

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

**10<sup>th</sup> AUGUST 2020**

**(REMOTE ZOOM MEETING COMMENCED 7.15 P.M.)**

**PLANNING MEETING**

**PRESENT:** Town Mayor Cllr D A Wilkinson,  
Deputy Town Mayor Cllr Mrs A B Eckersley-Fallon and Councillors  
Miss R S M Fairhurst, Mrs C H Kirkman, N Maher, Miss D J McGeown,  
and Mrs A M Seddon.  
Town Clerk.

**ALSO PRESENT:**

Member of the public.

Cllr D A Wilkinson chaired the meetings.

**PFGP46/2020 TO RECEIVE APOLOGIES FOR ABSENCE AND TO ACCEPT REASONS**

Resolved that the following apologies for absence and reasons be accepted by the Town Council: Councillors M Cox, A P Morgan, and J Speight - (Town Council Meeting only) - Personal Commitments and Councillors D J Bullock , T J Hewitt, Miss M Maley, C Reilly and Mrs L J Reilly – I.T. issues

**PFGP47/2020 TO READ THE NOTICE CONVENING THE MEETING**

The Chairman, Cllr D A Wilkinson, read the notice convening the meeting.

**PFGP48/2020 TO RECORD DECLARATIONS OF INTEREST IN ANY ITEM TO BE DISCUSSED**

Cllr D A Wilkinson declared interests in Agenda Item No.P7 – To Discuss Planning and 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, and to re-consider his decision at a Bolton Council Planning Committee, if additional information is presented, and T7 - To approve the Town Council Charities Account for the year ended 31<sup>st</sup> March, 2020.

**PFGP49/2020 ADJOURNMENT TO ALLOW PUBLIC QUESTION TIME RELATING TO TOWN COUNCIL ACTIVITIES AND ITEMS WITHIN ITS POWERS**

There were no questions.

**PFGP50/2020 THE ATTENDANCE OF THE PUBLIC RIGHTS OF WAY OFFICER RE A GRANT TOWARDS THE COST OF RENOVATING PUBLIC FOOTPATHS IN WESTHOUGHTON**

A plan and the proposals had been circulated to the Town Council by the Town Clerk and the Public Rights of Way Officer explained the proposals and answered questions.

**PFGP51/2020 DISCUSSION ON THE APPROVAL OF A GRANT TOWARDS THE COST OF RENOVATING PUBLIC FOOTPATHS IN WESTHOUGHTON AND TO APPROVE ANY ACTION**

Resolved that the Town Council approve the following renovations –

Westhoughton 094, 093, 062 and an additional cut of vegetation on all footpaths

- Total Cost £3,978.25. The Town Council requested a list of footpaths to be cut back, and a costing for improving Miry Lane as an additional scheme.

This is in accordance with the Highways Act 1980.

A named vote was taken and all Town Councillors were in favour of the proposal.

**PFGP52/2020 TO DISCUSS PLANNING & DEVELOPMENT MATTERS AND TO APPROVE ANY ACTION**

**(a) TOWN COUNCIL COMMENTS ON PLANNING APPLICATIONS**

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

08727/20 The Town Council supports the application

08787/20 The Town Council supports the application

08831/20 The Town Council supports the application

08858/20 The Town Council supports the application

08819/20 The Town Council supports the application

08873/20 The Town Council requests that the Bolton Council Arboricultural Officer determine the application and wishes a replacement tree to be planted if possible. The Town Council also requested a copy of the Planning Department Policy on the felling and replacement of trees

08909/20 The site is in the Green Belt and the Town Council requests that the Bolton Council Planning Committee or the Planning Officer determine the application

08744/20 The Town Council raised objection because the site is unsuitable, access is via a dirt track, with a blind bend which is unsafe for lorries, and there would be a loss of privacy for neighbouring residents

07224/19 The site is in Green Belt but because of the derelict buildings the Town Council supports the application subject to conditions regarding traffic on the access road and if any trees are removed, they are replaced

**(b) DISCUSSION ON PLANNING APPEALS**

Nil.

**(c) TO NOTE PLANNING DECISIONS**

Resolved that the Planning Decisions, as circulated, be received and noted.

**PFGP53/2020 TO ACCEPT THE MINUTES OF THE PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETING, HELD ON MONDAY, 9<sup>TH</sup> MARCH, 2020**

Resolved that the minutes of the Planning and Finance & General Purposes Committee Meeting, held on Monday, 9<sup>th</sup> March, 2020 as circulated, be approved.

**PFGP54/2020 DATE OF THE NEXT PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

Monday, 14<sup>th</sup> September, 2020.

**TOWN COUNCIL MEETING**

**TC36/2020 TO ACCEPT THE MINUTES OF THE TOWN COUNCIL MEETING, HELD ON MONDAY, 24<sup>TH</sup> FEBRUARY, 2020**

Resolved that the minutes of the Town Council Meeting, held on Monday, 24<sup>th</sup> February, 2020, as circulated, be approved.

**TC37/2020 TO ACCEPT THE MINUTES OF THE PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETING, HELD ON MONDAY, 9<sup>TH</sup> MARCH, 2020**

Resolved that the minutes of the Planning and Finance & General Purposes Committee Meeting, held on Monday, 9<sup>th</sup> March, 2020 as circulated, be approved.

**TC38/2020 DISCUSSION ON THE INTERNAL AUDIT REPORT FOR THE AUDIT OF THE ANNUAL ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

Resolved that the Town Council approve the internal Audit Report for the audit of the Annual Accounts for the year ended 31<sup>st</sup> March, 2020.

**TC39/2020 TO APPROVE THE ANNUAL ACCOUNTS AND THE BUDGETED INCOME AND EXPENDITURE FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

Resolved that the Town Council approve the Annual Accounts and the budgeted income and expenditure for the year ended 31<sup>st</sup> March, 2020.

**TC40/2020 TO APPROVE SECTION 1 (ANNUAL GOVERNANCE STATEMENT 2019/20) OF THE ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

Resolved that the Town Council approve Section 1 (Annual Governance Statement 2019/20) of the Annual Return for the year ended 31<sup>st</sup> March, 2020.

**TC41/2020 TO APPROVE SECTION 2 (ACCOUNTING STATEMENTS 2019/20) OF THE ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

Resolved that the Town Council approve Section 2 (Accounting Statements 2019/20) of the Annual Return for the year ended 31<sup>st</sup> March, 2020.

**TC42/2020 TO APPROVE THE TOWN COUNCIL CHARITIES ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2020**

Resolved that the Town Council approve the Town Council Charities Account for the year ended 31<sup>st</sup> March, 2020.

**TC43/2020 DISCUSSION ON THE APPROVAL OF THE CO-OPTION NOTICE FOR VACANCIES IN THE WHITE HORSE AND DAISY HILL WARDS**

Resolved that the Town Council approve the Co-option Notice which had been compiled by the Town Clerk, with a closing date of Monday, 7<sup>th</sup> September, 2020. A named vote was taken and all Town Councillors were in favour of the proposal.

The Chairman, Cllr Wilkinson, was concerned that two Councillors had e-mailed the Town Clerk stating that the vacancies and the Co-option Notice were incorrect, which is a very serious statement. The Town Clerk had taken advice from L.A.L.C. and both the Town Clerk and the Chairman take the work of the Town Council and legalities very seriously.

**TC44/2020 DISCUSSION ON THE CODE OF CONDUCT CONSULTATION AND TO APPROVE ANY ACTION**

Resolved that the Town Council supports:

1. The Town Council supports a new power for local authorities to suspend Councillors for a period of up to six months
2. The Town Council wishes the same code for all Councils all over the country
2. The Town Council supports the code applying to all Councillors acting as Councillors ie: carrying out duties/Council Meetings etc and also when they are perceived to be a Councillor ie: outside the Council Chamber – in their personal lives
3. The Town Council supports an informal discussion with the monitoring officer or appropriate senior officer **WITH EVIDENCE PROVIDED** (not just a chat)

4. The Town Council supports an informal opportunity to speak with affected party/ies WITH EVIDENCE PROVIDED (not just a chat)
5. The Town Council supports a written apology
6. The Town Council supports the RECOMMENDATION of mediation
7. The Town Council supports peer support
8. The Town Council supports a requirement to attend relevant training
9. Re: Nos. 7 & 8 - The Town Council believes a bar for up to 2 months to be insufficient. Some small Parish Councils only have four statutory meetings per year and therefore there would be no punishment. The Town Council suggests that for breaches of a serious nature, the Councillor should be barred from chairing or attending Committee or Advisory Committees whilst carrying out his/her term on the Council
10. The Town Council believes that where there are severe issues of inappropriate behaviour, perhaps of a sexual nature or bullying etc., including bringing the Town Council into disrepute, or a Councillor who refuses to acknowledge what he has done, the Monitoring Officer should have the power to remove a Councillor via disbarment

The Town Clerk pointed out that the Town Council can also legally use Standing Orders – Appointment of Committees, as a punishment.

**TC45/2020 DISCUSSION ON THE DEVOLUTION WHITE PAPER AND TO APPROVE ANY ACTION**

Resolved that the Town Council supports the NALC proposals regarding the Communities Framework and the Devolution White Paper.

**TC46/2020 DISCUSSION ON THE GREATER MANCHESTER CYCLING STRATEGY AND TO APPROVE ANY ACTION**

Resolved that the Town Clerk inform the Mayor of Greater Manchester, Andy Burnham and Bolton Council that:

1. The Westhoughton Town Council is concerned at the lack of consultation with the Town Council and the short period of time for the consultation  
There has been insufficient time to consult and explain the proposals.
2. The proposed scheme/strategy appears to be for able bodied people. There is no scheme for disabled people, people in wheelchairs, people on scooters for the disabled, and there is no mention of deaf people
3. Busy roads are dangerous for deaf people or people with impaired hearing
4. The Town Council would prefer a longer and wider consultation with the public in order to enable more and better schemes, and comments from members of the public

**TC47/2020 DISCUSSION ON THE GREATER MANCHESTER SPATIAL FRAMEWORK AND TO APPROVE ANY ACTION**

Resolved that the Town Clerk requests the Mayor of Manchester, the Greater Manchester Combined Authority and Bolton Council to support the removal of the Wingates and Fourgates areas of Westhoughton from the Greater Manchester Spatial Framework because:

The proposed sites in the Wingates and Fourgates areas of Westhoughton, as proposed in the Greater Manchester Spatial Framework, required another strategic route for the large amounts of HGV and other traffic to allow the sites to be developed. Given the Government's decision not to fund a by-pass and the traffic problems that would affect Westhoughton, the Westhoughton Town Council requests that the sites are removed from the Greater Manchester Spatial Framework.

**TC48/2020 DISCUSSION ON THE ANNUAL REPORT OF THE COUNCIL FOR 2019-2020 AND TO APPROVE ANY ACTION**

Resolved that the Annual Report of the Council for 2019-2020, as circulated, be approved.

**TC49/2020 DISCUSSION ON THE APPROVAL OF THE ACTION PLAN 2020-2021 AND TO APPROVE ANY ACTION**

Resolved that the Action Plan 2020-2021, as circulated, be approved.

**TC50/2020 DISCUSSION ON ALTERATIONS TO CONTRACTS OF EMPLOYMENT FOR THE TOWN CLERK AND THE DEPUTY TOWN CLERK AND TO APPROVE ANY ACTION**

Resolved that the Contracts of Employment be amended:  
Normal place of work – Westhoughton Library.

**TC51/2020 DISCUSSION ON THE PURCHASE AND SITING OF A RAINBOW BENCH AND TO APPROVE ANY ACTION**

Resolved that the Town Council fund the purchase of a commemorative Rainbow Bench for siting in Ditchfield Garden, at a cost of £850 plus VAT plus delivery. The Town Council will also fund the siting costs and the future maintenance and painting costs.

This is in accordance with Section 137 of the Local Government Act 1972.

A named vote was taken and all Town Councillors voted in favour of the proposal.

**TC52/2021 DISCUSSION ON THE MEMORANDUM OF UNDERSTANDING FOR THE GET ACTIVE WESTHOUGHTON YOUTH PROJECT AND TO APPROVE ANY ACTION**

Resolved that the Memorandum of Understanding for the Get Active Westhoughton Youth Project, as circulated, be approved.

**TC53/2020 DISCUSSION ON THE PAYMENT OF GRANTS TO BOLTON COUNCIL (GET ACTIVE WESTHOUGHTON YOUTH PROJECT) AND THE LADS AND GIRLS CLUB FOR APRIL – JUNE AND TO APPROVE ANY ACTION**

Resolved that the Town Council approve the payment of grants for April – June:  
 Bolton Council (Get Active Westhoughton Youth Project) £7,325.00  
 The Lads and Girls Club £3,460.50.

The payments are in accordance with the Miscellaneous Provisions Act 1976  
 Section 19 (d)

A named vote was taken and all Town Councillors voted in favour of the proposal.

**TC54/2020 TO APPROVE THE BANK RECONCILIATION FOR 1.4.20 – 27.7.20**

Resolved that the Bank Reconciliation for 1.4.20 – 27.7.20, as circulated, be approved.

**TC55/2020 TO RECEIVE A REPORT FROM THE TOWN CLERK**

The following correspondence was noted by the Town Council:

1. Invoices paid 30<sup>th</sup> March, 2020
2. Invoices paid by the Town Clerk – lockdown – date:

		£
C Morris	Re-imburement - stationery	180.77
C Morris	Re-imburement – stationery	34.98
	Data Protection Renewal (DD)	35.00
	Bank Charges	8.45
	Bank Charges	6.50
BT Redcare	CCTV Line Rental	7,881.98
	Salaries & HMRC	6,076.96
Canon	Photocopier Lease	153.22
T Fattorini Ltd	Past Mayor's Badges	1,729.15
Talktalk (DD)	Internet & telephone	24.00
Canon	Photocopying Fee	65.63
G Williams	D.H.I.B. Items	33.45
ADT Fire & Security	CCTV Maintenance	1,210.90
C Morris	Re-imburement – stationery	43.24

Parsons Royle & Co	Annual Audit Fee	1,089.60
Howfen Runners	Grant	510.00
Bank Charges		6.50
LALC	Subscription	2,241.64
Lads & Girls club	Grant July – September	3,460.50
Canon	Copier Items	257.94
Salaries & HMRC		2,058.31
C Morris	Re-imbusement Petty Cash	100.00
BHW Print Group	Stationery	175.20
Talktalk	Telephone & Internet	29.73
C Morris	Zoom subscription	14.39
BMBC	Get Active July – Sep.	7,325.00
TOTAL:		<u>34,753.04</u>

A named vote was taken and all Town Councillors voted in favour of the payments

**TC56/2020 DATE OF NEXT TOWN COUNCIL MEETING**

Monday, 14<sup>th</sup> September, 2020.

The meeting closed at 8.45 p.m.