

EUXTON PARISH COUNCIL

MINUTES of the Council Meeting held 18 August 2011 at 7.15 pm at Euxton PC Community Centre, Wigan Road, Euxton.

Present Cllrs J Matson (Chairman), M Gray, T Gray, P Harrison, E Jones, A Platt, K Reed, B Robins, P Thomas, E Sutton, V Thornhill, K Wallbank, S Wellerd.

26 residents

1. Apologies Cllrs E Calderbank, A Dilworth, M Jarnell, B Leyden, J Prayle.
2. Declarations of Interest

Cllr Platt declared a prejudicial interest in item 6i) as he is related to a cheque recipient, and will leave the room for this item.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 16 June 2011 were agreed, to be an accurate record and were signed by the Chairman.

The Clerk was asked to update if the residents request for Council support for a civil action regarding the flies had progressed. The Clerk updated the group of residents had responded they were not at present taking anything forward and had no information to submit.

4. Statutory Business

Planning - Councillors considered the applications contained on the agenda (see list appended below).

11/00574/OUT Balshaw Villa

Resolved: Council agreed to support the application in principle but would want to see a larger amount of public open space.

The Local Development Framework next period of consultation is estimated to begin at the end of August, but this is not confirmed. The planning officers will come to Euxton on the 29 September from 5 pm to 7.30 pm in the Annexe at the community centre, as they did for the previous consultation round. This will be open to all public from Euxton, Astley Village and Buckshaw Village area and Councillors and will be published in the newsletter.

5. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

Lindsay Hoyle MP thanked the Parish Council for inviting him to attend Euxton's Parish Council meeting and discussed with the Council and public issues affecting the area, and took and answered questions.

Five residents spoke on numerous issues which were all noted.

Resolved: Council resolved to restore standing orders.

The Clerk explained briefly that Council decisions all appear in the minutes as "Council resolved, or decided..." and this is the recommended means of recording Council

decisions. Proposers, seconders, voting numbers and names are not required in the minutes.

All the issues and questions raised by the members of the public were noted and will be responded to in writing.

6. Financial Items

6.1 Receive and approve requests for payment made to the Council.

Resolved: Council agreed the following payments be approved, the invoices and receipts were inspected by a nominated Councillor.

Queries were raised on what the Whitespace Consultants, Singleton Clamp and S Whittle invoices were for and were these the last and when the application was to be considered, and what the income from Euxton Villa Football Club was for.

Clerk responded the Whitespace drawings and Singleton Clamp report on the highways changes suggested by LCC were required by planning for the Pear Tree planning application, there would be a final invoice from the planning consultant to come after the application appears at Development Control and, the income from Euxton Villa Football Club was for the renting of the football pitches, which they have done in 2009, 2010 and 2011.

Council was informed that the planning application for the Pear Tree recreation project is programmed for Development Control meeting on Tuesday, 6 September.

£	1049.97	Employee 1	Salary July 2011
£	717.85	Employee 2	Salary July 2011
£	613.64	Employee 3	Salary July 2011
£	613.44	Employee 4	Salary July 2011
£	373.72	HM Revenue & C	Tax & NI July 11
£	1200.00	Singleton Clamp	Report for planning on highway changes
£	665.76	Hotline	Bags and keyrings
£	295.00	John Harrison Sports	Goals pack
£	398.33	Fenland Leisure	Swing seats, chains, shackles
£	50.00	DWG NW Ltd	Millennium Green path weed spray
£	240.00	Ark Welding	Fit benches and mats
£	(vat) 41.82	Chorley Council	Dog waste bins
£	1922.40	Danvic Turf Care	Pitch maintenance at Greenside
£	1200.00	S Whittle Planning & Design	Consultant fee to end July
£	100.00	J R Lawson	Internal Auditor fee
£	80.00	S Dilworth	Outside tap install
£	42.00	Ark Welding	Repair gates at Primrose
£	120.00	Whitespace Consultants	PTG additional drawings
£	840.00	Collingwood Electrical	Electrical Inspection, fire survey/repair
£	144.00	Collingwood Electrical	Repair Christmas tree socket/repairs at Greenside
£	360.00	P & R Lambert	Removal of Oak tree from MG
£	705.33	Petty Cash	Reimburse the petty cash
£	1049.77	Employee 1	Salary Aug 11
£	770.49	Employee 2	Salary Aug 11
£	613.44	Employee 3	Salary Aug 11
£	757.89	Employee 4	Salary Aug 11
£	506.90	HM Revenue & C	Tax & NI Aug 11
£	66.50	Employee 2	Mileage for End June/July/Aug
£	94.29	Employee 3	Mileage for End June/July/Aug
£	65.45	Employee 4	Mileage for End June/July/Aug

6.2 Receive and approve the financial monitoring statements.

Resolved: Council received, scrutinised and approved the statements and updates.

6.3 Council considered the level of Fidelity Insurance.

Resolved: Council noted the information in the report that the Fidelity Insurance, in a brief part of the year, did not match the level of funds in the bank and requested further quotations on lower amounts for smaller periods of time to reconsider later in the year, prior to the period when the funds may exceed the insurance again.

6.4 Council considered an additional report commissioned with the Internal Auditor on reserves and financial project management.

Resolved: Council received the report and agreed to implement the suggestions below and noted the information comments:

- To consider when setting the precept, to create a general reserve fund and at what level.
- For future major projects, the Clerk creates a cumulative budget to show the financial movements of a project through its life to inform the Council.
- Council considers creating a project management guideline document to aid future project

Cllr Thornhill volunteered to draft the document referred to in the auditors recommendations and present to the October meeting for consideration. Council agreed.

6.5 Item withdrawn.

7. Committee Items

7.1 Report from the Skatepark Working Group meeting, 10 August 2011

Resolved: Council moved the two recommendations from the report:

1. The Council accepts the Sport England grant for £3,750 and agrees the arrangement of the two day mobile skatepark event on Greenside, in the October school holidays.
2. The Council agrees to allow to the 6 week coaching course, offered by Chorley Council play rangers, on Balshaw Lane mini skatepark.

7.2 Council considered the report on membership of Committees/Working Groups.

Resolved: Council agreed that the membership of the Committees/Working groups could increase but the quorum for all would remain at three. Councillors should inform the Clerk if they wish to be added to any of the groups.

7.3 A meeting of the Leisure Committee will be arranged.

8. Consultations

8.1 Lancashire County Council - draft policy for managing unauthorised encampments on LCC owned land and highways. Council noted the policy, no comment.

8.2 Lancashire County Council - consultation on a 20mph zone for Euxton Central East Area.

Resolved: Council agreed to forward comments to the consultation process that it is thought that two areas on the plan could not be self policing and may need physical measure to make them work, School Lane and Church Park area.

8.3 Lancashire County Council - consultation on its draft implementation plan for Lancashire's Local Transport Plan.

Resolved: Council agreed to submit a request for the Charnock Richard motorway access road to be made into an official access.

8.4 Chorley Council - Review of Polling Districts and Polling Places. Council noted the report.

8.5 Chorley Council - Request for expressions of interest from parishes for devolved works to parish councils.

Resolved: Council agreed to express its interest in all 'cosmetic' items of work within Euxton.

8.6 Lancashire Constabulary - Consultation on the future of local police premises (pg 17). Full consultation report was circulated to all Councillors on 14 July for perusal. Alternatively the online survey it is at: www.lancashire.police.uk

Resolved: Council agreed to express its objection through the consultation process to the closure of the Cells at Leyland Police Station and, to write a letter to the senior officer of Chorley Police Station to raise the Council's concerns over the reduction in policing numbers and to praise PCSO Chadwick and request we do not lose him in Euxton as he is highly valued.

9. Report on Council Communication

Council considered the lengthy reports accompanying this item.

Resolved: Council agreed to set up a working group to go through the report and its suggestions in detail and decide which policies and procedures to review and make its recommendations back to full council. Volunteers for the working group, to be arranged before the next meeting, were: Cllrs Reed, Matson, Platt, Sutton, Robins, Leyden, Thornhill.

The Chairman drew a close to the meeting due to the time.

4. Statutory Business - Planning

11/00498/FUL	11 Lomond Close	Erection of a single storey rear extension following the demolition of the existing conservatory
11/00554/REMAJ	Plot 4400 Buckshaw Avenue BV	Application to extend the time limit for implementation of extant planning permission 08/00396/REMAJ for the erection of a public house on plot 4400, Buckshaw Village
11/00549/FUL	16 Gleneagles Drive	Erection of a two storey rear extension and single storey side extension
11/00553/FUL	Runshaw Hall Runshaw Hall Lane	Replacement of failed sewage treatment system between with the new below ground packaged sewage treatment plant at land north of the Stables between existing ponds, Runshaw Hall
11/00532/FUL	Rosehill House Dean Hall Lane	Demolition of the existing dwelling and erection of a replacement dwelling with attached garage (with room over)
11/00526/FUL 11/00598/FUL	6 Darwen Fold Close BV North East Of Buckshaw Hall And Bounded By Buckshaw Avenue And Ordnance Road BV	Erection of a single storey rear conservatory Proposed access road from West Road to Buckshaw Hall with associated sewers.
11/00588/FUL	89 Euxton Lane	Removal of existing front boundary wall, hedges and railings and replacement with brick wall with vertical hardwood pillar infills.
11/00574/OUT	Balshaw Villa, Balshaw Lane	Outline application for the erection of 2no. two storey detached dwellings and provision of public greenspace in place of private garden (all matters reserved apart from access).
11/00475/FUL	55 Balshaw Lane	Demolition of bungalow and detached garage, and erection of two storey dwelling
11/00641/FUL	79 Park Avenue	Erection of a single storey side and rear extension and a front single storey extension
11/00642/FUL	12 Turnbury Close	Demolition of the existing conservatory and the erection of a new conservatory and side extension
11/00703/ADV	Unit 4 Revolution Park BV	Application for advertisement consent for the erection of two freestanding signs at the site entrance & two wall mounted signs to the north & west elevation of Site 4, The Revolution

THE FOLLOWING PAGES DO NOT FORM PART OF THE MINUTES

Public Participation Section, August 2011

These were the questions posed by residents at the August meeting, and the responses which were made to them by individual letters.

Resident 1

When will the Annual Parish Meeting minutes be available?

The Annual Parish Meeting Minutes will not be presented until approximately April 2012, so are not a priority to produce due to the time present constraints on the Clerks time.

Why did the agenda only appear on the Council website on the 15 August should there not be a minimum?

The Agenda is published to legal guidelines. The minimum is to display 3 clear days prior. The Agenda did appear on all 5 of the Council's the noticeboards on the Friday before the meeting the following Thursday and so well in excess of the minimum timeframe. The website is a service the Council provides over and above what it is legally required to do, the agenda appeared on its website on the Monday, four days in advance of the meeting which was the first opportunity the Clerk had to update the website.

Query about devolved works from Chorley Council/LCC - will it not cost on Euxton's precept?

This was answered within the Council's discussions. Any devolved works would come with a fee.

Police consultation is 12 weeks - Council should take note of this period, for example the poor advance notice of the poll and so a poor turnout?

The Parish Poll process is not an Euxton Parish Council process and it has no control at all over it once the Poll is called. The timescales, rules and procedures are set down in Law, which were followed by the Borough Council.

If the Pear Tree committee was dissolved, how can 5 new reports have been done?

The Council resolved to apply for planning permission and so the action of submitting it to planning and answering the requests for information Planning asked for were from that Council decision.

Why was there not a vote taken on the MPs letter from the last meeting and why aren't votes recorded in the minutes for/against etc - poor minutes?

There was a vote taken on the MPs letter and this is recorded in the minutes which was pointed out at the meeting. The voting actions of Councillors is not a requirement for the minutes and in fact is a practice discouraged by best practice.

The Council Minutes are produced in accordance with good practice guidance which says the minutes of a Council meeting should record the decisions taken by the Council (see the attached guidance from the 'Governance Toolkit for Parish & Town Councils' for your information). "Minutes are a record of the Council's decisions, not a transcript of a meeting or what each Councillor says".

Euxton Parish Council is a Quality Parish Council and its minutes reflect the good practice guidance for communications (ie agendas, minutes etc). The Council would not have been awarded Quality status with long, comprehensive reporting or verbatim minutes which include

items such as Councillors names introducing items, attributing their comments, or, Councillors voting history.

Resident 2

Stated items about the Pear Tree project and checking instruments used on some of the reports but no questions were posed to answer. Posed no questions.

Resident 3

In April requested information of users of Sports facilities but not received? Also if anyone raised money, not received response?

The Clerk responded to your email queries you refer to, with an email on the 13 April. The response said "Your queries will be put to the relevant Parish Council Committees and Working Groups and a response will be forthcoming as soon as the answers have been discussed."

Only one of the committees/working groups has met and the Clerk responded with an update on one of the items in an email of 17 August. When the Council meets about the Bowling project - then the Clerk will be in a position to answer that query. Repeating the same questions and claiming that no response has been sent gives an inaccurate view to other members of the public at the meeting. Can I request if you have the same question to ask again then you direct it to the Clerk and not repeat at meetings. A copy of the responses of 13 April and 17 August are enclosed for your information.

Parish Poll was not a personal attack on John Matson?

Cllr Matson responded to this item in the meeting and I further responded to your email query by email on 22 August "When you were speaking you mentioned the Poll not being personal and John was responding to this particular point and trying to say, because Mr Cook proposed the two questions using Johns full name "John Matson", and didn't use 'Chairman' (as was his position at the meeting) the Poll questions were made personal to him - hence the Parish Poll was a personal attack on John Matson.

A vote of confidence in the Chair does not alter the Poll result. (Statement no response)

Pear Tree project, items could have been resolved by sitting down with residents.

Euxton Parish Council and residents have had a meeting, this fact has been confirmed repeatedly to residents at numerous meetings. The meeting took place on 27 September with Mr John Bamber, Mr John Prayle, Mr Jim Carter, Mr Graeme Keyte, Trish Fellows and was reported, discussed and minuted at the Pear Tree Green Committee on 21 October and at Full Council on 21 October.

Next election will judge your actions. (Statement no response)

Resident 4

Referring to the Internal Auditors additional report, quoted that 'essential fully minuted' but this does not happen, residents have asked for this in the minutes and it must be impossible to do without recording and Council should reconsider its minutes recording.

The Council Minutes are produced in accordance with good practice guidance which says the minutes of a Council meeting should record the decisions taken by the Council (see the attached guidance from the 'Governance Toolkit for Parish & Town Councils' for your information). "Minutes are a record of the Council's decisions, not a transcript of a meeting or what each Councillor says".

Council minutes will continue to follow good practice guidance, unless the Council resolves to change the composition of the minutes.

Euxton Parish Council is a Quality Parish Council and its minutes reflect the good practice guidance for communications (ie agendas, minutes etc). The Council would not have been awarded Quality status with long, comprehensive reporting or verbatim minutes which include items such as Councillors names introducing items, attributing their comments, or, Councillors voting history.

All meetings should be open to all - how communication with groups.

Did not quite understand if there was a question here but, Council meetings are advertised on its website, all its noticeboards, and in its newsletter. If a group wished to attend a meeting it could, if it wanted to report or consult the Council it could.

Potential projects are huge and changes on greenbelt and maintenance and all for a small group of people and some not from Euxton. (Statement no question)

If Councillors do not want to meet then don't need (claims this is a quote from the Chair) they should.

I believe this was quoted when the matter of visiting people in their homes/holding surgeries with residents was raised as a suggestions for Councillors. The Chair did say on this point that it was up to a Councillor if they felt they wanted to visit people at home. A Councillor is a volunteer and if they feel they do not have the time, expertise or feel uneasy and not comfortable visiting residents, then that is their choice. There is no requirement for a Councillor do this type of action.

We keep going over same ground, over and over again but hope the new communications review will improve matters.

The Parish Council attempts to allow residents the freedom to raise whatever issues they see fit, even if they appear to go over and over the same ground when responses have already been supplied.

Resident 5

Mrs Platt running the show

Sick of watching Cllrs

Why take notes if won't make a difference

Why not look at us

There didn't appear to be a specific question, more statements in your address so I would respond with the following information.

Councillors are volunteers and choose to serve on the Parish Council. The Council is run to legal guidelines and laws and it is a legal duty on a Parish Council to employ a Clerk/Responsible Financial Officer who can advise the Council and carry out the duties and functions of the Council. The Clerk (Mrs Platt) is the employed professional officer and as such has an indepth knowledge of the day to day running of the Council and will be called upon to advise, sometimes more often than others, on any or all aspects of the Council's business.



Extracts from the Toolkit

Source: http://www.nalc.gov.uk/Publications/Booklets_and_Resources.aspx

'Governance Toolkit for Parish & Town Councils', extracts from pages 43 & 44

1.9 Voting

- 1.9.1 All questions to be decided by the council shall be decided by a majority of the members present and voting.
- 1.9.2 Unless otherwise provided by Standing Orders, Members shall vote by a show of hands. A Member's vote will only be counted if the Member is in the room of the meeting at the time the vote is taken.
- 1.9.3 Immediately before a vote is taken any Member may request that a vote is recorded. When a request is made the Chair, or other Member presiding, shall call the names of all the Members and after each name is called the Member shall state whether they are voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.
- 1.9.4 In the case of an equality of votes the Chair, or other Member presiding the meeting, has to give a casting vote in addition to their first vote.
- 1.9.5 The outgoing Chair must give a casting vote in the event of there being an equality of votes for the election of the Chair of the council at the annual meeting of the parish council.

Note:

Once a resolution has been passed, a decision by the council has been made; this ends the debate on the matter. Although it is widely accepted, and a matter of common sense, that a resolution cannot be rescinded at a meeting in which it was passed, a Standing Order could confirm this position.

A resolution passed at one meeting of a Council may be rescinded at a subsequent meeting if there are no practical obstacles or legal consequences (for example which affect or prejudice a third party who has relied on the former resolution).

In order to control the rescission of resolutions and to restrict attempts to resurrect previous unsuccessful motions, Standing Orders should prohibit motions to rescind resolutions passed in the preceding 6 months. A proposal to rescind a resolution must be treated as an original motion.

1.10 Minutes

- 1.10.1 The minutes must record the names of Members present at the meeting and the existence and nature of any interest declared by Members.
- 1.10.2 The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a Member at that meeting.
- 1.10.3 The draft minutes of a meeting must be attached to the agenda for the next meeting for approval and signing by the Chair (or persons presiding the meeting).
- 1.10.4 There should be no discussion in respect of the draft minutes except that which relates to the motion to agree the accuracy of the draft minutes.
- 1.10.5 Any corrections shall be made by moving that the minutes are agreed with the corrections stated.

----- Original Message -----

From: Euxton Parish Council

To: Mr M

Sent: Thursday, September 15, 2011 3:59 PM

Subject: Re: Reply to Questions - 18 Aug 2011

Mr *****

The Consultation Event was advertised extensively, which is contrary to your suggestion that it had "*poor notification and advertising*". I list below the measures the Council took regarding advertising the event, which for a Parish Council are extensive and were not limited to a small timeframe but was open from May right through to 10 September - which is OVER 3 Months.

I trust the information below gives you more idea as to the extent the Parish Council went to to encourage the very high turnout it received at the consultation event.

Pear Tree Greens advertising of the Consultation Event

Mid May 2010 - until event date	Consultation Event	- Advertised on 6 noticeboards around Euxton and the one in Buckshaw Village - Notice of the Consultation event was also advertised on the website
1 June 2010	Consultation Event Personal Letters of invitation	- Personal invitations posted via Royal Mail to the neighbouring residents (9 properties) on 1 June 2010, prior to the Newsletter arriving at their homes - Personal invitations to the Borough/County Ward Councillors (6 Cllrs)
June 2010 - 1st week in June 2010	Consultation Event, half page article with details of consultation event and invite to residents, included plan, project information	- Published in the Euxton WEB to every household in Euxton, half page article with invitation, plan, date/times of event distributed 1st week in June - Newsletter also published on the website - Project page on the website for the Pear Tree Lane project
May until 10 September 2010	Consultation Event	Feedback form on the website open for responses throughout this period
May until 10 September 2010	Consultation Event	Feedback received via correspondence throughout this period

Regards

Debra

Euxton Parish Council Clerk Debra Platt, 9 Ambleside Avenue, Euxton, Chorley, PR7 6NX
Tel: 01257 234004 Email: euxtoncouncil@btinternet.com Website: www.euxtoncouncil.org.uk

----- Original Message -----

From:

To: Euxton Parish Council

Sent: Thursday, September 15, 2011 3:26 PM

Subject: Reply to Questions - 18 Aug 2011

To

The clerk to Euxton Parish Council

Debra

Thank you for your letter dated 7th September 2011 in response to my questions raised at the Parish Council meeting on 18th August 2011.

I think the context of my question was not grasped with regards to public consultation periods.

My comparison was that being allowed by Lancashire Police (12 weeks) and that allowed by Euxton Parish Council (4 hours) with respect to the PTG fields project.

My question to the Parish Council was:-

"At minute 8.6 - Consultation by Lancashire Constabulary on closure of village police offices; they are allowing a 12 week consultation process. Could the Parish Council, committees (existing or future) and workin groups take note; as the 4 hours allowed for the Pear Tree Lane fields project and poor notification and advertising produced a lower turnout (and then I made the comparison) than the turnout of voters for the recent Parish Poll. (103 to 236)".

I fully understand there must be a difference between a large bodies efforts across a county, compared to one village Parish.

However circumstances have demonstrated that a longer consultation period (not all at the same time) across the village may have produced a more measured opion for the Parish Council/PTG Committee.

Regards
