**MINUTES**

**Myerscough & Bilsborrow Parish Council**

**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**

**Thursday 28th November at 7pm Bilsborrow Church**

**Present**

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

**Apologies**

Cllr Collinson, Cllr Bolton, Cllr Turner

*As Cllr Collinson (Chair) and Cllr Bolton (Vice Chair) were absent it was proposed by Cllr Bolton via email to all councillors that Cllr Barker step in as Chair on this occasion. This was put forward to councillors and seconded by Cllr Robinson, all other councillors agreed so Cllr Barker acted as Chair for this meeting.*

**Public Participation**

No members of public were present at the meeting.

* 1. **Minutes of last meeting – to be checked and signed**

The minutes of the last meeting were checked and signed as a true record of the Parish Council meeting held on the 26th September 2024. Cllr Barker confirmed with all councillors that they agreed it was a true and correct record of the meeting. Proposed by Cllr Barker and seconded by Cllr Willacy, all councillors agreed and the document was signed by Cllr Barker in the absence of Cllr Collinson and Cllr Bolton.

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

Clerk advised that Cllr Collinson had sent an email to register a prejudicial interest in the MUGA (agenda item 8) and the Heads of Terms Lease between the Trustees of John Cross school and the Parish Council as he is also a trustee of the school. Clerk advised that Cllr Bolton (Vice Chair) will take the lead on this item.

* 1. **Planning**

The following applications were discussed:

* **Application 24/00604/FUL Installation of CCTV camera on 3m pole** Clerk advised that this planning application has been agreed and the project is moving forward with Andy Peck from Cockerham Football Club. Once the groundwork has been completed Neil Blackburn will go ahead with the installation of the CCTV camera.
* **Application 24/00517/ADV Retrospective planning from Motor Trust UK** – signage. Clerk advised this application has been agreed but Cllr Bolton has noted this and will investigate further. Cllr Willacy mentioned that this application was for the replacement of the large yellow signs however they did not have planning permission for this. Clerk will chase up with Cllr Bolton.
* **Application 24/00558/FUL – The Paddocks Garstang Road** – change of use to domestic storage retrospective. Clerk advised that this application is still pending. Cllr Willacy mentioned that there was a document from LCC Highways on the planning application stating that they are unable to support the proposed development as it is and mentioned loose surface material between the proposed development and the existing crossing on Garstang Road. (Please see Highways report for further information)
* **Application 22/00612/OUTMAJ – land opposite Rockform.** No further updates, application still pending.
* ***Application 23/01219/FULMAJ – Claughton on Brock Trade Park.*** Clerk advised that Cllr Bolton has said that this application is due to go to Planning Committee on the 4th December.
* ***Application Bridge Cottage, 905 Garstang Road*** Clerk advised that following on from Cllr Allans discussion at the previous meeting, the neighbour in question has been able to put forward her letter of concern regarding the application and it is now logged on the Planning Portal.
* ***Application 24/00940/FUL Proposed single storey flat roof nursery building (retrospective), Myerscough Hall Horticultural Unit*** No comments, all councillors happy with the application.
* **24/00993/FUL – Land rear of Shepherds Farm 771 Garstang Road erection of 34 detached dwellings.** No comments, all councillors happy with the application.
  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 31st October 2024. These were passed round the room and Cllr Barker then signed and dated. The following cheques were presented:

*Myerscough and Bilsborrow Community Account*

* Cheque 200353 Nurture grass cutting Oct £510.41
* Cheque 200354 Bannister Hall daffodil bulbs £237.00
* Cheque 200355 HMRC (to replace cheque 200345 as an error was made on cheque) employee tax Q2 £239.40
* Cheque 200356 Garstang Town Council Christmas light contribution £200
* Cheque 200357 Mark Cornforth lengthsmans wages Oct 24 £504

War Memorial Account:

* Cheque 100105 Malcolm Smith bugler £75 (cancelled due to incorrect name on cheque)
* Cheque 100106 Poulton Band £35.00
* Cheque 100107 Royal British Legion £186.50
* Cheque 100108 Kenneth Malcolm Smith replacement of cheque 100105 £75

*Cheques to be scrutinised & signed M&B Community Account*

* Cheque 200358 War Memorial Account Wreath £20
* Cheque 200359 Mark Cornforth Lengthsman Wages Nov 24 £522
* Cheque 200360 St Hildas church room rent Nov meeting £20
* Cheque 200361 Sam Hardman cutting back ‘No mans Land’ & work at recreation ground £312
* Cheque 200362 David Gregson soil and plants for planters on corner of A6 /Church Lane £44.97 (receipts presented by Cllr Willacy)

Cllr Pye asked about the payment for Daffodil Bulbs on the bank reconciliation, Clerk advised that this was paid for from the Biodiversity Grant that the Parish Council received. Cllr Pye thanked everyone who planted them.

* 1. **Parish Council Policies**

Clerk advised that she had noticed that the Standing Orders needed to be updated, the NALC Model documents were used to update the Myerscough and Bilsborrow Standing Orders and Financial Regulations. The Standing Orders were distributed via email prior to the meeting and copies passed round for councillors to look through at the meeting. It was proposed by Cllr Barker that we adopt the new updated Standing Orders and Financial Regulations from this date. This was seconded by Cllr Willacy and all councillors present were in agreement.

The following documents will be discussed at our next meeting:

* Code of conduct
* Complaints Policy
* Social Media Policy
  1. **NALC – Local Government Services Pay Agreement** **2024**

Clerk advised that all clerks had been contacted by NALC with the new pay scales for 2024/2025. Clerk is on SCP 21. It was proposed by Cllr Sutcliffe and seconded by Cllr Willacy that the council adopt the new pay scale for the Clerks pay. This is for 01 April 2024 to 31 March 2025.

* 1. **Fixed Asset Register**

Clerk passed around a copy of the current Fixed Asset Register, she advised that the two new Coronation benches need to be added to the list and asked if anyone knew of anything else that needed to be added. Cllrs confirmed that they were happy and no further items to be added.

**87.25 Parish Grass cutting**

Clerk advised we have received new contract agreement from Nurture, it is currently £510.41 pcm from April to October, the new price is £551.25 pcm. We have also got a quote from First Cut Maintenance and their quote is slightly cheaper £3168 (Nurture £3215). Cllr Willacy proposed that we stick with Nurture as they do a good job, Cllr Pye Seconded. Cllr Robinson asked if we could contact Nurture to see if they can reduce their quote at all. It was agreed clerk will contact Nurture, if they can’t then we will go ahead with the new Nurture agreement for 2025. Clerk to contact Nurture.

Cllr Colllinson has asked clerk to get quotes from Nurture for the area known as ‘No mans Land’ at the entrance to the village (South side from Barton); the quotes were discussed, and it was proposed by Cllr Willacy and seconded by Cllr Pye that we leave that area for Sam Hardman to cut back a couple of times a year. All councillors in agreement.

* 1. **Bilsborrow Village Hall**

Clerk advised that following the last Parish Council meeting, Cllr Bolton has given a letter to the Village Hall Management committee thanking them for their hard work so far in improving the village hall and advising that the Parish Council would like to offer support and any assistance they may require to help promote the use of the village hall and provide assistance and guidance in realising opportunities to improve the hall as a facility. It was the Village Hall AGM last night (27th November). Cllr Bolton and Cllr Sutcliffe attended on behalf of the Parish Council. Cllr Bolton put forward the Parish Councils offer for the Parish Lengthsman to cut back the hedges and do some occasional weeding at the village hall. The village hall committee thanked the Parish Council for the offer but said no thank you. Clerk advised she had emailed to confirm this and advised the offer was there if they did change their minds.

* 1. **MUGA**

**Heads of term lease between School Trustees & Myerscough & Bilsborrow Parish Council –** clerk advised that we currently have quotes from two solicitors, Harrison Drury and Napthens to draw up the heads of terms lease. Cllr Collinson asked if the Parish Council would be prepared to cover the legal fees for drawing up the agreement. Cllr Pye agreed that it needed to be drawn up by a solicitor, seconded by Cllr Willacy. All councillors in agreement that to move this forward the Parish Council would cover the costs. Clerk awaiting final quote from Blackhurst Swainson Goodier.

**Climate Action Fund, The National Lottery Community Fund –** Cllr Collinson forwarded Clerk an email from John Blackley regarding looking into this for potential funding for the MUGA. Clerk advised councillors that this was aimed at larger projects and the minimum application was for £500,000 and aimed at projects £1 million/£1.5 million. Clerk read email from Mr Blackley, he suggested a larger project to include school, village hall, church, proposed MUGA maybe the college to incorporate such things as solar panels for both heating and hot water or ground or air source energy, insulation etc. The aim would be to inspire more people in the village to take climate action in the shared future of the village. Cllr Sutcliffe agreed this was a good idea but would take a lot of time and effort, it was agreed that although it was a good idea it would have to be put on the backburner.

* 1. **Bilsborrow Recreation ground**

Clerk advised the planning permission for the CCTV has been granted; Andy Peck from Cockerham Football Club is preparing to proceed with the installation of the column. Once complete Neil Blackburn will install the camera.

* 1. **Kissing Gates in the Parish**

Chris Gregson from LCC has been in touch; the broken stile has been fixed to a good standard by the landowner but he has advised it is one for the future. Clerk said if anyone knew of any further sites then to contact her and she would forward on to LCC. Cllr Pye advised of an area to the east of the canal on White Horse Lane; the land is owned by the Duchy of Lancaster and the council however the stiles are not broken. Cllr Willacy said that if stiles are broken then LCC will go out to assess and potentially replace with Kissing gates.

Cllr Pye mentioned about the trees on White Horse Lane and that the Duchy of Lancaster had done a great job ringing the ivy. He asked about trees on the A6 that are also covered in Ivy, Cllr Turner had mentioned last meeting that Wyre Borough Council had surveyed all the trees and the work was being done in order of priority.

Cllr Pye asked the Chairman to mention about the White Horse Lane Closure ad the issues faced with the contractors – this is being dealt with by Cllr Turner.

* 1. **Graffiti under bridge at Guys Thatched Hamlet**

Clerk advised that Cllr Bolton has spoken to Sean Wilkinson from Guys Thatched Hamlet regarding the graffiti under the canal bridge. The bridge is owned by LCC highways but as the graffiti is not offensive it will not be removed. This is their policy as they have found as soon as it is removed it comes back again! Cllr Bolton has discussed with Mr Wilkinson and he agreed that if the Parish council organise for the cleaning fluids then the Lengthsman can use their power washer to try and remove it. Cllr Allan asked who had complained; Clerk advised that the Parish Council have not had any complaints. It was agreed by all councillors that the graffiti should be left as removing it will cost time and money, and it will more than likely re-appear again.

* 1. **New benches at the Nature reserve**

Clerk advised that now the new updated Standing orders and Financial Regulations have been officially adopted by the council she can now send off the paperwork for the grant.

* 1. **Best Kept Village Competition**

Clerk read reports from the Best Kept Village Competition. Bilsborrow came 5th this year. In the Places of Worship category St Hildas came ‘Runners up’ and in the War Memorial category Bilsborrow came ‘Highly Commended’. Councillors passed on their thanks to all involved in keeping the church looking at its best. Clerk read out the judges reports, the village map was mentioned. Clerk advised that she would contact the person in charge to find out what they are looking for with regards to the map. The council notice board was also mentioned, Cllr Willacy said that he would have a look at this to see what needed to be done. Another area of improvement mentioned was the area by Memorial Gardens, Cllr Sutcliffe advised this was looked after by People & Places, clerk to contact to discuss. Olde Duncombe House and the memorial garden at the junction of A6/Bilsborrow Lane were both mentioned as outstanding areas.

* 1. **80th Year since VE Day – Garstang Town Council celebrations 8th May 2025**

Clerk read email from Edwina Parry, Clerk from Garstang Town Council asking if our Parish Council would like to get involved with arranging a community event to celebrate the 80th year since VE Day which will be on the 8th May 2025. Councillors would like some more information regarding what would be involved. Clerk to contact Edwina Parry.

* 1. **PROW and Biodiversity Grant 2025**

Clerk advised that applications for these grants have to be in by March 2025 and asked councillors to think of any ideas for projects that we could use the money for. To be discussed at next meeting.

* 1. **Clerks report**

Clerk thanked Cllr Collinson, Bernard Farrell and Audrey Dinsmore for all their hard work in planting the daffodil bulbs and we are all looking forward to seeing them in Spring.

Clerk advised that she has set up a WhatsApp group which currently has 19 people in it for future events organised by the Parish Council where we are asking for volunteers to help out in the village.

1. **Items for next agenda**

* Precept for 2025/26
* Council policies
* Ideas for Biodiversity/PROW grant

**DATE OF NEXT MEETING Thursday 2nd January**