

**SCARISBRICK PARISH COUNCIL.**

**Minutes of the meeting of the Parish Council held at 7.30pm in the  
Village Hall, Smithy Lane on Monday 3<sup>rd</sup> February 2020**

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**PRESENT.**

Councillor J. Herbert (in the Chair)	Councillor C. Herbert
Councillor G.Holcroft	Councillor M Andrews
Councillor Makin	Councillor C. Marshall
Councillor Williams	
Councillor J. Marshall and Councillor A. Blundell (arrived during Item 20/14)	

Mr G. Fairbrother (Clerk – in attendance)

Six members of the public were present.

**20/9...APOLOGIES:** to receive apologies and approve reasons for absence

Councillor Blundell and Councillor C. Marshall gave apologies, due to a Borough Council meeting, but arrived during Item 20/14

**20/10...DECLARATIONS OF INTEREST:** (a) to declare any disclosable pecuniary or non-pecuniary interest in matters on the agenda; (b) to consider requests for dispensation

None

**20/11...MINUTES:** to approve the minutes of the meeting held on Monday 20<sup>th</sup> January 2020.

**It was resolved to approve the minutes of the meeting held on Monday 20<sup>th</sup> January 2020.**

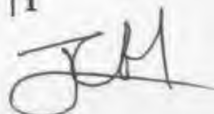
**20/12...ADJOURNMENT OF THE MEETING:** to allow a period of public discussion.

The meeting was adjourned at 7.34pm.

A member of the public asked for an update on the Mushroom Farm planning application. The member of the public also pointed out that a fox and a badger sett was on the site.

Councillor J Herbert informed the meeting that a date for the hearing had not been set. He also pointed out that some of the statutory consultees had not made their submissions.

The meeting re-commenced at 8pm.



**20/13...PLANNING APPLICATIONS:** To consider applications on the attached list.

**It was resolved to make no comment to applications 2020/0051/PNH or 2020/0049/CON.**

**20/14....FINANCE:** To consider accounts for payment on the attached list and receive the bank reconciliation.

**It was resolved to make the following payments**

Payee	Detail	Amount	Authority
G.Fairbrother	Salary	£ 669.15	LGA 1972, s112 (2)
B+C Shelters	Bus shelters	£18012.00	LGA (misc prov) 1954
Scarisbrick Village Hall	Room Hire	£114.00	LGA 1972 s111
PTTL	Training	£63	LGA 1972 s111
Scarisbrick Village Hall	Window Grant	£1000	LGA 1972 s137 *

\* Scarisbrick Village Hall is a community resource. The s.137 expenditure benefits the community as a whole and is considered proportional to benefits accrued.

The Clerk reported that the anticipated expenditure to the end of the financial year is £19900 plus any grants that are approved and any late invoices. There is currently £14000 in the Treasurers account. The Clerk asked for a bank transfer of £10000 to cover the anticipated cash flow shortage which will be repaid once the balance of the capital grant funding and Vat refund is received.

**It was resolved to transfer £10000 from the Reserves Account to the Treasurers Account.**

**20/15...WORKING GROUPS:** To determine the membership of working groups for the Clerks appraisal, identifying an appropriate pension scheme and undertaking the annual asset inspection.

**It was resolved to set up the following working groups:**

- 1) **Staff Appraisal**
  - a. Councillor J Herbert
  - b. Councillor N Makin
  - c. Councillor C Marshall
- 2) **Asset Inspection**
  - a. Parish Clerk
  - b. Councillor C Herbert
  - c. Councillor N Makin

**20/16 HILLOCK LANE:** To receive a report and consider the next actions to take.

The Clerk presented a summary of the recent Hillock Lane survey. Twenty-five completed surveys had been returned representing a return rate of 33%. Daytime was the busiest time with delivery drivers frequently mentioned. Generally, respondents felt drivers acted



responsibly. The geometry of the road and lack of maintenance contributed to parking difficulties. The poor parking provision for houses and the increased number of vehicles per houses are seen as key causes.

The Council discussed the issues and the survey results. Points discussed included the lack of parking provision for accommodation provided by West Lancs Council, planning guidelines allowing the conversion of garage to rooms and the approach taken by authorities towards parking.

The Council intended to seek a long-term solution and viewed short term immediate actions, such as enforcement and warning letters, as counter-productive. As an interim measure the Clerk was instructed to write an update for the next edition of Scarisbrick Village Matters and an update letter for the residents of Hillock Lane.

**20/17...2020/2021 PARISH IMPROVEMENT PROJECTS:** To consider which projects the Parish will undertake in the next financial year.

The Council discussed three potential projects.

- a. Speed indicators  
The purchase of a speed indicating device and training volunteers to support a Community Speedwatch. The Clerk was asked to source the costs for a speed indicator device.
- b. Flood prevention  
This project would prepare an emergency plan for localised flooding and provide a store of equipment to support residents in need.  
The Clerk will prepare an article for the next Scarisbrick Village Matters.
- c. Tree planting  
The purchase of trees for residents to plant. This scheme would have an impact on flooding, pollution and climate.

After discussion the Council would, ideally, like to support all three projects. It was felt that this may be possible if the projects are well managed and appropriately budgeted.

**It was resolved to cost all three projects.**

**20/18 ...GRANT APPLICATIONS:** To consider grant applications.

Grant applications from St Marks Church, St Elizabeths Church, Bescar Lane Methodist Church, Mission of the Good Shepherd, Friends of Bescar Lane Station, Scarisbrick Litter Group and Scarisbrick Village Matters were considered.

It was resolved to defer the application from Scarisbrick Village Matters to the March meeting.

**It was resolved to award the following grants;**

- a. St Marks Church - £150
- b. Bescar Lane Methodist - £150



- c. **Mission of the Good Shepherd - £150**
- d. **St Elizabeths Church - £150**
- e. **Friends of Bescar Lane Station - £100**

The Council decided not to award a grant to the Scarisbrick Litter Group but felt the group was worthy of support.

**It was resolved to purchase the equipment the group has asked for, from the Maintenance budget, and loan the equipment to the group.**

**20/19...REVIEW OF FINANCIAL REGULATIONS:** To review the current financial regulations and confirm the budgetary controls limits for 2020-2021.

The Council set the out the following changes to the regulations;

- a. Where the Clerk uses emergency spending this will be agreed with the Chairperson
- b. The maximum that can be authorised in an emergency is £300
- c. A £300 spending limit will apply to the debit card.
- d. A separate confidential audit of employee's time and payments will be kept.
- e. The Clerk will send copies of the statement to the Chairperson
- f. The Public Contract spending limits are to be updated to this years figures.
- g. The three quotes rule will remain the same.

**It was resolved approve the new financial regulations and to confirm the budgetary controls limits within the regulations.**

**20/20...WLBC CHIEF OPERATING OFFICER'S VISIT:** To consider the request by Ms Sinnott-Lacey to visit the Parish Council.

**It was resolved to invite Ms Sinnott-Lacey to the Parish Council Meeting.**

**20/21... CLERKS REPORT:** (Information only) To note items that will be available at the meeting

The Clerk reported that he had received the signed contract from BT for the Telephone Kiosk at the Morris Dancers. The completion notice from BT had not been received and is expected once the telephone and other equipment had been removed.

The Clerk had attended the Parish Clerks Liaison Meeting. The Parish Charter had now been agreed and will be going to the full Council meeting. The Planning Committee had considered the Clerks application to increase the time available to speak from three minutes to five minutes. The Planning Committee had decided that the time will remain at three minutes.

The Clerk reported that all the documentation to claim the Capital grant had been received and will be submitted within the next few days.

The Clerk had met with the new Neighbourhood Inspector and Sergeant. Hillock Lane, the B5242 and future contact arrangements had been discussed.

**20/22... COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS;** To receive Councillors reports (for information only) and requests for future agenda items.

The Clerk was asked to invite the Neighbourhood Inspector to the Parish Council meeting.

