**MINUTES**

**Myerscough & Bilsborrow Parish Council**

**Clerk: Laura Bolton**

**Chairman: Cllr Bill Collinson**

**Vice Chairman: Cllr Dan Bolton**

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

**Thursday 28th September 2023 at 7pm Bilsborrow Church**

**Present**

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

**Apologies**

Cllr Allan

**Public Participation**

No members of the public were present at the meeting

* 1. **Minutes**

The minutes of the previous meeting (Thursday 27th July) were checked and signed as a true and correct record of the Parish Council meeting held on the 27th July 2023. Cllr Collinson confirmed with all the councillors present that they had received a copy of the minutes via email and that they were happy it was a true and correct record of the meeting. Proposed and signed by Cllr Collinson and seconded by Cllr Bolton.

**153.23 Declarations of prejudicial interest in any of the agenda items and dispensations**

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

**154.23 MUGA**

Cllr Collinson advised councillors that the working group had received the heads of terms from United Utilities which set out all the agreements, there were one or two issues, but these should be sorted out shortly. United Utilities have agreed to provide a barrier/gate going on to the field. Cllr Collinson has got two quotes for this:

Austin Walmsley £2850 + vat (supply only)

Glen Heyhurst £2760 + vat (supply and installation) Cllr Collinson has been to St Michaels where Glen Heyhurst has done some work and it looks to be a good standard.

We are just waiting for Wayne Fletcher who did the work at Catterall MUGA to send a price and plans for the MUGA and path which connects the new school car park to the school. Cllr Collinson discussed potentially using road plainings, he has been in touch with Stan Cubbins who has used them and invited trustees to attend and look at what he has had done on his car park. Cllr Robinson advised that road plannings are no longer supposed to be used as they are a waste product and they are hard to get hold of, they may be a potential environmental issue.

**155.23 Bilsborrow Village Hall**

Cllr Collinson advised that since the last meeting some work has been done and it is looking much better. The Parish Council have requested a copy of the Trust Deed dated 1932. Cllr Collinson advised councillors that he had sent an email to Cllr Bolton asking if he would represent the Parish Council at the meeting as it was being held tonight at 7pm which is the same time as the Parish Council meeting and ask them to defer the AGM for 2 weeks so the Parish Council could see and comment on the Trust Deed document. Cllr Barker advised he was not aware of the meeting and that he had wanted to attend, he had not seen any notice of the meeting being held. Cllr Sutcliffe advised that he had seen someone share it on Facebook. Cllr Bolton advised that there was a notice on the village hall door. Cllr Pye asked if there was any regulations as to how much notice they should give to the public for an AGM. No one was able to answer this.

The Village Hall AGM is tonight at 7pm, Cllr Bolton attended on behalf of the Parish Council and he updated as follows:

There was interest from members of the public about how the village hall was being used and managed, he had informed the Village Hall trustees / committee members that the Parish Council wanted to confirm how it was being managed and run and wished to see/have a copy of the Trust Deeds dated 1932 as stated on the Charity commission website to reassure parishioners that it was being managed/run in a fair and transparent way. Cllr Bolton advised that the Trust Deed had been requested by Sarah Stuart from the charity commission but they had not received it as yet. As there was no idea when this document would be received the committee were not willing to defer the AGM meeting.

Cllr Bolton discussed how was the best way to move forward, he said that they may be struggling to follow procedures with regards to keeping things up to date however the management committee is very light – there were only 3 people in attendance. It was mentioned that the committee need to be more transparent with how things are run with regards to reporting figures, agendas and calling notices etc. Cllr Bolton asked how the Parish Council can help with this and improve communication to parishioners. Cllr Willacy suggested a page on our Parish Council website, Clerk to contact James Riley of Easy Websites to discuss. Clerk to email Sarah Stuart to discuss content. Cllr Bolton advised that it was mentioned that historically the Parish Council used to use the village hall for meetings, why is it not used anymore? Cllr Sutcliffe advised that in the past it was due to noise of a class going on at the same time and the previous clerk could not hear clearly enough, the church room had just been done up, so the meetings were moved. Cllrs agreed that this could be changed so that we hold some meetings at the village hall. It had been suggested at the meeting that Cllr Bolton join the management committee, the village hall trustees would like a representative from all interested parties including the sewing club, John Cross school, the Parish Council etc to be on the committee.

Cllr Collinson thanked Cllr Bolton for attending the Village Hall AGM on behalf of the Parish Council.

**156.23 Finance**

The Clerk presented a reconciliation of accounts for the Parish Council community account and War Memorial account with the most recent bank statements. Cllr Collinson signed and dated the bank reconciliation. The following payments were approved following scrutiny and signing:

-Cheque 200295 £1000 Mark Cornforth Lengthsmans wages

-Cheque 200296 £490.78 Nurture Grass Cutting August

- Cheque 200297 £490.78 Nurture Grass cutting September

- Cheque 200298 £930.90 Laura Bolton Clerks wages July/August/September

- Cheque 200299 £20 St Hildas room rent

- Cheque 200300 £219.60 HMRC Employer Tax Jul 23 – Sep 23

- Cheque 200301 £120 Sam Hardman Agricultural Contractor – cutting back footpath side of railway to nature reserve

Cllr Barker signed the above cheques ready to be sent out, Cllr Allan was not present at the meeting so clerk has arranged to get the 2nd signature on Friday 29th September.

**157.23 Planning**

**Application Number: 23/00537/FUL Proposal: Creation of farm track and 5 gravel pitches for motorhomes Location: Oaktree 934 Garstang Road Barton Preston PR3 5AD.**

Planning decision pending. Cllr Turner advised this is also an enforcement issue. Cllr Swift to contact Roger Longworth for an update. Clerk to also write to enforcement to advise of the councils concerns about the resident not being subject to normal taxes/charges. Cllr Bolton also advised of concerns from a neighbour regarding utilities.

**Application 22/00612/OUTMAJ – land opposite Rockform**

No decision has been made as yet, Cllr Turner advised that a decision should hopefully be made shortly.

**Application 23/00716/FUL – land south of Bilsborrow Lane – proposed erection of 5 dwellings and car port. Pending consideration**

No update, decision pending

**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.**

Cllr Collinson advised that Cllr Turner had advised us about MARIO maps which shows parish boundaries, this development is within the Myerscough and Bilsborrow parish boundary. Cllr Bolton said that in the interest of the public that this should be called in to Planning Committee. Clerk advised that she has received an email from the clerk at Barton PC asking whether Myerscough and Bilsborrow are happy for Barton PC to apply to attend committee. All councillors in agreement that they were happy for Barton PC to do this. Clerk to email Barton PC clerk to advise. Cllr Robinson said that his concerns would be regarding traffic in the vicinity, it is already a busy area on the A6 with the village hall being just opposite. Cllr Pye said he was all in favour of expansion of the factory, he was aware of residents being happy for some development. Cllr Barker concerned about increased traffic and the effect of such a big development on the services like the drainage. Cllr Bolton/Cllr Swift to call in to planning committee & Barton PC to attend any planning committee meetings.

**Application 23/00837/FUL Beechcroft White Horse Lane - dormer extension to both side elevations and single story extension**

No comments from councillors.

* 1. **Bilsborrow recreation ground**

The company looking into the CCTV are due to be contacting Cllr Swift to discuss the project, Cllr Swift was in attendance and advised that no one had been in touch with him as yet but he was in favour of looking into the project with the Parish Council. Cllr Collinson will chase up with the company.

Cllr Collinson advised that he had been contacted by a resident who was concerned as there were lots of trees/branches etc blocking up the stream at the back of the recreational ground. Cllr Collinson attended with his tools and removed, hopefully this has solved the issue.

Cllr Robinson advised that he had been to the recreation ground at the weekend and it was looking very good; Cockerham Football Club are looking after it very well. The parking area was full of cars and there were no cars parked on the streets, there have been no complaints since the car park was done from local residents.

* 1. **Benches for the War Memorial**

The new King Charles Coronation benches have been delivered to Cllr Collinson at Banners Farm, they are being left to season for a few weeks. Cllr Barker to arrange to attend and have a look to see what he thinks would be the best way to treat them before putting them in place at the War Memorial.

There are two benches already in place, Cllr Collinson asked what should be done with them. Cllr Barker advised that one was not worth saving. It was suggested that maybe the village hall may be a good place for the 2nd one, clerk to contact Sarah Stuart to see if they would like it.

* 1. **Lengthsman**

Cllr Bolton has had a conversation with Mark Cornforth the Parish lengthsman, he runs a structured routine each week. He currently does 8 hours a week for the parish. He does St Michaels Road up to the A6, down to the canal bridge, down to Brockside, the estate and up to Bilsborrow Lane, Lydiate Lane and then up to Barton to do White Horse Lane. It is a large area. The main activity is litter picking which takes up a large chunk of time. Cllr Bolton feels that he has been overwhelmed with activities and on occasions he also has extra jobs to complete including planting up the small boat with flowers and cutting back the hedges at the war memorial. Weather is also an issue, there are certain things that he cannot do when it is wet/raining. He starts each week with the same routine, litter picking is taking up a lot of his time and he may not get round to some of the other jobs on the list. Cllr Bolton suggested that we can advise on the sequencing of work. Historically litter picking has been done by volunteers in the village, Cllr Bolton suggested a community group to litter pick. Cllr Pye noted that he felt that the work the lengthsman was doing was not appreciated and that he was doing a great job.

Cllr Turner advised he was due to meet with the principal of Myerscough College and with mention the rubbish from the students along St Michaels Road. Cllr Sutcliffe advised he did some litter picking during lockdown and there was a lot of rubbish even when the students were not there. Cllr Robinson feels that the collage should organise for someone to litter pick St Michaels Road. Cllr Turner will discuss at his meeting with Wes Johnson, principal at Myerscough College at the end of October.

It was agreed that Mark Cornforth, the lengthsman will be asked to complete a weekly timesheet so that we can get an idea of what is taking up most of his time and what we need to prioritise. Clerk to action with lengthsman.

* 1. **Christmas Lights in Garstang**

Cllr Turner advised that he had seen the lights and they looked very good and all councillors were in agreement that we donate towards the Christmas lights as we have done in previous years. An amount of £220 was agreed, all councillors in favour of this.

* 1. **Public Rights of Way Grant and Biodiversity Grants**

Clerk confirmed that we have been given the grants above, £500 Public rights of Way Grant and £300 Biodiversity Grant. The invoice from Sam Hardman for the clearing of the footpath by the side of the railway to the nature reserve can be paid using some of the money from the Public Rights of Way Grant. Clerk showed councillors the form that needs to be completed which lists the work done with the grant money. There is money available for further works/projects to be discussed at the next meeting.

* 1. **Graffiti on River Brock bridges**

Cllr Collinson advised he had taken an angle grinder to the stone bridge and cleared all the graffiti there, but he cannot do this on the concrete bridge. This needs to be sandblasted, it was discussed, and all agreed that it should be removed. Cllr Collinson has a contact so will organise with him to remove it. It was agreed it should be removed to deter any further vandalism/graffiti.

* 1. **Broken flags at Bilsborrow Lane planted area**

Clerk advised she has contacted Bannister Hall who planted up the area to discuss the broken flags but has not heard back. Clerk to chase up and item to be put on agenda for next meeting.

* 1. **Lancashire Parish & Town Council Conference – Saturday 4th November**

The invitation was read out by the clerk to all councillors to see if anyone wanted to attend, clerk advised there are 2 places per parish and the deadline for registering was 23/10/23. Cllr Turner mentioned it was very informative and a popular event. Clerk to email councillors after meeting to confirm if anyone would like to attend.

* 1. **Area of land from Green Lane to South Planks**

Clerk advised she has been contacted by the clerk at Barton PC to discuss ownership of a piece of land they refer to as ‘no mans land’, Cllr Turner and clerk have checked on MARIO maps and it does look like it falls within the Myerscough and Bilsborrow PC, Cllrs were not aware of this piece of land until it was mentioned in the meeting. Cllr Turner has checked on a system that he has access to and thinks it may belong to LCC, highways. Cllr Pye mentioned that someone from South Planks had previously tried to maintain it but was told it belonged to the property just the other side of it. Cllr Turner to double check ownership of the land. Clerk mentioned that the clerk at Barton PC had mentioned a wildflower area, Cllr Collinson and Cllr Willacy mentioned there is a lot of maintenance work for a wildflower meadow. Cllr Willacy suggested that the area is tidied up for the time being as it is the end of the growing season and then we can discuss what to do with the area at a later date once ownership has been confirmed. Cllr Collinson agreed and suggested that Sam Hardman who did the footpath clearing could tidy up for the time being.

Our contract with Nurture is due for renewal on the 1st November, Cllr Collinson proposed that we renew the contract as they have been doing a very good job. All councillors were happy with this and agreed that it should be renewed in line with inflation as we do not have the details of the renewal as yet. Clerk to contact Nurture to confirm renewal cost/details.

* 1. **Defibrillator**

Clerk advised that she has been contacted by Mrs R Thornton who is currently volunteering to look after the village defibrillator. It was originally funded by The Adam Appeal and they received money after for renewing the battery and pads however this funding has now stopped and she has paid out of her own pocket for the replacements pads/battery. John Cross Primary school where Mrs Thornton works have been given a defibrillator for the school so she would now like to hand over responsibility for the village one to the Parish Council, if no one wants to take over responsibility it will go out of action and be removed from the ambulance database as a location. All councillors agreed that this was very important to have one in the village. Clerk advised that there were others in the village, but they were on private land, The Flower Bowl, Barton Grange etc so would not be accessible to the general public at all times. Cllr Collinson proposed that the Parish Council take over responsibility and send a letter to thank Mrs Thornton for all she has done up to now. All councillors agreed. Clerk to action

* 1. **Barton Neighbourhood Plan**

Cllr Collinson advised that Myerscough and Bilsborrow Parish Council were consulted in the Barton Neighbourhood Plan as the area it covers comes within our parish boundary. Cllrs were consulted in the past and it was agreed, that Myerscough & Bilsborrow Parish Council would delegate their right to prepare a neighbourhood plan for this area to Barton Parish Council and its Steering Group. All councillors agreed.

**169.23 Clerks Report**

Clerk read though her report, see separate note

Armistice Day – Cllr Bolton advised that he was now unable to lay the wreath on behalf of the Parish Council due to work commitments. Cllr Pye volunteered and all councillors were happy for Cllr Pye to lay the wreath on their behalf at the service.

* 1. **Any items for the next Parish Council meeting**
* Defibrillator, update
* Lengthsman – discussion/agreement of work schedule
* Paving by the planted area at the end of Bilsborrow Lane/A6 junction
* PROW grant & Biodiversity grant ideas

**DATE OF NEXT MEETING 7pm Thursday 23rd November 2023**