

WESTHOUGHTON TOWN COUNCIL

**PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE AND TOWN
COUNCIL MEETING**

17th MARCH 2022

PRESENT: Town Mayor Cllr Mrs LM Reilly

Cllrs D Bullock, Mrs AB Eckersley-Fallon, Mrs C Kirkman, Miss M Maley, A Price, C Reilly,
DA Wilkinson and A Younge.

Deputy Town Clerk

ALSO PRESENT: A member of the public.

PFGP09/2022 FIRE SAFETY INFORMATION

The Chair explained the Fire Safety Procedure

PFGP10/2022 TO RECEIVE APOLOGIES FOR ABSENCE AND TO ACCEPT REASONS

Cllr Miss RSM Fairhurst - shielding, Cllr TJ Hewitt - Ill, Cllr N Maher - prior engagement,
Cllrs RM Brennan, M Cox, Miss D McGeown, A Morgan and Mrs AM Seddon - Personal
reasons

PFGP11/2022 TO READ THE NOTICE CONVENING THE MEETING

The Chairman, Cllr Mrs L Reilly read the notice convening the meeting.

**PFGP12/2022 TO RECORD DECLARATIONS OF INTEREST IN ANY ITEM TO BE
DISCUSSED**

Cllr DA Wilkinson declared an interest in agenda item no 6 - To discuss Planning &
Development Matters and to approve any action because he is a member of the Bolton
Council Planning Committee and reserved the right to speak and vote at a Bolton Council
Planning Committee, if additional information is presented. Cllr A Price declared an interest
in planning application 13214/22. Cllr Mrs LM Reilly declared an interest in TC6 - Discussion
on the Town Mayors Ball due to be held in April 2022 and to approve any action. Deputy
Town Clerk declared an interest in TC12 - To authorise the amendment of the Deputy Town
Clerk contract regarding holiday entitlement and to approve any action.

PFGP13/2022 ADJOURNMENT TO ALLOW PUBLIC QUESTION TIME

There were no public questions

PFGP14/2022 TO DISCUSS PLANNING AND DEVELOPMENT MATTERS

(a) TOWNS COUNCILS COMMENTS ON PLANNING APPLICATIONS

The Town Council requested that its comments on the following Planning Applications are
placed before the Bolton Council Planning Committee

12963/22 The Council raised no objections

13012/22 The Council raised no objections

13011/22 The Council requested that the Bolton Council Tree Officer determine the application

13102/22 The Council requested that the Bolton Council Planning Officer or Planning Committee determine the application

13097/22 The Council requested that the Bolton Council Tree Officer determine the application

13150/22 The Council requested that the Bolton Council Tree Officer determine the application

13026/22 The Council requested that the Bolton Council Planning Officer or Planning Committee determine the application

13140/22 The Council requested that the Bolton Council Planning Officer or Planning Committee determine the application due to potential impact on adjacent properties

13214/22 The Council requested that the Bolton Council Planning Officer or Planning Committee determine the application due to potential impact on adjacent properties

13154/22 The Council raised no objections

13164/22 The Council requested that the Bolton Council Planning Officer or Planning Committee determine the application due to the potential impact of children's activities on adjacent properties

13172/22 The Council raised no objections

13206/22 The Council raised no objections

13215/22 The Council raised no objections

13241/22 The Council raised no objections

13232/22 The Council raised no objections

13123/22 The Council raised no objections

(b) DISCUSSION ON PLANNING APPEALS

Nil

(c) TO NOTE PLANNING DECISIONS

Resolved that the Planning Decisions, circulated since the last meeting, be noted.

PFGP15/2022 TO ACCEPT THE MINUTES OF THE PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 12TH JANUARY, 2022

Resolved that the minutes of the Planning and Finance & General Purposes Committee Meeting held on Wednesday 12th January 2022, as circulated, be approved.

PFGP16/2022 DATE OF THE NEXT PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETING

Date of next Planning and Finance Committee Meeting - Wednesday 30th March, 2022.

TOWN COUNCIL MEETING

Cllr J Speight joined the meeting

The Town Mayor, Cllr Mrs LM Reily chaired the Town Council Meeting

TC14/2022 TO NOTE THE MINUTES OF THE PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 12TH JANUARY, 2022

Resolved that the minutes of the Planning and Finance & General Purposes Committee Meeting held on Wednesday 12th January 2022, as circulated, be noted.

TC15/2022 TO ACCEPT THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON WEDNESDAY 12TH JANUARY, 2022.

Resolved that the minutes of the Town Council Meeting held on Wednesday 12th January 2022, as circulated, be approved.

TC16/2022 DISCUSSION ON THE NOMINATIONS FOR THE CIVIC MEDAL & HAROLD DANIELS MEMORIAL TROPHY, YOUNG CITIZEN OF THE YEAR AWARD AND ENVIRONMENTAL AWARD, PROPOSED AMENDMENTS TO CRITERIA, AND APPROVE ANY ACTION.

Resolved that no eligible nominations for the Civic Medal & Harold Daniels Memorial Trophy, Young Citizen of the Year award and Environmental award had been received and nominations will be invited later in the year. A Certificate of Achievement to be awarded to an individual in recognition of their outstanding achievement and contributions locally.

TC17/2022 DISCUSSION ON THE WESTHOUGHTON LION CLUB HOUSE APPEAL AND TO APPROVE ANY ACTION

Resolved that the Town Council make a donation of £3000 to the Westhoughton Lion Club House appeal.

TC18/2022 DISCUSSION ON THE CURRENT ACCESSIBILITY OF DEFIBRILLATORS IN WESTHOUGHTON AND TO APPROVE ANY ACTION

Resolved to conduct a survey of the current provision, accessibility, ownership and responsibility for upkeep of defibrillators in Westhoughton. Identified gaps in cover to be addressed.

TC19/2022 DISCUSSION ON THE GET ACTIVE YOUTH WESTHOUGHTON PROJECT, POTENTIAL FUNDING FOR 2022/2023 AND TO APPROVE ANY ACTION

Resolved that the provision be funded for 2022/2023 and events to be recognised as funded by Westhoughton Town Council

TC20/2022 DISCUSSION ON ONGOING CCTV MONITORING, FUNDING FOR 2022/2023 AND TO APPROVE ANY ACTION

Resolved that the ongoing CCTV monitoring be funded for 2022/2023 be funded and an exercise undertaken to understand current usage of monitoring facilities

TC21/2022 DISCUSSION ON THE TOWN MAYORS BALL DUE TO BE HELD IN APRIL 2022 AND TO APPROVE ANY ACTION

The Mayor updated the Council of the current arrangements for the Town Mayors Ball due to be held in April 2022.

TC22/2022 DISCUSSION ON THE CURRENT TOWN CLERK RECRUITMENT AND TO APPROVE ANY ACTION.

The recruitment sub committee updated the Council on the progress of the recruitment of a new Town Clerk.

TC23/2022 DISCUSSION ON THE PROCESS TO HANDOVER RESPONSIBILITIES FROM THE CURRENT TOWN CLERK TO THE DEPUTY TOWN CLERK AND TO APPROVE ANY ACTION

The Deputy Town Clerk provided an update.

TC24/2022 DISCUSSION ON THE PROPOSED CALENDER OF TOWN COUNCIL / PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETINGS AND APPROVE ANY ACTION

Resolved that the Town Council / Planning and Finance & General Purposes Committee meetings be finalised once a permanent venue for meetings is confirmed.

TC25/2022 TO AUTHORISE THE AMENDMENT OF THE DEPUTY TOWN CLERK CONTRACT REGARDING HOLIDAY ENTITLEMENT AND TO APPROVE ANY ACTION

Resolved the the Deputy Town Clerk contract be amended in line with current employment legislation

TC26/2022 TO AUTHORISE THE REMOVAL OF THE CURRENT TOWN CLERK AS A BANK SIGNATORY AND THE ADDITION OF THE DEPUTY TOWN CLERK AS A BANK SIGNATORY AND TO APPROVE ANY ACTION

Resolved that the current Town Clerk be removed as a bank signatory and that the Deputy Town Clerk be added.

TC27/2022 TO AUTHORISE THE HIRE OF AN INDEPENDENT ACCOUNTANT TO UPDATE THE COUNCIL ACCOUNTS FOR 1.10.21 TO 31.3.22, VAT RETURN AND COMPLETE END OF YEAR ACCOUNTS FOR AUDIT AND APPROVE ANY ACTION

Resolved to authorise the hire of an independent accountant to update the Council accounts for 1.10.21 to 31.3.22, VAT return and complete the end of year accounts for audit.

TC28/2022 TO AUTHORISE THE HIRE OF AN INDEPENDENT ACCOUNTANT TO COMPLETE THE COUNCIL ACCOUNTS FOR 2022/2023 OR UNTIL SUCH TIME AS A RESPONSIBLE FINANCE OFFICER IS APPOINTED AND APPROVE ANY ACTION

Resolved to authorise the hire of an independent accountant to complete the Council accounts for 2022/2023 or until such time as a Responsible Finance Officer is appointed.

TC29/2022 TO APPROVE THE ACCOUNTS FOR PAYMENT

Resolved that the Town Council approve the payment of the following accounts

190	Canon UK Ltd - Photocopies	£ 10.42
191	Westhoughton Golf Club - Mayor Celebration event	£ 350.00
192	James Hallam Ltd - Insurance 11.1.22-31.12.21	£ 430.82
193	James Hallam Ltd - Insurance 11.1.22 - 31.12.22	£ 445.49
196	Emerson Management Services - Annual CCTV monitoring	£ 4200.00
197	Canon UK Ltd - Photocopier Lease	£ 153.22
198	Bolton Council - Assemble + Dismantle Crib	£ 636.54
199	Bolton Lads & Girls Club	£ 3460.50
200	Bolton Council - Get Active Project	£ 7452.50
DD	TalkTalk - Internet + Phone February	£ 24.95
DD	TalkTalk - Internet + Phone March	£ 24.95
DD	Bank Charges	£ 10.40
DC	Petty Cash	£ 200.00

		£17,399.79

TC30/2022 TO RECEIVE A REPORT FROM THE TOWN CLERK

- 1) Joint Development Plan, Places of Interest
- 2) HS2 2b Consultation
- 3) Anne Robson Trust pre bereavement
- 4) Cllr Rebekah Fairhurst resignation
- 5) High St Safari
- 6) GM Places for Everyone
- 7) Road Closure
- 8) British Legion Platinum Jubilee Goods
- 9) British Legion Planting a Tree
- 10) Preparation for new Town Clerk
- 11) Town Clerk update
- 12) Local Government Petition

TC31/2022 DATE OF THE NEXT TOWN COUNCIL MEETING

Date of the next Town Council Meeting - Wednesday 30th March, 2022

IT IS LIKELY THAT THE FOLLOWING ITEM WILL BE DISCUSSED EXCLUDING PRESS AND PUBLIC

**TC32/2022 THE RESPONSE FROM THE TOWN CLERK TO THE OFFER OF
RECOGNITION FOR THE TOWN CLERKS SERVICE**

The Town Clerk was happy to accept the civic award and offer of the Freedom of Westhoughton in recognition of their service.

The meeting closed at 8.55pm