



*Clerk: Mrs Jane Smith
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Minutes of the meeting of Lathom South Parish Council held at the Cricket Club, Blaguegate Lane, Lathom, WN8 8TY at 7:30 pm on Wednesday 13th April 2022.

In attendance: Cllr Andrew Beeston, Cllr Carol Blackledge, Cllr Andrew Chanter, Cllr Roger Clayton (Chairman).

Apologies received from: Cllr Richard Neale

In attendance: One member of the public attended the meeting

MINUTES

1 To record apologies for absence

Apologies for absence were received and accepted from Cllr Richard Neale.

2 To receive declarations of interests

There were no declarations of interest.

3 To sign as a correct record the minutes of the meeting held on 9th March 2022

The minutes were accepted as a correct record and duly signed by the Chairman.

4 Public Participation

The meeting will consider any matters raised by members of the public by email to the Clerk

A local resident raised concerns regarding possible effects to land drainage which may be caused by new constructions on Statham Road/Spa Lane. Specific concerns were raised that the use of a mole excavator, for the laying of ducting under Spa Lane, may disrupt the underground culvert and utilities to the adjacent houses.

5 To receive the Tree Warden report

As Westhead Parish Church was to be open over Easter, Cllr Beeston advised that he would make enquiries to see if arrangements could be made for the church to be opened for refreshments during a tree walk to be arranged.

Several suggestions had been received as to a suitable Jubilee tree. Thought was given to planting a small tree to represent the time from the Queens Platinum Jubilee onwards. It was resolved to plant a donated Horse Chestnut and to purchase a Weeping Willow for planting in a wet area.

The Clerk agreed to look at prices for a commemorative plaque and distribute quotes to Councillors for consideration.

6 To ratify and authorise payment of accounts presented

Santander	160322	Bank charges	d.d.	£0.10
DEC	230322	Ukraine Appeal	b.t	£500.00
CPRE	230322	Appeal for funds	b.t	£100.00
J Smith	2903222	Clerk's gross salary Mar	s.o	£421.00
Classic Garden Furniture	030422	Benches deposit	b.t	£600.00
Design 4 Print	110422	Newsletters	b.t	£215.00
Cricket Club	130422	Room hire	b.t.	£45.00

The accounts were ratified and authorised for payment.

7 To discuss any current planning issues:

Application Number: 2022/0215/FUL
 Proposal: Single storey rear extension
 Location: 10 Meadow Nook Drive Lathom Skelmersdale WN8 8AA

No objection

Application Number: 2022/0138/FUL
 Proposal: Conversion of existing barn to dwelling including hard and soft landscaping works and new vehicular/pedestrian accesses to the existing farmhouse and proposed dwelling.
 Location: Slate Farm Slate Lane Lathom Skelmersdale Lancashire WN8 8UY

Although there was no objection to the conversion, concerns were raised about the impact on resident Barn Owls which habitually use an owl nesting box located in the existing barn. The documentation available for viewing on the

planning portal did not include any details of action to be taken to provide suitable alternative nesting arrangements for the Barn Owls. This needs to be taken into consideration as Barn Owls are a protected species.

8 To receive income and expenditure for Financial Year 2021/22

The meeting received the income and expenditure figures below. It was noted that there was a 38p discrepancy.

Balance as at 31st March 2022

Reserve account (unallocated CIL)	£ 86,652.38
Current account	£ 16,619.05
TOTAL	£103,271.43
Opening balance 31 st March 2021:	£ 135,429.70
Income	£ 14,345.86
Expenditure	£ 46,504.51
TOTAL	£103,271.05
Plus discrepancy carried forward	£0.38
TOTAL	£103,271.43

CIL money accounts for £35,772.48 of expenditure during 2021/2022

9 To receive information pertaining to the external audit covering five years from 2017/18 to 2021/22

The Clerk advised that PKF Littlejohn had been appointed by Smaller Authorities' Audit Appointments Ltd (SAAA) as the external auditor for the 5 financial years from 2017/18 to 2021/22. The Annual Governance and Accountability **Returns** (AGARs) and supporting documentation deadline is Friday 1 July 2022. The clerk to check whether this meant having an audit to cover retrospective audit periods or just for the 2021/2 year.

10 To consider the Clerk's terms and conditions

This item was discussed in the absence of the Clerk and the Clerk was informed subsequently that her appointment was being confirmed and she was being offered a salary increase to three points higher on the current scale, which might well be increased under the normal national review arrangements. The increase would apply for April onwards.

11 Proposal to adopt the revised Members Code of Conduct

The meeting resolved to adopt the revised WLBC Members Code of Conduct.

12 To consider the revised draft copy of LCC's Speed Indicator Devices (SpID) Policy and Procedures

The LCC revised SpID policy and procedures document had been circulated for consideration. No comments were raised.

13 Update on Jacobs Wood

There were signs of invasive weed regrowth in Jacobs Wood. Andrew Greenough had advised that he could spray in Jacobs Wood when he carried out work in Swells Wood.

The Clerk informed the meeting that an order for 2 benches had been placed with Classic Memorial Benches.

The meeting discussed requirements for signs highlighting that an area was for pedestrians only and not to be accessed by cycles, motorbikes or horses. It was resolved to purchase 5 'footpath only' aluminium signs for various locations.

14 Update on Swells Wood

Andrew Greenough had made a site visit to Swells Wood to assess what work was required to make the area safe and chip the brash left in the central planted area. A breakdown of costs had been circulated to Councillors prior to the meeting. It was agreed that the main priority was to make safe the route trodden by walkers and carry out initial spraying of invasive weeds. Spraying of weeds in Jacobs Wood could be carried out at the same time, as it is part of an ongoing weed removal service needed as a result of previous lack of maintenance. It was estimated that would require 3 days work.

Although the central planted area had been thinned prior to the purchase of Swells Wood, the brash had been left in situ. Until work starts in that area it is not possible to estimate the costs to tidy the whole area. It was agreed that 2days chipping be carried out by two people as necessary and then the situation could be reassessed. It was noted that permission would be required from the local land owners to gain entrance with the chipper via their field.

It was resolved to employ Andrew Greenough to carry out a total of 5days work (with a labourer as necessary), focussing on making the area safe and to make a start on clearing the brash from the central planted area.

15 Update on Wayleave agreement with National Grid in respect of land on the north west and southeast side of Plough Lane Lathom, Land Registry title LA762664

The Chairman advised a Wayleave agreement with National Grid had been signed and a final copy of the agreement to be retained by the Clerk had been received.

16 Update on the parish council website

The meeting accepted that the content of the current website needed to be rewritten to make it current and it was noted that a number of documents required updating. The Parish Councillors were grateful to Diane Ingrey who continued to make amendments to the website as requested.

The Clerk reported that she had gained information about 3 companies who had extensive experience of providing websites for Parish Councils and who were aware of the Accessibility regulations. Other Parish Councils had given positive reviews about a company called Hugo Fox who offer a free package for non-profit organisations such as Parish Councils. The website appeared easier to set up and amend with lots of step-by-step instructions and videos in addition to support from their team. They also offer a paid for version with improved features.

The meeting discussed the benefits of creating a new website with a company who offered a support team in order to ensure the website was not dependant on the good will of one person.

It was resolved to purchase a 'silver package' with Hugo Fox for the building of a new website with additional features and support.

17 Report from South Lathom Residents' Association (SLRA) for information only

There was no report from SLRA.

18 Exchanges of Information. For information only (no discussion)

There were no exchanges of information.

There being no further business, the Chairman closed the meeting at 9.55pm.

The next meeting would be the AGM on 11th May 2022 (6.30pm start).

**Cllr Roger Clayton
Chairman**

11th May 2022