**MINUTES**

**Myerscough & Bilsborrow Parish Council**

**Clerk: Laura Bolton**

**Chairman: Cllr Bill Collinson**

**Vice Chairman: Cllr Dan Bolton**

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

**Thursday 28th March 2024 at 7pm Bilsborrow Church**

**Present**

Cllr Collinson (Chair), Cllr Bolton (Vice Chair), Cllr Barker, Cllr Willacy, Cllr Pye, Cllr Robinson, Cllr Allan, Laura Bolton (Clerk)

**Apologies**

Cllr Sutcliffe, Cllr Turner

**Public Participation**

Member of the public Carmen Ricard, her father in law, John Eastaugh and neighbour were present to discuss the issues they are experiencing with flooding of their property, 3 Planks Cottage. They have previously emailed Cllr Bolton regarding the issues. The issue is with the land originally sold by agent Richard Turner, the new owners have developed this land with hardstanding, gates etc and have located a caravan on the site, signposted The Paddock. There was a planning application for hardstanding for 5 caravans put in to Wyre Borough Council but this has now been withdrawn. There is concern that a dyke has been filled in which may be causing the flooding issues but as it is on private land this can not be confirmed. Cllr Collinson showed photos of the area in question from 28/07/23 when the area flooded and a map of the dyke/ drainage network and he suggested that Mrs Ricard and her two supportive representatives check the levels to see if their property is lower than the outlet. Ms Ricard also showed a photo of her garden which was completely flooded. Cllr Bolton confirmed he had been in touch with Richard Longdon at Wyre Borough Council, he confirmed the planning application had been withdrawn and he has written to the occupants of the caravan to provide information on their intentions. This is being dealt with by the Enforcement officer and also in conjunction with the environment officer. Cllr Robinson advised this need to be an urgent action. Cllr Bolton advised he will chase up next week and give an update.

Member of the public David Evans from South Planks, Stone UK was also in attendance. He would like to help the village with The Best Kept Village Competition and the local community. He has an abundance of stone and suggested installing some small landscaped areas which are easy to maintain as soft landscaping is high maintenance. There is an area at the entrance to the village to the south before South Planks (No mans land) which is very scruffy and needs some attention. There is currently a ‘Welcome to Wyre Sign’. Clerk will contact LCC to confirm what we would be allowed to do on that area. Dave Evans suggested dry stone walling, raised planters. Cllr Pye asked about ownership of the land, Clerk advised Cllr Turner had confirmed it belonged to highways but would contact them to confirm.

Cllr Collinson said in the past we have had the help of John Nixon from Ashlea nurseries, and we are very grateful for all the work he put into the Best Kept Village Competition. Moving forward we are now looking to create a working group and Dave Evans confirmed he is happy to be involved and suggested a meeting at Planks Kitchen to start things off with a walk round the village to identify areas that we can work on. This will not be a short-term plan but more like a 3 year sustainable strategy to improve the village.

It was also mentioned about a village Christmas tree, Dave Evans said that tradesmen would be happy to help if they are given lots of notice and would appreciate recognition for example on our Facebook page. He is happy to help get local tradesmen involved as he has many contacts. Actions – Clerk/Dave Evans to organise and initial walk around the village and meeting at South Planks to create a working party.

 **15.24 Minutes of last meeting**

The minutes of the previous meeting were checked and signed as a true and correct record of the Parish Council Meeting held on the 4th January 2024. Cllr Collinson 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 Collinson and seconded by Cllr Bolton.

* 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. **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 29th February 2024). Cllr Collinson and Cllr Bolton signed and dated the bank reconciliation, and the following payments were approved following scrutiny and signing:

* Cheque 300313 Wyre Borough Council Recreation Ground annual rent £300.00
* Cheque 300314 Bradshaws Bird Boxes £79.90
* Cheque 300315 Mark Cornforth Lengthsmans Wages £1220.00
* Cheque 300316 Laura Bolton Clerks Wages. Jan, Feb, March 24 £1087.96
* Cheque 300317 St Hildas Church Room rent for 28/03/24 £20.00
* Cheque 300318 HMRC quarter 4 Employee Tax £239.60
* Cheque 300319 Sam Hardman Grass cutting (wild verges on A6-Green Lane) £168.00
* Cheque 300320 The Lancashire Best Kept Village Competition entry fee £25
	1. **Planning**

The following applications were discussed.

**Application 22/00612/OUTMAJ – land opposite Rockform. *Pending Consideration.*** Still no further updates. Cllr Bolton to chase & update at next meeting.

**Application 23/00716/FUL – land south of Bilsborrow Lane – proposed erection of 4 dwellings and car port. *Pending consideration.*** Application permitted

**Application 23/00729/FULMAJ – full planning for erection of buildings for expansion of JJ Sandhams and outline planning for convenience store and coffee shop with thru elements. *Pending Consideration.*** Cllr Bolton has been in dialogue with Sandhams, Sandhams agent and Wyre Borough Council and can confirm that an agreed position has been reached based on consultation feedback specifically referencing the drive through coffee shop. The application will now follow the planning process to conclusion over the coming months.

***Application 23/01219/FULMAJ – Claughton on Brock Trade Park****. Cllr Bolton advised that the 24hr opening for the McDonalds had been removed from the application and that the application was currently being reviewed by the highways department with regards to access to the site/safety.*

***Application 24/00151/FUL Stables at Woodville Myerscough Hall Drive -. Self build dwelling Pending Consideration.***  Councillors had no comments to make on this application.

***Application 24/00234/DEM Myerscough Hall Cottages St Michaels Road. Demolition notice. Pending Consideration*** Councilllors had no comments to make on this application.

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

This item has been discussed as part of the Public Participation, actions for Cllr Bolton:

* Check with enforcement officers regarding the building conditions of the 2 new houses adjacent and the reinstatement of drains.
* Check with enforcement officers about the work that has already been done at the site – hardstanding for the caravan currently on the site.
* Check with enforcement the current situation with regards to the caravan on the site and the plan moving forward.
	1. **Welcome to Bilsborrow feature**

This item has been discussed as part of the Public Participation with Dave Evans. Clerk to check with highways if we need planning permission and what would be allowed on the site.

* 1. **MUGA**

Cllr Collinson has advised that Mark Fenton from Wyre Borough Council has confirmed that the 106 monies could be transferred to the Parish Council and that he is drawing up a draft contract for the transfer and use of the 106 monies. The MUGA committee are in the process of getting some more quotes for the works. This can only go forward to planning once the agreement has been finalised between United Utilities and the trustees of the land.

* 1. **Bilsborrow Village Hall**

Clerk has advised that she has spoken to Sarah Stuart from the Village Hall Management Committee, and they are still waiting on the Charity Commission with regards to the Trust Deeds.

* 1. **Bilsborrow recreation ground**

-***Hedges at the recreation ground bordering The Grove*** – the weather has been too wet for the work to be carried out without causing damage to the ground /pitches and we are now into a period where we cannot cut the hedges so this will now be done beginning of September. Clerk to update Regenda.

***-CCTV*** – this was due to be installed to hopefully prevent the anti-social behaviour and vandalism at the recreation grounds, but council have been made aware by Wyre Borough Council that permission would need to be granted from the landowner – Wyre Borough Council, there is also an annual licence for the CCTV and we have been in touch with Mel Lawrenson with regards to this. Her fees would be as follows, £357 fees to Wyre Borough Council, £450 + vat to prepare the plans, £38 for an OS data map so total costs have increased by approx. £950. The Parish Council will also need to register with the ICO as the camera covers public areas.

Cllr Collinson wrote to Andy Peck from Cockerham Football club as they have full use of the playing fields from the Parish Council and are the ones having the issues of vandalism, to ask if Cockerham FC can cover these costs; at the present time he could only put forward £400 but pay the remainder at the start of the next season when the annual subs start to come in which would be July. Cllr Allan suggested waiting to start the project until Cockerham football club could pay the full amount. Cllr Collinson said that typically most of the vandalism/anti-social behaviour happens in the summer months. Cllr Bolton said it would be a positive addition to the village not just for Cockerham football club but the whole village as they are not the only ones who use the recreation grounds. Cllr Pye said that it is an important facility for the village and we need to protect it.

Cllr Robinson highlighted concerns about what would be done once we caught any anti-social behaviour on the CCTV, Cllr Bolton agreed it was hard to prosecute people but agreed with Cllr Collinson that it would hopefully act as a deterrent. Cllr Robinson suggested putting up a small camera instead as you can get for approx. £40, Cllr Pye said that something like this would need to be done properly with regards to licences etc.

Cllr Collinson put forward that we go ahead with the plans to install CCTV asap and Parish Council will cover the costs until Cockerham football club are able to contribute. All councillors in favour except Cllr Robinson. Clerk to proceed with contacting Mel Lawrenson re putting in a planning application and Wyre Borough Council to get the required landowners permission.

***-Dog fouling issues –*** clerk advised that she had been contacted by a resident at The Grove who had reported an issue with a neighbour disposing of full dog poo bags in the ditch at the end of the recreation grounds. Clerk advised that CCTV may also deter this behaviour as well. Clerk is in contact with John Bettle from Wrye Council regarding this issue.

* 1. **Lengthsman- New Contract**

John Hallas, the Clerk at Claughton Parish Council has drawn up a new contact for the lengthsman, Mark Cornforth. This has been checked by Cllr Collinson and Cllr Fitzherbert Brockholes from Claughton Parish Council and signed by Clerk of Claughton and Myerscough and Bilsborrow and Lengthsman. He now does 8 hours for Claughton and the same for Bilsborrow. Part of the new contract states he has to record on a timesheet the job he is doing, where and how long it takes him. The hope is that we can make a new list of jobs in the Parish that we feel are high importance and these jobs can be completed before any others. Cllr Pye said that he does a very good job litter picking in the Parish, but this is taking up a lot of his time. Cllr Bolton advised that the new contract will help us to sort a schedule of works going forward.

* 1. **Best Kept Village Competition 2024**

This has been discussed as part of the Public Participation part of the meeting. Clerk to organise with Dave Evans a meeting at Planks Kitchen to create a working party. Cllr Sutliffe will produce a leaflet to ask for help/volunteers and will do a leaflet drop asap. Clerk will send off entry paperwork/fee.

* 1. **PROW and Biodiversity Grant**

We still have money from the above grants to use. Cllr Collinson and Cllr Allan suggested using the Biodiversity grant money to buy some daffodil bulbs to plant in the area from Green Lane to Planks Cottage and also the area opposite the old Police station. Clerk to look into best time to plant and costs/place to purchase.

* 1. **Anniversary of D-Day – lighting of Beacons**

Cllr Collinson read out an email the council have received regarding the lighting of Beacons to commemorate the anniversary of D – Day on 6th June 2024 at 21:15hrs as a token of ‘Light the Peace’. Cllr Collinson suggested maybe doing something on the land where the MUGA is proposed to be located. This will be discussed at the next Parish Council meeting.

* 1. **Annual Audit**

Clerk has been in touch with Cliff Sharp who carries out the internal audit for Myerscough and Bilsborrow Parish Council. He has confirmed that he is happy to do this again this year. Deadline for submission is 1st July 2024.

* 1. **Clerks Report**

Clerk read her report. Copy attached

**30.24 Any items for the next Parish Council meeting**

- Internal Audit paperwork

- Lighting of Beacons to commemorate D- Day

- Best Kept Village Competition

- Update on issues on White Horse Lane mentioned by Cllr Pye (potholes, ivy growing on trees, blocked drain).

**DATE OF NEXT MEETING 23rd May 2024**

NB: Cllr Collinson advised he will be away for the next meeting, it was agreed that the meeting will go ahead on this date and Cllr Bolton, Vice Chairman will chair the meeting.