**Farington Parish Council**

**Minutes of the Parish Council Meeting held at Halls for All next to St Ambrose Church, Moss Lane, Leyland on Monday 14th June 2021 at 7.00pm.**

**Present:-** Councillor Paul Wharton-Hardman (Chairman); Councillor Michael Green (Vice-Chairman); Councillor Paul Buckley; Councillor Tony Green; Councillor Mike Otter and Councillor Chris Wharton-Hardman.

**In attendance:-** Sue Whittam - Clerk to the Council

**15. (21/22) Apologies for Absence/Chairman’s health and Safety Announcements**

The Chairman, Councillor Paul Wharton-Hardman welcomed everyone to this month’s Parish Council meeting and meeting and briefed the Parish Council on possible health and safety considerations for this evening’s meeting.

Apologies for absence were received from Councillor Elaine Robb and Councillor Mrs Karen Walton.

**16. (21/22) Declarations of interest**

None.

**17. (21/22) Minutes of the Last Meeting**

**Resolved**

That the Minutes of the Annual Parish Council Meeting held on 10 May 2021 be approved as a correct record and signed by the Chairman.

**18. (21/22) Adjournment for Public Participation**

The Chairman, Councillor Paul Wharton-Hardman adjourned the meeting for public participation.

As there were no members of the public present, the Chairman Councillor Paul Wharton-Hardman asked if anyone had anything to raise under this item.

The Clerk confirmed that she had contacted South Ribble Borough Council and had advised them that the current Chairman was now the contact for the Towns Board.

The Chairman, Councillor Paul Wharton-Hardman informed the Parish Council that currently David Williams was off ill and it was agreed that the Clerk would pass on the best wishes of the Parish Council to David via his Team Leader, Rebecca Heap. The Chairman, Councillor Paul Wharton-Hardman also informed the Parish Council that there would be a community litter pick on 25 June at 1.00 pm with Officers, Councillors and residents from Farington East. The venue would be confirmed. The Chairman, Councillor Paul Wharton-Hardman also reported that there would be a number of community conversations held in different areas of the Borough, to give residents the opportunity to talk to Councillors. There were no further details as yet.

It was also noted that Farington Lodges were still awaiting the outcome from their bid to the Lancashire Environmental Fund. There had also been concerns regarding overnight dwellers at Farington lodges and this had been passed onto South Ribble Borough Council for them to deal with this issue.

Councillor Mike Otter also referred to the new noticeboards and the Clerk advised that she was looking into their replacement with the help of the Parish Lengthsman.

The Clerk reported that Councillor Mrs Karen Walton had confirmed that the Farington and Lostock Hall in Bloom Shields had been returned to her.

Councillor Tony Green informed the Parish Council that he had spoken to a representative of the Bowling Club on St Paul’s Park and they were asking if the Parish Council may support them in providing lighting at the Club. The Clerk agreed to forward the Parish Council grants application form to Councillor Tony Green so he could pass this on to the Bowling Club. The Clerk was not sure if the Bowling Club would require planning permission and agreed to find out from South Ribble Borough Council if planning permission would be required.

The Chairman, Councillor Paul Wharton-Hardman then reconvened the meeting.

**19. (21/22) Planning Issues**

It was noted that there was still no decision as yet on the Chain House Lane appeal and the Parish Council had no indication of when the decision would be made by the Planning Inspector.

Councillor Michael Green confirmed that the Turbary House Planning Application had been deferred again and it was noted that the application did contravene Green Belt Policy.

The Chairman, Councillor Paul Wharton-Hardman reported that there were some enforcement issues/concerns at Centurion Business Park and that South Ribble Borough Council were looking into this.

Councillor Michael Green reported that it was important to keep an eye on the development of the local plan and the implications for Farington.

**Resolved**

That, the update on planning matters is received and noted.

**20. (21/22) Projects for expenditure 2021/2022**

The following projects were discussed: -

**Parish Council Website –** The Chairman, Councillor Paul Wharton-Hardman confirmed that he had provided the information for the new website and he had now received a draft for consideration. He asked that Parish Councillors, other than those on South Ribble Borough Council to provide a head and shoulders photograph for inclusion for the website before it was launched.

**Shop Local Business Scheme –** Councillor Michael Green outlined a number of options for a possible shop local business scheme. It was noted that there was a national shop local week in August and it was agreed that the Parish Council allocate part of their budget for the shop local initiative for promotional materials for use during the shop local week. The amount of a maximum of £2,000 for this event, which had already been budgeted for, was unanimously agreed. Following on from the use of promotional materials it was agreed to have a “shop local, love Farington” event to coincide with the December Christmas shopping/local markets. This would be an opportunity for local businesses to promote themselves and perhaps offer a discount voucher via the December Parish Council newsletter. The Parish Council agreed that the businesses would be promoted and not endorsed by the Parish Council as the Parish Council could not be responsible for vetting all businesses in Farington. Businesses could be asked to sign up to a 10% discount which would be included in a flier in the newsletter. This would help support local businesses. Further information on the event in December would be circulated in due course.

**St Paul’s Park –** The Clerk had circulated a draft consultation to the Parish Council for consideration. This document would be used to ask local school children at St Paul’s CE Primary School and residents who lived near to the park for their opinion on the type of replacement play equipment. It was noted that this consultation would be carried out before the end of the school term. It was suggested that any reference to the price of play equipment should be removed from the document. It was proposed by Councillor Paul Buckley that the document, without the cost information, should be approved and circulated for consultation. This was seconded by Councillor Michael Green and unanimously agreed by the Parish Council.

The Clerk also reported that Councillor Mrs Karen Walton had approached South Ribble Borough Council to see if they would help with the tendering process for the park and put the tenders through their CHEST system. The Clerk has been assured that the Borough Council were looking into this and the Parish Council would hopefully have a positive answer shortly.

**Resolved**

i) That, with regard to the shop local scheme, approval is given to spend up to £2,000 of the allocated budget on promotional materials for the shop local week in August.

ii) That, with regard to St Paul’s Park, approval is given for the draft consultation document as now presented to be circulated to St Paul’s CE Primary School and local residents to seek their opinion on the playground equipment/refurbishment. The consultation document would have the pricing information removed.

**21. (21/22) Financial Matters**

**Resolved**

1a) It was noted that we had £87,926.06 (bank statement up to 9 May 2021)

in the bank. It was noted that we had also received the £27,334 from the Farington Fund for the St Paul’s playground project.

It was noted that since the last meeting we had paid: -

10/05/21 – Room hire for St Paul’s Church Hall £36.00 (Cheque no 985).

11/05/21 – Clerk’s salary £1,024.31 (Cheque no 986).

11/05/21 – Netwise.com for new website £1,188.80 (Cheque no 987).

14/05/21 - C & W Berry Lengthsman’s materials £29.73 (Cheque no 988).

21/05/21 – Peter Heise, Lengthsman’s wages £900 (Cheque no 989).

01/06/21 - Clerk’s salary £1,024.31 (Cheque no 990).

10/06/21 – Beardwood Tree services for emergency tree works on St Paul’s Park £240.00 (Cheque no 991).

11/06/21 – C & W Berry Lengthsman’s materials £29.82 (Cheque no 992).

11/06/21 – Argus Fire and Security for CCTV annual inspection £120 (Cheque no 993).

It was further noted that we had paid the following direct debit: -

British Gas for BTR field – 23 April 2021 £160.78.

1b) The following invoices were agreed for payment at the meeting: -

Q1 Tax and NI - £566.31.

Halls for All at St Ambrose for June and July meetings £78.75.

2) 2020 / 2021 End of year report and Annual Return.

The Clerk presented the end of year financial report for 2020/2021 which included the Annual Governance and Accountability Return (AGAR) which had been completed in accordance with the revised Proper Practice Guidance following the appointment of PKF Littlejohn as the Council’s auditors for 2020/2021. i) The Parish Council reflected on the effectiveness of the system of internal control and approved and completed the Annual Governance Statement. ii) The Parish Council then considered the end of year financial report and approved the Accounting Statements which were then signed and dated by the Chairman, Councillor Paul Wharton-Hardman.

**22. (21/22) Borough Council and County Council reports – for information**

**only**

Councillor Paul Wharton-Hardman reported that there would be a community clean-up day for the back streets of School Street and East Street as they had problems with fly tipping. This was part of a scheme to improve back streets and it was noted that Councillor Alty from South Ribble Borough Council had put a lot work into this project.

The Chairman, Councillor Paul Wharton-Hardman also reported that South Ribble Borough Council were looking at plans to improve the park on Lever House Lane.

It was suggested that the Parish Council invite County Councillor Aidy Riggott to a future meeting of the Parish Council to discuss the proposals for the Cuerden Strategic Site.

Councillor Michael Green reported that Network Rail were undertaking some piling work near to Fowler Lane and it was possible that residents may raise some concerns regarding noise as the works were being carried out overnight.

**23. (21/22) Appointment of replacement Clerk**

The Clerk had informed the Parish Council of her intention to leave her role and therefore the Parish Council needed to discuss the process for recruiting her replacement. The Clerk had circulated an advert that was used for another similar local council and she suggested amending the advert for the Farington Parish Council vacancy. The Chairman, Councillor Paul Wharton-Hardman informed the Parish Council and he had checked the salary scales for a Council of this size and the replacement Clerk would need to be appointed on LC2 spinal column points 24-28 (pro-rata), depending on experience and qualifications. It was agreed that the Clerk should finalize the advert together with the Job Description and Job Specification and forward this to the Chairman, Councillor Paul Wharton-Hardman for approval. It was agreed that the advert for the vacancy should be sent to LALC and SLCC for them to circulate to their networks, and also South Ribble Borough Council who would place this on their staff noticeboards. With regard to the Job Specification, it was proposed that the hours should be increased from 18 to 20 hours per week and that the new Clerk would have responsibility for updating the new website and producing the Parish Council newsletter, initially four times per year. It was also agreed that the vacancy should be advertised on Wednesday 16 June with a closing date of Wednesday 7 July 2021, and applicants would be advised to try and attend the meeting of the Parish Council on 5 July. It was further agreed that the Employment Working Group consisting of the Chairman, Councillor Paul Wharton-Hardman, the Vice-Chairman, Councillor Michael Green and Councillor Elaine Robb should carry out the interviews and the appointment of the replacement Clerk.

**Resolved**

That the process and recruitment of a new Clerk be carried out in line with the above.

**24. (21/22) Clerk’s Report – For Information Only**

The Clerk reported that some urgent tree works had been carried out on St Paul’s Park as a tree was in a dangerous condition.

There was nothing further for the Clerk to report.

**25. (21/22) Next Meeting**

It was noted that the next scheduled meeting of the Parish Council would be held on Monday 5 July at 7.00 pm. It was noted that this would be held at Halls for All – St Ambrose Church Hall due to the Parish Council requiring a large room for the meeting in accordance with social distancing guidance.