

SCARISBRICK PARISH COUNCIL

**Minutes of the meeting of the Parish Council held at 7.30pm on Monday 1<sup>st</sup> March 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**

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**PRESENT:**

Councillor A. Blundell (in the Chair)  
Councillor J Marshall  
Councillor G Holcroft  
Councillor M Andrews  
Councillor J Herbert  
Councillor N Makin  
Councillor C Marshall  
Councillor S Brake  
Councillor K Foulkes  
Councillor A Pickersgill

Mrs J Smith (Clerk) in attendance.

One member of the public was present.

The Chairman welcomed the three new councillors to the meeting.

**21/049 APOLOGIES AND REASONS FOR ABSENCE:**

Apologies were received from County Councillor Eddie Pope.

**21/050 DECLARATIONS OF INTEREST:**

Councillor Herbert declared a non-pecuniary interest in agenda item 21/062 as he is a member of the LALC Executive and sits on the Finance and Management Committee.

**21/051 CONFIRMATION OF THE MINUTES:**

**It was resolved to approve the minutes of the meeting held on Monday 1<sup>st</sup> February 2021.**

**21/052 ADJOURNMENT OF THE MEETING:**

As no member of the public wished to speak, and the meeting was immediately re-convened.

SCARISBRICK PARISH COUNCIL

**21/053 PLANNING APPLICATIONS:**

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

<b>Reference</b>	<b>Details</b>	<b>Applicant</b>	<b>Address</b>	<b>Resolution</b>
<b>2020/1272/FUL</b> Response Deadline: 26/02/21 – agreed extension to: asap after 1 <sup>st</sup> March	Proposed alterations to front elevation	Mr & Mrs A Higgin	Culshaws Farm Barn, Hares Lane, Scarisbrick, Southport, Lancashire	<b>No objection</b>
<b>2021/0095/FUL</b> Response Deadline: 26/02/21 – agreed extension to: 03/03/21	Proposed erection of a temporary portable office, ancillary to existing agricultural operations	Quantil Ltd	Mere House Nurseries, 69 Jacksmere Lane, Scarisbrick, Ormskirk, Lancashire	<b>No comment</b>
<b>2020/0068/FUL</b> Response Deadline: 05/03/21	Proposed single storey rear extension following the demolition of the existing rear porch extension	Mr and Mrs Gore	458 Southport Road, Scarisbrick, Ormskirk, Lancashire. L40 9RF	<b>No objection</b>
<b>2020/1176/FUL</b> Response Deadline: 12/03/21	Erection of 1no. replacement dwelling.	Mr McStein	Old Vicarage Farm, Southport Road, Scarisbrick, Ormskirk, Lancashire.	<b>No comment</b>
<b>2021/0053/FUL</b> Response Deadline: 12/03/21	Side extension at first floor level.	Mr and Mrs Henderson	2 Clyffes Farm Close, Scarisbrick, Ormskirk, Lancashire, L40 9SB.	<b>No objection</b>
<b>2021/0054/FUL</b> Response Deadline: 19/03/21	Single story extension to the rear of unit complete with flat roof, double glazed doorset and large window.	L And C Developments	St Elizabeth's House, Clyffes Farm Close, Scarisbrick, Lancashire, L40 9SB.	<b>No comment</b>

SCARISBRICK PARISH COUNCIL

**21/054 FINANCE:**

**It was resolved to pay the following accounts:**

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>Authority</b>
J Smith	Salary (Feb 21)	611.54	LGA 1972, s112 (2)
J Smith	Office Expenses	56.93	LGA 1972, s111 (2)
J Smith	Travel Expenses	20.25	LGA 1972, s111 (2)
Octopus DCS Ltd	Repairs to paving at War Memorial (Invoice 1414)	265.00	War Memorials (Local Authorities' Powers) Act 1923, s1
Octopus DCS Ltd	Emergency Repairs to Bus Shelter (Invoice 1420)	65.00	Local Government (Miscellaneous Provisions) Act 1953, s4
LALC	Chairmanship Training Mar 21: Cllr Herbert and Councillor Blundell £25 each	50.00	LGA 1972, s111
M Winnard	Bus shelter cleaning per quote £345 + £10 to fix noticeboard. (Invoice 42)	355.00	Local Government (Miscellaneous Provisions) Act 1953, s4
LexisNexis	Purchase of 'Arnold Baker Local Council Administration' 12 <sup>th</sup> Edition (Invoice I0530411C)	119.99	LGA 1972, s111 (2)
HMRC	PAYE (overdue amounts for month 5 £127.13 and month 9 £120.82)	247.95 *	LGA 1972, s112 (2)
HMRC	PAYE (M10/11) Jan/Feb payments)	558.11 *	LGA 1972, s112 (2)

NB Transactions marked \* have been discussed further with HMRC and payments are needed to bring the PAYE account up to date.

**21/055 GRASS CUTTING CONTRACT DOCUMENTATION:**

Tender dates were noted and it was resolved, for the purposes of this tender, to suspend SPC Standing Order 18d (v) and Financial Regulation 11.1(f) and to substitute them with the virtual tender opening procedure.

**It was resolved that Councillor Foulkes will complete the virtual tender opening procedure with the Clerk.**

## SCARISBRICK PARISH COUNCIL

### **21/056 BUS SHELTER BIENNIAL CLEANING:**

- a) the quotation for the one-off cleaning of the perspex bus shelters, and the completion of the clean was noted;
- b) it was noted that the Council only has responsibility for the Scarisbrick boundary signage with LCC responsible for the remainder. **However, due to the dirty condition of the road signs throughout the Parish, it was resolved to accept the quotation of £50 submitted by M Winnard Landscapes Ltd and for the work to go ahead.**

### **21/057 MILLENNIUM WOOD:**

Millennium Wood has become a well-used local facility.

Issues have arisen concerning:

- a) an ‘unofficial’ entrance that has been created onto Drummersdale Lane. This means that there is a significant risk that a child could run out into traffic,
- b) rope swings are being attached to the trees which means that there is an increased risk of an accident,
- c) there is not a dog waste bin. WLBC are responsible for the installation and emptying of dog waste bins and this is dependent on specific criteria. Currently dog waste bags are being hung from the trees.

The Council owns the Wood and therefore has a duty of care to the people that use it.

Councillors discussed various options such as a new entrance to the side or front of the wood with a kissing gate which could potentially accommodate wheelchairs and pushchairs, play equipment installation, and signage regarding dog waste issues. It was felt that the current problems could be turned into opportunities to enhance the Wood.

**It was resolved that a working group be set up to look at the issues in Millennium Wood as a project during 2021/22. The working group will include Councillor Andrews, Councillor Pickersgill, Councillor Makin, Councillor Foulkes, and Councillor Brake.**

**It was resolved that rope swings should be removed from the trees as soon as they are noticed.**

### **21/058 PARISH NOTICEBOARDS:**

It was noted that the Turning Lane noticeboard has been replaced and that the previous issues are now resolved.

The issues regarding the Bescar Lane Methodist Church noticeboard were noted and it was resolved to take it out of regular use until a solution can be found.

**It was resolved that the Clerk should:**

- a) **contact Bescar Methodist Church to discuss the issues of hedge cutting to improve access,**
- b) **obtain quote to alter the noticeboard by fixing hinges to the perspex panels,**
- c) **obtain quote for a replacement noticeboard (of a similar size).**

SCARISBRICK PARISH COUNCIL

**21/059 SCARISBRICK GARDENING COMPETITION:**

Options for the 2021 Gardening Competition were discussed and the possibility of holding a virtual event was considered.

**It was resolved to approve the suggested solutions to the issues outstanding from the 2019 Gardening Competition.**

**It was resolved that Councillor Makin and the Clerk should continue to work together on the 2021 Gardening Competition and formulate a proposal for consideration at the April meeting.**

**21/060 ANNUAL PARISH MEETING:**

**It was resolved to defer this item to the April meeting due to uncertainty as to whether this meeting can go ahead lawfully due to the pandemic.**

**21/061 LALC CLIMATE CHANGE STUDIES BOOKLET:**

**It was resolved to defer this item to the July meeting.**

**21/062 LALC SUBSCRIPTION 2021/22:**

**It was resolved to renew the LALC subscription for 2021/22 £545.26.**

**21/063 DATA PROTECTION REGISTRATION 2021/22:**

**The current level of registration was reviewed and it was resolved to approve payment of the Data Protection Fee – Tier One £40, due 10<sup>th</sup> April 2021.**

**21/064 ASSET REGISTER UPDATE:**

Annual asset inspection is a condition of the Council's insurance arrangements. The bus shelters are the highest value asset of the Council and, due to the recent cleaning, are known to all be in good condition.

Due to the current pandemic it is not known when it will be lawful for a full physical asset inspection to be carried out.

**It was resolved that the Clerk should contact insurers to establish their expectations on asset inspection during the pandemic.**

**21/065 RISK ASSESSMENT:**

**Following discussion of the updated document it was resolved to approve the 2021 Risk Assessment.**

**21/066 PARISH CHAMPION GRANT:**

**It was resolved to apply for a Parish Champion Grant to purchase a plastic recyclable bench to replace the bench currently located at Bullens Lane. The Council are prepared to contribute £200 towards this so the grant application will be for £500.**

**It was resolved that the Clerk will complete the necessary grant application paperwork and submit to the Parish Champion.**

**It was resolved that the consideration of a rolling programme for street furniture replacement should be a future agenda item.**

**21/067 WLBC STREET NAMING:**

The information provided by WLBC was noted. WLBC have advised that they will be sending a reminder regarding street naming criteria in approximately 2 months.

**It was resolved to defer this item until further information is received from WLBC.**

**21/068 NALC MODEL DESIGN CODE CONSULTATION:**

**It was resolved that if an individual councillor wishes to respond to the consultation they should do so.**

**21/069 CLERKS REPORT:**

The following items were noted:

- 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. Further correspondence is awaited.
- 2) No response received to date from North West Ambulance Service re access issues in Hillock Lane. Further email sent 21/02/21.
- 3) Email sent to LCC regarding Turning Lane Cycle Lane Bollards to confirm installation by end of March 2021. They have responded, on 08/02/21 that, due to adverse weather conditions and the winter gritting service, works such as these have been impacted. They have advised that they will try and ensure that this work is completed within the next 8 weeks.
- 4) 2 quotations have been received to re-felt the roof of the Diglake Bus Shelter. One is for £365 and the other for £210. Clerk will obtain a further quote for comparison.
- 5) Clerk has been unable to obtain a place on the LALC workshops as they are fully booked.
- 6) Bescar Lane Methodist Church has confirmed that they will not be applying for a Parish Council grant. This is because in past years they have applied for a grant for their youth work which is currently suspended due to COVID-19. I have agreed to provide them with an application form for 2021/22 grants.
- 7) WLBC Capital Grants. Clerk has confirmed that the closing date for 2021/22 capital grant applications was 12<sup>th</sup> February 2021. Clerk has diarised for December 2021 meeting so that timely preparations can be made to bid for funding for 2022/23.

## SCARISBRICK PARISH COUNCIL

- 8) Bus shelters were cleaned by M Winnard on 19<sup>th</sup> February and have also been cleared of vegetation.
- 9) The timber bus shelter (between Jacksmere Lane and Bullens Lane) was vandalised (back planks kicked out) and has been repaired by Octopus Services as an emergency repair for £65. The cost of fitting metal to a higher level on the interior of the bus shelter is £288.
- 10) Documentation for quarter 3 cash book verification emailed to Councillor Herbert. He has confirmed that he has completed the verification with no issues. The verification will require signing at an appropriate time.
- 11) Draft letter regarding flooding to Rebecca Pow emailed to Councillor Herbert for review and advice.
- 12) Draft Privacy Notice (for website), FOI Publication Scheme, Data Protection Policy and Record Retention Policy have been prepared and will be included on April 21 Agenda.
- 13) Clerk has emailed Councillors regarding the need to update Declarations of Interest and requested that everybody complete and sign new declarations so that records can be updated.

### **21/070 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS:**

Councillor Herbert advised that LALC are currently revamping their training content and delivery methods. They will be sending out a survey that should be brought to the April SPC Meeting.

Councillor Herbert advised that the next LALC Executive Meeting is on 10<sup>th</sup> April (by virtual means). There will be 2 United Utilities Directors in attendance to discuss issues that have been raised. United Utilities are very keen to work with parish/town councils and hopefully their attendance at the Executive meeting will strengthen engagement in the future.

Councillor Holcroft advised that, due to Covid19, it has not been possible to send out an issue of Scarisbrick Village Matters (SVM) to residents. She will provide SVM posters to the Clerk, for putting on Parish noticeboards, to remind residents that SVM remains active.

Councillor J Marshall advised that there are changes occurring at the Ormskirk School Trust and she will report back to the April meeting.

Councillor Herbert advised that Rosie Cooper MP has been in contact regarding Scarisbrick flooding issues. She will be taking this up with the Environment Agency and will provide an update in due course.

The Chairman closed the meeting at 10pm.