**Minutes for meeting 26th September 2024**

**Myerscough & Bilsborrow Parish Council**

**Clerk: Laura Bolton**

**Chairman: Cllr Bill Collinson**

**Vice Chairman: Cllr Dan Bolton**

**Email:** clerk@myerscoughbandbilsborrow-pc.org.uk **Tel: 07803631556/01995640833**

**Thursday 26th September 2024 at 7pm Bilsborrow Church**

**Present**

Cllr Collinson (Chairman), Cllr Bolton (Vice Chairman), Cllr Barker, Cllr Willacy, Cllr Sutcliffe, Cllr Turner, Cllr Allan, Cllr Pye Laura Bolton (Clerk), Cllr Swift (Wyre Borough Council)

Members of the public: No members of the public present

**Apologies**

Cllr Robinson

**Public Participation**

No members of the public present at the meeting

* 1. **Minutes of the last meeting**

The minutes of the last meeting were checked and signed as a true record of the Parish Council Meeting held on the 25th July 2024. Cllr Collinson confirmed with all councillors present that they had received a copy via email, and they agreed it was a true and correct record of the meeting. Proposed and signed by Cllr Collinson, Seconded by Councillor Bolton. All councillors present in agreement.

**66.24 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 24/00604/FUL*** Installation of CCTV at recreation ground; planning applied for by Parish Council. This is being dealt with by M L Planning, they have informed the Parish Council that the Planning department have requested an extension until 4th October to make a decision. Pending consideration.

***Application 24/00517/ADV Retrospective planning from Motor Trust UK*** – no further updates since the last meeting, application is still pending consideration.

***Application 24/00558/FUL – The Paddocks Garstang Road*** – change of use to domestic storage, this is a retrospective planning permission. No updates, application is still pending consideration. Cllr Willacy advised that part of the land has now come up for sale and is on Rightmove for £295,000. Cllr Bolton advised that following the new Labour policy there has been an increase in the number of houses that need to be built, and this will probably increase the numbers of plots of land coming up for sale in the near future. Clerk advised that Cllr Collinson’s photos of the flooding of the particular area have been sent to and logged with the planning department.

***Application 22/00612/OUTMAJ*** – land opposite Rockform. Further to discussions in the last meeting Cllr Collinson advised that is has been confirmed the land is in Flood Zone 3 now & development should be turned down on this basis. Pending consideration. Cllr Bolton to follow up.

**Application 23/01219/FULMAJ** *–* Claughton on Brock Trade Park. Cllr Bolton confirmed that this application is still going through final stages of discussion with Highways and due to go to the Planning Committee (no dates as yet), he will update further once he has further information. Pending consideration.

Cllr Collinson advised that the Parish Council had received a complaint from a neighbour about Planning application 24/00647/FUL, Cllr Barker went to meet with the neighbour to discuss and Cllr Swift was also involved however no further action was taken as neighbour wanted to remain anonymous.

Cllr Allan asked about a planning application for Bridge Cottage, 905 Garstang Road, Barton, she has been approached by a neighbour who is concerned about the plans. She has advised her to comment on the plans on the Planning portal or in writing and she could pass on to the planning department. Cllr Pye asked if we had seen the plans. Clerk advised that we do not seem to have received information regarding this planning application, Clerk to follow up.

* 1. **Finance**

The Clerk presented a reconciliation of accounts for the Parish Community Account and War Memorial Account with the most recent bank statements (up to 30th June 2024). Cllr Collison (Chairman) and Cllr Bolton (Vice Chairman) signed and dated. The following cheques were presented:

The following cheques were approved following scrutiny & signing:

* **Cheque 200342 Mark Cornforth Lengthsmans Wages August £720**
* **Cheque 200343 Nurture Landscapes £510.41 (Error made on cheque – reissued/replaced by cheque 200344)**
* **Cheque 200344 Nurture Landscapes £510.41 August grass cutting payment**
* **Cheque 200345 HMRC Employee Tax £239.40 Q2**
* **Cheque 200346 Laura Bolton Clerks wages JUL/AUG/SEP 24 £1088.16**
* **Cheque 200347 Tfer Tree Surgeons £700 hedge cutting at recreation ground**
* **Cheque 200348 St Hildas Church room rent Sep £20**
* **Cheque 200349 Nurture Landscapes £510.41 September grass cutting payment**
* **Cheque 200350 PKF Littlejohn £252.00 Limited Assurance review of Annual Governance & Accountability return for yr ended 31 March 24**
* **Cheque 200351 Environmental crop management £275.30 (weed management at recreation ground)**
* **Cheque 200352 Mark Cornforth Lengthsman Wages Sep £540**

Cllr Collinson explained about the payment for Environmental Crop Management – see minute 72.24

Clerk advised that due to the fact we had an external audit this year we were required to pay PKF Littlejohn a fee for this. The Parish Council income/expenditure went slightly over the £25,000 limit for the Internal review.

Cllr Sutcliffe queried £700 to Tfer tree surgeons, this was agreed earlier in the year but the work was unable to be completed due to the time of year, hedge cutting is only allowed from September to March. Cllr Collinson advised that they had done a good job, Cllr Turner advised that he had heard from a neighbour who was also very pleased with the work. Andy Peck from Cockerham Football Club is also very happy.

* 1. **External Audit Report from PKF Littlejohn LLP.**

Clerk advised that she has received confirmation from PKF Littlejohn that they have completed their review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2024. Clerk has prepared a ‘Notice of Conclusion of audit’ which is on the Parish Council website. Certified AGAR sections 1, 2 and 3 all published on the website.

It was noted that Box 4 should only include payments in relation to staff costs, in the case of Myerscough and Bilsborrow Parish Council this would only be the Clerks wages. In the audit for 23/24 the clerk included the lengthsmans wages and locum clerks wages which was incorrect. The figures will be corrected ready for when completing next years AGAR.

**70.24 Bilsborrow Village Hall**

Cllr Collinson advised that it was now 14 months since the Trust Deeds had been requested from the village hall management committee and we have still not received.

Cllr Bolton advised that he has had a meeting with Sarah Stuart and the Management committee to discuss, Sarah is one of the trustees. The trustees of the Village Hall have been updated, Alan Bradshaw is no longer a trustee and Linda Mallinson and Margaret Lamb were elected at trustees in October 2023. Sarah Stuart, Marjorie Stuart and Ian Stuart are also trustees. There have also been additions to the Management committee. Cllr Collinson asked if they were democratically elected, Cllr Bolton advised it was done at the AGM last year.

Following the meeting Cllr Bolton had on Wednesday 25th September he advised that the Trust Deeds have been received from the Charity Commission and they allowed Cllr Bolton to read through but would not allow him to take a copy to bring to the Parish Council meeting as they have been advised by the Charity Commission that they do not need to share with any other parties other than the trustees. Cllr Bolton advised that one of the main points he read was that the trustees should be made up of a representative from agriculture, from the church, from the WI and someone who lives in the village.

Cllr Bolton said that rather than going against each other he would like to see the Village Hall Committee & Trustees working harmoniously with the Parish Council to promote the village hall as a great asset for the village. Cllr Turner was concerned that the village hall had missed out on some grant funding that he had advised them was available, this may be something going forward that the Parish Council could help and advise on. Cllr Willacy said that the Parish Council are an interface between the parishioners and the village hall committee. Parishioners come to us with any complaints they may have, and we need to be able to work together to solve any issues. Cllr Bolton also advised all accounts and information are now up to date on the charities commission website.

Cllr Bolton has written a letter to the trustees/management committee thanking them for all the hard work that has been put in recently following complaints by parishioners and advising that the Parish Council would like to work together to move the village hall on and make it great asset for the village. The letter was handed out for councillors to read and comment on, Cllr Bolton will make any amendments noted by councillors and send out to the Trustees.

**71.24 MUGA**

Cllr Collinson advised that the lease agreement and the Deed of Grant of easement and Lease has finally come through from United Utilities, so things are starting to progress. Cllr Bolton has been in touch with Christina Marginson from Wyre Council to discuss the Draft Deed of Covenant with regards to the 106 monies being received by the Parish Council. There was discussion about extending the 3 year period that would be available to spend the monies however this term cannot be extended any longer so the monies would need to be spent within 3 years.

Cllr Bolton advised this is a standard document and that we just need to sign and return it to Wyre council. It was proposed by Cllr Turner that the document can now be signed and returned, Cllr Willacy seconded and all councillors present agreed. Cllr Collinson and Cllr Bolton signed. Clerk to return document to Wyre. Clerk has been in contact with Harrison Drury Solicitors regarding getting a quote to draw up a Heads of Terms Lease between the School Trustees and Myerscough and Bilsborrow Parish Council. Cllr Collinson will sit down with John Blackley and the other school trustees to discuss the terms of the lease.

**72.24 Bilsborrow Recreation Ground**

- CCTV update – Planning application has been sent to Wyre Planning department for review through M L Planning LTD. Lisa from ML Planning emailed clerk to advise that they have been in touch to ask for an extension to the deadline for the 4th October. She will keep us updated.

- Hedges behind The Grove – Tfer tree surgeons has now been able to complete the works agreed to trim back the hedges. Cllr Collinson confirmed that they did a good job.

- Weeds on the football pitch – Cllr Collinson met with Andy Peck from Cockerham Football Club to discuss an issue with weeds growing on the pitch. It was agreed that they will pay for the spraying and the Parish Council will pay for the weed killer. Cllr Turner mentioned that he has noticed the weeds taking over the grass area and needed sorting out. There is enough weed killer to do another spray in Spring time.

**73.24 Old Brock Station Nature Reserve**

Cllr Collinson said that he had been down with the lengthsman recently and had to repair two of the benches and that they will need replacing in the near future. Cllr Collinson had asked clerk to get some quotes…

Cllr Willlacy gave clerk some details of local contractors who may be able to help:

1. Anderson & sons Contracting – after site inspection just tops would need replacing not legs, quote to supply & fit £1560 + VAT
2. T W Wells Joinery – quote for 3 complete new benches, inc concreting in position and removal of old ones £3483.00
3. Huws Gray standard picnic bench £193.20 inc VAT

Cllr Collinson mentioned the Parish Champion Grant, Cllr Turner advised that the amounts awarded are usually much lower than the 1st two quotes above. It was agreed that clerk would complete application form to apply for 3 new benches from Huws Gray.

**74.24 Armistice Day Service 2024**

Clerk read email from Gill Billington, Secretary for the Trustees of the Barton, Bilsborrow and Myerscough War Memorial asking for a volunteer to lay a wreath on behalf of the Parish Council. Cllr Barker volunteered, clerk to advice Gill Billington. Cllr Barker advised that he had been asked about risk assessment due to last years medical incident during the service. Cllr Collinson advised that Barry Johnson was looking into this with regards to having a First Aider on site.

**74.24 Kissing Gates**

Clerk advised that she has not had a response from Chris Gregson at LCC, Cllr Turner will look into this. Clerk to send Cllr Turner all the details and location. Cllr Pye also mentioned another location on White Horse Lane which would benefit from the new ‘kissing gates’ clerk to follow up with Cllr Pye and pass on to LCC.

**75.24 Biodiversity Grant - daffodils**

It was agreed at the last meeting that the remainder of the grant would be spent on daffodil bulbs. Clerk got 3 quotes, Bradshaws £59 per 25kg bag, Bannister Hall £39.50 per 25kg bag and Boston Seeds £170 for 100kg. Bannister Hall the best value. Cllr Turner proposed we spend the remaining budget on bulbs from Bannister Hall, Cllr Bolton seconded. All in favour. Cllr Collinson advised that we will organise a day when we can all help out and get the bulbs planted. Clerk will order with Bannister Hall and ask if they may be able to offer any assistance with the planting as they have previously offered to help with projects in the village.

**76.24 Christmas**

Clerk has received an email from Garstang Town Council asking for contributions towards the annual Christmas lights. Cllr Willacy proposed we contribute £200 the same as last year, Cllr Turner seconded. All agreed. Clerk to action.

Christmas Tree - clerk advised that we would require a Christmas Tree Licence for any Christmas tree with lights put up, this would be the case if one was located on the corner of A6/Church Lane. Cllr Collinson said he would discuss the big Christmas tree located at the school and organising for the lights to be put on it properly this year.

**77.24 Graffiti under bridge near Guys Thatched Hamlet**

Cllr Collinson asked what everyone’s thoughts were on a course of action. The previous graffiti in the village was removed by a specialist and paid for by the Parish Council but to keep doing this would become expensive. The question was asked whether it would be LCC or Canal & River Trust responsibility as it is under a canal bridge. Cllr Bolton will look into and update.

**78.24 Clerks Report**

Clerk read the report. Copy available on the website

**79.24 Items for next agenda**

No items raised for next meeting

**AOB**

* Cllr Pye wanted to discuss the closure of White Horse Lane on 18th September 2024. The letter received/Notices advised that vehicle access would be maintained however this was not the case. Traffic management went into action at 8am and no one could get in or out. Cllr Pye was told by traffic management that the permit from LCC was for road closure from 8am until 4pm. There was no access in or out at all. Cllr Pye wanted to know who makes the decisions regarding road closures? Do they consult residents? It is necessary? He passed a complaint letter to Cllr Turner to pass on to LCC. Cllr Turner will update.
* Cllr Turner said that he had been contacted by a parishioner regarding an issue with large Chestnut trees to the right of the bowling green hut by the Baccus Brook. Cllr Collinson advised that this would be on our parish boundary and actually on the Preston side so not in our area.

**DATE OF NEXT MEETING 28th November 2024**

**Signed by Chairman…………………………………………………………………..Vice Chairman………………………………………………………**

**Date…………………………………………………**