarah Clemson (parishioner) with assistance from Oi Mei (parishioner).

The report also noted that that once approved, any Survey Questionnaire would be issued on the Council's website other social media and in hard copy for door-drop issue and for face-to-face parishioner consultations.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Allocate a budget of £100 towards expenses incurred by the Working Group.
- c. Approve the Survey Questionnaire as set out in Appendix 1 to the report.

#### **9. PLANNING REPORT.**

The Clerk submitted a report informing members of the relevant planning applications and decisions since the last meeting. It was noted that no actions were required on any of the latest planning applications or decisions.

RESOLVED THAT COUNCIL:

Note the report.

#### **10. DEFIBRILIATOR.**

The Clerk submitted a report updating members on the actions being taken to bring the Council's defibrillator into use.

An update to the report was issued at the meeting, which noted that the two locations being considered by the Council, the phone box, and the pumping station, were now both viable options as both BT and United Utilities had been in contact with the Council.

RESOLVED THAT COUNCIL:

- a. Preferred the pumping station as the location for the defibrillator.
- b. Authorise the Clerk to make the necessary arrangements to ensure the defibrillator is fit for use and once up and running, is registered on the 'Circuit'.

#### **11. COUNCILLOR REPORTS.**

Councillor Scholfield noted that the Council would not be pursuing the application for possession of Coronation Gardens with the Land Registry.

RESOLVED THAT COUNCIL:

Authorise the Clerk to contact NALC seeking their opinion on the issue of ownership of small plots of land by parish councils.

***By Virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public were excluded from the next agenda item.***

**12. BURIAL COMMITTEE.**

Councillor Scholfield updated members on matters relating to the Burial Committee.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Agree in principle to the preparation of a new constitution for the Burial Committee

**DATE OF THE NEXT MEETING**

The next meeting is scheduled for Tuesday 1 November 2022.

**Signed by Chair:**

**Date:**