**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING 23rd MAY 2024**

**Myerscough & Bilsborrow Parish Council**

**Clerk: Laura Bolton**

**Chairman: Cllr Bill Collinson (not present) Vice Chairman: Cllr Dan Bolton (Chair of meeting)**

**Email:** [**clerk@myerscoughandbilsborrow-pc.org.uk**](mailto:clerk@myerscoughandbilsborrow-pc.org.uk) **Tel: 07803631556/01995640833**

**Thursday 23rd May 2024 at 7pm Bilsborrow Church**

**Present**

Cllr Bolton (Vice Chairman), Cllr Barker, Cllr Willacy, Cllr Pye, Cllr Robinson, Cllr Sutcliffe, Laura Bolton (Clerk)

**Apologies**

Cllr Turner, Cllr Allan, Cllr Collinson

**Present**

Representative from Bannister Hall Landscapes, Brad Lovell

**Election of Chairman and Vice Chairman**

Cllr Bolton confirmed that a discussion was had with Cllr Collinson, and he was happy to stand again for Chair for another year. Cllr Bolton advised that he would like to stand for Chair but not until the next Annual meeting. Cllr Bolton asked if anyone else would like to stand as Chair this year, no hands. Cllr Barker proposed Cllr Collinson continue as Chair for this coming year, Seconded by Cllr Sutcliffe. Cllr Bolton would like to continue as Vice Chair for the coming year, Cllr Pye proposed and seconded by Cllr Willacy. All Cllrs in favour

**Minutes**

The minutes from the annual meeting held on 25th May 2023 were presented by the clerk, all cllrs in favour and agreement that the minutes were a true reflection of the annual parish council meeting 2023, these were approved and signed by Cllr Bolton (Vice Chair) in the absence of Cllr Collinson (Chair).

**Chairmans report 2023/2024**

Cllr Collinson had written his annual report and this was read by Cllr Bolton. A copy is available with the minutes of the meeting.

**Representation of the Parish Council at the Local Association of Local Councils Quarterly Meetings**

Clerk advised that an email had been received from Emma Millington, secretary for Wyre Area Committee to advise that at the last meeting only 9 out of 20 town and parish councils were represented and she had asked for confirmation of representatives from each town/parish council. Cllr Collinson is the representative for Myerscough and Bilsborrow Parish Council and he attended the meeting on the 24th April 2024.

**Public Participation**

Brad Lovell introduced himself, he is a representative of Bannister Hall Landscapes who kindly planted and look after the corner piece of land from Bilsborrow Lane/A6 and he is also a resident of the Parish. He attended the meeting to ask if there is anything that they can do to help out with regards to landscaping. Clerk mentioned the ‘Help out day’ coming up on the 1st June to get ready for Best Kept Village Competition, Bannister Hall can help with this. Cllr Bolton said we need to get a list of areas and see where they could help us out. Brad also mentioned that he is part of the Plymouth Brethren and they organise something called the RRT (Rapid Response Team), they offer meals and support for charities, government and emergency services etc and also things like giving out water bottles at charity runs. if we contact Brad he will give us more details.

***Cllr Bolton confirmed the end of the meeting. Meeting closed***

**MINUTES FOR MEETING 23rd MAY 24**

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**Clerk: Laura Bolton**

**Chairman: Cllr Bill Collinson**

**Vice Chairman: Cllr Dan Bolton**

**Email:** [clerk@myerscoughbandbilsborrow-pc.org.uk](mailto:clerk@myerscoughbandbilsborrow-pc.org.uk) **Tel: 07803631556/01995640833**

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Cllr Bolton (Vice Chairman), Cllr Barker, Cllr Willacy, Cllr Pye, Cllr Robinson, Cllr Sutcliffe, Laura Bolton (Clerk)

**Apologies**

Cllr Turner, Cllr Allan, Cllr Collinson. NB Cllr Bolton as Vice Chair will take on duties on behalf of the Chair, Cllr Collinson as discussed in previous meeting)

**Public Participation**

This was covered in the annual meeting.

* 1. **Minutes of last meeting**

The minutes of the last meeting were checked and signed as a true and correct record of the Parish Council Meeting held on the 28th March 2024. Cllr Bolton confirmed with all councillors present that they had received a copy via email, and they were happy it was a true and correct record of the meeting. Proposed and signed by Cllr Bolton. All councillors in agreement.

* 1. **Declarations of prejudicial interest in any of the agenda item interests and dispensations**

No declarations of personal or prejudicial interest in any of the agenda items were made.

* 1. **Planning**

The following applications were discussed.

**Application 22/00612/OUTMAJ – land opposite Rockform. Pending Consideration.** Cllr Bolton advised still no further updates. Cllr Bolton to follow up again.

**Application 23/00729/FULMAJ** – **full planning for erection of buildings for expansion of JJ Sandhams. Pending Consideration**. Cllr Bolton confirmed amended plans have been submitted and the application is still pending consideration.

**Application 23/01219/FULMAJ – Claughton on Brock Trade Park.** Although this is not in our parish it will affect us if it goes ahead which is why we have included it for discussion. Cllr Bolton advised that the applicant has been working with the planning department and has amended the plans, mainly the aesthetics and access. Cllr Bolton advised as this is such a big development he has called this into review with the planning department and said it would be July timescale for this. Cllr Bolton asked if anyone wanted to make any comments for him to put forward in the review. Cllr Pye & Cllr Robinson said they were concerned about the access on to the A6 and that it was near to an already difficult junction that was prone to accidents. Cllr Bolton will share these concerns at the review.

**AA Sign at MP Motors**

Cllr Bolton advised that planning are looking into this as there have been complaints from neighbours and residents mainly to do with the visual aspect of it.

**Application 24/00382/FUL Oakmede proposed erection of single storey rear extension following demolition of existing.** All councillors happy no objections

NB. Cllr Pye asked if there was an easier way to look at the planning applications rather than online. Previous clerk used to print off. Cllr Bolton advised he would discuss with clerk.

* 1. **Finance**

The clerk presented a reconciliation of accounts for the Parish Council Community account and War Memorial Account with the most recent bank statements (up to 30th April 2024). Cllr Bolton passed these around and then signed and dated. The following payments were presented;

* **CHEQUE 300321 J W Accounting Services £168 payroll for 2023/2024**
* **CHEQUE 300322 LALC Membership fee £257.01**
* **CHEQUE 300323 Mark Cornforth Lengthsman Wages April £576**
* **CHEQUE 300324 Sam Hardman £168 (to replace cheque 200319 as was addressed incorrectly)**

The following payments were approved following scrutiny and signing;

* **CHEQUE 300325 St Hildas Church room rent for May meeting £20**

NB:

1. Precept received £20,500 less £122.65 Poll Expenses = £20,377.35
2. VAT claim processed – total of £819.27
3. Online Banking mandate to be signed by signatories to allow for removal of previous clerk details from HSBC records. Form sent to Cllr Collinson.
   1. **Annual Governance and Accountability Return for 2023/2024. Internal Audit**

Cllr Bolton advised that previously we have just had an internal audit however this year as our gross expenditure or income has exceeded £25,000 this year we must also have an external audit. Clerk advised that Mr Cliff Sharp had completed the Internal audit for 2023/2024 and had produced his report which was read out to councillors. Clerk to also email councillors a copy and a copy will be on the Parish Council Website.

Cllr Bolton and clerk signed and dated the Annual Governance Statement 2023/2024 and the accounting statements for 2023/2024.

Cllr Bolton thanked clerk for the work she had done. Clerk will now send all paperwork off for the external review and thank Mr Cliff Sharp for completing the Internal Audit for the 21st year.

* 1. **Insurance**

Clerk advised that she had received the insurance renewal quote for the period 01/06/24 to 31/05/25. This has increased from £363 to £459 as we have moved up into the next Precept bracket. Last years figure was based on a precept of £19,000 to £20,000 this year we have moved to the £20,000 to £30,000 bracket. Cllr Bolton proposed that we go ahead with the quote for this year and then take account of this increase when discussing next years precept. Seconded by Cllr Barker and all councillors agreed. Clerk to action renewal.

Clerk also mentioned that in the past the War Memorial Trustees have contributed to the insurance, Gill Billington advised in the past it was about 10%. Clerk asked if we wanted to continue with this or just pay the full amount as the Parish Council. Cllr Bolton proposed that as the insurance covers the War Memorial and the Armistice Day service that they do contribute the 10%, Cllr Willacy seconded and all councillors in agreement. Clerk to send invoice for 2023 and 2024 insurance contribution.

* 1. **Best Kept Village Competition**

Cllr Collinson has proposed ‘A Big Help Out Day’ on Saturday 1st June to invite people to meet at the village hall car park at 10am to help prepare the village for the Best Kept Village Competition where judging starts from 3rd June. Anna Sutliffe has kindly agreed to include a leaflet advertising this with her Childrens festival leaflets. Cllr Collinson suggested a budget of £300-£500 for plants and materials, Cllr Bolton proposed a maximum of £500 to see how we get on this year and we can review next year. Cllr Pye seconded and all councillors agreed to budget.

Cllr Bolton said we need a list of sites around the village that we think need attention. Cllr Willacy said that even if the 1st June is a big litter pick then that will be a big help. Cllr Sutcliffe suggested purchasing litter pickers, Cllr Willacy said he can look at getting some. All councillors agreed this was a good idea. Clerk suggested getting details of volunteers on 1st June and setting up a Whatapp group for future help around the village. Clerk has also contacted Sarah Stuart from the Village Hall to see if any of their committee members would like to help out.

Clerk to create a list of areas and contact Brad Lovell from Bannister to see if they can help out at all.

* 1. **Bilsborrow Village Hall**

Clerk has contacted village hall management but no further updates regarding the Charity Commission and Trust Deeds. Clly Pye wanted to know why it was taking so long, he said we need to know the structure of the management of the village hall and it just seems to be going on and on. Cllr Bolton advised he will organise a face to face meeting with Sarah Stuart to discuss and get an update for next meeting.

* 1. **MUGA**

Clerk advised that the compensation monies from United Utilities had almost been finalised and the monies were due to be received shortly. The next step is to draw up and agree a lease between the School Trustees and the Parish Council. John Blackley who is one of#

the school trustees has emailed a list of points for consideration which might be required in a Head of Terms Lease for a MUGA. This email was passed around for councillors to consider. Clerk mentioned that she had spoken to Cllr Turner who was looking into a similar lease that had been used in a similar situation that we can look at.

* 1. **LALC meeting report**

Cllr Bolton summarised minutes from the LALC meeting held on the 24th April 2024

* 1. **Caravan on the A6 – The Paddock**

Cllr Bolton advised this is still with the enforcement officers at Wyre Borough Council and there are no updates. He will chase up.

* 1. **Lengthsman**

Clerk passed round the timesheets produced by John Hallas, Clerk at Claughton Parish Council that have been completed by Mark Cornforth, the lengthsman, for the month of April. Cllr Robinson is concerned there is a lot of litter picking listed but he has been round ‘the triangle’ down Blisborrow Lane, on to A6 and up Church Lane and has spotted litter on this route that has not been picked up over continuous weeks**.** Cllr Bolton said that these timesheets need to be reviewed once a few more months have been completed to see what needs to be done and what is taking up a lot of his time.

* 1. **Bilsborrow Recreation ground**

Cllr Collinson and Andy Peck of Cockerham Football Club have been able to access the recreation ground with machinery and repair the ball stop netting which was damaged over the winter. Cllr Bolton advised that although weather was better we were unable to sort the hedges as requested by Regenda due to hedge cutting restrictions at the moment. This will be completed later in the year. Clerk advised she and Cllr Collinson had met with Mel Lawrenson on site regarding the CCTV and the plans were being drawn up to send to Wyre Borough Council to get permission for the CCTV installation.

* 1. **Daffodils**

It was agreed last meeting that we would use some of the money from the Biodiversity grant to purchase daffodil bulbs to plant in the village. Clerk has been in contact with Bradshaws who advised planting is best in September so they will shoot up in March. They have quoted approx. £59 for a 25kg sack which is approx 500 bulbs. Brad Lovell from Bannister Hall will also give us a quote. No action required until July meeting.

* 1. **Lydiate Lane/Bilsborrow Lane hedge issue**

Cllr Collinson had contacted clerk about an issue with hedges behind the white railings starting to cause a blind spot which is dangerous for approaching traffic, cyclists etc. Clerk advised that she has been to take photos and reported to highways and was waiting a response.

* 1. **Anniversary of D- Day**

Cllr Bolton advised that at the last meeting we had discussed the possibility of organising an event to commemorate the anniversary of D- Day landings, with all the health and safety and organisation involved with not mush time he proposed that we share an event organised by Wyre Council – Lighting of the Beacon at the Mount, Fleetwood 8pm until 9.15pm on Thursday 6th June 2024. All councillors present agreed. Clerk to share on the website and Facebook page.

* 1. **Clerks report**

Clerk read the Clerks report. Copy available on the website.

* 1. **Items for next agenda**

Cllr Pye discussed the issues with Ivy on the trees down White Horse Lane, Cllr Bolton advised that we will action an invitation to the Duchy to attend our next meeting. Cllr Robinson said he thinks he has a contact, Clerk to follow up.

**DATE OF NEXT MEETING 25th July 2024**