

HESKETH-with-BECCONSALL PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Monday 19th April 2004 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft, , Cllr. J.R.Foster, Cllr Mr.J.R.Hunter, Cllr. Mrs N.M.Goodier
Cllr. Cllr. Mr.A.P.Murphy (Chairman), Cllr, Rev'd R.Plant, Cllr. Mrs H.J.Tompkins.^(A)

(A) Left the meeting after item 12

Four members of the general public were present.
Also in attendance was PC Phil Corrigan.

APOLOGIES

Apologies were received from, Cllr. Mrs C.Farrington, Cllr. Mr.P.J.A.Sergeant,
Cllr. Mrs L.Standish-Gore

DECLARATIONS OF INTEREST

No declarations of interest were given

MINUTES OF THE MEETING OF 8th March 2004

Councillor Foster noted that his request regarding pollution on Footpath Number 14 had not been minuted and requested that this be recorded.

RESOLUTION No. 1/2004 Carried by **5(five)** votes to **0(nil)** with **2(two)** abstentions, that the Chairman sign the minutes as a true record, subject to Cllr Foster's comments being noted.

MATTERS ARISING

RESOLUTION No. 2/2004 carried by **5(five)** votes to **0(nil)** with **2(two)** abstentions that the meeting exclude members of the Press and Public as per the Agenda Item.

See Confidential Minutes at Appendix 1

Medals – Members again considered the names of several local people who had been significant in their voluntary or philanthropic efforts in the village. Several new names, and the reasons for their preferment, had been added to the list, which now totalled nineteen names.

RESOLUTION No. 5/2004 carried by **6(six)** votes to **0(nil)** with **1(one)** abstentions that a sub-committee comprising of the Chairman, Cllr Goodier and Cllr Plant should make suitable arrangements and publicity for the presentation of the medals.

Centenary Sports Ground Fencing (CSG) – The Clerk reported that he had now received a response to the Council's letter requesting a meeting. The response also intimated that legal action would be instituted if agreement was not reached. The meeting agreed that the matter should be left in the hand of the CSG Sub-committee.

Newsletter

Various items and suggestions were put forward for inclusion. The Chairman agreed to compile a newsletter for door to door distribution and inclusion on the Council's Internet Website.

Parish Partnership – Members produced a list of items of concern within the village for consideration by LCC. The Clerk was instructed to pursue these

POLICE MATTERS – PC Corrigan gave an update on the ESCO and his own role in the village including advice on a new “Police Surgery” to be set up. It was agreed that items could be put in the Newsletter and on the Website.

CORRESPONDENCE

Kidzone & Mere Sands – It had been advised at the last meeting that funds were not available to make donations at this time of year. The Clerk however, advised the Council that a sum of £200 had been budgeted for against non-specific recipients. Much discussion ensued.

RESOLUTION No. 6/2004 carried by **5(five)** votes to **1(one)** with **1(one)** abstentions that the a donation of £100 be made to “Kidzone” forthwith and that Mere Sands be advised to re-apply in December.

Allianz Cornhill – The Clerk advised that our Insurers were requiring a regular inspection of all the Council’s Property. This was already being carried out under contract in respect of the Play Areas but not with regard to the Shore Road Recreation Ground and Car Park. Cllr Goodier volunteered to take on the role inspecting the Areas in question on a monthly basis recording the outcome of each visit for filing by the Clerk. She requested that other members visiting the site should advise her of any problems.

Local Heritage Initiative – The Chairman agreed to look into possible grants

Parish Remuneration Panel Report - The Clerk advised of the latest report whose main amendment was to provide for a £100 allowance for Parish Chairmen. After due consideration, and considering the recommendations of the Panel, the Council proposed to adopt a scheme on the recommendations of the Panel.

RESOLUTION No. 7/2004 carried by **7(seven)** votes to **0(nil)** with **0(nil)** abstentions that the Council adopt the a scheme as recommended by the Remuneration Panel and that the Clerk be instructed to implement this.

County Training Courses – In view of the impending elections it was decided that Training for members should be reviewed by the new Council after the elections. It was proposed however that the Clerk should attend.

RESOLUTION No. 8/2004 carried by **5(five)** votes to **1(one)** with **1(one)** abstentions that the Clerk attend Initial Training and the AQA Clerks course as the first stage towards Quality Parish Status.

Ribble Catchment Conservation Trust – Membership

RESOLUTION No. 9/2004 carried by **6(six)** votes to **0(nil)** with **1(one)** abstentions that the Council renew Membership and review the benefits next year.

John Lawson’s Circus – The Clerk advised that he had been in touch with the proprietors whom he would be meeting on site during the summer.

WLDC Assembly Report – The Clerk reported that Mr D Wilks, a member of the public, had been reported as being a Councillor of ‘Hesketh with Beconsall’ on the report of the Assembly. This has been corrected.

Neighbourhood Watch - An application from Mrs E Moon for a contribution of £26 against the cost of two lamp post signs was agreed.

Other Information made available included :-

WLDC Replacement Local Plan
WLDC Revenue Budget & Capital Programme
WLDC Response to Boundary Committee
CVS Newsletter
The Princess Royal Trust
WL Environmental Network Minutes
Edge Hill College – External Review
Douglas Cardiac Trust Report and letter

FINANCIAL MATTERS

Accounts for Payment. Accounts for the External Auditor, Clerk (Salary & Expenses), Inland Revenue (PAYE), and LAPTC subscription, were presented.

RESOLUTION 10/2004 carried by **5(five)** votes to **0(nil)** with **2(two)** abstentions that all accounts are paid forthwith.

RESOLUTION 11/2004 carried by **7(seven)** votes to **0(nil)** with **0(nil)** abstentions that the Council pay for two Neighbourhood Watch signs at a cost of £26 on the Abbeyfields estate.

Receipts – The Clerk reported that he had received Allotment payments from Mr Biesty, Mr Baxter and Mr Chadwick. The rent for the CSG had also been received from the Football Club.

External Audit – The Clerk advised that the Audits for 2001/2002 and 2002/2003 were now complete and the required notices posted.

RESOLUTION 12/2004 carried by **5(five)** votes to **0(nil)** with **2(two)** abstentions that the Audits and Annual Returns for 2001/2002 and 2002/2003 be accepted by the Council.

Annual Accounts – The Clerk presented a Receipts and Payments Account for the financial year 2003/2004 along with a list of audit queries for the Council to resolve. Councillor Tompkins raised several queries on the comments made by the Clerk relating to allegedly incomplete/erroneous procedures. The Clerk advised that it was for the Council to consider the comments and observations he had made and determine whether any further action was required. He also detailed additional measures he had put in place to strengthen procedures. The Clerk advised that he would be reporting more fully to the next meeting in preparation for the Internal Audit.

RESOLUTION 13/2004 carried by **5(five)** votes to **0(nil)** with **2(two)** abstentions that the Accounts be accepted as a true and accurate record.

The meeting was adjourned for PUBLIC PARTICIPATION

Mr Fowler requested copies of the 2001/2002 and 2002/2003 accounts

COMMUNITY BEAT OFFICER

RESOLUTION 14/2004 carried by **6(six)** votes to **1(one)** with **0(nil)** abstentions that the Council contribute £100 towards the cost of bicycle

PLAY AREA UPGRADES/YOUTH SHELTER

The Clerk advised the Council that the Chairman's application for funding to WLDC had produced a grant of £9,000 towards these projects, the highest grant in the WLDC area. The Clerk also reported that he had received LCC's agreement to the erection of "Play Area" notices on each side of the Glen Park Drive play area.

EMERGENCY MAINTENANCE/REPAIRS

RESOLUTION 15/2004 carried by **6(six)** votes to **0(nil)** with **1(one)** abstentions that the Clerk be authorised to instruct contractors to carry out emergency repairs on Council property as and when necessary.

LITTER

The Clerk reported on his and the Chairman's recent meeting with Mr Graham Concannon (WLDC) A quote had now been received for the supply of new bins (£1722.60), fitting bins and removing old bins (£765.00) , Emptying of bins – 9 (£100), Litter picking grassed and tarmac area (£200). The Council considered these costs to be excessive and requested the Clerk to make further enquiries.

RESOLUTION 16/2004 carried by **5(five)** votes to **0(nil)** with **1(one)** abstention that Standing Order 23 be suspended to allow items 13,14 & 15 to be completed.

CONTRACTS 2004/2005

Cleaning of Bus Shelters – The Council proposed to accept the "David Ward" quote.

Playground Maintenance – The Council proposed to accept "Yates Playground" quote.

Grounds Maintenance – The Council noted that especially at Shore Road, several firms were doing "bits" and that the situation needed co-ordinating. The Chairman said he would be speaking with the school to try to progress this.

RESOLUTION 17/2004 carried by **6(six)** votes to **0(nil)** with **1(one)** abstention that the Clerk accepts the quotes from David Ward for shelter cleaning, and Yates Playgrounds for Playground inspection. (*see confidential minute at appendix 2 for details*)

BOWLING CLUB

The Clerk reported that he had had a preliminary meeting with representatives of the Club and believed that all the problems could easily be overcome as long as neither side took historically entrenched positions. He asked for authority to negotiate a fresh lease, reflecting the Club's particular situation, on behalf of the Council.

RESOLUTION 18/2004 carried by **5(five)** votes to **0(nil)** with **1(one)** abstention that the Clerk be authorised to negotiate a fresh lease with the Bowling Club for subsequent ratification by the Council.

The Chairman closed the Meeting at 10:15

CONFIDENTIAL TO COUNCIL MEMBERS

Appendix 1

Matters arising from the Minutes of the 16th February 2004 Report from the Clerk.

The Clerk reported that Mr Sears had received payment for the undisputed items but was not accepting this as a final settlement. The case will now be set for hearing by a District Judge at Southport County Court; delays are currently around four to five months.

The Meeting was also advised that Mr Sears had appealed against the decision of the Employment Tribunal. The Council have given notice that they are content to rely on the original finding of the Tribunal for their defence.

Report from the Clerk regarding the ownership of Play Areas and Recreation Ground.

The Clerk reported that he had been unable to locate any documents relating to the ownership of all but the Glen Park Drive Play Area.

Glen Park Drive – Held on peppercorn rent for 99 years. Registered land at Clerk's home address. Papers in order.

Station Road – Council started the motions for "Acquisition by Prescription" in 1987 with statutory adverts etc but nothing done since, this should have been followed through in 1999. The Clerk stated that we should be able to demonstrate that we have enjoyed exclusive possession for over 12 years. Cllr. Foster questioned whether ex Clerk Brian Rimmer had been negligent in not completing this, Cllr Plant pointed out that if anyone was negligent, it was the whole council, Cllr Foster disagreed and suggested that Mr Rimmer had been a 'con-man'; the Chairman asked him to withdraw the comment but he refused.

Shore Road – Unable to locate any documentation.

Shore Road Allotments – Unable to locate any documentation

RESOLUTION 3/2004 carried by **7(five)** votes to **0(nil)** with **0(nil)** abstention that the Clerk be authorised to proceed with the necessary actions to secure ownership of the three sites subject to keeping the Chairman and Vice-Chairman advised.

Clerk's Employment Contract. (Previously circulated)

Cllr Tomkins queried as to why the Clerk was being paid one third of his 'phone bill rather than actual calls. Cllr Goodyear pointed out that the Council had previously agreed this prior to the Clerk's appointment and the query was out of order. The Clerk pointed out that this was on the terms and conditions when he was offered the post. Cllr Tomkins also requested that a note be made of the pay point the Clerk was on for review purposes, this was advised to be SCP25 on The National Joint Council (NJC) for Local Government Services on which a pay review was outstanding.

RESOLUTION 4/2004 carried by **6(six)** votes to **0(nil)** with **1(one)** abstention that the Chairman countersign the Clerk's Contract of Employment on behalf of the Council.

Appendix 2

Shelter Cleaning – **David Ward £5 per shelter per visit i.e. £70 per month**
Brian Parkinson £7.14 per shelter per visit i.e. £100 per month

Play Equip - Yates Playground £28 per site per visit i.e. £84 per month
(Now included routine lubrication and soundness of screw fastenings)

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the meeting of the Parish Council held on Monday 17th May 2004 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft, Cllr. Mrs C.Farrington Cllr. J.R.Foster, Cllr Mr.J.R.Hunter, Cllr. Mrs N.M.Goodier, Cllr, Rev'd R.Plant, Cllr. Mr.P.J.A.Sergeant, (Chairman)
Cllr. Mrs L.Standish-Gore Mrs H.J.Tompkins

Four members of the general public were present.

APOLOGIES

Apologies were received from, Cllr. Mr.A.P.Murphy, PC Phil Corrigan

DECLARATIONS OF INTEREST

No declarations of interest were given

MINUTES OF THE MEETING OF 19th April 2004

RESOLUTION No. 19/2004 Carried by **6(six)** votes to **0(nil)** with **4(four)** abstentions, that the Chairman sign the minutes as a true record.

MATTERS ARISING

Cllr. Ball considered that there should have been declarations of interest in respect of item 4b. The Clerk advised again that any complaint should be a matter for the Standards Board; it was up to individual members whether they declared interests and it was not for the Council to discuss.

Medals – Members were advised that they would be advised of the arrangements for the presentations by post which would probably be during week commencing 7th June. Cllr Tompkins advised that she could provide the address of Mr Blundell, which the Clerk was missing.

Centenary Sports Ground Fencing (CSG) – The Chairman reported that the meeting had not yet taken place

CORRESPONDENCE

Standards Committee Representation Election – Cllr Murphy put his name forward. Members considered the situation should Cllr Murphy not be re-elected.

RESOLUTION No. 20/2004 Carried by **6(six)** votes to **1(one)** with **3(three)** abstentions, that the Chairman (Ex Officio) be nominated to stand for the position.

Letter from Margaret O'Hanlon re CSG Fencing – The Clerk had received a letter complaining that the fence erected between the Institute and football ground was out of keeping and a danger to people using the entrance to the Institute. The Clerk and Chairman had written to Mrs O'Hanlon advising that the decision was between the Village Institute and the Football Club. In response to a query from Cllr Ball, the Clerk advised that the Council were paying the cost, as it was a ramification of the removal of the trees last year. The account would appear under Financial

Matters. Tempers frayed, as again members polarised their positions on the legality of the removal of the trees

Letter from Mrs R Rigby re Street Cleaning and Play Areas – It was noted again that the main cause of the dirty roads was allegedly heavy vehicles from ‘Altys’ and the lack of a wheel-washer. The Clerk advised that he would speak to WLDC regarding the mud etc. and also advise Mrs Rigby of the Capital Programme in hand in respect of Play Areas.

Other items reported –

- Census Information
- CVS – Nomination to Board of Trustees & Newsletters
- Accessibility Technical Report 2004 – Lancashire Structure Plan
- WLDC Reception
- CPRE Newsletter
- Princess Royal Trust Newsletter
- Assoc Conservation of Energy
- Letter of thanks “Kidzone”
- WLDC Committee dates

POLICE MATTERS – PC Corrigan was unable to be present.

A discussion ensued as to the significant benefits that both the Community Beat Manager and the ESCO had in the area since their appointment.

RESOLUTION No. 21/2004 Carried unanimously, that the Clerk should write to the Police thanking them for the provision of the officers and noting the significant advantages that the two appointments had had in the area.

Cllr Tompkins raised a query on the remarks made by Cllr Goodier at the recent meeting at the Cock and Bottle in Tarleton regarding the provision of Police Resource Centre, and on what authority she had purported to represent the Council. Cllr Goodier stated that she introduced herself by name and not as a representative of the Council. She had not identified specific land at the meeting, but merely queried why Tarleton was yet again was in line for developments rather than either Hesketh with Becconsall or North Meols. She went on to say that she was fed up with “everything going to Tarleton” even to the extent of £50,000 from this Council. Cllr Ball challenged Mrs Goodier as to her motives. She identified the land at Shore Road and the possibility of the changing hut being upgraded as part of a project.

Cllr Ball continued interrupting despite being requested not to do so, and was subsequently warned under Standing Order 34 by the Chairman.

She also referred to the Village Institute site, which was ripe for redevelopment. Cllr Plant made it known that a site could be found on the church field.

FINANCIAL MATTERS

Accounts for Payment. Accounts for Clerk (Salary & Expenses), Inland Revenue (PAYE), AutoCross (Bus shelter Rankin Ave), Andrew Coxhead (Allotment ditch cleaning), Allianz Cornhill (Insurances), Brian Parkinson. (CSG Fencing). The Clerk also pointed out that payment of £1,000 to Tarleton High School had not been made from last years budget and that another £1,000 from this year’s budget is now due. Members agreed this should be included in accounts for payment.

The Friends of Becconsall Old Church had also written requesting a grant. Provision had been made in the Budget of £1,000 for ‘Church Grants’. A discussion ensued as to whether this building constituted a ‘Church’. Cllr Tompkins pointed out that when she had asked for the provision in the

budget, she had this building in mind and that it would not cross her mind that it wasn't technically a Church. The Clerk confirmed that he had understood it would include all Church buildings. Cllr Plant at this point declared a non-prejudicial Interest.

RESOLUTION 22/2004 carried by **6(six)** votes to **1(one)** with **3(three)** abstentions that a donation of £350 is made to Friends of Beconsall Church.

In view of the possible controversy over the account from Brian Parkinson, the Clerk suggested that he should find the relevant Minute in respect of the Fencing and the account be dealt with after Public Participation

RESOLUTION 23/2004 carried by **9(nine)** votes to **0(nil)** with **1(one)** abstention that all accounts excluding Brian Parkinson are paid forthwith.

Receipts – The Clerk reported that he had received Allotment payments from Mr Whiteside, Mr Watkinson, Mr Bibby and Mr Bond. The first tranche of the Precept and Concurrent contribution had also been received. After protracted correspondence, payment had finally been received from Safeway for all costs in respect of the demolished bus shelter on Station Rd.

Clerks Financial Report

The Council having accepted the Receipts and Payments Account for the financial year 2003/2004 at Resolution 13/2004, the Clerk now presented the Accounts along with his report in preparation for the Internal Audit. The Clerk advised that these were his observations and it was up to the Council to decide what items to include in their report. Cllr Ball complained that the papers should have been distributed earlier to give members time to consider the Clerks observations, the Clerk pointed out that as he intended to go through each item then, that had been unnecessary.

The report is at appendix 1

In light of Cllr Ball's comments, the Clerk pointed out that the Council could now choose to disregard the report, or accept it in full or in part. The other alternative was to leave it for the new Council to progress. The Chairman stated the he felt it was the duty of the outgoing Council to sort it out now. He went on to say that whilst the Council has had problems in the past, it could now be seen that it has made significant advances to curing these.

RESOLUTION 25/2004 carried by **5(five)** votes (Sergeant, Plant, Ashcroft, Hunter, Goodier) to **1(one)** (Ball) with **4(four)** (Tompkins, Standish-Gore, Foster, Farrington) abstentions that the meeting accept the Clerk's report and Accounts.

The Clerk, in answer to queries, confirmed that he would still be pursuing all outstanding matters and may have to refer back to the Council on any matter that he could not resolve. Cllr Tompkins asked the Clerk if any members had been consulted or had input into his report. The Clerk confirmed that they had not.

At this point, Mr O'Hanlon a member of the public asked if his item of correspondence would be coming under item 20. The meeting agreed that, as it was correspondence, it should be heard forthwith.

Mr Hanlon referenced again the meeting at the Cock and Bottle. Over the months, he had heard on many occasions how land was to be sought for various projects but none had come to fruition. He was therefore delighted when Cllr Goodier announced that she was from the Parish Council and that land was available in Hesketh Bank for a Police Resource Centre. A heated discussion followed as

to whether Cllr Goodier had acted as an individual or as a representative of the Council, and if so on what authority. Mr Hanlon stated that to those people at the meeting Cllr Goodier had appeared as an official representative – she had not introduced herself by name; Cllr Goodier believed this not to be so, although Mr Hanlon subsequently confirmed he had recorded it. Mr Hanlon also wished to know why this ‘available land’ had not been discussed in relation to other projects mentioned in Council.

RESOLUTION 26/2004 carried by **7(seven)** votes to **0(nil)** with **2(two)** abstentions that The Clerk write to the Police Authority asking that they should consider possible sites in Hesketh Bank before reaching any conclusion on the location of their resource centre.

The meeting was adjourned for PUBLIC PARTICIPATION
There were no further comments from the floor.

Account for Sports Ground fencing

The Clerk advised that Resolution 78/2003 confirmed that Brian Parkinson was awarded the job of installing fencing at the CSG as the best of three bids.

RESOLUTION 27/2004 carried by **9(nine)** votes to **0(nil)** with **1(one)** abstentions that account of Brian Parkinson in the sum of £1,180.00 is paid.

Appointment of Clerk

RESOLUTION 28/2004 carried by **6(six)** votes to **0(nil)** with **4(four)** abstentions that the Clerk having completed his probationary period, has his appointment confirmed

Application for Access via Allotments at 64 Shore Rd

RESOLUTION 29/2004 carried by **6(six)** votes to **0(nil)** with **4(four)** abstentions that the Clerk prepares an agreement allowing access subject to the usual legal obligations and terms

Tarleton High School Community Users Agreement

The Council considered the draft agreement, which had been prepared. Several items gave members cause for concern.

RESOLUTION 30/2004 carried by **8(eight)** votes to **0(nil)** with **2(two)** abstentions that the Clerk seeks legal advice on the draft Community Users agreement.

Meadow Lane - Proposal to remove the Preston bound bus shelter.

The Clerk reported that the contractors had advised that repairs to this shelter would be expensive as the whole structure needed dismantling and resetting. The Chairman had also advised him that a regular service no longer used this stop. Members however noted that it was used by the school bus.

RESOLUTION 31/2004 Carried unanimously, that the Clerk places an order for a new shelter from AutoCross of the type previously purchased.

Cllr Foster advised that the new shelter opposite Rankin Avenue and the Timetable board were causing line of sight problems for the adjacent resident next door to Moss cycle shop when exiting from his drive

Cllr Tompkins advised that the position of the stop at 108 Station Rd was causing problems as buses now waited there for driver rest and timing adjustments

The Clerk agreed to approach both complainants to see if help could be offered.

CSG - Bowling Club

The Clerk reported that good progress had been made.

Parish Remuneration Scheme

The Clerk reported that he had been misled and a 'standard scheme' was not available. He was therefore preparing one based on a model scheme and the recommendations of the committee.

Litter

The Clerk had had discussions with Brian Parkinson regarding litter picking and bin emptying. He felt that agreement could be reached at under £100 per visit covering all sites. He further reported that he could purchase bins at a lesser cost than that being offered by WLDC and that Mr Parkinson's charge for removing the old bins and disposing of them would be less than a third of that proposed by WLDC.

RESOLUTION 32/2004 carried by **9(nine)** votes to **0(nil)** with **1(one)** abstentions that the Clerk be authorised to purchase bins at an approximate cost of £1,750. Also to arrange with Brian Parkinson for litter picks and bin emptying on a fortnightly basis at a maximum cost of £100 per visit and the removal and disposal of the old bins at a cost of approx £200. This arrangement to remain until reviewed again by the Council.

Other items of safety and concern were voiced –

Chelmere Homes - site behind the Play Area on Poppyfields was unfenced and unsafe

An unsafe culvert on the same site was a problem left by Morris Homes

The Clerk agreed to follow up

Best Kept Village Competition

The Clerk reported that the original application had not arrived but that because of the change of Clerks but that a dispensation had been given.

RESOLUTION 32/2004 carried by **9(nine)** votes to **0(nil)** with **1(one)** abstentions that the Clerk enters the Village in the Competition.

Planning

Cllr Ball asked why the response time had passed on two applications. The Clerk pointed out that Cllr Ball knew the situation perfectly well. The Clerk had asked the Council on two previous occasions to consider appointing either a Planning Committee or a delegated power to cure this problem. Cllr Ball carried on talking at length complaining about the Planning system; The Chairman asked Mr Ball to wait until he was called by the chair to which Cllr Ball said he would not ask a 'buffoon' like him, and made obscene gestures.

The Chairman proposed that Cllr Ball be excluded from the rest of the meeting under Standing Order 34.

RESOLUTION 33/2004 carried by **5(five)** votes to **0(nil)** with **4(four)** abstentions that Cllr Ball is excluded from the meeting and takes no further part.

Cllr Ball retorted '*Don't you tell me whether I can take part, I'll disrupt the whole bloody lot*'

RESOLUTION 34/2004 carried by **9(nine)** votes to **0(nil)** with **0(nil)** abstentions that a new Planning sub-committee be formed at the AGM.

The meeting was advised of two applications received after the Agenda was printed

8/2004/0616 1st floor extension with balcony and staircase + conservatory

8/2004/0617 1st floor & single storey extension

Members did not raise any objections to any application.

The Chairman closed meeting at 9:45pm

Appendix 1

Hesketh with Becconsall Parish Council **Clerk's report presented to Council 17th May 2004**

The present Clerk took up his position in November 2003. The previous Clerk left the employ of the Council during August 2003.

ACCOUNTS

As at November 2003, Accounts for the years 2001/2002 and 2002/2003 were not completed, outstanding and overdue. A partial Internal Audit had been carried out but was not complete, as neither Income and Expenditure accounts, Bank Reconciliations nor Annual Returns had not been compiled.

VAT

VAT had not been reclaimed since 1999, and as the Customs and Excise have a three-year limit on back claims, between two and three years VAT expenditure could not be re-claimed. At least £4,860 has been lost from 2000/2001 alone.

RECEIPTS AND VOUCHERS

No receipts or vouchers are on file prior to April 2001.

ACCOUNTING PROCEDURE

Following from the change from "Profit and Loss" (Accrual) accounting to "Receipts and Payments" accounting for the year 2001/2002, it has not been possible to identify the outstanding debts to the Council shown in the 2000/2001 accounts amounting to £5,447.94 with £5,327.94 being stated as over 12 months old.

As per Resolution 103/2003, The Accounts for 2001/2002 and 2002/2003 have been completed and audited. The VAT for the two years to 31st March 2003 amounting to £5,291 has been reclaimed and received.

A VAT claim for the 12 month period to March 31st 2004 is being submitted amounting to £1,566. Bank statements are now received monthly and reconciled on receipt.

BUDGET MONITORING

No regular review of the financial situation of the Council has been undertaken during at least the previous three years. As per Resolution 104/2003, systems are now in place to report to the Council at the statutory quarterly meetings.

STANDING ORDERS

As at November 2003 the Council were working to a set of Standing Orders adopted in April 2001. The Council adopted a new set in March 2004 (under Resolution 137/2003) prepared by the Clerk under Resolution 106/2003. These are based on the NALC 2003 model.

FINANCIAL REGULATIONS

No regulations were in place in November 2003. The Council adopted Regulations prepared by the Clerk in March 2004 under Resolution 138/2003.

ALLOTMENTS

As at November 2003, no formal Allotment Agreements or rent demands were on file, payments were not demanded, haphazard and spread across the year. Pursuant to Resolution 119/2003, new Agreements have been issued along with rent demands, and sent to all tenants. With the exception of one tenant, all have signed the new agreement and paid rent for the 2004/2005 financial year. Systems are now in place for Rent Demands to be sent in March each year.

AGENDA & MINUTES

It is noted that neither Agenda nor Minutes of Council Meetings (and Parish Assemblies) are on file prior to 7th December 1999.

BANKING

Pursuant to Resolution 125/2003 (February 2003), the Clerk was authorised to freely move monies between the two accounts in order to maximise interest. Internet management has been set up to further facilitate this.

REVENUE PAYMENTS & RETURNS

A government gateway has been established in order to allow Annual Inland Revenue Returns to be completed electronically. This was first used for the 2003/2004 returns and as a result, the Council will receive an incentive rebate of £825 over five years.

CENTENARY SPORTS GROUND

The land is registered at the Clerk's home address. As at November 2003, the Football club and cricket club were in occupation on the sports ground on current leases. The Bowling club has never entered into a lease although rent has been demanded and paid annually. Negotiations are now well advanced and it is hoped that a lease can be engrossed in the near future.

GLENPARK DRIVE PLAY AREA

The site is held on a peppercorn rent for 99 years and is registered at the Clerk's home address.

OTHER PROPERTY

Please see Appendix 1 to the Minutes of the meeting of the 19th of April 2004.

RISK ASSESSMENT

Play Areas are inspected monthly by "Yates Playgrounds" and the Recreation Ground at Shore Rd by Cllr Goodier. All Council property is insured against third party risks with Allianz Insurers. The Council should undertake a full risk assessment within three months.

CREDITORS LEDGER

All transactions are now annotated with resolution number and cheque signatories. All Vouchers are noted with payment details incl. Resolution, Cheque Number, Date and Signatories.

Significant discrepancies within the year are:-

No Resolution:-

Cheque 295	Best Kept Village	£10.00
Cheque 296	Ken Linford	£9.64
Cheque 299	Crabtree	£2,350.00 *

* Resolution 150/2002 specifically stopped payment of this invoice.

No Voucher

Cheque 510	Ribble Catchment	£15.00
Cheque 511	HB Chapel	£20.00
Cheque 512	Real Project	£1,250.00
Cheque 518	LAPTC	£6.00
Cheque 519	Douglas Cardiac Trust	£100.00
Cheque 527	Air Ambulance	£500.00
Cheque 541	Scouts	£70.00
Cheque 542	Cubs	£70.00
Cheque 543	Brownies	£70.00

Discrepancies

Cheque 538	R P Sears	£588.06 – [£557.06 per minutes]
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Double Payment

Cheque 556	Yates Playground	£404.20 – [Credit note obtained]
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A Direct Payment from the PWLB to Tarleton High School has no supporting documentation. The only reference is a brief minute (10/2/2003). Whilst the Minute states that the payment was subject to "Any financial contribution would be subject to the understanding that the new sports facilities be made available to the general public" No agreement was entered into before payment was made, and has not been entered into to date.

In addition to the £50,000 loan allocated to Tarleton High School, a further £50,000 loan was obtained against a theoretical sports facility. This was returned to the PWLB on 1st September 2004. The total interest against this is approx £760 for which nil benefit has been obtained. It is not equitable to borrow against theoretical expenditure.

Receipts and Payments Account

Year Ended 31st March 2004

	2004 £	2003 £
RECEIPTS		
Precept	29,800	17,327
Concurrent Expenditure	4,725	4,707
Centenary Sports Ground	892	1,078
Allotments	264	192
Other Income	89	89
Bank Interest	447	674
Insurance Receipts	2,038	
Loans	100,000	
Vat Receiveable	5,291	
TOTAL INCOME	£143,547	£24,066
PAYMENTS		
General Administration	2,054	2,109
Staff Costs	4,531	6,644
Elections	1,571	979
Councillor Training		32
Section 137 Expenditure		
Capital Spending		
Centenary Sports Ground		2,065
Allotments		
Maintenance Bus Shelters	7,273	760
Maintenance Seats		65
Maintenance Play Areas	1,980	2,396
Maintenance Notice Boards		280
Maintenance Grounds	625	15,123
REAL Project	1,412	111
Golden Jubilee		295
Grants	51,410	3,330
Parish Hall		
Best Kept Village Competition	10	10
Subscriptions	62	25
Donations	600	
Other Expenditure	-7	195
VAT	1,566	3,245
Loan Interest/Repayments	53,902	
	£126,990	£37,663
Opening Balance	14,149	27,745
Excess of Income over Expenditure	16,557	(13,597)
Closing Balance	30,705	14,149

Bank Reconciliation

Year Ended 31st March 2004

		£	
BANK ACCOUNTS AT 1st APRIL 2002			
	Current Account	£5,590.48	
	Investment Account	£26,735.13	
	TOTAL		<u>£32,325.61</u>
UNPRESENTED CHEQUES			
	100197	£8.00	
	100277	£15.00	
	100280	£15,513.13	
	100299	£2,350.00	
	100292	£219.83	
	100293	£62.00	
	100296	£9.64	
	TOTAL		£18,177.60
TRUE OPENING BALANCE			<u>£14,148.01</u>
RECEIPTS			£93,546.61
NET PAYMENTS			£75,423.37
VAT			£1,566.45
TOTAL			<u>£30,704.80</u>
BANK ACCOUNTS AT 31st MARCH 2004			
	Current Account	£19,156.48	
	Investment Account	£11,936.87	
	TOTAL		£31,093.35
UNPRESENTED CHEQUES			
	100562	£77.55	
	100568	£200.00	
	100575	£111.00	
	TOTAL		£388.55
			<u>£30,704.80</u>

HESKETH-with-BECCONSALL PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council held on Monday 21st June 2004 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft, Cllr. Mrs C.Farrington, Cllr. Mrs N.M.Goodier,
Cllr. A.P.Murphy (Chairman) Cllr, Rev'd R.Plant, Cllr. Mr.P.J.A.Sergeant,
Cllr. Mrs L.Standish-Gore, Cllr. Mrs H.J.Tompkins, Cllr. S.Trippier, Cllr. Mrs J.Witter

Six members of the general public were present.

APOLOGIES

Apologies were received from, Mr. S Kirby & Cllr. M Forshaw

DECLARATIONS OF INTEREST

Cllrs. Plant and Standish-Gore declared personal interests in Planning Matters

APPOINTMENT OF CHAIRMAN

RESOLUTION No. 35/2004 Carried unanimously that Cllr. Plant be elected Chairman.

Cllr. Plant completed a written declaration of taking Office and thanked members for their unanimous decision and the faith that they had shown in him. He hoped that the Council could now move forward.

APPOINTMENT OF VICE-CHAIRMAN

RESOLUTION No. 36/2004 Carried by 9(nine) votes to 0(nil) with 1(one) abstention that Cllr. Sergeant be elected Vice-Chairman.

APPOINTMENT OF COUNCIL REPRESENTATIVES

RESOLUTION No. 37/2004 Carried unanimously that the following be appointed

LAPTC	Cllr. Plant, Cllr. Sergeant, Cllr. Ashcroft
HESKETH VILLAGE INSTITUTE	Cllr. Sergeant
LANCS PLAYING FIELDS ASSOC	Cllr. Sergeant
ENVIRONMENTAL MATTERS	Cllr. Trippier
TARLETON H.S. USERS GROUP	Cllr. Farrington

APPOINTMENT OF PLANNING SUB-COMMITTEE

RESOLUTION No. 38/2004 Carried unanimously that the following be appointed

Cllr. Ashcroft, Cllr.Murphy, Cllr. Standish-Gore.

APPOINTMENT OF C.S.G. SUB-COMMITTEE

RESOLUTION No. 39/2004 Carried by 6(six) votes to 1(one) with 1(one) abstention, that the following be appointed.

Cllr. Ashcroft, Cllr. Goodier, Cllr. Murphy, Cllr. Trippier.

APPOINTMENT OF RECREATION GROUND AND PLAY AREAS SUB-COMMITTEE

RESOLUTION No. 40/2004 Carried unanimously that the following be appointed

Cllr. Goodier, Cllr. Murphy, Cllr. Tompkins, Cllr. Sergeant.

APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE

RESOLUTION No. 41/2004 Carried unanimously that the following be appointed

Cllr. Farrington, Cllr. Sergeant, Cllr. Witter.

The new Chairman expressed his hope that the Council would work as a team for the benefit of the whole community and put the past problems away. He proposed that the Clerk should send letters of thanks for their contributions to the work of the Council to former Councillors, Ball, Foster and Hunter; members agreed this unanimously.

MINUTES OF THE MEETING OF 17th May 2004

RESOLUTION No. 42/2004 Carried by 7(seven) votes to 0(nil) with 3(three) abstentions, that the Chairman sign the minutes as a true record.

MATTERS ARISING

Centenary Sports Ground Fencing (CSG) – The Sub-Committee Chairman, Cllr. Murphy reported that a meeting had been held with the Football Club and that a compromise had been reached. It was proposed to demolish the existing concrete block wall at the centre of the existing hedge and replace with a suitable design feature wall incorporating signage (possibly stone), to replace the old ugly CSG sign. The concrete wall would then only be behind the existing hedge, which would virtually cover it. Conifer trees with restricted growth characteristics (not Leylandii) would be planted behind the goal area to help prevent straying balls.

An Amendment was put.

RESOLUTION No. 43/2004 Lost by 6(six) votes to 2(two) with 2(two) abstentions that the existing concrete block wall should be replaced by a hedge.

The Clerk pointed out that there was little point in suggesting alternatives, as it was up to the Football Club to decide what would satisfy them in recompense for the allegedly illegal removal of the trees last year.

RESOLUTION No. 44/2004 Carried by 6(six) votes to 2(two) with 2(two) abstentions that the plan as outlined by Cllr. Murphy should be tendered for and the matter left in the hands of the Sub-Committee.

It was agreed that the Clerk should formally write to the Football Club with an update.

Best Kept Village

This had been entered, as reported last month, somewhat late because the documents were sent to the previous Clerk. It was agreed a proper effort should be made next year and that the matter should be discussed at the September 2004 meeting to allow sufficient time for planning.

CORRESPONDENCE

Correspondence was noted by members from

Childline, Boundary Committee Final Report, CVS, Lancashire Playing Fields Association, WLDC – Conservation News Letter, Friends of Becconsall Old Church West Lincs Environmental Network Group, NALC – ODPM consulting on high hedges, NALC Annual Conference, NHS Primary Care Trust.

Standards Committee – Nomination

RESOLUTION No. 45/2004 Carried by 6(six) votes to 1(one) with 3(three) abstentions, that the Council cast their votes in favour of Mr David Kitson and Mrs Marilyn Westley.

Insurances

The Clerk reported on the ongoing discussions with the Council's Insurance Company. They now have a requirement that all property is visually inspected every week and a record kept. It was agreed that the Clerk would draw up forms to record inspections and that members would inspect sites as detailed below.

The Shore Road site including Car Park, Play Area and Recreation Ground – Cllr. Trippier.

The Glen Park Drive Play Area – Cllr Goodier.

The Station Road Play Area – Cllr Plant.

The CSG Access Road and Car Park – Cllr Sergeant.

If any of the above is unable to carry out an inspection, it is important that a substitute is arranged.

POLICE MATTERS – PC Corrigan was unable to be present.

FINANCIAL MATTERS

Accounts for Payment. Accounts for Clerk (Salary & Expenses), PWLB, Medal Presentation Expenses, David Ward Cleaning, Brian Parkinson.

RESOLUTION 46/2004 Carried by 8(eight) votes to 0(nil) with 2(two) abstentions that the accounts presented are paid forthwith.

Receipts – The Clerk reported that he had not received any payments since the last meeting.

Bank Signatories

RESOLUTION 47/2004 Carried unanimously that Cllr Plant should replace Mr Hunter as a Cheque Signatory. Other signatories (Ashcroft, Murphy & Sergeant) to remain unchanged.

The meeting was adjourned for **PUBLIC PARTICIPATION**

Mr Fowler detailed a long list of public areas that were derelict or in urgent want of repair and maintenance. The Clerk advised that most of these would be covered under items 20 and 21 on the Agenda. Cllr Ashcroft agreed to look into the ownership of other areas.

Dates for Council Meetings 2004/2005

RESOLUTION 48/2004 Carried unanimously that future Council meetings would be held on the first Monday of the month unless this was a Bank Holiday in which case the meeting would be held the following day.

Glen Park Drive Play Area

The Clerk reported that three estimates had been sought, but only one was to hand at present, the others being expected shortly. It was agreed that the item should be left with the Sub-Committee to progress to completion. The anticipated cost was in the region of £15,000.

Meadow Lane Bus Shelter – The Clerk suggested that a further shelter for Rankin Avenue (Southport bound) should be ordered to secure discount.

RESOLUTION 49/2004 Carried unanimously, that the Clerk places an order for two new shelters from AutoCross of the type previously purchased.

Litter Recreation grounds and Play Areas – Shore Rd Recreation Ground, Play Area and Car Park maintenance

The Clerk reported that Brian Parkinson had undertaken an initial Clean of all areas, and sprayed the growth in the car park. Fortnightly rubbish removal and bin emptying was now being undertaken.

He was concerned however following a detailed inspection, that many items were being undertaken on an ad-hoc basis. The boundary hedges and trees were badly overgrown, the Millennium Garden was knee deep in weeds and the grass and weeds around the perimeter was in a poor state. He noted also that mowing machines were accessing the site through the Play Area. Last year mowing of the perimeter and Play Areas had been undertaken by the Council whilst the School had sometimes mown the recreation ground with the football club also mowing to suit their needs. It was also noted that provision had been made to construct a wider path to Delta Park.

Cllr. Murphy advised that this Play Area was set for a major upgrade following on from Glen Park Drive and that the intention was to limit vehicular access to School Fold.

The Clerk emphasised the need to look at improving the whole site and instituting an ongoing maintenance programme as a matter of urgency. It was agreed that the Recreation Ground and Play Areas Sub-Committee would undertake an integrated approach to the site.

Planning

Members did not raise any objections to the current list of applications.

RESOLUTION 50/2004 Carried by **7(seven)** votes to **1(one)** with **2(two)** abstentions that the press and members of the public be excluded from the meeting for the following two items of business, on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 of Part 1 of Schedule 12A of the Local Government Act 1972

See Confidential Minutes at Appendix 1

The Chairman closed meeting at 9:35pm

CONFIDENTIAL TO COUNCIL MEMBERS

Appendix 1

Appointment of Internal Auditor

The Clerk advised the Council that as part of its quest to obtain Accreditation, and also its desire to move forward, he considered it necessary to appoint an Internal Auditor who was familiar not only with accounting but also Council Procedures and Legislation. He asked therefore that the Council authorise him to approach LAPTC/NALC/County Advisor with a view to locating and appointing a suitably qualified person.

RESOLUTION 51/2004 Carried by 7(seven) votes to 1(one) with 2(two) abstentions that the Clerk be authorised to appoint a suitably qualified person as the Council's Internal Auditor.

Clerks Remuneration and Expenses

The Clerk advised that he had now been employed by the Council for seven months, and felt comfortable in the role, however it was apparent that the number of hours allocated to the job was totally inadequate; he had not brought this to the Council's attention before as he considered himself to be on a learning curve. He thanked the Council for authorising additional payments for bringing all the outstanding accounting matters up to date, which in some cases were three years behind, but was now aware that additional time was necessary for routine matters. He quoted hours allocations from other West Lancs Parish Councils as well as some further a field. The Smaller parishes of Parbold and Scarisbrick both had significantly higher allocations, whilst Loddon, Easington and Allington had up to three times our current allocation of seven hours per week. According to the 2003 SLCC survey of over one and a half thousand Parishes, the average population was 3,801 (marginally less than Hesketh) yet the average hours allocated was 15.2 per week (over twice that of Hesketh). In addition, most Clerks received a 'Home Working' allowance averaging £15 per month. The Clerk advised that he provided Telephone (Council's own number), Fax, Email, Computing scanning and Printing, Copying and computer software for the accounts. His home also housed the Council's files and documents as well as being the official (and only) Council Address.

He requested that the Council initially consider an increase in his average weekly terms to twelve hours and make an allowance for home working.

In response to queries, he confirmed that he was not asking for the full average hours of 15 initially, but would see how he went on during the next six months.

RESOLUTION 52/2004 Carried by 9(nine) votes to 0(nil) with 1(one) abstentions that the Clerk's Terms and Conditions of employment be amended to twelve hours per week and a payment of £20 per month be made towards the cost of maintaining an office.

Legal Action re Mr Sears

The Clerk reported that the Mr Sears Appeal against the ruling of the Employment Tribunal was to be heard today, but he had not been informed of the outcome. The County Court claim for expenses is due to be heard in Chambers in July.

HESKETH-with-BECCONSALL PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 5th July 2004 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft, Cllr. Mrs C.Farrington, Cllr. Mrs N.M.Goodier, Cllr. Mr S Kirby, Cllr. A.P.Murphy, Cllr, Rev'd R.Plant (Chairman), Cllr. Mr.P.J.A.Sergeant, Cllr. Mrs L.Standish-Gore^(a), Cllr. Mrs H.J.Tompkins^(a), Cllr. Mrs J.Witter

(a) Arrived during Agenda Item 7

Ten members of the general public were present.

The Chairman welcomed Councillor Kirby to his first meeting

APOLOGIES

Apologies were received from, Cllr.S.Trippier

DECLARATIONS OF INTEREST

No declarations were made

MINUTES OF THE MEETING OF 21st June 2004

RESOLUTION No. 53/2004 Carried unanimously that the Chairman sign the minutes as a true record.

MATTERS ARISING

Employment Tribunal

Cllr Murphy reported that Mr Sears' appeal against the decision of the Employment Tribunal, in connection with his dismissal from the Council, had been dismissed.

Standards Committee Appointment

The Clerk reported that Mr David Kitson and Miss Joan Draper had been elected.

Appointment of Sub-Committee Chairmen

The Following Chairmen were elected

Planning Sub-Committee	Cllr. C.I.Ashcroft.
Centenary Sports Ground Sub-Committee	Cllr. A.P.Murphy.
Play & Recreation Grounds Sub-Committee	Cllr. A.P.Murphy.
Allotments Sub-Committee	Cllr. C.Farrington.

School Fold

Cllr. Farrington enquired as to the progress on ascertaining the ownership of derelict land. In response, Cllr. Ashcroft reported that he had established that School Fold was an Adopted Highway, but it would take some time to establish the ownership of the derelict land in question.

Details of Members

The Clerk asked if there was any objections to telephone numbers being circulated amongst members, especially as many members numbers were ex-directory. No objections were raised although it was agreed these wouldn't be passed on by Councillors to others.

CORRESPONDENCE

Correspondence was noted by members from

Victim Support, CVS AGM, WLDC Solicitor re Standards Board, Code of Conduct Seminar – advance notice, SLAP.

The Clerk reported that following discussion on last month's letter from the NHS Primary Care Trust, an offer had been made to meet the Council in respect of GP cover/Clinics with the Parish. The Clerk was asked to arrange this.

The Clerk read a letter from Tarleton Parish Council enquiring as to whether the Council would consider contributing to the cost of Cllr. J. Hodson (Tarleton) attending the Annual NALC Conference. It was concluded that this would not be beneficial to the Parish and the Clerk was asked to advise accordingly. The clerk advised that in any event, no monies were budgeted for this and, from his experience, the essence of a conference was the taking part.

RESOLUTION No. 54/2004 Carried unanimously that Council did not wish to contribute to the costs of Cllr. Hodson (Tarleton) attending the NALC Conference.

It was noted that "Yates Playground" and Cllr. Goodier had reported that seats on the swing frame at "Glen Park Drive" were in need of replacement. Cllr. Murphy advised however that this was part of the planned upgrade and was not therefore required.

POLICE MATTERS

The Clerk read out a summary of a letter regarding problems related to the control of speed within the Parish. PC Corrigan outlined plans to use volunteer civilians to 'police' the speed of vehicles with last generation speed guns which would result in warning letters being sent to the owners of cars who were observed exceeding the speed limit. The Chairman asked about the installation of 'Repeater' signs, PC Corrigan noted that discussions were on going with LCC regarding signing and other warnings. Cllr. Ashcroft suggested that as LCC had a budget for signs, an approach should be made, possibly on cost sharing. The Clerk reminded the meeting that an approach had been made to the "Road Safety Partnership" but were advised on the 17th of May that severe staff sickness problems had created a large backlog of work.

RESOLUTION No. 55/2004 Carried unanimously that the Clerk write to the Road Safety Partnership urging action.

PC Corrigan was pressed for further information on the initiative regarding volunteer civilians and 'Speedwatch'. Cllr. Goodier asked from where volunteers would be drawn and whether they would be insured by the police. PC Corrigan advised that the volunteers were already in place; the Chairman noted that it seemed strange that as it was a local matter, the Council were unaware.

FINANCIAL MATTERS

Accounts for Payment. The following accounts were presented for payment

Clerk's Salary including 2003 NJC award	£273.80	Cheque 100604
Clerk's Expenses	£133.05	Cheque 100605
Hesketh Village Institute rent for meetings	£115.50	Cheque 100606
Brian Parkinson re litter clearance	£50.00	Cheque 100607

RESOLUTION 56/2004 Carried unanimously that the accounts presented are paid forthwith.

Receipts – The Clerk reported that he had not received any payments since the last meeting.

Quarterly Financial Report

The Clerk presented a report on the current financial performance against Budget and a Reconciliation of the Council's Bank Accounts (*see Appendix 1*). Cllr Goodier noted that funds would be needed from other areas to cover the over-spend on Audits. The Clerk advised that these sums were for previous years and that a further £350-£400 would be needed for this years Audit. Cllr Sergeant enquired as to whether an account had been received for the election costs, the Clerk confirmed that it hadn't. Cllr. Kirby queried the item for newsletters. The clerk advised that four letters per year, circulated to all residents, were required as part of the accreditation process.

The meeting was adjourned for **PUBLIC PARTICIPATION**

Contributions were made by Mr A Fowler regarding poor visibility entering Delta Park from Chapel Road. Miss J Draper, Chairman North Meols Parish Council, regarding concern over co-operation with adjacent parishes. Mr R Foster regarding attendance by Councillors at Police meetings and dangerous kerbstones which Cllr Ashcroft offered to take up. Mrs Wilks regarding how item 6 on the Agenda could have benefited from her proposal (item 10).

Council Notice Boards

The Clerk reported on the state of repair of the Council's four notice boards and questioned the need for four large boards; he also felt that it seemed strange that there wasn't a board outside the building in which the Council met. The merits in having a sign written permanent sign at Hundred End was considered. It was argued that as we were now intending to distribute four letters per year and that dates of meetings were fixed, less information was required on notice boards. Cllrs. Tompkins, Goodier and Ashcroft felt that we should not abandon the traditional practice at Hundred End.

RESOLUTION 57/2004 Carried unanimously that the Hundred End Notice Board be replaced with an A3 sized display area plus the Clerk's details.

Cllr. Ashcroft proposed that the Council then start on a programme of replacement for the other boards. The Clerk stated that he felt the one outside the Spar Shop should be next and enquired as to what permissions had been obtained in the past.

RESOLUTION 58/2004 Carried unanimously that the Clerk seek permission to fit a new board at the Spar Shop location and bring specific proposals to the Council.

Annual Assembly Proposal – “That the Council allow members of the public to speak on any Agenda item”

The Clerk advised that technically this would be permissible although an adjournment and subsequent Calling-on would be required each time a member of the public wished to speak. Whilst this may not be a problem some of the time, meetings attended by large numbers wishing to contribute on several items could become unmanageable. The Clerk believed that adequate provision already existed 1) by standing and being elected Councillor, 2) by approaching an individual Councillor who would take up their case, 3) by use of 'Public Participation' within meetings. Much discussion ensued.

Cllr. Tompkins asked if members of the public could notify the Council in advance if they wished to speak in order to avoid casual interruptions. Cllr Farrington addressed the possibility of holding a 'Clinic' on agenda items with the Agenda been published two weeks before meetings. Cllr Tomkins suggested that a 'Clinic' could be held immediately before the meeting with a couple of Councillors attending. Cllr. Ashcroft suggested that whatever was resolved, it should be for a trial period.

RESOLUTION 59/2004 Lost by **2(two)** votes to **8(eight)** that the Council allow members of the public to speak on any Agenda item.

RESOLUTION 60/2004 Carried by **7(seven)** votes to **3(three)** that, for a trial period, future Council meetings will commence at 7:45pm preceded by a period of 15 minutes for public discussion in lieu of Public Participation within the meeting (Standing Order 15(k) refers).

RESOLUTION 61/2004 Carried by **8(eight)** votes to **2(two)** that, for a trial period, two volunteer Councillors hold a Surgery from 7:10pm for members of the public give contributions to any agenda item on the meeting's summons.

NB The agreed new schedule is therefore: 7:10pm Agenda Surgery, 7:30pm Public Discussion, 7:45pm Council Meeting.

Access Agreement – 64 Shore Road

The Clerk advised that Mr Baxter had now signed a simple agreement giving him the required access

RESOLUTION 62/2004 Carried by **8(eight)** votes to **2(two)** that item 12 – Insurance cover, should be moved to part 2.

Cricket Club – use of Land & variation to Lease

Persuant to a request by Mr Divine.

RESOLUTION 63/2004 Carried unanimously that the cricket club be allowed to use the land for the purposes of Archery, subject to the relevant Health and Safety requirements and the safety precautions appropriate to the sport.

The Clerk advised that he would make sure that the club were aware of their liability issues.

Planning

Members did not raise any objections to the current list of applications. Future matters would be dealt with by the Planning Sub-Committee.

All Saints School BBQ

The Chairman requested the Council's permission for the School to use part of the recreation ground on the afternoon of Saturday 11th September. Cllr Sergeant advised that there would be a football match on that day which might be a problem.

The Chairman asked for clarification regarding the Football Club's use of Shore Road recreation ground, Cllr Sergeant advised that in 1971, the Council granted to "Hesketh Bank Boys" use of the field on Saturday afternoon, Sunday morning and Sunday afternoon at nil rent, but that they had to maintain the field.

Cllr. Sergeant offered to ask the Club Secretary to write to the league to say that the field was in use on the 11th September and if the fixtures were not set by then, a clash could be avoided.

RESOLUTION 64/2004 Carried by **8(eight)** votes to **0(nil)** with **2(two)** abstentions that the press and members of the public be excluded from the meeting for the following two items of business, on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 9 of Part 1 of Schedule 12A of the Local Government Act 1972.

See Confidential Minutes at Appendix 2

The Chairman closed meeting at 9:20pm

APPENDIX 1 – Budget out-turn

	Budget 2004/5	Actual 1st July
COUNCIL EXPENSES		
Hall Rental	£200.00	
LAPTC	£460.00	£452.77
Insurance	£720.00	£807.76
Audit Fees	£350.00	£500.00
Legal & Professional Fees	£500.00	
Bank Charges	£0.00	
Loan Interest & Charges, Repayments	£3,400.00	£1,671.56
Training	£1,000.00	£75.00
Subscriptions CPRE/LPFA/Ribble CCT	£60.00	£15.00
Donations	£200.00	£200.00
Christmas Tree	£150.00	
Newsletter	£1,000.00	
Sundries	£500.00	£41.33
Internet	£300.00	
Section 137 Expenditure	£1,000.00	
Election Expenses	£2,300.00	
Clerks Salary	£3,500.00	£1,161.11
Clerks Expenses	£830.00	£344.10
TOTAL COUNCIL EXPENSES	£16,470.00	£5,268.63
CONCURRENT EXPENDITURE		
Grounds Maintenance	£7,000.00	
Buildings		
Equipment		
Centenary Sports Ground	£1,000.00	£1,320.00
Legal Fees		
Grants	(£6,500.00)	
Play Areas	£25,000.00	£110.00
Bus Shelters	£6,000.00	£6,530.00
Street Seats	£750.00	
Burial Grounds	£200.00	
Drains Ditches etc	£1,000.00	£250.00
Village Institute		
Notice Boards	£550.00	
Litter Bins	£500.00	
Best Kept Village	10.00	£10.00
TOTAL CONCURRENT EXPENDITURE	£35,510.00	£8,220.00
OTHER EXPENDITURE		
Tarleton HS Community Use	£1,000.00	£2,000.00
Replacement Play Equipment	See Play Areas	
Church Grants	£1,000.00	£350.00
Youth Groups Grant	£0.00	
Youth Council	£1,000.00	
REAL Project	£200.00	
VAT		£1,240.32
TOTAL OTHER EXPENDITURE	£3,200.00	£3,590.32
TOTAL ALL EXPENDITURE	£55,180.00	£17,078.95

CONCURRENT CONTRIBUTION	£4,832.34	£2,416.17
PRECEPT	£41,061.71	£20,531.00
LOCAL INCOME		
Allotments	£300.00	£228.00
Football Pitch		
CSG Rental Income	£720.00	£201.00
Wayleaves	£92.00	
TOTAL LOCAL INCOME	£1,112.00	£429.00
Bank Interest		£96.82
Insurance Receipts		£2,805.31
VAT Receivable		
TOTAL INCOME	£47,006.05	£26,278.30
SURPLUS B/F	£8,265.95	£8,265.95
NETT INCOME	£92.00	£17,465.30
RESERVES	£22,438.85	

Bank Reconciliation 30th June 2004

BANK ACCOUNTS AT 1st APRIL 2004

Current Account	£19,156.48
Investment Account	£11,936.87

TOTAL **£31,093.35**

UNPRESENTED CHEQUES

100562	£77.55
100568	£200.00
100575	£111.00

TOTAL **£388.55**

TRUE OPENING BALANCE

£30,704.80

RECEIPTS

£26,356.09

NET PAYMENTS VAT

£11,547.62
£489.39

TOTAL

£45,023.88

BANK ACCOUNTS AT 30th JUNE 2004

Current Account	£3,054.86
Investment Account	£44,106.91

TOTAL **£47,161.77**

UNPRESENTED CHEQUES

100592	£350.00
100596	£24.51
100597	£16.82
100595	£75.00
100598	£1,671.56

TOTAL **£2,137.89**

£45,023.88

CONFIDENTIAL TO COUNCIL MEMBERS

Appendix 2

Insurance Cover and Other Risks

The Clerk outlined the cover at present effected on the Council's assets, and also detailed the Statutory risks covered.

It was stated that the policy was with "Allianz Cornhill" and was 'NALC' approved. The existing cover based on a population of up to 5,000 is :-

- Public Liability
- Employers Liability
- Money
- Fidelity Guarantee (Clerk and Councillors)
- Property Damage (Changing Hut, 14 Bus Shelters, 16 Seats)
- Officials Indemnity
- Libel and Slander
- Personal Accident
- Legal Expenses

The Clerk believed that The Changing hut was in such a poor state of repair, it was not insurable. The Bus Shelters were underinsured at £1,459 each as replacements were costing £2,200. The Seats (16) were insured at £243 each which again was far too low and no maintenance had been carried out for at least two years. None of the childrens' play ground equipment was covered against theft or damage.

RESOLUTION 65/2004 Carried by 9(nine) votes to 0(nil) with 1(one) abstention that the Clerk modify the Council's Insurance Cover as follows :-

Increase cover on bus shelters to reflect the replacement cost.

Insure Play Equipment as refurbishments are complete.

Cease insurance of the existing changing hut until a new one is installed.

It was agreed members would review seat provision and maintenance requirements for the next meeting.

The Clerk also stated that the Council urgently needed to undertake a full 'Risk Assessment'. It was agreed that the Clerk gather what information he could from LAPTC and the Auditors and schedule a Part 2 item on the first available agenda.

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Monday 2nd August 2004 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mrs C.Farrington, Cllr. Mrs N.M.Goodier, Cllr. Mr S Kirby, Cllr. A.P.Murphy, Cllr. Rev'd R.Plant (Chairman), Cllr. Mrs L.Standish-Gore, Cllr. Mrs H.J.Tompkins, Cllr. Mrs J.Witter

Four members of the general public were present and PC Corrigan

PUBLIC FORUM

The Council were asked to look at possibly noxious weeds on the perimeter of the Shore Road site. PC Corrigan outlined the PACT initiative with which the police were hoping to engage more closely with the general public resulting in priorities being set each month.

COUNCIL MEETING

The Chairman opened the meeting with prayer.

APOLOGIES

Apologies were received from Cllr. Mr.C.I.Ashcroft, Cllr. Mr.P.J.A.Sergeant, Cllr.S.Trippier

DECLARATIONS OF INTEREST

Cllr Plant declared an interest in item 10

Cllr Standish-Gore declared an interest in Planning Matters

RESOLUTION No.66/2004 Carried unanimously that Mr Kenton be heard after item 3

MINUTES OF THE MEETING OF 5th July 2004

RESOLUTION No. 67/2004 Carried by 7 (seven) votes to 0 (nil) with 1 (one) Abstention that the Chairman sign the minutes as a true record.

Mr Kenton from West Lancashire NHS Primary Care Trust gave a talk to bring the Council up to date with progress, and generally re-engage through dialogue The PCT have been in existence for three years, covers 110,000 people with a budget of £120,000,000. The main complaints locally were around the access to facilities. In response, funds had been put to Tarleton Health Centre, a new Walk-In Centre at Skelmersdale and developing services for migrant workers. Much discussion ensued and Councillors put many questions and queries to Mr Kenton. In general his response was that projects and proposals would have to originate at Parish level. It was decided that the matter should be an Agenda item at a future meeting so that members could consider and put forward realistic proposals that could be pursued with the PCT and WLDC. Cllr Tomkins was asked as to when the REAL project figures would be available, she expected these by October this year and it was agreed that this should be an Agenda item in October.

MATTERS ARISING

Agenda Surgery

It was noted that no questions were asked regarding the meeting's agenda.
Cllrs Farrington and Kirby volunteered to 'staff' September's Agenda Surgery.

Insurance Cover

The Clerk reported that cover had been amended as agreed and that all bus shelters were insured at replacement cost.

Cricket Club

The Clerk reported that both the Club and Mr Devine had been advised of the Council's agreement to allow Archery Practice on the Cricket Field.

SLAP

Advice had been received that SLAP had not been able to arrange any summer projects, as they had allegedly been unable to contact either of the Churches to arrange venues.

Newsletter

Cllr Kirby enquired as to progress. Cllr Murphy said that due to pressure of work and moving house, he had not been able to progress this any further. Cllr Kirby volunteered to assist and it was agreed that they would bring forward proposals at the next meeting.

CORRESPONDENCE

Correspondence was noted by members from

Community Futures, PowerGen, School Organisation Plan, West Lancs
Environmental Network, Lancashire Local, CVS, LCC re Cemeteries

The Clerk had received an invitation from Rick Hayton (Parish Partnership) regarding a proposed meeting with a delegation from the 'Northern Parishes'. He had advised Mr Hayton of his availability.

The Chairman discussed the "Quality Parish Scheme" which had been discussed at the LAPTC Area Committee, and the LCC's Model Charter of which we had previously been notified. The Clerk pointed out that whilst the Quality Scheme had been talked about in general terms, and he was embarking on the relevant training, the Council had not formally resolved to seek the status.

RESOLUTION No.68/2004 Carried unanimously that the Council should move forward with the intent to seek Quality Parish accreditation.

It was agreed that the Clerk would draw up a list of targets and achievements.

A letter had been received from Lancashire Constabulary in response to the Council's request that they consider sites in Hesketh Bank for a new Police Station. The Divisional Commander, Paul Harry, pointed out that they did not have a budget for land purchase and therefore the only possibility was with land provided by Tarleton Parish Council.

RESOLUTION No.69/2004 Carried by 5(five) to 0(nil) with 3(three) abstentions that the Chairman be authorised to open informal discussions with the Village Institute Committee as to the feasibility of the Council taking over the management of the Village Hall site.

RESOLUTION No.70/2004 Carried by 4(four) to 0(nil) with 4(four) abstentions that the Chairman be authorised to open informal discussions with the Village Institute Committee as to the feasibility of the Council taking over the management of the Village Hall site and the possible location of a Police Station on the site.

SUB-COMMITTEE REPORTS

Allotments	No Report
Play Areas	Cllr Murphy (Sub-Committee Chairman) gave an update on the Glen Park Drive refurbishment and confirmed that the contract had been awarded to Yates Playgrounds. It was expected that work would commence in October and take approximately 7 days to complete. LCC had also been approached regarding a drop kerb and bollards to prevent pavement parking at the entrance. Computer simulations of the finished area were shown. A meeting had also been held with Mr Peter Cooley (WLDC) and the Clerk where schemes were discussed for the Shore Road major upgrade and locations for youth shelters. The Clerk is to meet with Mr Cooley to establish what funds are available from various commercial developments and procedures for releasing them. Cllr. Tompkins stated that she wished to resign from the committee forthwith.
CSG	No Report
Planning	No Report

FINANCIAL MATTERS

Accounts for Payment.

The following accounts were presented for payment

AutoCross - 2 Bus Shelters	£4,964.38	100609
David Ward - Bus Shelter Cleaning	£70.00	100610
Clerk - Nett Salary	£379.94	100611
Inland Revenue - PAYE/NIC	£50.67	100612
Clerk - Expenses	£74.23	100613
R P Sears - Court Settlement	£300.00	100614
L L Watson - Internal Audit	£150.00	100615
Lancs Police - Neighbourhood Watch Signs	£30.55	100616
Brian Parkinson – Litter & Grass Cutting	£320.00	100617

RESOLUTION No.71/2004 Carried by 7(seven) to 0(nil) with 1(one) abstention that the accounts presented are paid forthwith

Receipts

Customs & Excise - VAT repayment	£1566.45
Allianz Cornhill - Return Premium	£34.33

Internal Auditors Report

Cllr Tompkins queried as to what qualifications Mr Watson had. The Clerk advised that Mr Watson was the 'County Advisor' to LAPTC and as such advised Councils on correct procedures on all Council matters and had the resources of NALC and the External Auditors behind him. The Clerk stated that, in his opinion, Mr Watson was as well qualified as anyone could be.

The Clerk read out the Auditors report to the Council and report to the External Auditor; this was referenced to the 'Section 4 Schedule' in the 'Annual Return'.

The Audit covered the full twelve month period and as such was critical of all aspects of the Council's management of its affairs although with one exception he was able to confirm that the Council had now taken all necessary steps to correct this. The one outstanding item (More detail in Payments Minutes) would be corrected by the following Resolution. Audit Day is now set for 24th September and the relevant notices will be displayed.

The Auditor recommended that (a) a Finance Committee should be set up, or further internal audits should be carried out at regular intervals. The Clerk referred Members to his previous recommendation that the Chairman and Vice-Chairman should inspect the Clerk's workings quarterly. (b) There should be a Petty Cash Account. The Clerk stated he would prefer to continue to work on Expenses Claims as at present. (c) The Council should consider whether they are happy with all records being on computer or whether they require some or all manual ledgers.

Members had also been copied Section 2 of the 'Annual Return' – The 'Statement of Assurance' of the Council which needed to be completed. The Clerk went through the form with his suggested response for the Council to consider.

RESOLUTION No.72/2004 Carried by 7(seven) to 0(nil) with 1(one) abstention that the Chairman and Clerk sign the Statement of Assurance as prepared.

It was proposed that the Clerk be thanked for his work in putting the package together and bringing the Council's affairs up to date.

RESOLUTION No.73/2004 Carried Unanimously that The Chairman and Vice-Chairman should inspect the Accounts quarterly, A Petty Cash system should not be employed, and the Council is content to rely on the computerised Accounts.

Improvement of Audit Trail

100577	HLB AV Audit - Internal Audit	£587.50
100578	LAPTC - Subscription	£452.77
100579	I T Cropper - Expenses	£141.85
100580	I T Cropper - Nett Salary	£376.33
100581	Revenue - PAYE/NIC	£70.76
100582	Police - Bicycle contrib.	£100.00
100583	Kidzone - Donation	£100.00
100584	Ribble Catchment - Subscription	£15.00
100585	Brian Parkinson - Fencing	£1,180.00
100586	AutoCross - Bus Shelter	£2,482.19
100587	I T Cropper - Nett Salary	£304.34
100588	I T Cropper - Expenses	£80.87
100589	Inland Revenue - PAYE/NIC	£121.22
100590	Allianz Cornhill - Insurance	£807.76
100591	Andrew Coxhead - Ditch Cleaning	£250.00
100592	Becc Old Church - Donation	£350.00
100593	Tarleton HS - Grant	£2,000.00
100594	Best Kept Village	£10.00
100595	Lancs Training - AQA	£75.00
100596	N Goodier - Medal Presentation	£24.51
100597	R Plant- Medal Presentation	£16.82
100598	PWLB - Loan Payment	£1657.56
100599	Brian Parkinson - Repairs / Litter	£250.00
100600	Spoilt Cheque - Cancelled	£0.00
100601	I T Cropper - Nett Salary	£288.45
100602	I T Cropper - Expenses	£121.38
100603	David Ward - Shelter Cleaning	£192.50
100604	I T Cropper - Nett Salary	£273.80

100605	I T Cropper - Expenses	£133.05
100606	Institute - Hall Hire	£115.50
100607	Brian Parkinson - Litter	£50.00
100608	Yates - Playground Inspection	£103.40

RESOLUTION No.74/2004 Carried by 6(six) to 0(nil) with 2(two) abstentions that the accounts as detailed above with added detail be re-approved for payment.

Members' Expenses and Chairman's Allowance

The Clerk presented a scheme in line with previous resolutions for a scheme. Considerable discussion took place as to the desirability of such a scheme; the Clerk pointed out that the Council had already resolved to make a Chairman's Allowance and were now only being asked to approve the Scheme in detail.

RESOLUTION No.75/2004 Carried by 5(five) to 1(one) with 2(two) abstentions that the Scheme be approved as drawn.

Public Seats

The Clerk distributed photographs and comments on each of the Council's Public Seats excluding Play Areas. Each location was reviewed, several seats were in poor condition and all required some work or replacement. It was agreed that three new seats be purchased and the remainder refurbished, this would result in a budget overspend and would have to be addressed at the next quarterly finance review. The Clerk, having looked at three suppliers, recommended the "StreetMaster Colwyn" which is a 'Polyboard' low maintenance seat with their 'Street Tough' finish to metal work with the stanchions cemented into the ground. The cost being £242 plus £24 carriage, VAT and local fixing. The Clerk would also obtain an estimate for the repair of the remaining seats and write to landowners whose hedges were causing problems.

RESOLUTION No.76/2004 Carried unanimously that the Seats at Shore Rd/Chapel Rd, Marsh Lane/Station Rd and Boundary Lane/Moss Lane be replaced with "Streetmaster Colwyn" units as above.

Council Notice Boards

The Clerk reported that he had spoken with the Manager of the Spar Shop and that she was quite content for a new Notice Board to be erected. The Clerk recommended a "Man Made Timber" lockable board by 'Greenbarnes Ltd' which was a quality product and vandal resistant. Once again, there would be financial implications on the budget and it was agreed that the surplus from drain clearance would be re-allocated.

RESOLUTION 77/2004 Carried unanimously that the Spar Shop Notice Board be replaced with an 'Greenbarnes' 6xA4 2 bay lockable notice board at £871 + £30 Delivery + VAT and local fixing cost.

RESOLUTION 78/2004 Carried by 6(six) to 0(nil) with 2(two) abstentions that the press and members of the public be excluded from the meeting for following items of business, on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1, 9 and 12 of Part 1 of Schedule 12A of the Local Government Act 1972.

The Items at Appendices 1&2 are Private and Confidential to Members of the Council and must not be discussed or revealed in whole or part outside Council.

The Chairman Closed the meeting at 10:30pm

Appendix 1 Private and Confidential to the Council

RESOLUTION 79/2004 Carried by 6(six) to 0(nil) with 2(two) abstentions that Standing Order number 23 be suspended to allow the Agenda to be completed.

Risk Assessment

The Clerk had distributed various papers on the type of situations to be considered. After considerable discussion, Members concluded that more time needed to be given than was available at the meeting. It was agreed the item would be scheduled under Part 2 of the next meeting.

Report on recent Litigation re Mr Sears

The Clerk noted that as Mr Sears had not advised the Council of his intention to rely on witnesses, and had also produced at the eleventh hour a witness statement, the Judge had considered that unless agreement on a compromise could be reached, the hearing would have to be adjourned. The implication for the Council was that as Mr Sears's witnesses were ex-Councillor R. Ball and Councillor H. Tompkins, the Council would have had to put up at least three existing Councillors who refuted their testimony. On the recommendations of the Judge, Councillor Murphy and the Clerk discussed the situation and believed that to seek an adjournment, with the additional costs involved, along with the need for possibly three further Council witnesses along with himself to take a least half a day off work was unreasonable if a compromise could be reached. After several out of Court discussions, the Council finally made an offer of 50% of the claim, which Mr Sears rejected as totally unacceptable. The Judge was advised, who asked Mr Sears to give serious consideration to the offer repeating this recommendation several times and advising him of the possible cost implications of going for an adjournment. Mr Sears still did not concede and Cllr Murphy and the Clerk left. However, on the way out of the building, Mr Sears approached the Clerk and offered to settle for a further £10; this was agreed and the judge was advised. The matter was therefore concluded at a figure of £300. The Council will have to bear the costs of Councillor Murphy's attendance. The Clerk noted however that certain further items had come to light, which needed the Council's attention. The Clerk felt obliged to advise both Councillors Tompkins and Standish-Gore that they must now consider whether they should withdraw in view of their declarations in July 2003, disassociating themselves from the Council's decision to dismiss the Clerk. He felt Councillor Tompkins should especially consider her position following her further interest in the case as a witness for Mr Sears. The Clerk pointed out that these were his recommendations and that the Councillors could choose to accept or ignore them. Councillors Tompkins and Standish-Gore withdrew and left the meeting.

See Appendix 2 Private and Confidential to the Members of the Council present (Cllr. Mrs C.Farrington, Cllr. Mrs N.M.Goodier, Cllr. Mr S Kirby, Cllr. A.P.Murphy, Cllr. Rev'd R.Plant, Cllr. Mrs J.Witter) pending referral to the Standards Board and possible Litigation.

Council Land Documentation

The Clerk reported that the Council's solicitor had been unable to trace any documents relating to the three sites and suggested that the way forward would be to seek possessory title with the Land Registry. The estimated costs to date were in the region of £125 + VAT with further costs of approx £250 + VAT per site. However, the previous clerk Mr Rimmer had now suggested he may have some papers and would look these out, although it had been difficult to suggest there was some urgency. The Clerk indicated some concern that any papers were still with Mr Rimmer and felt he must now pursue the matter vigorously. Cllr Farrington also advised that Cllr Trippier believed that a large Trunk or Chest existed but the present Clerk was unaware of this. It was agreed that until all papers were to hand, the matter should be held in abeyance with the solicitors.

Appendix 2 Private and Confidential to the Members of the Council present (Cllr. Mrs C.Farrington, Cllr. Mrs N.M.Goodier, Cllr. Mr S Kirby, Cllr. A.P.Murphy, Cllr. Rev'd R.Plant, Cllr. Mrs J.Witter) pending referral to the Standards Board and possible Litigation.

The Clerk continued and pointed out that as Councillor Tompkins had not declared a personal and prejudicial interest, or excused herself from several Council meetings, the Council's position, and defence of the action against it had been compromised. Councillors commented that on a previous occasion, Cllr Tompkins was apparently aware of the contents of a letter from Mr Sears to the Council before it was presented.

In addition, during the hearing, Mr Sears referred to content in the Contract of Employment of the present Clerk to the Council. This document is a private document between the Clerk and his Employer (the Council), and Mr Sears should not have had access to it or knowledge of it. The only source of the information was a Parish Councillor and a breach of the Code of Conduct had obviously occurred. The Clerk had asked Mr Sears to advise his source but he had declined. In any event Mr Sears, claiming to be an experienced Clerk, should not have used the information. The Clerk said he had written to the Court enquiring if they would consider requiring Mr Sears to divulge his source. Members discussed the situation at length. It was considered that various situations had arisen.

In respect of Cllr Standish-Gore, whilst she had signed the 'round robin' letter condemning the Council's action, she for the most part, kept her peace at subsequent meetings, although she did not declare an interest on any occasion.

In respect of Cllr Tompkins, she not only had signed the letter of condemnation, but also had been constantly vocal in defending Mr Sears and had joined in the various debates on proposed payments to him, and the line of defence the Council was to adopt. Members were also suspicious of her motives when she was apparently aware of the contents of the letter from Mr Sears, which had been delivered by hand to the Clerk only hours before it was read to the Council in January 2004.

Cllr Tompkins had apparently intended to be present at the Hearing as a witness for Mr Sears but in the event had sent a letter to Mr Sears, which was presented at Court. The contents of the letter specifically supported Mr Sears' version of events although she had never put this forward as her '*recollection of events*' to the Council whilst they were debating their proposed action in closed session. She kept her own council on her version of events, whilst assimilating the corporate view of the Council. Members concluded that Cllr Tompkins had almost certainly failed to declare a personal and prejudicial interest in the matter as well as possibly prejudicing the action of the Council in defence of the Claim by Mr Sears.

Members also agreed that the only source for Mr Sears to obtain details of the Clerk's Contract was the Clerk himself, or a member of the Council to whom copies had been sent for consideration. Obviously, a breach of the 'Code of Conduct' had occurred and it was hoped that the Court would require Mr Sears to reveal this.

Concern was also expressed that Mr Sears, who in the past had declared himself an experienced Clerk, divulged information in a Public Court, which he knew to be of a confidential and restricted nature. This was not the action of a responsible Clerk and it was agreed that once a reply had been received from the Court, the Chairmen of North Meols and Tarleton Parish Councils should be confidentially advised.

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Monday 6th September 2004 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft ^(a), Cllr. Mrs C.Farrington, Cllr. Mrs N.M.Goodier, Cllr. Mr S Kirby, Cllr. A.P.Murphy, Cllr. Mr.P.J.A.Sergeant (Chairman), Cllr. Mrs L.Standish-Gore, Cllr. Mrs H.J.Tompkins, Cllr.S.Trippier, Cllr. Mrs J.Witter

^(a) Arrived during item 13

Five members of the general public were present.

PUBLIC FORUM

Mr J Hodson requested a copy of the current Internal Audit. In answer to a query, Mr Hodson stated that as he was on the executive of LAPTC, he wanted to make it quite clear that Mr L L Watson as Hesketh with Becconsall's Internal Auditor had been acting in a private capacity and not in any official capacity of LATPC or NALC. He went on to say that LAPTC would be considering offering the services of Internal Auditor and if that was agreed it would be provided by Lynne Rowett the Assistant Secretary. The Clerk confirmed that Mr Watson had been appointed as a private individual.

COUNCIL MEETING

APOLOGIES

Apologies were received from, Cllr. Rev'd R. Plant and PC Corrigan.

DECLARATIONS OF INTEREST

No Declarations of Interest were received

MINUTES OF THE MEETING OF 2nd August 2004

Cllrs Goodier and Tompkins pointed out that Cllr Tompkins had resigned from the Play Areas Sub Committee but this had not been recorded. The Clerk advised that as she had resigned from a sub-committee, the matter would be recorded at that sub-committee's next meeting. Cllr Tompkins requested it be recorded in the main minutes and the Clerk agreed.

Cllr Tompkins queried as to why she and others had not received the complete minutes. Cllr Trippier also noted that he had not received a complete version. The Clerk advised that it had been the decision of the meeting (Part 2) that the Minutes of the confidential items discussed should initially only be circulated to the members present for those matters. The Clerk advised that this had been decided as members considered that litigation and referrals to the Standards Board could result Cllr Trippier stated that he was entitled to, and required a copy of the Part 2 Minutes.

RESOLUTION No. 80/2004 Carried by 5 (five) votes to 0 (nil) with 4 (four) abstentions that the Clerk seeks advice on the validity of the Part 2 Meeting decision to withhold minutes (2nd August 2004).

RESOLUTION No. 81/2004 Carried by 5 (five) votes to 0 (nil) with 4 (four) abstentions that the Chairman sign the minutes as a true record.

MATTERS ARISING

Agenda Surgery

It was noted that no questions were asked regarding the meeting's agenda.

Volunteers to 'staff' October's Agenda Surgery was deferred until item 15 (date of next meeting) was concluded.

West Lancs PCT

Details of Grant Aid available had been received. Cllr Sergeant agreed to acquaint himself with the procedures in time for the next round of applications.

Village Institute

The Clerk reported that Cllr Plant had discussed the Council's proposals with the Institute Committee, however at the present time they did not wish to involve the Council in the management of the site. They did consider it worth pursuing the possibility of locating the Police Station on the site and Inspector Harry had been advised.

Public Seats

The Clerk advised that the three new seats had been ordered and should be delivered next week. He had also requested estimates from Brian Parkinson for the installation of the seats and the refurbishment of the others. Three residents had also been written to regarding overgrown hedges at seat locations of which two had been attended to.

RESOLUTION No. 82/2004 Carried by 6 (six) votes to 0 (nil) with 3 (three) abstentions that the quotations from Brian Parkinson in the sum of £165 for the removal of 3 old seats and the fixing of 3 new seats, along with refurbishment of the remaining seats in the sum of £360, plus timbers if necessary, be accepted

Spar Shop Notice Board

Delivery expected this week. The Clerk will arrange installation.

Prayers

Concern was expressed by Cllr Trippier that meetings were being commenced with prayers which some may find offensive.

Village Institute

Cllr Trippier stated that as a Charity, the Village Institute could not be taken over by the Council.

Internal Auditor

Cllr Trippier queried as to how the Auditors fee had been arrived at. The Clerk advised that he had been instructed to appoint a suitable person and had agreed the fee with him himself.

CORRESPONDENCE

Correspondence was noted by members

Lancashire Local Transport Plan, WLDC Best Value Performance Plan, WLDC Licensing Policy – Consultation, West Lancs Environmental Network, CVS Newsletter. WLDC – Fly Tipping, WLDC – Civic Sunday, WLDC – Parking, David Borrow MP, Road Issues Focus Group.

The Clerk also advised that LCC had agreed to relocate the bus stops at Station Rd/Meadow Lane and outside All Saints Church.

SUB-COMMITTEE REPORTS

Allotments	No Report
Play Areas	Cllr Murphy (Sub-Committee Chairman) advised that he would be calling a meeting shortly to look at the provision of the Youth Shelter for which we had received a WLDC grant towards the cost. Cllr Tompkins asked that the Hesketh Bank Youth Council leader, Angela Bond, be involved.
CSG	Cllr Murphy stated that quotes had been received for the concrete fence and that a draft agreement with the Football Club had been drawn up.
Planning	No Report

FINANCIAL MATTERS

Accounts for Payment.

The following accounts were presented for payment

Brian Parkinson - CSG Hedge Cutting	£30	100618
Barry Dawson - Shore Rd Hedge Cutting	£300	100619
Genial Host - Internet Web charge	£125	100620
Yates - Inspection & Repairs	£198.58	100621
David Ward Cleaning Bus Shelters	£70.00	100622
Greenbarnes - Spar Notice Board	£1058.68	100623
Streetmaster - New seats	£937.65	100624
Clerk - Nett Salary	£379.94	100625
Clerk - Expenses	£62.60	100626
Brian Parkinson – Litter & Grass Cutting	£250.00	100627

RESOLUTION No.83/2004 Carried by **6(six)** votes to **0(nil)** with **3(three)** abstentions that the accounts presented are paid forthwith

Receipts

The Clerk advised he had not received any income

Bankers Standing Order

The Clerk requested that the Council consider authorising Standing Order payments to David Ward in respect of shelter cleaning, and Brian Parkinson in respect of litter picking and bin emptying.

RESOLUTION No.84/2004 Carried by **6(six)** to **0(nil)** with **3(three)** abstentions that the Clerk arrange Standing Order payments as requested

TRAINING COURSES

RESOLUTION No.85/2004 Carried unanimously that the Clerk arrange for training courses for Cllrs. Farrington, Kirby and Standish-Gore and that the Clerk remit the fees of £150.

Lancs/Merseyside Training – Courses	£150.00	100628
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Parish Newsletter

Cllr Kirby had prepared a list of questions on content, quantity, timing and distribution. It was confirmed that a budget until March 2005 of £1,000 was provided and that we needed to aim for four issues per year. Cllr Kirby said he would aim for the end of September the quarterly thereafter

and that the letter should be double sided A4. He asked for help with layout and Cllr Sergeant volunteered to assist. The possibility of advertising was considered but not initially.

HB Light Railway

Cllr Tompkins spoke of her concerns over the future of the railway and the problems it currently faces. It was stated that they were currently in negotiations with Altys over their future, one of the problems being that they had found difficulty in securing funding as to date they had only enjoyed six month leases. They had exciting plans for the future and she felt the Council should back the project wherever possible. It was agreed that the Clerk should write to the Railway confirming the intent that the Council would in principle back proposals, which would secure that this unique facility continued in Hesketh Bank.

Best Kept Village 2005

Cllr Witter said she would contact Rosie Evans (Mere Brow) to see what arrangements they had. Cllr Tompkins confirmed that she was holding some of the brackets for lampposts. The Clerk reminded councillors that permission was required from LCC to attach brackets and Cllr Murphy remarked that an interleave membrane was required. It was agreed that this would be dealt with in detail at the October meeting.

Christmas Tree 2004

The usual concerns were expressed regarding safety and vandalism. The Clerk advised that Cllr Plant had suggested the roof of the Institute. Cllr Tompkins noted that Churchtown had angled brackets at high level on the fronts of buildings carrying trees. It was agreed the Chairman would ask Cllr Plant to speak with the village hall committee.

Inspection Reports Council Land

The Clerk reminded those councillors who were carrying out the inspections that it was imperative that they filed their reports monthly with the Clerk. The Clerk agreed to forward report sheets to those councillors. He also advised that the playground equipment reports had not revealed any faults that were not being attended to.

The Clerk also reported that he had been having discussions, on behalf of the 'Play Areas and Recreation Ground sub-committee', with the Chairman of Governors at All Saints School over the maintenance of the Shore Road site and costs. It was suggested to the Council that the school be allowed to take over the care of the grassed bank at the rear of the car park as a wild flower area, and the strip of land on the car park adjacent to the school fence as a planted area. A small donation to the costs might also be appropriate.

RESOLUTION No.86/2004 Carried unanimously that the Clerk formally grant permission to the school to manage the areas concerned.

The clerk drew the meeting's attention to a request from Cllr Plant to consider bringing the next meeting forward one week. After consideration, it was felt that as the dates had been set for some time and that it was known locally, it would be inappropriate to change dates to accommodate an individual.

Planning Matters

Application No. 8/2004/1057 (Alty site redevelopment) was returned to the full Council for consideration by the Planning Chairman.

Cllr Trippier observed that while a large number at the public meeting were against the proposal, they only represented a small proportion of the electorate. He felt that the proposal would go ahead and that the best course of action would be to try to obtain 'planning gains' for the benefit of the village by opening discussions with Altys and WLDC rather than opposing the whole development and getting nothing. Cllr Farrington said she had been approached regarding sheltered accommodation on the site, which would be very convenient to the shops etc. Cllr Ashcroft stated that he did not wish to express a view, neither could he comment on the proposals, as he needed to be unfettered at any subsequent WLDC Planning meeting although he would obviously bear in mind the views expressed. Much discussion ensued, no member was in favour of the plans as submitted but the view was expressed by several members that this important site should be looked at in a wider context including the proposed Linear Park and Light Railway.

A draft response was put together outlining the views of the Public meeting, the objections on the grounds of the local plan, and the views in general of this important site.

RESOLUTION No.87/2004 Carried by 9(nine) votes to 0(nil) with 1(one) abstention that the letter as drafted is sent

Details of other planning approvals and appeals were given by the Clerk

RESOLUTION No.88/2004 Carried by 6(six) votes to 1(one) with 3(three) abstentions that the press and members of the public be excluded from the meeting for the following items of business, on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 and 12 of Part 1 of Schedule 12A of the Local Government Act 1972.

The Items at Appendix 1 is Private and Confidential to Members of the Council and must not be discussed or revealed in whole or part outside Council.

The Chairman Closed the meeting at 9:45pm

Appendix 1 Private and Confidential to the Council

Risk Assessment

The Clerk explained the reasons for taking this item in part 2 on the basis that members of the public could exploit any lapses in the Council's duty of care that were discussed.

As a starting point, the Council considered a draft from the Governance and Accountability. A schedule is being prepared and will be distributed separately for further consideration.

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Monday 4th October 2004 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft, Cllr. Mrs C.Farrington, Cllr. Mrs N.M.Goodier, Cllr. Mr S Kirby, Cllr. Mr.P.J.A.Sergeant (Chairman), Cllr. Mrs L.Standish-Gore, Cllr. Mrs H.J.Tompkins, Cllr. Mrs J.Witter

Twenty-six members of the general public were present.

PUBLIC FORUM

A group of younger persons was introduced by PC Corrigan who wanted to know the situation on the proposed leisure development adjacent to the Centenary Sports Ground and also the situation regarding the provision of a Youth Shelter. Unfortunately, some had been given the impression that the Council were involved in the development; they were advised that this was not the case and it should be the Football Club that should be approached. It was also pointed out that Mr Wignall, whilst owning the land, did not speak on behalf of the Football Club. With regards to the Shelter, Cllr Goodier advised that consultation would take place before the type and location of the shelter were agreed. It was hoped to have the facility by Christmas.

Concerns were also raised regarding the planning application in respect of seasonal accommodation in Moss Lane. Cllr Ashcroft agreed to take on board the comments.

A query was raised regarding illegal immigrants.

COUNCIL MEETING

APOLOGIES

Apologies were received from, Cllr. Rev'd R. Plant, Cllr. A.P.Murphy, Cllr.S.Trippier,

DECLARATIONS OF INTEREST

No Declarations of Interest were received

MINUTES OF THE MEETING OF 6th September 2004

RESOLUTION No. 89/2004 Carried by 6 (six) votes to 0 (nil) with 2 (two) abstentions that the Chairman sign the minutes as a true record.

MATTERS ARISING

Agenda Surgery

It was noted that no questions were asked regarding the meeting's agenda.

Training Courses

The Clerk advised that courses had been arranged for Cllrs. Farrington, Kirby and Standish-Gore

Public Seats

The Clerk advised that the three new seats had been fitted and that refurbishment of the remainder was in hand.

Notice Board

The Clerk confirmed that the work had been completed. It was agreed a note should be placed inviting notices for any public event to be sent to the Clerk for display. Cllr Ashcroft queried what other upgrades were planned. The Clerk confirmed that as per a previous resolution, the board at Hundred End was to be replaced with a smaller A3 size wooden unit.

Police Matters

PC Corrigan updated the Council on the planned PACT meetings and members of the panel.

CORRESPONDENCE

Correspondence was noted by members from:-

Operation Eden, West Lancs Environmental Network.

The Clerk drew the attention of members to the Standards Committee recommendation that all members should attend the forthcoming seminar on the "Code of Conduct" to be held at Edge Hill College.

It was agreed the Clerk should find out more details of the "Green Partnership Awards".

In response to a letter from Mr T Roberts, the Clerk noted that a meeting with Lancashire County Council (Rick Hayton) was planned shortly.

A Letter from Mrs McBride queried the 'location' of the proposed Youth Shelter. The Clerk had written to assure her that no decision as to the location had yet been taken.

SUB-COMMITTEE REPORTS

Allotments Report attached

Play Areas No Report

CSG No Report

Planning Sub-Committee Chairman Cllr Ashcroft invited comments and observations regarding the applications to retain caravans, hard-standing etc. at two sites in Moss Lane.

Councillor Farrington declared a personal non-prejudicial interest and withdrew from the debate.

FINANCIAL MATTERS

Accounts for Payment.

The following accounts were presented for payment

Yates - Inspection & Repairs	£211.50	100630
Clerk - Nett Salary	£426.34	100631
Clerk - Expenses	£88.84	100632
Inland Revenue – PAYE & NIC	£303.28	100633
Brian Parkinson - CSG Hedge Cutting	£480.00	100634

RESOLUTION No.90/2004 Carried by 7(seven) votes to 0(nil) with 1(one) abstention that the accounts presented are paid forthwith

Receipts

The Clerk advised he had received the second tranche of the Precept in the sum of £20,531

Budget Review

The Clerk reported that the Chairman and Vice-chairman had inspected the accounts and records maintained by the Clerk and had signed a letter stating that systems appeared in order.

The Clerk presented an analysis (*see appendix 1*) of income and expenditure to date against budget and proposed variations to balance. Cllr Tompkins requested a named vote, she was asked if there was a contentious issue; Cllr Tompkins said not.

RESOLUTION No.91/2004 Carried by **7(seven)** votes [Ashcroft, Farrington, Goodier, Kirby, Sergeant, Standish-Gore, Witter] to **0(nil)** with **1(one)** abstention that the Clerk amends the Budget as put forward.

Request for Financial Assistance

The Clerk had received a letter from the Chairman of Governors of All Saints' School requesting assistance on the planting of the embankment following on the from the agreement for the school's gardening club to maintain this

RESOLUTION No.92/2004 Carried unanimously that the Council contribute the sum of £250 from the 'Grounds Maintenance' budget to the School.

REPORTS ON OUTSTANDING MATTERS

REAL – Cllr Tompkins gave a detailed report on the current situation. She said they were now going to re-launch and try to add some impetus. She detailed several events currently being organised and a new 'health' group. She again appealed for serious interest and volunteers and referred members to the website for further information.

Road Issues Focus Group – Cllr Ashcroft outlined the purpose of this new group for members. A lengthy discussion ensued.

Waste Land Ownership – Cllr Ashcroft advised that the bridge from Poppyfields to Delta Park would now be made up to County adoption standards and as a result, the water course underneath would be maintained.

PARISH NEWSLETTER

Cllr Kirby outlined progress to date. It was agreed that Cllr Kirby would maintain editorial control although the subject headings would be reviewed by Councillors. It was agreed that email would be used for this by the Clerk in advance of the next meeting with Cllr Standish-Gore liaising with Cllr Tompkins, and Cllr Kirby looking after Cllr Trippier.

LAPTC AGM

It was agreed that the Clerk and Chairman would represent the Council.

BEST KEPT VILLAGE 2005

Cllr Witter said that Rosie Evans' husband (Mere Brow) watered baskets daily, which took about one and a half hours. Cllr Goodier suggested the Recreation Committee should look after the project. The general state of the hedges that were overgrown was also discussed. The Clerk was asked to write to all offending owners. Cllr Farrington offered to assist with details of ownership.

CHRISTMAS TREE 2004

Cllr Tompkins again noted that Churchtown, Southport had angled brackets at high level on the fronts of buildings carrying trees. It was agreed the Clerk would approach all the commercial premises to canvass co-operation on a similar scheme, on the basis that the Council provided brackets and trees.

INSPECTION REPORTS

Only one report was received. The Clerk reminded those councillors who were carrying out the inspections that it was imperative that they filed their reports monthly with the Clerk. Inspection reports from Yates were in order.

Planning Matters

The Clerk gave details of planning approvals, refusals and appeals

The Chairman closed the meeting at 9:48pm

Appendix 1

	Budget 2004/5	Actual 29th Sep	Projected Annual	Overspend
COUNCIL EXPENSES				
Hall Rental	£200.00	£115.15	£215.00	£15.00
LAPTC	£460.00	£452.77	£452.77	(£7.23)
Insurance	£720.00	£773.43	£773.43	£53.43
Audit Fees	£900.00	£650.00	£900.00	£0.00
Legal & Professional Fees	£500.00		£500.00	£0.00
Bank Charges	£0.00		£0.00	£0.00
Loan Interest & Charges, Repayments	£3,400.00	£1,671.56	£3,400.00	£0.00
Training	£400.00	£225.00	£400.00	£0.00
Subscriptions CPRE/LPFA/Ribble CCT	£60.00	£15.00	£60.00	£0.00
Donations	£200.00	£226.00	£226.00	£26.00
Christmas Tree	£150.00		£150.00	£0.00
Newsletter	£1,000.00		£1,000.00	£0.00
Sundries	£500.00	£341.33	£500.00	£0.00
Internet	£300.00	£125.00	£300.00	£0.00
Section 137 Expenditure	£1,000.00		£1,000.00	£0.00
Election Expenses	£2,300.00		£2,300.00	£0.00
Clerks Salary	£6,200.00	£2,245.45	£6,000.00	(£200.00)
Clerks Expenses	£1,130.00	£613.98	£1,100.00	(£30.00)
Chairman's Allowance	£100.00		£100.00	£0.00
TOTAL COUNCIL EXPENSES	£19,520.00	£7,454.67	£19,377.20	(£142.80)

CONCURRENT EXPENDITURE				
Grounds Maintenance	£7,000.00	£300.00	£7,000.00	£0.00
Buildings				£0.00
Equipment				£0.00
Centenary Sports Ground	£4,500.00	£1,360.00	£4,500.00	£0.00
Legal Fees				£0.00
Grants	(£6,500.00)		(£9,000.00)	(£2,500.00)
Play Areas	£22,500.00	£911.00	£22,500.00	£0.00
Bus Shelters	£5,000.00	£6,670.00	£7,000.00	£2,000.00
Street Seats	£1,350.00	£798.00	£1,350.00	£0.00
Burial Grounds	£200.00		£200.00	£0.00
Drains Ditches etc	£250.00	£250.00	£250.00	£0.00
Village Institute				£0.00
Notice Boards	£1,300.00	£901.00	£1,300.00	£0.00
Litter Bins	£500.00		£500.00	£0.00
Best Kept Village	10.00	£10.00	£10.00	£0.00
TOTAL CONCURRENT EXPENDITURE	£36,110.00	£11,200.00	£35,610.00	(£500.00)
OTHER EXPENDITURE				
Tarleton HS Community Use	£2,000.00	£2,000.00	£2,000.00	£0.00
Replacement Play Equipment	See Play Areas			
Church Grants	£1,000.00	£350.00	£1,000.00	£0.00
Youth Groups Grant	£0.00			£0.00
Youth Council	£1,000.00		£1,000.00	£0.00
REAL Project	£200.00		£200.00	£0.00
VAT		£1,575.63	£1,575.63	£1,575.63
TOTAL OTHER EXPENDITURE	£4,200.00	£3,925.63	£5,775.63	£1,575.63
TOTAL ALL EXPENDITURE	£59,830.00	£22,580.30	£60,762.83	£932.83
CONCURRENT CONTRIBUTION PRECEPT	£4,832.34	£2,416.17	£4,832.34	---
	£41,061.71	£41,062.00	£41,062.00	---
LOCAL INCOME				
Allotments	£300.00	£231.00	£231.00	(£69.00)
Football Pitch				---
CSG Rental Income	£720.00	£201.00	£800.00	£80.00
Wayleaves			£92.00	
TOTAL LOCAL INCOME	£1,020.00	£432.00	£1,123.00	£103.00
Bank Interest		£318.55	£500.00	£500.00
Insurance Receipts		£2,805.31	£2,805.31	£2,805.31
VAT Receiveable		£1,566.45	£1,566.45	£1,566.45
TOTAL INCOME	£46,914.05	£48,600.48	£51,889.10	£4,975.05
SURPLUS B/F	£12,915.95	£12,915.95	£12,915.95	
NETT INCOME	£0.00	£38,936.13	£4,042.22	£4,042.22
RESERVES	£17,788.85	£17,788.85	£21,831.07	

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Monday 1st November 2004 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft ^(a), Cllr. Mrs N.M.Goodier, Cllr. Mr S Kirby, Cllr. A.P.Murphy ^(b),
Cllr. Rev'd R. Plant (Chairman), Cllr. Mr.P.J.A.Sergeant, Cllr. Mrs L.Standish-Gore,
Cllr. Mrs H.J.Tompkins, Cllr. Mrs J.Witter

(a) Arrived during item 7

(b) Arrived during item 3

Four members of the general public were present.

COUNCIL MEETING

APOLOGIES

Apologies were received from Cllr. Mrs C.Farrington

DECLARATIONS OF INTEREST

No Declarations of Interest were received

MINUTES OF THE MEETING OF 4th October 2004

Cllr Goodier noted that the Minutes implied that under 'BEST KEPT VILLAGE' the Recreation Committee could look after hanging baskets, where the intention was to say they could look after the project. It was agreed line two should read, " look after **the project**"

RESOLUTION No. 93/2004 Carried by 5 (five) votes to 0 (nil) that the Chairman sign the minutes as a true record subject to the above amendment.

CORRESPONDENCE

Correspondence was noted by members from:-

- West Lancashire Community Safety Partnership
- Minerals and Waste Local Plan
- LCC Joint Lancashire Structure Plan
- WLDC Meeting as an Assembly
- Lancashire Police Objectives 2005/2006
- LCC Rights of Way Consultation
- BNFL Springfield – Authorisation to dispose of Waste
- ODPM – New Ethical Framework

It was noted that much correspondence now refers recipients to Internet web addresses. It was agreed the Clerk would advise members via email of these.

Training Course "Better Meetings"

RESOLUTION No. 94/2004 Carried unanimously that the Chairman and Clerk should attend the forthcoming "Better Meetings" course on the 4th of December at a cost of £50

Further correspondence had been received regarding the recent application to relax conditions on seasonal workers caravan accommodation. Much discussion ensued as to the method of sub-committee operation and the lack of knowledge on planning applications. It was agreed that the Clerk would send via email copies of all planning applications to all Councillors. Members could then communicate any observations to the Planning Chairman. It was also agreed that Committee Chairmen or their deputies should always report to all full meetings of the Council.

SUB-COMMITTEE REPORTS

- Allotments** Cllr Sergeant reported on the current dispute with Cllr Trippier over allotments. Cllr Farrington would be reporting further in due course.
- Play Areas** No Report
- CSG** Cllr Murphy advised that a contractor had still not been found to construct the feature wall although the contract for the fence on each side should be issued soon.
- Planning** Item adjourned until Cllr Ashcroft's arrival.

FINANCIAL MATTERS

Accounts for Payment.

The following accounts were presented for payment

Yates - Inspection & Repairs	£211.50	100636
Clerk - Expenses	£74.50	100637
<i>Cheque spoilt - Cancelled</i>		<i>100638</i>
Clerk - Nett Salary	£389.37	100639

RESOLUTION No.95/2004 Carried by 7(seven) votes to 0(nil) that the accounts presented are paid forthwith

Receipts

The Clerk advised he had received the second tranche of the Concurrent Contribution in the sum of £2,416.17. Both the Precept and Concurrent contribution had now been paid in full from WLDC.

Budgets 2005/2006

The Clerk advised that he required written budget estimates from Sub-Committees and Members at the December meeting in order that Chairman and he could prepare a draft budget for consideration at the January Meeting

REPORTS ON OUTSTANDING MATTERS

Shore Rd Car park – The Clerk reported that the planting of some 30,000 spring bulbs had now been completed by the school, and the council's contribution of £250 (Cheque 100635) made. Cllr Sergeant said that the dangerous changing room had now been demolished and a steel container donated by Hunterpack would be on site within the week as a short-term measure. The Clerk asked if funds could now be spent to clear up the rest of the site

RESOLUTION No.96/2004 Carried by 7(seven) votes to 0(nil) that the Clerk arrange for the clearance of the site following the container installation

Concern was expressed as to the Council's liability to the large variety of people that used the car park. It was felt that the present action with litter clearing and inspections along with the insurance

was as far as the Council could reasonably go to ensure the public safety. However the Clerk advised that he had yet to receive an inspection report on the Shore Road site.

Questions were raised regarding the appearance of a commercial container.

Cllr Sergeant at this point declared a personal interest in the matter and withdrew from the debate.

Much discussion ensued on the desirability of a permanent building. It was agreed that the Clerk approaches all interested parties with a view to progressing the provision of permanent changing accommodation.

PLANNING SUB-COMMITTEE (Adjourned from item 5)

There was extensive discussion, especially over seasonal workers accommodation. It was agreed that Cllr Ashcroft should reply to WLDC requesting that any relaxation to the condition imposed on seasonal workers accommodation should be subject to on-going monitoring by the Planning Authority.

AGENDA SURGERY

It was noted that there had been no uptake of this facility. It was agreed that this would be reviewed in February. Cllrs Plant and Kirby agreed to be present for surgery items in December.

YOUTH SHELTER

Cllr Murphy reported that a meeting had been held between the Play and Recreation Grounds Sub-Committee, Police, Youth & Community Service, and Young peoples representatives. Discussion had centred on the possible sites within the village.

The Teenagers preference was for an area between the Library Building and the Band Room which they considered would be both safe and afford a small degree of privacy; this was supported by PC Corrigan who felt the site was ideal, as this could be easily policed. It was also felt that this location would avoid any complaints from residents. All present also considered that lighting would also be highly beneficial.

It was suggested that the Upton Shelter manufactured by "Lightmain Leisure" would be the best option as it afforded better weather protection than others and was portable.

It was proposed that the Village Institute Committee should therefore be approached with a view to them granting permission for the Council to install this shelter possibly on a tarmac base with external lighting for a trial period. It was thought that power for the light could be supplied (time and light controlled) from either the Library or Band room with the Council paying the cost. The estimated total cost after receiving a WLDC Capital Grant was between £3,000 and £4,000, which was within budget.

The Young people had also asked for a litterbin to be provided and offered to form their own committee for the Council to deal with.

The meeting discussed the proposition in depth and agreed that this was probably the best option although there could be problems. It was agreed that the Council Chairman, being a member of the Institute Committee, would speak initially with the Chairman of the Institute Committee with a view to seeking approval.

RESOLUTION No.97/2004 Carried Unanimously that the Clerk progress the purchase and installation of a Youth Shelter and lighting as suggested at an estimated nett capital cost of up to

£3,500 as part of the Council's Youth Development programme, subject to reaching agreement with the Village Institute.

PARISH NEWSLETTER

Cllr Kirby outlined details including a competition for which a prize of £20 was agreed; Subject headings had already been distributed to Members. It was further agreed that the contact details of the Chairman and Clerk would be published.

CHRISTMAS TREES 2004

The Clerk reported on his investigations. He stated that he had identified a suitable supplier for brackets. He had also visited the majority of shops adjacent to Station Road Bridge and received a positive response. No retailer had objected to the proposed scheme whereby the Council would provide and install a suitable bracket, annually supply erect, and subsequently remove, Christmas trees with the retailer paying for decorative lights, which the Council would initially purchase. He estimated the initial capital cost to be approximately £1,100 with an ongoing annual cost of around £400. Members were eager to implement the scheme and Cllrs. Tompkins and Standish-Gore agreed to take on the task of agreeing installation details with individual retailers. Cllr. Goodier also agreed to arrange the supply of trees.

RESOLUTION No.98/2004 Carried Unanimously that the Clerk places an order for 15 brackets and fixings, the required number of lighting sets, extension leads as required, and arrange for installation.

SPEED DETECTION EQUIPMENT

The Clerk brought forward a proposition in response to the various speeding complaints and suggestions from PC Corrigan for the purchase, possibly between the three northern parishes, of a new lightweight laser gun at a total cost of £2,750. Members however considered that the problem is the Police's responsibility and the principle of 'paying twice' was unacceptable. It was felt the Police Authority see the Parishes as a source of additional funding.

INSPECTION REPORTS

Again only one Councillor's report was received. The Clerk reminded those councillors who were carrying out the inspections that it was imperative that they filed their reports monthly with the Clerk. In respect of Shore Road, the Clerk reported that he had yet to receive a report and that this was unacceptable to the Council and the Insurers. Cllrs Standish-Gore and Kirby agreed to take over this inspection forthwith.

Inspection reports from Yates were in order.

DISABILITY DISCRIMINATION ACT

The Clerk drew Members attention to the Act and the requirements in respect of Play Areas. Inspections forms were passed to The Sub-Committee.

PLANNING MATTERS

The Clerk gave details of planning approvals to hand.

LATE ITEMS

The Council decided not to renew membership of the CPRE.

RESOLUTION No.99/2004 Carried by **7(seven)** votes to **0(nil)** that the press and members of the public be excluded from the meeting for the following items of business, on the grounds that it

would involve the likely disclosure of exempt information as defined in Paragraphs 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

***** PLEASE NOTE THAT THE FOLLOWING ITEMS ARE PRIVATE AND ***
*** CONFIDENTIAL TO MEMBERS OF THE COUNCIL *****

**MATTERS RELATING TO CURRENT AND PREVIOUS
EMPLOYEES OF THE COUNCIL.**

a) Mr B Rimmer

The Clerk advised members that he still had been unable to retrieve Council papers held by Mr Rimmer who ceased employment with the Council nearly two years ago. This was causing problems over land ownership and was unacceptable. Cllr Goodier offered to contact Mr Rimmer in an effort to resolve this as otherwise the matter would need formal and possibly legal action. The Clerk also commented that various comments had been made regarding other papers which should be in the Clerk's possession, and a missing 'trunk' which Cllr Trippier had advised used to exist but that the Clerk had no knowledge of. It was agreed that once the papers had been retrieved from Mr Rimmer, further investigations would be necessary.

b) Mr R Sears

Cllrs. Tompkins and Standish-Gore declared an interest and left the meeting

The Clerk brought Members up to date with Council's application to the Court. The next stage would be to obtain a transcription of the recording of the hearing, which would cost several hundred pounds. The Clerk said that the whole process would be extremely costly and felt that there was little if anything to be gained by the Council pursuing this. For his part, the Clerk had no intension of pursuing the breach of confidence in respect of his contract at a personal level. After discussion, Members agreed that all actions should now be dropped and a line drawn under the whole episode, which would hopefully allow the Council to move on.

The Chairman closed the meeting at 9:55 pm

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the meeting of the Parish Council held on Monday 15th November 2004 at 7:00pm at the Rectory, Silverdale, Hesketh Bank.

PRESENT

Cllr. Mrs C.Farrington Cllr. Mrs N.M.Goodier, Cllr. Cllr. Mr.A.P.Murphy
Cllr, Rev'd R.Plant (Chairman), Cllr. Mr.P.J.A.Sergeant, Cllr. Mrs L.Standish-Gore

APOLOGIES

Apologies were received from
Cllr. Mr.C.I.Ashcroft, Cllr. Mrs H.J.Tompkins, Cllr Mrs J. Witter.

DECLARATIONS OF INTEREST

Cllr Plant declared his interest as a Trustee of the Village Institute, but considered it not to be prejudicial.

YOUTH SHELTER

It was reported that the Village Hall Committee had at their Annual General Meeting considered the Council's request to install a Youth Shelter on their site on Station Road. Cllr Plant reported that 'to a man' the Committee had agreed to the request subject to some 'safeguarding' provisions.

The Clerk reported that he had now been formally advised by the Institute Chairman (Mr Winrow) of their agreement subject to several caveats; the Clerk had met with Mr Winrow to discuss these. Members felt relaxed about all of these, save the statement that the Shelter must be removed immediately if the Institute required this because of detrimental effects on their managing of the site. They could not agree to a minimum period of one year as requested.

After much discussion it was agreed that the Clerk should write asking the Institute not to make a unilateral decision, but consult with the Council and the Youth Group should problems occur. Subject to them agreeing to this, the project should go ahead.

The Chairman closed the meeting at 7:25pm.

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Monday 6th December 2004 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft, Cllr. Mrs C.Farrington, Cllr. Mr S Kirby, Cllr. A.P.Murphy, Cllr. Rev'd R. Plant (Chairman), Cllr. Mr.P.J.A.Sergeant, Cllr. Mrs H.J.Tompkins,

Thirty-two members of the general public were present.

PUBLIC FORUM

Presentations were made by several members of the community voicing considerable concern over the Planning Application presently before the Planning Authority for the development of 13 two-storey low cost houses on a site off Moss Lane. A straw poll revealed all thirty-two members of the public to be against the proposal

COUNCIL MEETING

APOLOGIES

Apologies were received from Cllr. Mrs N.M.Goodier (holidays) Cllr. Mrs L.Standish-Gore, (sickness), Cllr Mr S Trippier, (no reason), Cllr. Mrs J.Witter, (holidays)

DECLARATIONS OF INTEREST

Cllr Tompkins declared a non-prejudicial interest in item 5, Planning.

MINUTES OF THE MEETING OF 1st November 2004

RESOLUTION No. 100/2004 Carried by 5 (five) votes to 0 (nil) that the Chairman sign the minutes as a true record.

CORRESPONDENCE

Correspondence was noted by members from:-

- WLDC Statement of Accounts 2003/2004
- WLDC – Parish Charter – **Action Clerk**
- CVS – Funding Opportunities – **Action Cllr Tompkins**
- CVS – “Streets Ahead”
- Code of Conduct – Freemasonry
- WLDC – Capital Schemes
- Code of Conduct – Dual-Hatters
- Code of Conduct – Members Interests
- Code of Conduct – WLDC area complaints breakdown
- All Saints School – Letter of thanks
- West Lancs Environmental Network
- WLDC “The Voice”
- NALC Annual Review and Accounts
- LAPTC Annual Report
- DEFRA – Rural Services Review

Ribble Catchment Conservation Trust
 WLDC - Parish Council Allowances
 Community Focus
 WL CVS Bulletin
 Rural Revival North West
 LCC 6 term school year – **Action Cllr Goodier**
 NHS PCT “Smoke Free” Conference – **Action Cllr Plant**
 LCC Bus service Funding – **Action Cllr Kirby**

SUB-COMMITTEE REPORTS

Planning Cllr Ashcroft’s reported that with the exception of the agenda item, there had been no items of concern during the month.

Items returned from Committee – Application 8/2004/1467 Erection of 13 two-storey dwelling houses.

Issues of Road Safety; Use of protected land; Conservation; adequacy of drains; flooding and the fact that smaller developments on the site had previously been refused were considered.

RESOLUTION No. 101/2004 Carried by 6 (six) votes to 0 (nil) that the Clerk advises WLDC of their objection to the application and also expresses it’s concern to the Lancashire Police on road safety issues.

Allotments Cllr Farrington reported on the current dispute with Cllr Trippier over allotments had been resolved.

Play Areas Cllr Murphy advised that Glen Park Drive refurbishment should be complete within the next ten days. In respect of stage two, Shore Rd, quotes were now being obtained. It was envisaged that the total cost would be in the region of £32,000, which would include complete fencing of the Play Area and EEC Standard safety surfaces.

CSG Cllr Murphy advised that a contractor had still not been found to construct the feature wall. The committee had opted by four votes to one to accept the quote from Brian Parkinson and the Clerk was instructed to issue an order for the work to be carried out.

FINANCIAL MATTERS

Accounts for Payment.

The following accounts were presented for authorisation

<i>Spoilt Cheque</i>	<i>100641</i>	
Clerk (Tree Lights 1)	100642	£457.95 (Paid)
Mere Brow Smithy	100643	£259.99 (Paid)
David Ward Cleaning	100644	£210.00 (Paid)
Clerk Salary	100645	£389.37
Clerk Expenses	100646	£158.81
Clerk (Tree Lights 2)	100647	£119.23
British Legion (3 Yrs)	100648	£54.00
PWLB	100649	£1671.56

Brian Parkinson (Trees & Mtce)	100650	£670.00
Edenbreck Nurseries (Trees)	100651	£164.50

RESOLUTION No.102/2004 Carried by 7(seven) votes to 0(nil) that the accounts presented are paid forthwith

Receipts

The Clerk advised he had received contributions to the lights of £490; all traders had willingly given £35 per installation as a donation towards the costs.

The Chairman expressed the Council's appreciation to Cllr's Tompkins and Standish-Gore, and the Clerk for their work setting up the scheme.

Budgets 2005/2006

The following items were requested to be included in the draft budget to be considered at the February Meeting.

Planning Sub-Committee	£100
Allotments Sub-Committee	£500
Play Areas and Recreation Mtce, 2004/05 figures plus 5%	
CSG Sub-Committee	
Litter picking 2004/05 figures plus 5%	
Newsletter	£1,500
Lighting Shore Road	£15,000
Charitable contributions	£250

External Audit

The Clerk updated Members on the ongoing investigations on the 2003/2004 accounts and Council activities

CONDUCT OF MEETINGS

The Chairman addressed the meeting following his, and the Clerk's, attendance at the recent seminar on 'Better Meetings' and voiced his concerns and aspirations. It was agreed that the briefs should be circulated to all members.

WLDC ANNUAL CODE OF CONDUCT MEETING

The Chairman expressed his disappointment at the poor response to this important meeting. Only himself, one other Councillor and the Clerk had attended. He had been advised that six Councillors hadn't even bothered to reply to the invitation, which caused him some embarrassment.

REVIEW OF AGENDA SURGERY

It was noted that again the facility had not been used.

YOUTH SHELTER UPDATE

The Clerk reported that he expected the Youth Shelter and new Lamp Standard to be installed within the next seven days.

PARISH NEWSLETTER UPDATE

Cllr Sergeant declared a Personal Interest as the proprietor of a Printing Firm and stated that should the item become prejudicial he would withdraw.

Cllr Kirby distributed a draft to members for consideration. It was agreed that a copy should be provided on the Internet site and spare copies placed in Top Shop. Cllr Sergeant was thanked for producing the artwork without charge.

CHRISTMAS DECORATIONS UPDATE

The Clerk reported that expenses were £1,333, and after contributions from traders a Net Cost of £843 to the Council. He expected ongoing costs to be in the region of £300 per annum. Members noted that the initiative had been well received by both traders and the general public.

SHORE ROAD SITE / FOOTBALL CLUB ACCOMMODATION

Cllr Sergeant declared a Personal Interest as Chairman of the Football Club

Complaints had been received that the 'Container' was unsightly and that considerable mess had been left following the demolition of the old building. The Clerk confirmed that work was in hand clearing the rubbish.

Cllr Sergeant explained that it was the intention of the Club to install windows and doors and to paint the structure green. Shrubs in tubs would also be used to soften the appearance.

The Clerk advised that he had made some initial enquiries into possible funding for a permanent building and suggested a meeting of interested parties could be held in the new-year.

PUBLIC SPACE INSPECTION REPORTS / PLAYGROUND REPORTS

Reports were received for the Station Rd Play Area and the CSG

Archives

The Clerk reported that a large quantity of old papers had now been received. He however voiced continuing concerns that he had been advised from several sources that ex-councillors may well be still holding old papers and that this must be pursued.

PLANNING MATTERS

The Clerk gave details of planning approvals to hand.

LATE ITEMS

There were no items under this heading

The Chairman closed the meeting at 9:45 pm

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Tuesday 4th January 2005 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft, Cllr. Mrs.C.Farrington, Cllr. Mrs.N.M.Goodier Cllr. Mr.S.Kirby,
Cllr. Mr.A.P.Murphy, Cllr. Rev'd.R. Plant (Chairman), Cllr. Mr.P.J.A.Sergeant,
Cllr. Mrs L.Standish-Gore Cllr. Mrs H.J.Tompkins,

Four members of the general public were present.

PUBLIC FORUM

Issues were discussed regarding the Council's proposed long-term plan to light Shore Rd; Speeding on Shore Rd; The Dangerous junction at Chapel Rd and Delta Park; The absence of gritting on Chapel Road and Moss Lane; Missing yellow lines at the corner of Moss Lane and Station Road. The Clerk agreed to again pursue these matters with LCC

COUNCIL MEETING

The Chairman noted the Council's sadness at the recent death of Councillor Robert Hodge, recalling his extensive contribution at Parish, District and County Councils. The Meeting also remembered the hundreds of thousands of lives lost in the recent catastrophe in the Indian Ocean and the Andaman Sea. A Minute of Silence was observed.

APOLOGIES

Apologies were received from Cllr. Mrs J.Witter, (holidays)

DECLARATIONS OF INTEREST

No Interests were declared

MINUTES OF THE MEETING OF 6th December 2004

RESOLUTION No. 103/2004 Carried by 6 (five) votes to 0 (nil) that the Chairman sign the minutes as a true record.

CORRESPONDENCE

Correspondence was noted by members regarding:-

- Reconstitution of School Governing Bodies
- WLDC Replacement Local Plan inspection at Ormskirk
- West Lancs Funders Fair (*Clerk & Chairman to attend*)
- CVS – Health Network (*Invitation to be arranged*)
- West Lancs Environmental Network
- Primary Care Trust (*Clerk to write*)

SUB-COMMITTEE REPORTS

Allotments Cllr Farrington was embarrassed to report that the assurance given to her by Cllr Trippier, that he would now complete the new agreement, had been withdrawn. It was agreed that the situation could not be allowed to continue especially as Cllr Trippier was in danger of bringing the Council into disrepute under the Code of Conduct.

Play Areas Cllr Murphy advised that Glen Park Drive refurbishment was complete. It was hoped some publicity could be arranged shortly. In respect of stage two, Shore Rd, coloured illustrations were passed around for Members information.

The Chairman noted a complaint received regarding the appearance of the Shore Road site, particularly the new container. It was noted that work had started installing windows and doors. **Cllr Sergeant declared an interest as Chairman of the Football Club** and went on to say that the facility would be available to all using the recreation ground.

Cllr Murphy reminded Councillors that during his initial discussions with Booths, they had intimated that they would entertain partnerships over such things as Play Areas etc. It was agreed that the Clerk would make initial approaches.

CSG Cllr. Murphy advised that the Committee had not met. Mr Parkinson and Mr Rigby were expected to commence work on the new boundary wall in the next two weeks. Planting would be carried out soon afterwards.

Planning Cllr Ashcroft's reported there had been no items of concern during the month.

Cllr Ashcroft's also stated that he had re-considered his position as a dual-hatter with respect to his membership of the Planning Committee with WLDC and concluded that his membership of both may be considered incompatible within the Code of Conduct. He therefore tendered his resignation from the Parish Planning Sub-Committee. It was agreed that Cllr Kirby takes his place; Cllr Standish-Gore agreed to be Chairman.

The Clerk said he would email all members to remind them of the procedures.

OTHER REPORTS

Newsletter Survey Report. Cllr Kirby reported that 133 slips had been returned (8%) showing 123 against the proposal, 9 in favour and 1 spoilt. The Chairman and Clerk had received many compliments regarding the letter. It was noted that some premises had not received copies. The Clerk agreed to enquire of CMG of any streets not covered.

Newsletter nett costs were £216.45 (Black & White) including distribution. Cllr Sergeant had undertaken the layout and typesetting without charge for which the Council expressed their appreciation.

CLERK'S REPORT

Youth Shelter Costs to date were £7,125 + electricians account + waste bin; Casual Litter picking at £10 over Christmas/New Year had been done very thoroughly; The Shelter is now insured for replacement cost. Broken Windows in the Band Room and Village Hall have occurred from stone throwing, Leaflets being distributed for the youth saying, "Abuse it and Lose it" are being distributed. The Clerk requested that Councillors to 'show a presence' whenever passing.

The Council agreed to underwrite the agreed replacement (Polycarbonate) costs for the windows.

Christmas Lighting – Mr Parkinson had been asked to take down the trees on twelfth night and return the lights to the shopkeepers for safekeeping.

RESOLUTION No. 104/2004 Carried unanimously that the Clerk purchase ten further sets of lights (subject to availability) at a cost of approximately £350 for future use.

FINANCIAL MATTERS

Accounts for Payment.

The following accounts were presented for authorisation

Lightmain	Youth Shelter	100652	£7,784.38
LCC	Lamp Standard	100653	£387.75
PSP	Print Newsletter	100654	£217.38
SLCC	Subscription	100655	£91.00
Yates	Playground Inspections	100656	£164.50
Clerk	Nett Salary	100657	£389.37
Clerk Expenses		100658	£140.27
	(incl CMG Distribution of Newsletter £36.95)		
Inland Revenue	PAYE & NIC (3mths)	100659	£387.03
Yates Playgrounds	Glen Park Drive	100660	£14,617.00
Brian Parkinson	Levelling & Clearance	100661	£330.00
Chairman's Allowance		100662	£128.22 (£100 nett)
Clerk	Pay in Lieu	100663	£389.37

The Chairman declared an interest in the payment of the Chairman's Allowance and the Vice Chairman took the Chair.

The Clerk advised the meeting that the Inland Revenue had ruled the Chairman's Allowance should be taxed at source and the meeting therefore needed to decide whether the £100 allowance should be paid gross or nett.

RESOLUTION No.105/2004 Carried by 7(seven) votes to 0(nil) that the Chairman's Allowance be made tax paid in the sum of £100 (£128.22 gross)

The Chairman resumed the Chair.

Cllr Sergeant declared an interest in the Accounts and declined to vote

RESOLUTION No.106/2004 Carried by 7(seven) votes to 0(nil) that the Clerk pays all other accounts presented forthwith.

External Audit

The Clerk advised that the External Auditors had still not been able to finalise the Audit at 31st December 2004 and that the requisite notice had been posted.

TRAINING

RESOLUTION No.107/2004 Carried by 7(seven) votes to 0(nil) that Cllr Kirby would attend the Course at Preston College on 22nd January at a cost of £55 and that the Clerk would attend the SLCC Course at Park Hall on the 23rd February at a cost of £33.

REVIEW OF AGENDA SURGERY

It was noted that again the facility had not been used.

Cllr Standish-Gore and Cllr Farrington agreed to staff the February session.

PUBLIC SPACE INSPECTION REPORTS / PLAYGROUND REPORTS

Reports were received for the Station Rd Play Area and the CSG

It was noted that the fence was in poor repair and that cars were being advertised for sale on the land adjacent to the Becconsall.

PLANNING MATTERS

The Clerk gave details of planning approvals and refusals to hand.

LATE ITEMS

There were no items under this heading

RESOLUTION No.108/2004 Carried by 7(seven) votes to 0(nil) that the press and members of the public be excluded from the meeting for the following items of business, on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

MEMBERS ARE REMINDED THAT THE FOLLOWING ITEMS ARE PRIVATE AND CONFIDENTIAL TO THE COUNCIL

Review of the Clerk's "Terms and Conditions" with reference to the new NALC/SLCC National Agreement.

The Clerk outlined his situation regarding hours worked, number of meetings, holidays and rate per hour, which he had discussed with the Chairman. The NALC/SLCC working practice guide recommends a MINIMUM for this size of Council of 20.3 hours per week.

RESOLUTION No.109/2004 Carried by 8(eight) votes to 0(nil) that the Clerk's Basic Hours be increased from twelve to sixteen per week forthwith. That only 11 meetings are held per annum (no meeting in August) and pay for two weeks in lieu of holidays be made annually. That the Chairman and Clerk review the new proposed 'National Agreement' for Local Council Clerks and make recommendations on acceptance to the next meeting.

RESOLUTION No.110/2004 Carried by 8(eight) votes to 0(nil) that the Clerk is paid in lieu of holidays, as per contract, for 2004 and that the nett payment of £389.37 be authorised.

The Chairman closed the meeting at 9:45 pm

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Monday 7th February 2005 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft, Cllr. Mrs.C.Farrington, Cllr. Mrs.N.M.Goodier Cllr. Mr.S.Kirby,
Cllr. Mr.A.P.Murphy, Cllr. Rev'd.R. Plant (Chairman)
Cllr. Mrs L.Standish-Gore Cllr. Mrs H.J.Tompkins,

Six members of the general public were present.

PUBLIC FORUM

Issues were discussed regarding the boundary fence to the Centenary Sports Ground.

COUNCIL MEETING

APOLOGIES

Apologies were received from Cllr. Mrs J.Witter, (holidays), Cllr. Mr.P.J.A.Sergeant.

DECLARATIONS OF INTEREST

No Interests were declared

MINUTES OF THE MEETING OF 4th January 2005

RESOLUTION No. 111/2004 Carried by 8 (eight) votes to 0 (nil) that the Chairman sign the minutes as a true record.

CORRESPONDENCE

The Clerk was authorised to deal with and execute a proposed Letting Agreement and Key-holder agreement on behalf of the Council with the Hesketh Village Institute.

The Meeting agreed to put forward the Chairman as a candidate for the Buckingham Palace Garden Party.

Members were advised of other relevant communications.

SUB-COMMITTEE REPORTS

Allotments Cllr Trippier, having a personal and prejudicial interest in the matter removed himself from the meeting and left the room.

RESOLUTION No.112/2004 Carried by 4 (four) votes to 3 (three) that the next matter is dealt with under part 2.

RESOLUTION No.113/2004 Carried unanimously that the press and members of the public be excluded from the meeting for the following items of business, on the grounds that it would involve

the likely disclosure of exempt information as defined Part 1 of Schedule 12A of the Local Government Act 1972.

Cllr Farrington outlined the situation that had arisen with Cllr Trippier in that he disputed the right of the Council to make a new agreement including an increase in rent.

RESOLUTION No.114/2004 Carried unanimously that Councillor Trippier be asked to pay the outstanding rent on three Allotments, sign the Agreement as presented, and from April 05 surrender two of the Allotments for letting elsewhere. Failure to comply would force the Council to seek a Court Order for occupation and recompense.

Play Areas No matters to report

CSG Cllr Murphy reported that he expected work on the 'Feature Wall' to commence next week.

Planning Cllr Standish-Gore reported that no applications had been received which was considered controversial or required referring back to the Council.

CLERK'S REPORT

Buildings of Historical and/or Architectural – Members were asked to consider any additions to the list and to advise the Clerk.

Booths – suggestion that the Council approach a Preston based Charity regarding the proposed changing facilities as recommended by Mr Booth.

Liquor Licensing – members were updated on the new procedure. It was agreed the Clerk would try to institute an informal arrangement with WLDC for notification.

CVS – Tracy Jacobs will be addressing the March meeting regarding health issues.

Freedom of information Act – members were updated.

The Clerk reported that Mr Johnson had offered to repair the band room windows at a cost (including materials supplied by the Council) of approximately £600. This was considerably less (in excess of £1,000) than the three formal quotations obtained by the Institute at the Council's request. It was suggested and agreed that all six windows in the Band Room should be replaced as a matter of expediency. The Clerk suggested this would amount to about £900.

RESOLUTION No.115/2004 Carried by 7 (seven) votes to 0 (nil) that the work to replace six Band Room windows is authorised in the sum of approx £900.

Cllr Kirby reported on his recent training course. The question of Village Plan was raised and Cllr Tompkins updated members on the REAL project. Cllr Kirby asked if a new steering group could be formed including some Council members. Cllrs Ashcroft, Kirby, Plant and the Clerk volunteered.

Cllr Plant reported on the recent LAPTIC Area Meeting

Cllr Farrington updated members on the progress of the Tarleton High School users group. The Agreement is still lacking essential schedules. The Clerk expressed his continued concern at the speed of progress on this. Cllr Goodier suggested that the Clerk should hold copies of all correspondence on file; this was agreed and Cllr Farrington was requested to arrange for copies to be sent to the Clerk

FINANCIAL MATTERS

Accounts for Payment.

The following accounts were presented for authorisation

Vernon Ogden	Electrics re lamp	£469.77	100668
Glasdon	Waste Bin + fittings	£378.97	100669
Genial Host	Internet	£25.00	100670
B Parkinson	Fence & Assoc Works	£1,816.00	100671
Clerk	Salary	£504.33	100672
Wm Hy Mayor	Fence Posts & Panels	£1,312.60	100673
Clerk	Expenses	£145.00	100674
B Parkinson	Rubbish Removal	£30.00	100675
LAPTC	Local Council Review	£2.88	100676
Marcus Memorials	Stone Plaque	£229.13	100677
Village Hall	Rental & Lamp Elec	£101.00	100678

RESOLUTION No.116/2004 Carried by 7(seven) votes to 0(nil) that the accounts be paid forthwith

Receipts

It was reported that £9,000 in grants had been received from WLDC. The Clerk commented that he had noted the speed on several occasions with which WLDC had dealt with financial matters and felt the Council's appreciation should be forwarded via Cllr Ashcroft. This was agreed.

Internal Audit

It was reported that the Chairman and Vice-Chairman had examined the records and accounts and reported matters to be in order.

External Audit

The Clerk advised that the External Auditors had still not been able to finalise the Audit and that matters were now with the Audit Commission. The Auditors had also indicated that they had some further queries, which they would be formally addressing shortly. In order to assist the Clerk in his responses Members were asked if they believed the project at Tarleton High School would not have gone ahead without the Council's contribution. Four members believed this to be the case. A majority of members also believed that local residents were to benefit through priority booking and/or preferential hire rates. In any event this had proved not to be so. It should be noted that three Members of the present Council were not Members at the time, thus only six Members present have recollection of events. The Clerk indicated that it is likely that a Public Interest Report will be published in due course the cost of which will have to be bourn by the Council.

TENDERING

RESOLUTION No.117/2004 Carried Unanimously that Financial Regulations be amended by the insertion of Regulation 11.1 (k) **“Tenders may take the form of *“Price against provided Specification”* or *“Best Provision against Provided Budget and Summary Specification”*”**.

HANGING BASKETS

Cllr Goodier outlined her thoughts on the possibility of providing hanging baskets on the shops. The possibility of utilising the existing Christmas tree brackets was discussed. It was agreed that Cllr Goodier would approach shops to see if there was a consensus.

REVIEW OF AGENDA SURGERY

It was noted that again the facility had not been used.
Cllr Kirby and Cllr Goodier agreed to staff the February session.

TRAINING COURSES

RESOLUTION No.118/2004 Carried Unanimously that the Clerk should attend the CiLCA training course on 19th March at a cost to the Council of £40
Members were also made aware of a “New Councillors” course on 16th July 2005.

PUBLIC SPACE INSPECTION REPORTS / PLAYGROUND REPORTS

Reports were received for the Station Rd Play Area and the Glen Park Drive Area.

PLANNING MATTERS

The Clerk gave details of planning approvals and refusals to hand.

LATE ITEMS

There were no items under this heading

BUDGET REVIEW 2004-2005

Members considered the January out-turn of the budget and concluded that no further adjustment was required.

BUDGET 2005-2006 & PRECEPT on WLDC

Members considered the draft budget produced by the Clerk in conjunction with the Chairman.

RESOLUTION No.119/2004 Carried by **8(eight)** votes to **0(nil)** that the Budget, as amended at Appendix 1, is approved and that a precept on West Lancashire District Council is placed in the sum of £54,834.

The Chairman closed the meeting at 9:50 pm

Appendix 1

Resolved Budget 2005/2006 - Resolution No.119/2004 refers

	Budget 2004/5 Revised 10/04	Actual 31st Jan	Projected Annual	Overspend (Underspend)	Budget 2005/6 (Draft)
COUNCIL EXPENSES					
Hall Rental	£200.00	£115.50	£215.00	£15.00	£225.00
LAP&TC	£460.00	£452.77	£452.77	(£7.23)	£470.00
Insurance	£720.00	£805.69	£805.69	£85.69	£900.00
Audit Fees	£900.00	£650.00	£900.00	£0.00	£350.00
Legal & Professional Fees	£500.00		£250.00	(£250.00)	£1,500.00
Bank Charges	£0.00		£0.00	£0.00	£0.00
Loan Interest & Repayments	£3,400.00	£3,343.12	£3,343.12	(£56.88)	£3,350.00
Training	£400.00	£255.00	£400.00	£0.00	£1,000.00
Subscriptions	£60.00	£15.00	£15.00	(£45.00)	£0.00
Donations	£200.00	£280.00	£280.00	£80.00	£0.00
Christmas Decorations	£150.00	£1,677.99	£1,677.99	£1,527.99	£400.00
Newsletter	£1,000.00	£216.45	£500.00	(£500.00)	£1,500.00
Sundries	£500.00	£341.43	£500.00	£0.00	£500.00
Internet	£300.00	£125.00	£300.00	£0.00	£750.00
Section 137 Expenditure	£1,000.00		£1,000.00	£0.00	£1,000.00
Election Expenses	£2,300.00		£1,600.00	(£700.00)	£0.00
Planning Sub-Committee					£100.00
Clerks Gross Salary	£6,200.00	£4,919.58	£6,000.00	(£200.00)	£8,850.00
Employers NIC					£522.00
Clerks Expenses	£1,130.00	£1,039.45	£1,100.00	(£30.00)	£1,200.00
SLCC	£91.00	£91.00	£91.00	£0.00	£95.00
Chairman's Gross Allowance	£100.00	£128.00	£128.00	£28.00	£128.00
TOTAL COUNCIL EXPENSES	£19,611.00	£14,455.98	£19,558.57	(£52.43)	£22,840.00
CONCURRENT EXPENDITURE					
Recreation Ground	£7,000.00	£780.00	£7,000.00	£0.00	£1,200.00
Centenary Sports Ground	£4,500.00	£1,685.02	£6,700.00	£2,200.00	£500.00
Youth Shelter	£8,500.00	£7,125.00	£9,500.00	£1,000.00	£200.00
Play Areas	£14,000.00	£14,251.00	£15,000.00	£1,000.00	£3,500.00
Play Area Upgrade					£30,000.00
Bus Shelters	£5,000.00	£6,950.00	£7,000.00	£2,000.00	£4,500.00
Street Seats	£1,350.00	£963.00	£1,350.00	£0.00	£1,000.00
Burial Grounds	£200.00		£200.00	£0.00	
Allotment Maintenance	£250.00	£250.00	£250.00	£0.00	£500.00
Notice Boards	£1,300.00	£936.00	£1,300.00	£0.00	£500.00
Litter Bins	£500.00		£500.00	£0.00	£1,000.00
Best Kept Village	10.00	£10.00	£10.00	£0.00	£250.00
Street Lighting					£15,000.00
Insurance Receipts		(£2,805.31)	(£2,805.31)	(£2,805.31)	£0.00
Grants	(£6,500.00)	(£9,000.00)	(£9,000.00)	(£2,500.00)	£0.00
Section 106 Grants					(£25,000.00)
TOTAL CONCURRENT	£36,110.00	£21,144.71	£37,004.69	£894.69	£33,150.00

	Budget 2004/5 Revised 10/04	Actual 31st Jan	Projected Annual	Overspend	Budget 2005/6
OTHER EXPENDITURE					
Tarleton HS Community Use	£2,000.00	£2,000.00	£2,000.00	£0.00	£1,000.00
Church Grants	£1,000.00	£350.00	£1,000.00	£0.00	
Youth Groups Grant	£0.00			£0.00	
Youth Council	£1,000.00		£1,000.00	£0.00	
REAL Project	£200.00		£200.00	£0.00	
VAT		£5,304.20	£5,500.00	£5,500.00	
TOTAL OTHER EXPENDITURE	£4,200.00	£7,654.20	£9,700.00	£5,500.00	£1,000.00
TOTAL ALL EXPENDITURE	£59,921.00	£43,254.89	£66,263.26	£6,342.26	£56,990.00
CONCURRENT CONTRIBUTION	£4,832.34	£4,832.34	£4,832.34	---	£4,946.36
PRECEPT 2003/2004	£41,061.71	£41,062.00	£41,062.00	---	
LOCAL INCOME					
Allotments	£300.00	£231.00	£231.00	(£69.00)	£300.00
CSG Rental Income	£720.00	£201.00	£800.00	£80.00	£820.00
Wayleaves		£89.57	£89.57	£89.57	£90.00
Traders Donations		£490.00	£490.00	£490.00	-
TOTAL LOCAL INCOME	£1,020.00	£1,011.57	£1,610.57	£590.57	£1,210.00
Bank Interest		£717.63	£900.00	£900.00	£700.00
VAT Receiveable		£1,566.45	£1,566.45	£1,566.45	£5,300.00
TOTAL INCOME	£46,914.05	£46,384.68	£47,166.05	£252.00	£12,156.36
SURPLUS B/F Prior Year	£12,915.95	£12,915.95	£12,915.95		
NETT INCOME	(£91.00)	£16,045.74	(£6,181.26)	(£6,090.26)	(£44,833.64)
RESERVES	£17,788.85	£17,788.85	£11,607.59		
Additional Reserves required					£10,000.00
<i>BUDGET PRECEPT required for 2005/06</i>					£54,833.64
% Change					33.54%

HESKETH-with-BECCONSALL **PARISH COUNCIL**

Minutes of the Meeting of the Parish Council held on Monday 7th March 2005 at 7:30pm in The Village Institute (Library Building) Station Road, Hesketh Bank.

PRESENT

Cllr. Mr.C.I.Ashcroft, Cllr. Mrs.C.Farrington, Cllr. Mrs.N.M.Goodier, Cllr. Mr.S.Kirby, Cllr. Mr.A.P.Murphy, Cllr. Rev'd.R. Plant (Chairman)

Seven members of the general public were present.

PUBLIC FORUM

Mr R Foster made various requests regarding ownership of land in the Parish.

Tracy Hobbs, Community Development Officer, was to address the meeting on heath issues but was unable to do so because of sickness.

COUNCIL MEETING

APOLOGIES

Apologies were received from Cllr. Mr.P.J.A.Sergeant (Business Commitments), Cllr. Mrs L.Standish Gore (Sickness), Cllr. Mrs H.J.Tompkins, (Sickness), Cllr. Mr.S.Trippier, Cllr. Mrs J.Witter, (holidays),

DECLARATIONS OF INTEREST

No Interests were declared

MINUTES OF THE MEETING OF 7th February 2005

RESOLUTION No. 120/2004 Carried that the Chairman sign the minutes as a true record.

SUB-COMMITTEE REPORTS

- | | |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Allotments | No meeting held. Invoices have been sent for 2005/2006. The Clerk is looking into WLDC Allotments in Chapel Rd. |
| Play Areas | No meeting held.
Queries as to the rather slow progress on refurbishing the container at Shore Road were made. Complaints had also been received regarding rubbish around the container and pop bottles etc left on the field after matches. Cllr Murphy agreed to speak with the Football Club. |
| CSG | Cllr Murphy reported that the work on the 'Feature Wall' was complete although extra costs had been incurred as the result of vandalism. The tree planting and hedge reinforcement should be completed by the end of the month. |
| Planning | No report |

CLERK'S REPORT

The Clerk advised that he had placed a bid for Capital Funding from LCC for one new, and one replacement bus shelter.

The meeting was advised that following the receipt of archive documents, The Kennedy Partnership was instructed regarding the updating of Council land registrations.

The Clerk drew the meetings attention to the Standards Board review and the opportunity for individuals to make contributions.

It was confirmed that invoices had been sent to Centenary Sports Ground tenants.

The Clerk was inviting tenders for the various maintenance works. It was suggested that the Playground Committee review the frequency of the professional playground inspections as these appeared to be excessive.

TARLETON HIGH SCHOOL USERS

Cllr Farrington updated members on the refurbishment of the swimming pool changing facilities, it is currently running at a slight deficit. The Sports Hall is fully booked although public sessions are not getting a good uptake. The Agreement is still lacking essential schedules. It was agreed that the Clerk write expressing disquiet at the lack of progress on a formal agreement.

FINANCIAL MATTERS

Accounts for Payment.

The following accounts were presented for authorisation

LAPTC	Conference 2004	£45.00	100679
Clerks	Training	£40.00	100680
Alty	Bricks etc CSG	£1,408.50	100681
Clerk	Salary	£504.33	100682
Clerk	Expenses	£185.31	100683
S Rigby	CSG Wall	£903.00	100684

RESOLUTION No.121/2004 Carried that the accounts be paid forthwith

Receipts

Bowling Club Rent	£481.00
Mr Bond Allotments	£45.00
Mr Watkinson Allotment	£15.00

RESOLUTION No.122/2004 Carried that the Clerk should replace Cllr Murphy as the Council's Representative on the District Council's Joint Liason Committee.

RESOLUTION No.123/2004 Carried to replace the Notice Boards at the Shore Road Car Park and Hundred End with "GreenBarnes" Single bay lockable board at a cost of £1,080 plus delivery fixing and lettering.

The Clerk outlined the problems of nuisance and vandalism to date. The additional costs to date are approaching £2,000. Considerable discussion followed. All councillors expressed sadness at the situation they had been put in.

The meeting was adjourned to allow observation from PC Corrigan and others.

The meeting was reconvened.

RESOLUTION No.124/2004 Carried to remove the Youth Shelter located at the Village Hall site into temporary storage pending decisions on the long term future of the initiative.

RESOLUTION No.125/2004 Carried that the Clerk should replace Cllr Sergeant as one of the Council's representatives on the LAPTC Area Committee.

RESOLUTION No.126/2004 Carried that the Clerk submits an application to the Lottery Fund for finance to take a Village Plan project forward.

It was agreed that Cllr Kirby would arrange a meeting with those members volunteering to take the project forward.

RESOLUTION No.127/2004 Carried that the Council enter the "Best Kept Village" competition at a cost of £10 and that a working group be formed.

Cllr Goodier confirmed that most of the commercial properties had agreed to take part and pay one third of the cost.

RESOLUTION No.128/2004 Carried that the Council's existing scheme for Allowances be renewed for the 2005/2006 financial year, having had regard to the WLDC Remuneration Panel's report.

RESOLUTION No.129/2004 Carried that the Clerk (in conjunction with the Chairman and Cllr Kirby) investigates and institutes a complete website for the Council within the limits prescribed in the 2005/2006 budget

REVIEW OF AGENDA SURGERY

It was noted that again the Surgery had not been used. It was agreed to discontinue the facility. The Public Forum would now commence at 7:30pm for a maximum of 15 minutes followed immediately by the Council meeting.

TRAINING COURSES

It was agreed that Cllr Farrington will attend the "New Councillors" course on 16th July 2005.

PUBLIC SPACE INSPECTION REPORTS / PLAYGROUND REPORTS

Reports were received for the Station Rd Play Area and the Glen Park Drive Area.

PLANNING MATTERS

The Clerk gave details of planning approvals and refusals to hand.

LATE ITEMS

There were no items under this heading.

The Chairman closed the meeting at 9:25pm