

SCARISBRICK PARISH COUNCIL

Minutes of the meeting of the Parish Council held at 7.30pm on Wednesday 21st April 2021. This meeting was held in compliance with Regulations 5 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020

PRESENT:

Councillor A. Blundell (in the Chair)
Councillor J Marshall
Councillor G Holcroft
Councillor N Makin
Councillor C Marshall (left the meeting at 20:35)
Councillor S Brake
Councillor K Foulkes
Councillor A Pickersgill

County Councillor E Pope in attendance.

Mrs J Smith (Clerk) in attendance.

21/071 APOLOGIES AND REASONS FOR ABSENCE:

Apologies were received from Councillor John Herbert.

21/072 DECLARATIONS OF INTEREST:

Councillor C Marshall declared a pecuniary interest in agenda item 21/075.

Councillor J Marshall declared a non-pecuniary interest in agenda item 21/089.

21/073 CONFIRMATION OF THE MINUTES:

It was resolved to approve the minutes of the meeting held on Monday 1st March 2021.

21/074 ADJOURNMENT OF THE MEETING:

The meeting was adjourned at 19:33.

The applicant for planning application ref 2021/0289/FUL spoke to provide further details regarding the application which relates to the removal of conditions to reinstate permitted development rights

Cllr E Pope referred to the Mushroom Farm appeal and requested that the appeal reference details be forwarded to him.

The meeting was reconvened at 19:43.

SCARISBRICK PARISH COUNCIL

21/075 PLANNING APPLICATIONS:

The following applications were considered, and the decisions taken as shown:

| Reference | Details | Applicant | Address | Resolution |
|---|---|---------------------|---|---|
| 2021/0110/FUL Response Deadline: 26/03/21 – agreed extension to: asap after 12 th April. | Proposed new stable block, associated yard area and horse exercise arena | Mr & Mrs W Kenny | Copelands Farm, Drummersdale Lane, Scarisbrick, Ormskirk, Lancashire. | No objection |
| 2021/0168/FUL Response Deadline: 26/03/21 – Planning Officer has agreed to hold back until SPC response received | Two storey rear extension and open sided garage | Ms Naomi Kirby | 30 Snape Green, Scarisbrick, Southport, Lancashire, PR8 5LN. | No objection |
| 2021/0216/FUL Response Deadline: 02/04/21 - Planning Officer has agreed to hold back until SPC response received | Construction of a new ground floor rear extension 3m from the existing rear wall to full width of the plot. Construction of a first floor rear extension 3m from the existing rear wall with a width of approximately 6m. Construction of a new link from the rear extension to the existing outbuilding located on the property. Internal remodelling | Paul Crouch | 154A Smithy Lane, Scarisbrick, Ormskirk, Lancashire, L40 8HW | Objection Parish Council objects due to the impact that this development will have on adjacent properties. |

SCARISBRICK PARISH COUNCIL

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| | which includes a new office, wc, dining area, utility and gym on the ground floor and a new bathroom and master suite on the first floor | | | |
| 2021/0220/FUL Response Deadline: 02/04/21 Planning Officer has agreed to hold back until SPC response received | Proposed two storey side extension | Mrs Nicola Moss | Domus 13 Woodland Ave, Scarisbrick, Ormskirk, Lancashire. | N/A – due to the postponement of the 12 th April Parish Council meeting WLBC have made planning decision |
| 2021/0326/FUL Response Deadline: 16/04/21 | Single storey rear extension | P Todd And J Pilkington | The Old Bank, 14 Bescar Lane, Scarisbrick, Ormskirk, Lancashire | No objection |
| 2021/0289/FUL Response Deadline: 23/04/21 | Application for the removal of condition 4 on planning permission 2020/1225/FUL relating to the permitted development rights. | Mr Charles Marshall | Moss Hall Farm, Bescar Lane, Scarisbrick, Ormskirk, Lancashire. | No objection |
| 2021/0314/FUL Response Deadline: 23/04/21 | Proposed single storey side extension and detached double garage/store. | Mr & Mrs Holmes | 21A Turning Lane, Scarisbrick, Southport, Lancashire, PR8 5HY. | No objection |
| 2021/0317/FUL Response Deadline: 30/04/21 | Two storey side extension, With flat roof over | Mr Matty Rick | 21 Rimmer Green, Scarisbrick, Southport, Lancashire, PR8 5LP | No objection |
| 2021/0342/LBC Response Deadline: 30/04/21 | Listed Building Consent - Replacement of three first floor windows along the south elevation | Mr Justin Grice | Old Vicarage, Southport Road, Scarisbrick, Ormskirk, Lancashire. | For information only |

SCARISBRICK PARISH COUNCIL

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| 2021/0260/FUL Response Deadline: 07/05/21 | Dormer loft conversion and single storey rear extension. | Mr Francis McNally | 38A Bescar Brow Lane, Scarisbrick, Ormskirk, Lancashire, L40 9QG. | No objection |
| 2021/0350/FUL Response Deadline: 07/05/21 | Proposed new dwelling after demolition of existing barn building | Mr & Mrs Pratt | Asmall House Farm, Asmall Lane, Scarisbrick, Ormskirk, Lancashire. | No comment |

Councillor C Marshall left the meeting prior to the discussion of application 2021/0289/FUL and returned immediately afterwards

MUSHROOM FARM APPEAL APP/P2365/W/21/3269788

The Parish Council considered Councillor Herbert's offer to take the lead in preparing the Parish Council's response to the appeal.

It was resolved to accept Councillor Herbert's offer and it was acknowledged that this will be a significant amount of work in order to meet the Planning Inspectorate deadline for comments of 18/05/21.

21/076 FINANCE:

The payment of the following accounts under permitted delegated authority was noted:

APPROVED FOR PAYMENT UNDER DELEGATED AUTHORITY (PER FIN REGS 4.5/5.5 DUE TO POSTPONEMENT OF 12TH APRIL MEETING

| Payee | Detail | Amount | Authority |
|----------------------------------|---|---------------|--------------------------------|
| HMRC | PAYE/NI M10/11 | 238.22 | LGA 1972, s112 (2) |
| HMRC | PAYE/NI M12 | 157.27 | LGA 1972, s112 (2) |
| Information Commissioners Office | 2021/22 Data Protection Fee (Tier 1), due 10/04/21. Order no 000bdde51003, Reference ZA048606 | 40.00 | LGA 1972, s111 |
| M Winnard Landscapes | Cleaning of boundary signs etc (Invoice 46) | 50.00 | Road Traffic Reg Act 1984 s 72 |

Due to the requirement to postpone the SPC Meeting on 12th April 2021 the above payments were approved by the Clerk. This action was agreed by the Chair and is in accordance with SPC Financial Regulations 4.5 and 5.5.

SCARISBRICK PARISH COUNCIL

It was resolved to pay the following accounts:

TO BE APPROVED AT 21ST APRIL MEETING

| Payee | Detail | Amount | Authority |
|----------------------------|--|---------------|--------------------|
| J Smith | Salary (Mar 21) | 611.62 | LGA 1972, s112 (2) |
| Scarisbrick Parish Council | Opening deposit for Unity Current Account (to replace stopped cheque 416 dated 1 st Feb 21) | 500.00 | LGA 1972, s111 (2) |
| LALC | Apr 21 to Mar 22 Annual Subscription (Invoice 2304) | 545.26 | LGA 1972, s111(1) |

21/077 LALC TRAINING SURVEY:

It was resolved that the clerk should request those Councillors who had attended LALOC training to complete the questionnaires and then bring responses together for sending to LALC.

21/078 GRASS CUTTING CONTRACT TENDER REPORT:

The tender report was considered and it was resolved to appoint Michael Winnard Landscapes Ltd as the parish grass cutting contractor. Clerk to complete contract formalities.

21/079 MEMORIAL BENCH:

It was resolved to accept the quote for refurbishment of the memorial bench, Clerk to advise contractor to complete works.

21/080 DIGLAKE BUS SHELTER ROOF:

It was resolved to accept the quote for refurbishment of the bus shelter roof. Clerk to advise contractor to complete works.

21/081 SCARISBRICK GARDENING COMPETITION 2021:

It was resolved that the 2021 Scarisbrick Gardening Competition should be held in virtual/photographic format. Councillor Makin volunteered to take the lead and to work with the Clerk on drawing up a proposal on this that will be brought to the May Parish Council meeting for further consideration

21/082 PARISH COUNCIL AND ANNUAL PARISH MEETING 10TH MAY 2021:

There was a discussion regarding the bringing forward of the Parish Council and Annual Parish Meeting scheduled for 10th May 2021 to a date prior to 7th My 2021 (which is the date from which face-to-face meetings are expected to resume).

An issue was raised concerning the forthcoming elections and whether it was lawful to hold the annual parish meeting before then. It was resolved that the Clerk would obtain guidance on this and provide to Councillors.

SCARISBRICK PARISH COUNCIL

A provisional date of Tuesday 4th May was agreed (pending further guidance). The Annual Parish Meeting will commence at 7pm, followed by the Scarisbrick Parish Council meeting commencing at 7:30pm.

21/083 RETURN OF FACE-TO-FACE MEETINGS: This item was deferred for discussion at the 4th May Scarisbrick Parish Council meeting

21/084 ASSET INSPECTION REPORT AND MAINTENANCE SCHEDULE

It was resolved to approve 2020/21 Asset Inspection report and the included asset maintenance schedule.

21/085 LANCASHIRE BEST KEPT VILLAGE COMPETITION:

It was resolved that it is not appropriate for Scarisbrick to enter this year.

21/086 INSURANCE RENEWAL:

It was resolved to approve to the insurance renewal due on 31/05/21 £699.88 which is year 3 of the current 5-year agreement. This will be paid in May.

21/087 MILLENNIUM WOOD:

The Clerk advise that, due to the issues identified in the March minutes, emergency repairs are due to be undertaken within the next week.

It was resolved that the working group set up to consider Millennium Wood issues will convene a meeting at the wood. Councillor Brake offered to assist with this and requested the Clerk to provide the contact details of the members of the working group.

The working group will report back to a future Parish Council meeting.

21/088 TURNING LANE CYCLE BOLLARDS: This item was deferred pending further information from Lancashire County Council following their consultation with residents.

21/089 ORMSKIRK FOUNDATION TRUST SCHOOL:

It was resolved that Councillor J Marshall would continue as a trustee of the Foundation Trust. Clerk to inform the School.

21/090 CIL FUNDING

The information provided by WLBC inviting bids by 7th May 2021 was considered. However, for a bid to be successful a full costed project plan would be required which would make it impossible to meet the deadline date. It was resolved to defer this to a future meeting and for the Clerk to obtain further guidance from WLBC with a view to preparing a bid for next year's CIL funding.

21/091 CLERKS REPORT:

The following items were noted:

SCARISBRICK PARISH COUNCIL

- 1) Unity Bank Account application form has been completed and signed. Supporting information has been gathered and application has been posted to Unity Bank with £500 to open the account. Clerk contacted Unity to establish progress on the application. Unity firstly advised that they had not received the application (so I arranged for the £500 cheque to be stopped by Lloyds) but later confirmed that they had. However, the paper form used (which they advised to complete) is no longer used and the application now has to be made online. This new application has been started and specimen signatures will be collected from bank signatories before being sent to Unity with replacement £500 cheque is included on April Finance List. Need to be careful with timings on the transfer from Lloyds as precept income is due from WMBC in April and will be paid into Lloyds account.
- 2) Resident complaint received (John Farrington, Pinewood Close) concerning the state of the cycle track on Southport Rd – it is covered in twigs and thorns (from hedge cutting) and glass which means that cyclists are using the road instead. Clerk contacted LCC Highways and was advised that it is street cleaning and the responsibility of WLBC. Clerk contacted WLBC and cycle track has now been swept. Resident has been requested to provide feedback when he next uses the cycle track.
- 3) Updated Declarations of Interest for all Councillors have been provided to WLBC. Going forward Declarations will need to be updated if Councillors circumstances change and then at least annually. The next annual update will be completed in March 2022.
- 4) Parish champion grant application. Response received that funding for 2020/21 financial year has now been exhausted. SPC application will be retained and considered when new funding is allocated to the Parish Champion.
- 5) Bescar Lane Methodist Church have been contacted regarding the trimming of the hedge around the noticeboard. Clerk will make arrangements to get this completed to improve access before obtaining quotes to get hinges fitted to the perspex panels so that the noticeboard can be brought back into full use as soon as possible.
- 6) The following draft policies will be circulated shortly and will be included on May agenda for consideration/approval:
 - Privacy notice (for website)
 - FOI publication scheme
 - Data protection policy
 - Record retention policy
- 7) Annual Governance and Accountability Return 2020/21. Guidance has now been issued and the deadline date for the submission of the return to PKF Littlejohn is 2nd July 2021 (unless an extension is needed). The 2020/21 internal audit requires submission of a complete set of documentation to Ian Edwards which is only possible after March 2021 bank statements have been received (expected around mid-April). Provisional timetable for AGAR completion, approval, and submission is:

By 19/04/21: 2020/21 Accounting Statements prepared and signed by RFO.
Documentation to internal audit, to include draft/unapproved Annual Return documentation and draft 2021 Accounting Statements.

SCARISBRICK PARISH COUNCIL

Internal audit expect to complete work within 7 to 10 days of receiving documentation.

10/05/21 (or earlier: SPC Meeting: Approval of: 2020/21 Accounting Statements, Internal audit report, bank reconciliation, 20/21 budget outturn report, review of internal control/audit (written report by Chair and Vice Chair)

07/06/21: SPC Meeting: Annual Governance Statement (Section 1) to be approved, Accounting Statements (Section 2) to be approved. Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements.

Before 14/06/21: SPC publishes on website: a) the Annual Internal Audit Report (recommended but not mandatory); b) the Annual Governance Statement; c) the Accounting Statements; d) a declaration that the accounts are as yet unaudited; e) details of the arrangements for the exercise of public rights; and f) the name and address of the External Auditor.

14/06/21 to 23/07/21: Public rights 30 working days. Notices and documents on SPC noticeboards.

By 02/07/21: SPC sends to the PKF Littlejohn (External Auditor): a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March 2021; f) details of the arrangements for the exercise of public rights; and g) any other information that the auditor has specifically requested.

20/092 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS; To receive Councillors reports (for information only) and requests for future agenda items.

Councillor Brake advised that there have been sightings of roe deer in the grounds of Scarisbrick Hall and Scarisbrick Park area. The deer have been seen crossing Hall Road and entering Dam Wood. There is no warning signage on either Hall Road or Southport Road and there are concerns that a traffic accident could occur. Clerk to contact Lancashire County Council Highways regarding this.

The Chairman closed the meeting at 20:55.