

SCARISBRICK PARISH COUNCIL

**Minutes of the meeting of the Parish Council held at 7.30pm on Tuesday 4th May 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 J Herbert  
Councillor G Holcroft  
Councillor N Makin  
Councillor S Brake  
Councillor K Foulkes  
Councillor A Pickersgill

County Councillor D O'Toole in attendance (left the meeting at 9:08pm).

Mrs J Smith (Clerk) in attendance.

**21/092 ELECTION OF CHAIRPERSON OF THE COUNCIL:**

It was resolved to elect Councillor A Blundell as Chairperson for the next 12 months.

It was resolved that the Declaration of Acceptance will be signed 5<sup>th</sup> May 2021

**21/093 ELECTION OF VICE-CHAIRPERSON OF THE COUNCIL:**

It was resolved to elect Councillor J Marshall as Vice Chairperson for the next 12 months.

It was resolved that the Declaration of Acceptance will be signed 5<sup>th</sup> May 2021.

**21/094 APOLOGIES AND REASONS FOR ABSENCE:**

Apologies were received from Councillor M Andrews and Councillor C Marshall.

**21/095 DECLARATIONS OF INTEREST:**

The Clerk declared a non-pecuniary interest in agenda item 21/110, and a pecuniary interest in agenda item 21/113.

**21/096 CONFIRMATION OF THE MINUTES:**

It was resolved to approve the minutes of the meeting held on Wednesday 21<sup>st</sup> April 2021.

**21/097 ADJOURNMENT OF THE MEETING:**

The meeting was adjourned at 7:35pm.

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Councillor D O'Toole provided a verbal report of his work over the past 12 months. He included details of the difficulties encountered during the pandemic, library re-openings, pothole repairs, greenbelt issues, current planning issues, and the work of Lancashire Fire and Resue during the pandemic. He also provided some details of campaigns regarding village schools, and fracking,

The meeting was reconvened at 8:03pm.

**21/098 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>
2021/0349/FUL Response deadline: 14/05/21	Single storey rear extension	Mr T Cropper	Meadow View, 77 Jacksmere Lane, Scarisbrick, Ormskirk, Lancashire.	<b>No objection</b>
PUBLIC NOTICE 2021/0416/FUL	PROPOSAL: Change of use of part ground floor from hair and beauty salon, aesthetics clinics, and training salon, to Use Class E		LOCATION: Stocks House, 330 Southport Road, Scarisbrick, Southport, Lancashire, PR8 5LF	Information item

**21/099 FINANCE:**

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

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>Authority</b>
J Smith	Salary (Apr 21)	611.62	LGA 1972, s112 (2)
Zurich Municipal	Annual Insurance Premium 01/06/21 to 31/05/22. Inv 506153057.	699.88	LGA 1972, s111(1)
I Edwards	Internal Audit Services	75.00	LGA 1972, s111 (2)
J Smith	Travel Claim (Apr 21)	18.90	LGA 1972, s111 (2)

**b) The following remittance advices were noted:**

WLBC: Precept (1 <sup>st</sup> payment) and Council Tax Support Grant	£13,066.00
WLBC: Concurrent Grant Funding (1 <sup>st</sup> payment)	£1,408.50
WLBC: CIL Funding	£9,895.37

**c) The 2020-21 Quarter 4 (Jan 21 to Mar21 Bank Reconciliation was received and noted.**

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**21/100 2020-21 END OF YEAR BUDGET OUTTURN REPORT:**

The 2020-21 End of Year Budget Outturn Report was received.

**It was resolved to approve the report**

**21/101 2020-21 ANNUAL ACCOUNTS:**

The 2020-21 Annual Accounts were received.

**It was resolved to approve the accounts for signature by the Chairperson.**

**21/102 INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2021):**

The contents of the internal auditor's report were noted.

It was noted that there were no causes for concern identified.

**21/103 REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL:**

The review of the effectiveness of internal control carried out by the Chair and Vice-Chair was received.

**It was resolved to approve the review.**

**21/104 2020-21 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR):**

**a) It was resolved to approve the AGAR timetable as follows:**

Timetable for 2020-21 AGAR completion, approval, and submission is:

By 19/04/21 (completed): 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.

10/05/21 (4<sup>th</sup> May 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 (or earlier): 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

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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.

**a) It was resolved to approve the AGAR timetable as follows:**

b) the AGAR Annual Internal Audit Report was noted

c) the Annual Governance Statement (Section 1 AGS) was completed by the Council. **It was resolved to approve for signature by the Chairman**

d) the Accounting Statements- Section 2 (attached) were reviewed. **It was resolved to approve for signature by the Chairman.**

### **21/105 2020/21 VAT CLAIM:**

The 2020/21 VAT Claim £515.25 was noted.

### **21/106 RETURN OF FACE-TO-FACE MEETINGS (deferred from 21<sup>st</sup> April meeting):**

There was a discussion regarding the requirement to return to face-to-face meetings from 7<sup>th</sup> May 2021 as, due to there being no extension to the coronavirus regulations, virtual meetings held after this date will not be considered lawful.

It was noted that there is a need for a return to physical meetings to be carefully managed as the pandemic situation is very fluid and changing on a weekly basis.

However, with 10 Councillors and a Clerk, and with the possibility of members of the public attending, the number physically present could be well in excess of the current rule of 6 currently permitted in public houses.

It was noted that, although the Council can seek to encourage members of the public to attend the meeting virtually, the public has a right to attend the meeting in person if they wish.

Provisions will need to be made for the meeting to be covid-secure which will involve risk assessment, social distancing, hand cleanser, face masks, and recording of attendee contact details for track and trace.

**It was resolved that the meeting planned for Monday 7<sup>th</sup> June would go ahead subject to the following issues being satisfactorily addressed:**

**The Clerk to make contact the Village Hall to establish whether the large room is available for Monday 7<sup>th</sup> June Meeting so that social distancing can be practised. Councillors to be advised of the outcome.**

**The Clerk to complete a covid risk assessment, based on LALC guidance, to demonstrate the measures that the Council needs to take to meet its duty of care to councillors, employees, and the public. This will be circulated to Councillors for consideration.**

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**The Clerk to circulate the covid checklist, provided by an insurance company to Councillors for information.**

**Members of the public will be encouraged to attend the meeting virtually if possible. If they wish to attend in person they will be requested to have undertaken a lateral flow test, with a negative result. This information will need to be advised to public on the agenda and on noticeboards by the Clerk.**

**All Councillors who intend to be present, and the Clerk, will be requested to have undertaken a lateral flow test with a negative result, prior to attending the meeting.**

### **21/107 RENEWAL OF SUBSCRIPTIONS:**

**It was resolved to approve the renewal of the following annual subscriptions:**

- |                        |                    |              |
|------------------------|--------------------|--------------|
| a) Norton Anti-Virus   | £60.00 (estimated) | Due 10/06/21 |
| b) Microsoft365 Office | £40.00 (estimated) | Due 05/06/21 |

The Clerk informed Councillors that these subscriptions need to be renewed as corporate subscriptions under the name of Scarisbrick Parish Council. It is not currently known whether this will increase the costs shown above. This will be further reported at the 7<sup>th</sup> June meeting.

### **21/108 UPDATED POLICIES:**

**It was resolved to approve the following updated policies:**

- a) Data Protection
- b) Record Retention
- c) Freedom of Information
- d) Privacy Notice

### **21/109 QUEENS VOLUNTARY SERVICE AWARD:**

**It was resolved to nominate the Scarisbrick Litter Group.**

Clerk to complete necessary nomination information.

### **21/110 2021 GARDENING COMPETITION:**

There was a short discussion regarding the virtual competition to be run for 2021. This will be run as Scarisbrick In Bloom and will require the submission of digital images by contestants.

**It was resolved to run a 2021 Scarisbrick in Bloom competition. Councillor Makin will continue to make arrangements for this with the Clerk providing support as necessary.**

### **21/111 CLERKS REPORT (INFORMATION ONLY) - MAY 2021**

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- 1) Updated Unity Bank Account application form has been completed and signed. Supporting information has been gathered and has been uploaded to Unity Bank. Specimen signature sheet has been posted with required £500 opening deposit.
- 2) Upon the completion of the opening of the Unity Bank Current account there needs to be consideration of additional signatories/authorisers for the account. This is a future agenda item.
- 3) The temporary fence to block the unofficial entrance is expected to be installed during 26/04/21.
- 4) The grass cutting contractor commenced cutting on 28/04/21. I have agreed with the contractor that he will cut around bulbs until 1<sup>st</sup> June (which is his usual practice to protect them). I have also asked the contractor to inspect Millennium Wood for rope swings during his grass cutting visits and for him to take them down and he will add any additional time charge for this onto his invoices.
- 5) I have visited Millennium Wood to establish how to lock the large gate at the rear so that all users will need to use the kissing gate to enter the wood. I expect to purchase a combination padlock and chain to secure the gate, to deter horse riders, in the next few days. The padlock combination will be shared with grass cutting contractor so he can continue to gain access to the Wood.
- 6) The memorial bench will be removed from the Village Hall shortly. It will be taken to workshop to dry out before sanding down and varnishing.
- 7) Clerk has forwarded LALC training survey to all Councillors for completion. To date no completed surveys have been returned so the overall response from SPC has not yet been sent to LALC.
- 8) Clerk has contacted LCC Highways regarding the need for deer warning signs in Hall Road near Dam Wood and potentially on Southport Road near Scarisbrick Hall. Their response is awaited.
- 9) Clerk has written to 2019 Garden Competition winners so that arrangements can be made to collect trophies from them.

### **21/112 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS:**

The following reports and requests for future agenda items were received:

Councillor Blundell provided information regarding the feedback received on social media in relation to the temporary fence erected to block the unofficial front entrance at Millennium Wood. He requested that the Millennium Wood working group report back to the June meeting so that a permanent solution can be agreed.

Councillor Makin noted that the comments on social media also drew attention to the speeding problem along Drummersdale Lane. The issue of speeding in Scarisbrick to be included on June agenda.

Councillor Blundell reported that as he is a member of WLBC Planning Committee he should not comment or vote on planning applications that are discussed at Parish

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Council meetings. In future Councillor J Marshall, Vice Chair, will take the Chair for the planning section of the agenda.

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

**21/113 PARISH CLERK SALARY:**

It was resolved to award one incremental pay point upon the satisfactory completion of 6 months probationary employment, effective from 16<sup>th</sup> May 2021.

The Chairman closed the meeting at 9:15pm