

BRINDLE PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL

Minutes of a meeting of the Parish Council held on 17 July 2023

At Brindle Community Hall, Water Street, Brindle PR6 8NH

Starting at 7.30pm

Present: Councillor Darren Cranshaw Chair
Councillor David Metcalfe Vice-Chair
Councillors Pauline McGovern (also County Councillor), Barbara Robinson, Bill Nelson, John Swann, Louise Croasdale and Cath Singleton Parish Councillors
County Councillor Alan Cullens County Councillor

Also in attendance: One member of the public

Agenda Item:

- 1 Apologies for absence
Apologies were received from Councillor John Baldwin
- 2 Disclosure of personal or prejudicial interests
Members were reminded to disclose any interests they might have.
The Chairman declared a non-prejudicial interest as Brindle Parish Council's representative for the Lancashire Association of Local Councils and as a Trustee of Brindle Community Hall (Brindle Parish Institute).
- 3 Minutes of the Last Meeting Held
The Minutes of the last Parish Council Meeting and AGM held on 15 May 2023 were agreed as a true and correct record for signing by the Chair.
- 4 Matters arising from the Minutes
There were no matters arising.

5 ADJOURNMENT: PUBLIC PARTICIPATION SESSION

The member of public present raised the following issues:

(i) Sandy Lane

Concerns were raised regarding:

- the speed limit on Sandy Lane;
- the incidences of speeding and un-reported RTA's; and
- the condition of the road markings (including the traffic calming measures centre of the village).

The Parish Council is aware that this is an ongoing concern. It has previously consulted with Lancashire Road Safety Partnership who were unable to progress matters due to a lack of reported RTA's. Additionally, evidence from pneumatic hose strips showed that during its installation, the 30mph zone in the village centre was observed.

It was resolved that the County Council would be contacted and requested to re-paint the road markings, repair/replace the signs and restore the existing traffic calming measures. Additionally a request would be made for an updated survey on the 30mph zone in the centre of the village.

(ii) British Gas/Cadent Control box opposite The Cavendish Arms.

Concerns were raised that the yellow tipped crash barriers around the British Gas/Cadent control box were an eye sore and completely out of character.

It was resolved that British Gas/Cadent would be contacted to ascertain if the crash barrier could be camouflaged in some way or replaced with something more in keeping with the area.

6 Police Liaison

It was reported that PC Carl Exley had been invited to the meeting, but he had been unable to attend due to annual leave.

The meeting was disappointed at the lack of contact from the Police in light of incidences of anti-social and criminal behaviour.

It was resolved that PC Exley would be invited to future meetings and the matter would be escalated if necessary.

7 Community Hall

As the Parish Council's representative on the Brindle Community Hall Trustees the Chair updated that the Centenary of the Hall is to be celebrated on the 09 September 2023 between 1pm – 5pm.

All were encouraged to attend to enjoy Maypole dancing and singing from Brindle St James Primary School, the Brindle Band and a barbecue, amongst other things.

8 Lancashire Association of Local Councils Report

The Association continues to represent the interests of parish councils in Chorley, Lancashire and nationally with an AGM to take place in November. More details are to follow.

It was reported that LALC had been of assistance to the newly appointed Clerk offering advice and on-line training. Further training was to be undertaken starting with the Introduction to Local Council Administration (ILCA) and then the Certificate in Local Council Administration (CILCA).

9 Highways and Road Safety Matters

(i) M65 Motorway Underpass

The area was inspected by National Highways in April 2022, and Chorley Borough Council in April 2022 and June 2023. There was no evidence of littering, debris or burnt concrete. Neither National Highways nor Lancashire County Council claim responsibility for lighting.

It was resolved that there be a site inspection to establish the current condition of the lights and if a further report is required.

(ii) M61 Motorway Underpass

It was resolved that there be a site inspection to establish the current condition of the underpass in terms of littering, debris and concrete to determine if reports are required to National Highways, Chorley Borough Council and/or Lancashire County Council.

(iii) Top O'th Lane Road Markings

This had shown on the system as having been completed.

It was resolved that a further report would be made regarding the "Slow" sign.

(iv) Birchin Lane – Plastic Barrier and Cones

It was reported that the location was inspected on 17.07.2023 and the items could not be seen.

(v) Hedging on Holt Lane

It was reported that there was a split on the main trunk of the hedge which is overhanging the road at Holt Lane on the left just before the quarry.

It was resolved that this would be reported.

10 Chorley Borough Council Update

Councillor Cullens reported that:

(i) The 2023 Boundary Review has concluded. Chorley BC has lost some areas including Heskin, Eccleston and Charnock Richard to South Ribble BC but there will be no new West Pennine Moors Constituency which would have included other Chorley wards.

There will be Boundary Reviews every 5 years.

(ii) There is an indication that the Government will agree a devolution of power to Lancashire with Lancashire County Council, Blackburn with

Darwen Borough Council and Blackpool Council working together without an elected Mayor.

- (iii) A Local Member Grant is available up to the sum of £2500 which can be applied for by local groups and organisations. A Local Member Grants Scheme Application Form is available at Lancashire.gov.uk.
- (iv) Neighbourhood Grants are also available for the Northern Area Western Parishes.

The meeting thanked Councillor Cullens and Councillor McGovern for their work.

11 Planning Reports

Following a review of the Planning Portal and emails from Chorley BC Planning Department:

Applications Received

Nil

Enforcement

Nil

Determined Applications

Nil

12 Parish Finances

It was reported that due to extenuating circumstances following the previous Clerk's sad passing, it has not been possible to complete the AGAR in line with the statutory deadline.

Replacement documents have been requested from the bank which are required to enable a reconciliation of the finances before the accounts are subject to an internal audit.

To ensure transparency, the Parish Council have been kept informed and notices have been displayed on the accessible Notice Boards and on the website. An extension of time has been agreed with the external auditor and an EGM will be required to approve the accounts.

The meeting discussed potential consequences of the delayed submission which may include a different process being applied to the Parish Council accounts in the next financial year, depending on the view of the external auditors plus administrative costs.

It was resolved that the AGAR would be completed as soon as reasonably practicable following receipt of the replacement documents. It was reported that a claim for a refund of VAT would also be made at the same time.

13 Insurance

Insurance renewal documents were circulated to Councillors prior to the meeting via email on the 25.06.2023.

The Council entered into a three year, Long Term Agreement with Hiscox expiring on 31.05.2025. A renewal quotation of £463.50 inclusive of IPT and

administration fees was received and distributed prior to the meeting, together with policy documentation.

It was resolved that the renewal proposal would be accepted and payment be made.

At the expiry of the Long Term Agreement proposals would be obtained from three insurance providers.

14. Accounts for Payment

Copy invoices were circulated prior to the meeting.

- (i) Brindle Community Hall Room Hire - £30.00 (to include £10 for a replacement key)
- (ii) Whitehead and Aldrich – Payroll £54.00 including VAT
- (iii) AJG Community Schemes - £463.50 including IPT and admin
- (iv) Whistlestop LALC Course - £35.00
- (v) Clerk Monthly Salary - £520
- (i) Membership Invoice LALC 01.04.23 – 31.03.2024 - £180.41

The accounts were approved, and the cheques signed.

15. Payroll – Whitehead and Aldrich

An account had been received from the above for payroll services for February, March and April 2023.

The invoice was queried and the explanation received was that, unless otherwise instructed, a monthly report was still required to be made to HMRC which would be a nil report as opposed to a single employee submission with a regular payment, and the invoice was for submission of those nil reports.

In the circumstances, it was resolved that the invoice be discharged.

Additionally, it was reported that the fees for Whitehead and Aldrich had increased to £30 plus VAT per month.

It was resolved that in the short term, the service would be continued whilst investigations are made as to an alternative provider or administration being undertaken by the Clerk, subject to there being suitable checks and balances for that process.

16. New Website

Councillor Metcalfe reported that he had been responsible for the website for a number of years but that he had recently been investigating appointing an external web provider to put the Parish Council website on a more formal basis and to ensure compliance with accessibility requirements.

Easy Web Site has been approached and has provided a proposal to the Parish Council. The meeting was advised that it has proven experience of working with Parish and Town Councils including Longridge and Hoghton Parish Council.

The fee for building a new website is £500 plus VAT with maintenance fees of £26 plus VAT for monthly maintenance which would be required to be paid by Direct Debit.

It was resolved that Easy Web Site would be appointed on the above terms and that the Clerk would take over the administration duties.

The Council thanked Councillor Metcalfe for all his hard work in updating and maintaining the website

17. Arrangements for Meetings

A list of proposed meetings was circulated prior to the meeting.

The dates were agreed with meetings to be held from 7.30pm at Brindle Community Hall, save for the meeting on the 23.10.2023 which would be held at Brindle Gregson Lane Methodist Church, subject to availability.

18. Risk Assessments

The draft Risk Assessment was circulated prior to the meeting.

The proposal was for the Notice Boards to be inspected when the Agenda and Minutes are posted and then be subject to a more detailed assessment, recorded assessment on an annual basis.

The location of the benches were confirmed as follows:

- (i) Top Oth Lane
- (ii) Oram Road
- (iii) Duxon Hill
- (iv) Private Road

It was resolved that the Risk Assessment be adopted.

19. Environmental Issues and Concerns

(i) Holt Lane Fly Tipping

An incident of significant fly tipping at Denham Quarry was reported by Councillors Nelson and Croasdale on 24 and 25 June 2023.

Chorley Council inspected, gathered evidence and removed the items.

The meeting was advised that a caution under interview was scheduled to take place in the week commencing 17.07.2023 with the person identified on a shipping label on the dumped items. The Council Legal Department would then decide what steps to take.

(ii) Northwest Electricity Substation

The use of herbicide at this location had been previously discussed and communication had been entered into with Northwest Electricity with regard to weed removal/control which was unsatisfactory.

Councillor Swann would forward the historical email exchanges in order that a decision can be made as to how to take the matter further.

20. Grant Request

Councillor McGovern reported that a request for a grant in the sum of £197.00 had been made by Brindle St James School to enable an H Bar to be painted outside the school gates as a safety feature to prevent cars from parking or dropping off pupils at that location. It was reported that LCC were unable to paint a zigzag lines at this location.

It was resolved that Councillor Cullens would make enquiries with Lancashire County Council.

21. Communications received.

None to report.

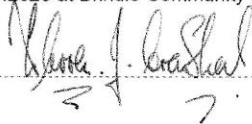
22. Any urgent business
Road Safety

Concerns were again raised about road safety including Sandy Lane and Smithy Lane in particular. It was reported that the Parish Council shared those concerns and had resolved to contact Lancashire County Council with regard to the traffic calming measures in the village as set out above.

23. Date of Next Meeting

04.09.2023 at Brindle Community Hall from 7.30pm.

Signed



Chair

Date

04/09/2023