

## **CROSTON PARISH COUNCIL**

**MINUTES** of meeting held 9 March 2005 at 7.30 pm in The Old School, Croston.

**Present** Cllrs P A Peet (Chair), K Almond, J Forrest, J Kearton, A Maddran, B Thompson, S Thompson.

**Also Present** Borough Cllrs Dickinson, Iddon and 2 members of the public.

### 139.04 Apologies

Proposed Cllr B Thompson, seconded Cllr Almond and agreed apologies received from Cllr Kearton (family commitments) be accepted.

The Chairman welcomed Cllr S Thompson to the Council.

### 140.04 Personal/Prejudicial interests

None declared.

### 141.04 Minutes of the Meeting held on 9 February 2005

Proposed Cllr Parkinson, seconded Cllr Almond and agreed the Minutes (as circulated) be approved and signed by the Chairman as a correct record.

### 142.04 Matters for Report

Quality Parish Council (128.04) The Clerk has registered for the training session.

Closed Circuit Television System (128.04) The Senior Neighbourhood Warden has requested dates for a meeting. The Clerk is to liaise with Cllr Parkinson.

Bridle Paths (128.04) Lancashire County Council replied thanking the Parish Council for its offer of assistance with the Rights of Way Improvement Plan.

Tree Wardens (128.04) Mrs Richardson's permission to pass on her details is awaited.

Croft Field footpath (128.04) Lancashire County Council provided the relevant documentation which Cllr Almond will study.

### 143.04 Police Matters

Nothing reported

Proposed The Chairman, seconded Cllr Thompson and agreed to suspend Standing Orders to allow members of the public to speak.

### 144.04 Borough Councillors

The future maintenance of the Methodist School was discussed. Cllr Parkinson pointed out shrubs may provide cover for illicit activities if they are not regularly pruned. Councillors requested the Borough Council be asked to consult the Parish Council with regard to the S106 Developers Contributions for the provision for the recreation area.

The Chairman, seconded Cllr Parkinson and agreed to restore Standing Orders.

### 145.04 Finance

A letter from The Green Centre, Eccleston had been received advising of its potential closure due to lack of funding and requesting support and financial assistance. Cllr Forrest declared an interest in the matter and took no part in the decision. Cllr Forrest reported he had advised the Green Centre that the Parish Council had no monies available for grants at the present time, and that the precept for the forthcoming year has already been set.



Proposed Cllr Parkinson, seconded Cllr S Thompson and agreed a letter of support be sent, together with a letter confirming the situation regarding grants.

The budget monitoring statement was circulated and the Chairman carried out the reconciliation of monies received in accordance with the fidelity guarantee.

Proposed Cllr B Thompson, seconded Cllr Almond, and agreed the following payments be approved, the invoices having been inspected by Cllr Thompson:

£ 174.60	Employee 1	Salary
£ 243.60	Employee 2	Salary
£ 68.64	Inland Revenue	Tax
£ 12.00	Croston Old School	Room hire
£ 105.76	Wicksteed Leisure	Play area inspections
£ 2.00	LAPTC	Good Councillor Guides
£ 10.00	Lancashire Best Kept Village	Entry fee
£ 30.00	North West in Bloom	Entry fee
£ 229.09	Employee 2	Re-imburements

Councillors considered the register of assets in the control of the Parish Council. Proposed the Chairman, seconded Cllr B Thompson and agreed the assets be revalued in accordance with the current insurance value.

#### 146.04 Risk Assessment

A risk assessment as recommended by the Practitioners' Guide was carried out and the following measures agreed:

Public Liability insurance was inspected and found to be satisfactory.

Employers Liability insurance was inspected and found to be satisfactory.

Precept - receipt to be confirmed at the May meeting. The existing monthly monitoring statement provides performance against budgets.

Investment Income - the current returns from the Deposit Account and the National were found to be satisfactory.

Salaries - wage sheets and printouts of the Inland Revenue calculations will be inspected in conjunction with the quarterly audit.

Direct Costs and Overhead Expenses - the Clerk verifies orders and invoice values and all cheques issued by the Council are verified against invoices received prior to signature in accordance with Fidelity Guarantee requirements.

Councillors Allowances - claim forms will be submitted and verified.

Grants and Support - a list of items allowable under S137 expenditure will be provided for Councillors. All such payments will be verified and minuted.

Election Costs - the Clerk will verify the costs and Councillors will consider the budget annually.

VAT - the analysis is to be verified in the quarterly audit.

General and Earmarked Reserves - the adequacy is considered annually at the setting of the precept.

Assets - an annual review of assets and Public Liability insurance will be undertaken at the time of the policy renewal.



Staff and Loss - the requirements of the Fidelity Guarantee will be adhered to with regard to fraud. The Clerk is to arrange an increase in the Fidelity Guarantee to £18000.00 at the time of the next renewal.

Borrowing - adequate funds will be precepted and reviewed monthly in the monitoring statement.

Legal Powers - a list of powers will be provided to Councillors. Any activity or payment will be verified and minuted.

Financial Records - a system of quarterly inspections by Councillors will be introduced.

Minutes - the current system of monthly receipt and approval will continue.

Members Interests - Councillors will review their declarations of interest on an ongoing basis.

#### 146.04 Planning Matters

05/00173 Felling of 1 sycamore, 2 elderberry trees, 1 beech tree and pruning of 3 beech trees in the Croston Conservation Area at 43 Rectory Close - no comment

05/00182 Erection of conservatory to rear at The Oaks, 226 Moor Road - no comment.

05/00204 Alterations and conversion of existing garage into 2 apartments at Central Garage, Westhead - Councillors discussed the application at length. Queries were raised regarding the re-use of business premises. Proposed Cllr Parkinson, seconded Cllr Forrest and agreed the Planning Committee meets on 23 March 2005 to consider the application.

05/00219 and 05/00220 Demolition of rear porch and reconstruction within reconfigured rear extension at Bank House, 21 Grape Lane - no comment.

#### 147.04 Reports from Outside Bodies

The Chairman reported on the recent meeting of the LAPTC Chorley Area Committee. The Parish Council's proposal regarding a central fund to cover elections for casual vacancies will be put to the Borough Council. The Borough/Parish Council Liaison meeting was discussed and a letter of complaint was to be sent to the Borough Council regarding the attitude demonstrated by certain Borough Council members.

Cllr Parkinson provided an update on the Parish Plan. At the recent Annual General Meeting a new committee was elected. Changes to the constitution are to be made to allow the Group to be more self-sufficient and the Group will continue to progress matters arising from the Plan. Cllr Forrest advised of a proposed clean up of the railway station area on 17 April 2005. The Clerk is to discuss requirements with OPSTA.

Cllr Forrest provided an update from CRAG. The Annual General Meeting is scheduled for 18 April 2005.

Cllr Forrest reported on the current situation regarding The Green Centre. Its funding has now been exhausted and ECET and The Green Centre are to dissolve in July. A new body, with new trustees will be established to take matters on and funding is being sought.

Cllr Forrest provided an update regarding the Over 60's Hut. A meeting has been arranged for 17 March 2005 with Community Futures. Group users are to be asked for donations.

#### 148.04 Boundary Signs

Lancashire County Council has advised the replacement of the missing signs is the responsibility of the Parish Council. Replacements will cost in the region of £300.00 each. The Clerk is to check whether the street furniture insurance cover includes such signs.



#### 149.04 Flagpole

Councillors discussed methods to make the hanging of the flags easier. The Clerk is to obtain prices for a device to assist with the lowering of the pole.

#### 150.04 Village Clean Up

Councillors are to meet at the Village Green at 6.00pm on Monday 23 May 2005.

#### 151.04 Correspondence

Chorley Borough Council requested comment on its Draft Statement of Community Involvement. The information was placed in the mailbag for circulation.

Chorley Borough Council requested comment on its Draft Housing Strategy. The information was placed in the mailbag for circulation.

Defra provided information on the Clean Neighbourhood and Environment Bill.

The Green Centre is proceeding with the River Yarrow Heritage Trail Project. The Clerk has ascertained the boards will be covered under the Council's Public Liability Insurance and will cost an additional £23.05 (+ 5% insurance tax) for property damage cover. As the directional signs cost £66 each, and the excess on the policy is £100, Councillors decided against cover for the signs.

The Lancashire Best Kept Village Competition Organisers requested nominations for the Certificate of Merit. Nominations were the Methodist Church, the Old School, 14-24 The Orchard, Croston Park Nursing Home, Trinity and St Michaels School, Bishop Rawsthorn School, Croston Corn Mill, Chip Shop, The Crown, The Lord Nelson, The Mill Hotel, Royal Umpire Caravan Park, both Parish Council noticeboards, the War Memorial, the Millennium Stone and associated Marker Stones, the bowling green at the Black Horse and Croston Sports Club.

#### 152.04 Matters for Further Discussion

Copies of the draft newsletter were provided. Councillors are to advise the Clerk of any required amendments.

The Chairman reported Croston Pre-School's request to use the Village Green on Saturday May 21 2005 for a Spring Fair. The Pre-School is to provide any necessary additional insurance cover.

There being no further business the Chairman declared the meeting closed.

