

**MINUTES** of the Council Meeting held 21 August 2014 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

<u>Present</u>	Cllr M Bamber	Cllr E Jones	Cllr K Reed (Chairman)
	Cllr J Bamber (Vice Chair)	Cllr B Mason	Cllr A Riggott
	Cllr P Fellows	Cllr J Matson	Cllr V Thornhill
	Cllr M Jarnell	Cllr A Platt	Cllr K Wallbank
	Cllr C Jones	Cllr J Prayle	Cllr S Wellerd

6 members of the public

1. Apologies Cllrs A Caughey, J Caughey, M Parr.

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 7.1, as a relative of an employee.

3. Minutes of Council Meetings

**Resolved:** Minutes of the Council Meeting on 19 June 2014 were agreed to be an accurate record, and signed by the Chairman.

4. Statutory Business

Planning - considered applications in report from Lead Member for Planning

**Resolved:** Council agreed to submit the comments made by the Lead Member.

5. Public Participation - Residents and Police Matters

**Resolved:** Council resolved to suspend standing orders.

A representative of the BVCA advised of its residents meeting on 25 September.

Borough Councillor Lynch introduced himself to the Council.

**Resolved:** Council resolved to restore standing orders.

6. Officer Reports

6.1 Report from the Clerk with proposal to re-word standing order 1.8, and the suggested wording.

**Resolved:** Council resolved to re-word standing order 1.8 as proposed, with two minor amendments to include the wording, 'clear' with the notice period, 'should, where possible' in place of the word must .

6.2 Councillors to receive guidance on being a Data Controller and the need for to register for a license if processing data. Councillors discussed this at length.

**Resolved:** Council received this information.

7. Financial Items

7.1 Approve requests for payment made to the Council

Questions were asked about item 9.3 as invoices were to be paid, why one of the contractor invoices took their element over the tender price. Clerk informed this was remedial works as the contract had been split over two seasons, the grantor is aware and when the grant is settled we can update the budget to reflect the closing position. Question asked on the Petty Cash claim, which the Clerk will look into. Councillors requested a copy of the Petty Cash claim sheet with their papers.

**Resolved:** Council agreed the itemised requests for payment be approved for payments on report 2.

Creditor	Description	Total £
CRE Products	Bike marking kits (re-issued Chq)	28.70
Chorley & District Cultural/CBC	Donation towards ROF display	30.00
Newsquest	Web delivery June	120.60
Lancashire CC	Info board for Ransnap	573.56
Lancashire CC	Info board for Ransnap	573.56
Lancashire CC	Info board for Ransnap	573.56
PSD	Final invoice for contract Greenside	600.00
Duncan Ross	Greenside project works	3009.96
Duncan Ross	Greenside project works	11672.69
BDO	External Audit fee	720.00
Cash	Petty cash fund reimbursement	482.39
Employee 1	Reimbursements	33.43
Employee 2	Reimbursements	71.05
Employee 3	Reimbursements	76.51
Employee 4	Reimbursements	68.95
Employee 1	Salary Aug	1409.54
Employee 2	Salary Aug	824.26
Employee 3	Salary Aug	792.09
Employee 4	Salary Aug	937.32
H M Revenue & Customs	Tax & NI Aug 14	767.20
Euxton War Memorial Group	Grant	7000.00

7.2 Receive financial monitoring reports.

**Resolved:** Council received the financial monitoring statements.

7.3 Receive and approve the Annual Return and report from the External Auditors.

**Resolved:** Council received and approved the Annual Return and report from the External Auditors, and noted the minor issue raised and the Clerk's explanation.

7.4 Euxton War Memorial Group - consider its request for assistance regarding the financial element of its project.

**Resolved:** Council agreed to grant to the Euxton War Memorial Group £7,000, on the understanding that when the group completes its project all remaining funds of the group are passed to the Council for future upkeep of the memorial.

7.5 Bank Account - consider information for an additional bank account to trial electronic banking, decide which account to choose, or if further information is required. Councillors did not wish to pursue a second bank account at this time.

## 8. Special Resolution

As specified by Standing Order '1.14 Rescission of Previous Resolution' the Council has received a signed request by at least six Councillors to reconsider a decision, following receipt of supporting information, made at the meeting held on 19 June.

**Resolved:** Council agreed to note this letter and undertake to re-visit the decision (to have two additional Full Council meetings in the Council's calendar) following the outcome of the Personnel Committee negotiations, and full costings.

## 9. Committee/Working Group Reports

9.1 LDF Working Group – update information circulated to Councillors.

9.2 Bowling/Boules Committee - Council to consider appointing a Project Manager for the project

**Resolved:** Council agreed to appoint Cllr C Jones as Project Manager.

**Resolved:** Council resolved to suspend standing orders.

A resident expressed his opinion over seeing that the proposal was to be halted.

**Resolved:** Council resolved to restore standing orders.

Bowling/Boules Committee - Council to consider the Committee suggestion to halt progress, to reassess and begin the project again

**Resolved:** Council agreed to halt the submission of the planning and grant applications, and for the Committee to carry out due diligence on the project with the guidance of a project manager.

9.30pm **Resolved:** Council agreed to an extension to the meeting of 20 minutes to cover items 12, 17 & 18.

SW left

## 12. Contact regarding facilities on Buckshaw Village

Consider a request from the MP for the Parish Council to look to progress a skate park on Buckshaw Village and an invitation from a Borough Ward Councillor work with Chorley Council in a working group to discuss improved facilities in Buckshaw Village for young people.

**Resolved:** Council agreed to respond no to the request from the MP and yes to the ward Councillor to form a working group.

Working Group volunteers: Cllrs Jarnell, E Jones, Matson, Riggott, Reed.

**Resolved:** Council agreed to move to a private discussion.

### PRIVATE, PART II ITEMS

#### Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1. It is agreed that, because of the confidential nature of the business to be transacted, Council consider the exclusion of the press and public from the forthcoming item of business.

## 17. Signing/Agreement of s106 for donated land

Consider the document and design, agree the signing of the original document.

**Resolved:** Council agreed in principle to the s106 document as the design options are still outstanding.

KW left

9.50pm **Resolved:** Council agreed to an extension to the meeting of 10 minutes to complete item 18.

## 18. Councillor Conduct and Media contact

Chair requested Councillors consider:

Items supplied to Councillors which are private should not be discussed with others

Councillors not to speak whilst others are, so everyone can hear all the business discussed at meetings

If Councillors have concerns over actions of others, they should speak to the Chair or Clerk for advice first and not save the issue to bring items up in meetings

Mobile devices should not be used during meetings ie, texting, tweeting etc

Media contact or response should be considered carefully, use a common sense approach, do not speak 'on behalf' of the Parish Council, be aware, try asking to send in your comment on paper ie, email so you can consider it, if quoted wrongly ask for it to be corrected, think about what you say.

Chairman declared the meeting closed, items not covered to be carried forward to the next meeting.

Next meetings: Thursdays at 7.15pm - 18 September, 16 October, 20 November

10.00