

SCARISBRICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in the St Marks Parish Hall at 7.30pm on Tuesday 9th May 2023.

PRESENT:

Councillor A Blundell (in the Chair)
Councillor J Herbert
Councillor N Makin
Councillor M Wood
Councillor S Roberts
Councillor C Berks
Councillor A Pickersgill
Councillor J Marshall

1 member of the public was in attendance.

23/079 ELECTION OF CHAIRPERSON OF THE COUNCIL

Councillor J Herbert resigned as Chairman.

Councillor A Blundell was elected as Chairman and signed the Declaration of Office. He then took the Chair.

23/080 ELECTION OF VICE-CHAIRPERSON OF THE COUNCIL

Councillor C Berks was elected as Vice-Chairman.

23/081 APOLOGIES:

Apologies were received from Cllr C Marshall

23/082 DECLARATIONS OF INTEREST:

There were no declarations.

23/083 MINUTES:

It was resolved that:

The minutes of the Parish Council meeting held on 3rd April 2023 were a true record and should be signed by the Chairman.

23/083 ADJOURNMENT OF THE MEETING:

The meeting was not adjourned.

23/084 PLANNING:

a) The following application was considered, and the decision taken as shown:

Reference	Details	Applicant	Address	Resolution
2023/0197/FUL Response Date: 28/04/23 Extension requested.	Proposed first floor side extension	Ms Katie Moorcroft	71 Merscar Lane, Scarisbrick, Ormskirk, Lancashire, L40 9RL	No Comment
2023/0241/FUL Response Date: Not provided	Single storey rear extension and render full dwelling	Mrs Rachel Scholes	14 Moorfield Lane, Scarisbrick, Ormskirk, Lancashire, L40 8JD	No Comment

SCARISBRICK PARISH COUNCIL

2023/0222/FUL Response Date: 19/05/23	Demolition of existing conservatory at the rear of the property and erection of a single storey side / rear extension to incorporate an open plan living, kitchen and dining space. Alterations to the porch, additional picture window and installation of 3 Conservation roof-lights to the main roof. Resubmission of 2022/1043/FUL	Mr Jon Brookfield	Primrose Hill House, Asmall Lane, Scarisbrick, Ormskirk, Lancashire.	No Comment
2023/0185/FUL Response Date: 19/05/23	Variation of condition no 2 of planning permission 2021/0915/FUL relating to approved plans	Mr Andrew Cousins	11 Bescar Lane, Scarisbrick, Ormskirk, Lancashire, L40 9QN	No Comment

- b) Since the April SPC meeting the Planning Enforcement Officer has conducted a site visit and the obstruction has been removed from the watercourse.

It was resolved that:

Scarisbrick Parish Council will not write to the Mushroom Factory developer at this time.

23/086 INSURANCE RENEWAL 2023/24:

The Clerk informed Councillors that the additional premium discussed at the April SPC meeting had been cancelled by Zurich. The additional had been covered without charge up to the renewal date and are now included in the 2023/24 premium.

It was resolved to:

Pay the annual insurance premium for 2023/24 £723.45.

23/087 LALC SUBSCRIPTION 2023/24:

It was resolved to:

Pay the LALC subscription for 2023/24 £547.70.

23/088 FINANCE:

- a) *It was resolved to approve the following accounts for payment:*

SCARISBRICK PARISH COUNCIL

	Payee	Detail	Amount Payable £ (inc VAT where applicable)	Authority	Payment Type
1	J Smith	The scheduled payment of the Clerk's salary as per contract of employment for May 23.		LGA 1972, s112 (2)	Electronic (due 30 th May 2023)
2	Microsoft	MS365 2 nd May to 1st Jun.	19.92	LGA 1972, s111 (1)	Credit Card
3	LALC	Membership Renewal Subscription 01/04/23 to 31/03/24 Inv 2324155	547.70	LGA 1972, s111 (1)	Electronic
4	Yates Playgrounds	SPID moving Mar 2023. INV-2133	264.00	LGA 1972, s111 (1)	Electronic
5	Zurich Insurance	Renewal of insurance 1 st June 23 to 31 st May24. Inv 522992522	723.45	LGA 1972, s111 (1)	Electronic
6	ESE Direct	Osmo Defence Flood Barriers. EWEB7099570. Payment in advance of delivery required. (Parish Champ Grant £500 + WLHA Grant £250)	730.68	LGA 1972, s111 (1)	Electronic
7	CSI Products	Hydrosack 10 packs (2 per pack)	234.60	LGA 1972, s111 (1)	Credit Card
8	RSPB (WLHA grant £250)	Tawny Owl box and 6 nesting boxes for Millennium Wood. (WLHA Grant £250)	244.00	LGA 1972, s111 (1)	Credit Card
9	St Marks PCC	Hire of Parish Hall for Meetings 9 th May 2023. Pro forma invoice attached	37.50	LGA 1972, s111 (1)	Electronic
10	Judith Smith	Generic Printer Ink	14.50	LGA 1972, s111 (1)	Electronic
11	Ian Cropper	2022/23 Internal Audit Fee (Final)	250.00	LGA 1972, s111 (1)	Electronic

SCARISBRICK PARISH COUNCIL

12 – see Note 3	Elan City	2 SPID Units and solar panels etc	5255.98	LGA 1972, s111 (1)	Electronic
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Note 1: Flood equipment purchases to the value of £1,000 were approved at the SPC April Meeting (min 23/071).

Note 2: This purchase was approved at SPC April Meeting (min 23/070)

Note 3: This purchase was approved at SPC April Meeting (min 23/069) based on a quotation of £5,148.37 (exc column costs) with funding from CIL monies. An updated quotation has been received for £4,379.98 (exc VAT) – so a saving has been made. An official order has not yet been sent to the supplier and so an invoice has not been received. However, it is included on the finance list for approval so that payment can be made as soon as there is certainty on the installation of the Southport Rd SPID columns.

b) The remittances received were noted as follows:

Remittances Received

Parish Champion Grant	£500.00	
West Lancs Heritage Association	£500.00	
WLBC CIL	£29,969.79	Erection of 38 no. of new residential units comprising 27 dwellings and 11 apartments. Land Adjacent 3 To 13, Southport Road, Scarisbrick
WLBC Precept	£13,269 (1 st Instalment)	
WLBC Council Tax Support Grant	£968.00	
HMRC VAT Claim (2022-23)	£2,748.79	

c) The 2022-23 Quarter 4 (Jan23 to Mar 23) validated bank reconciliation was received.

d) The 2022-23 Budget Outturn Report was received.

It was resolved to:

Approve the budget position as at 31st March 2023.

Approve the CIL expenditure of £8,538 for 2022/23.

Approve bank transfers so that total reserves amount is held within the reserves bank account until such time as expenditure is agreed.

e) The 2022-23 Annual Financial Statement of Accounts was received.

It was resolved to:

Approve the Annual Financial Statement of Accounts for signing by the Chairman.

23/089 INTERNAL AUDITOR'S REPORT – YEAR ENDING 31ST MARCH 2023:

The internal auditor's report was received and noted.

It was resolved that:

Councillors should review the report and provide their comments at the SPC June Meeting where a minuted response will be considered.

23/090 ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT 2022/23:

It was resolved to:

Approve the annual review of the effectiveness of internal audit as carried out by the Councillor J Herbert and Councillor A Blundell.

SCARISBRICK PARISH COUNCIL

23/091 ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL 2022/23:

It was resolved to:

Approve the annual review of the effectiveness of internal control as carried out by the Councillor J Herbert and Councillor A Blundell.

23/092 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2022/23:

The AGAR Annual Internal Audit Report was noted.

The Annual Governance Statement (AGAR Section 1) was completed and approved.

The Accounting Statements (AGAR Section 2), signed by the RFO, were reviewed and approved.

It was unanimously resolved that:

- a) the AGAR timetable, including the exercise of public rights period of Monday 5th June 2023 to Friday 14th July 2023, be approved.*
- b) the Annual Governance statement be approved for signing by the Chairman and Clerk.*
- c) the Accounting Statements be approved for signing by the Chairman.*

23/093 CIVIC SERVICE 2023:

The 2023 the Civic Service is due to be held at St Elizabeth's. However, it is possible that there will still be scaffolding in the Church as the stonework is being repaired.

St Mark's have been approached and Rev Heaney has suggested that if St Marks are to host the Civic Service they would be looking towards September 23.

It was resolved to:

Postpone the Civic Service 2023 until church availability (probably September or later) can be confirmed.

23/094 CORONATION PROJECT:

The Parish Council will undertake a project to mark the Coronation of HM King Charles III.

Suggestions were made regarding tree planting in Millennium Wood (it was noted that the plaque for the Millennium Oak has gone missing) and/or providing trees to Scarisbrick residents.

It was resolved that:

Councillor J Marshall will provide costings to the SPC June Meeting

23/095 SCARISBRICK GARDENING COMPETITION 2023 AND PROPOSED SCARECROW COMPETITION 2023:

Cllr Makin suggested that the closing date for the Garden Competition is Saturday 22nd July with judging of the taking place on Saturday 29th July 2023. These days will need to be advertised on website, noticeboards, social media and July newsletter with application forms available by email.

It was proposed that an additional category – Best Vegetable Plot be added and that a sponsor be sought to provide a trophy.

Cllr Berks proposed that the Garden Competition and Scarecrow Competition could be run together with judging for the Scarecrow Competition taking place on Sunday 30th July.

It was resolved to:

Consider further at the SPC June Meeting

23/096 CLERKS REPORT:

The Clerk's report was noted.

SCARISBRICK PARISH COUNCIL

23/097 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDAS:

Councillor J Marshall raised the issue of the overgrown hedge that is blocking the pavement adjacent to Master McGrath's – Clerk to contact WLBC/LCC.

Councillor J Marshall requested that bulb planting be considered. This will be included on the agenda at a future SPC meeting.

Councillor S Roberts raised the issue of the vandalised wooden bus shelter on Southport Rd. This is to be included on SPC June agenda.

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

It was resolved to exclude members of the public for this item and the remaining member of the public left the meeting.

23/098 CO-OPTION OF COUNCILLORS: to consider applications for co-option.

Applications for co-option were considered and a vote was held in accordance with the Council Co-option Policy and Procedure

It was resolved to offer co-option to George Pratt

Clerk to advise of the co-option and complete formalities.

The Chairman closed the meeting at 8:50pm