

SCARISBRICK PARISH COUNCIL.

**Minutes of the meeting of the Parish Council held at 7.30pm in the Village Hall on
Monday 1st April 2019**

PRESENT.

Councillor J Herbert (Chair)
Councillor G Holcroft
Councillor J Marshall
Councillor E Formby

Councillor C Herbert
Councillor A Blundell
Councillor N Makin

Mr G. Fairbrother (Clerk – in attendance)

One member of the public was present.

Minutes

19/52.....APOLOGIES: To receive apologies and approve reasons for absence

No apologies given.

19/53...DECLARATIONS OF INTEREST: (a) to declare any disclosable pecuniary or non pecuniary interests in matters on the agenda; (b) to consider requests for dispensation.

Councillor N Makin declared a non-pecuniary interest in Item 19/60

19/54.....MINUTES: To approve the minutes of the meeting held on Monday 4th March 2019.

It was resolved to approve the minutes of the meeting held on the 1st March 2019.

19/55.....ADJOURNMENT OF THE MEETING: To allow a period of public discussion.

The meeting was adjourned at 7.32pm and recommenced at 7.34pm

19/56.....PLANNING APPLICATIONS:

Application Number: 2019/0153/FUL

Proposal: Change of use stables to cattery and change of use of agricultural building to livery stables.

Location: 59 Bescar Lane, Scarisbrick, Ormskirk, Lancashire, L40 9QR

It was resolved to make no objection

Application Number: 2019/0121/FUL



Proposal: Proposed conversion of the former / vacant parish centre into 5 apartments, with associated external alterations and demolition of outbuildings

Location: St Elizabeths Parish Centre, 10 Hall Road, Scarisbrick, Ormskirk, Lancashire, L40 9QE

It was resolved to make no objection

Application Number: 2018/0026/FUL (This application has been relisted)

Proposal: Two storey side extension and single storey rear extension

Location: 2C Moorfield Lane, Scarisbrick, Ormskirk, Lancashire, L40 8JD

It was resolved to make no comment

19/57...CAMPAIGN TO PROTECT RURAL ENGLAND ... To consider renewal of the Parish Council Membership

It was resolved to renew the Parish membership

19/58.....FINANCE: 1) To consider accounts for payment as on the attached list 2) To consider transfer between accounts.

It was resolved to make the following payments

Payee	Detail	Amount	Authority
G.Fairbrother	Salary	£ 616.58	LGA 1972, s112 (2)
G.Fairbrother	Expenses	£ 100.40	LGA 1972 s112(2) and LG(FR) 1963 s5
HMRC	4 th Quarter Payment	£515.18	LGA 1972, s112 (2)
IC & DJ Edwards	Auditor	£100	LGA 1972 s111
St Marks PCC	Grant	£150	LGA 1972 s137
St Marks PCC(Good Shepard)	Grant	£150	LGA 1972 s137
Friends of Bescar Station	Grant	£100	LGA 1972 s137
CPRE	Membership	£36	LGA 1972 s137

It was resolved to transfer £1424 from the Memorial Account and £3050 from the Reserve Account to the Treasurers Account.

19/59...INTERNAL REVIEW: To receive and consider the report of the Internal Auditor.

The Clerk presented the previously circulated Internal Auditors report.



The Council recommended that;

- 1) A diary is established setting out the critical dates for agendas and meetings
- 2) The process for ensuring Bank reconciliations are signed should include in the meetings minutes.
- 3) The schedule of payments should accurately reflect the agreed payments.
- 4) Transfers between accounts should be recorded in the schedule and this should be listed as an appendix.
- 5) Cheque stubs will be initialled by signatories in future.
- 6) The terms of reference for the Internal Auditor should be approved at a Council meeting.

It was resolved to accept the Auditors report.

19/60.....PROPOSED CHANGE TO SPEED LIMIT. To consider the proposed change to the speed limit on Smithy Lane

Lancashire County Council are proposing changes the speed limits on Smithy Lane, Scarisbrick, by revoking the "restricted road" status. Smithy Lane is a single carriageway, for two-way traffic. There is a narrow pavement on one side. The road has a system of street lights less than 200m apart the full length of the road. The speed limit is 40mph from the A570 to the first house (125 Smithy Lane), then 30mph through the residential section ending at 251 Smithy Lane and finally reverts to 40mph to the junction with the B5242. The road is signed accordingly, but repeater signs through the 40mph sections require maintenance, replacing or reinstalling. In 1977 Smithy Lane was designated as a 'restricted road' from the A570 to the B5242. Consequently, the speed limit is 30mph for the full length of the road. Sometime afterwards a Local Order setting the speed limit at 40mph for the first and last third of the road and 30mph for the central third. For an unknown reason the Highways Authority failed to revoke the original 1977 order. As a consequence is that the speed limit on Smithy Lane has remained at 30mph irrespective of the later 40mph orders.

The Highways Authority wish to correct the anomaly. The preferred option is to revoke the 1977 Order so the 40mph orders are fully effective.

The Parish Council discussed the proposal, in light, of recent representations by residents.

It was resolved to submit a representation requesting a 30mph speed limit along the entire length of Smithy Lane.

19/61...AGAR TIMETABLE. To review the proposed plan for the next AGAR

The Clerk set out the AGAR timetable.

The provisional timetable will be;

- | | |
|--------|---|
| 1/4/19 | Close the books for the financial year 2018-19 |
| 5/4/19 | Accounts (upto end Feb) to be checked by Council member |



Approx. 14/4/19	Receive the bank statements and complete the March and annual bank reconciliation.
Approx 18/4/19	Annual reconciliation and March bank reconciliation to Council member for outstanding checks to be completed
Approx 20/4/19	Accounts to the Internal Auditor (His estimation is 1 week)
27/4/19	Completed Audit returned and AGAR forms completed by RFO
7/5/19	Critical date for the return of the accounts and completed forms to be included in the May Meeting
13/5/19	Parish Meeting – AGAR as agenda item. If signed off, then forms to be submitted immediately.
9/6/19	Commencement of Public Rights
30/6/19	Final submission date for AGAR forms to External Auditors
12/7/19	Conclusion of Public Rights

The period for public examination will be from the Sunday 9th June 2019 to Saturday 20th July 2019.

The Council noted the timetable

19/62...BANKING.. To consider banking arrangement for the future

It was resolved to contact Lloyds and determine the options available for electronic payments and credit/debit cards.

19/63... RISK ASSESSMENT. To consider the Risk Assessment for 2019-2020

The Council discussed the proposed Risk Assessment and added the following items:

- 1) The current Councillor vacancies are to be published as soon as possible
- 2) Consideration is to be given to advertising in the local papers
- 3) The website is to be kept upto date
- 4) Training opportunities are to be circulated
- 5) Correspondence to be circulated as soon as possible
- 6) Minutes out within 2 days
- 7) Register of interests to be updated.
- 8) A maintainance schedule is to be included with the Asset register
- 9) Laptop access details to be provided.

It was resolved to accept the Risk Assessment with the proposed amendments.

19/64...INSURANCE RENEWAL. To consider the insurance renewal which is due on the 31st May 2019



This item was deferred to the next meeting.

19/65...PARKING ON HILLOCK LANE: To consider consulting residents by distribution of a questionnaire.

It was resolved to survey the local residents to identify the parking issues.

19/66 ...CLERKS REPORT :.(information only), To note items that will be available at the meeting.

The Clerk informed the Council that a Letter of Thanks had been received from Ormskirk Library for the recent donation of two copies of "In Memory of the Fallen of Scarisbrick".

19/67... COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS: To receive Councillors' reports (for information only) and requests for future agenda items.

- 1) Civic Service to be held on the 17th November 2019

CONFIDENTIAL ITEMS - members of the public will be excluded under the provisions of the Public Bodies (Admission to meetings) Act 1960 on the grounds of the confidential nature of the business to be transacted.

19/68...WEST LANCS LOCAL PLAN. To discuss the information and possible consequences of the Freedom of Information requests.

Councillor J Herbert updated the Parish Council on the progress of the Local Plan.

19/69...CLERK'S APPRAISAL: To receive and approve a report from the working group (due to the confidential nature of this matter the report will not be distributed prior to the meeting).

