**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 23rd November 2023 7pm Bilsborrow Church**

**Present**

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

**Apologies**

Cllr Sutcliffe, Cllr Allan

**Public Participation**

No members of the public were present at the meeting.

* 1. **Minutes**

The minutes of the previous meeting (Thursday 28th September) were checked and signed as a true and correct record of the Parish Council meeting held on the 28th September 2023. Cllr Collinson confirmed with all councillors present that they had received a copy via email, and they were happy that 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 the accounts for the Parish 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:

***Parish Community Account:***

* Cheque 200302 Myerscough & Bilsborrow War Memorial Acc One Wreath £20.00
* Cheque 200303 Atkinsons Ltd Graffiti removal under motorway bridge £275.00
* Cheque 200304 Nurture Grass cutting October 23 £490.78
* Cheque 200305 Garstang Town Council Christmas light contribution £220.00
* Cheque 200306 Mark Cornforth Lengthsman Wages £1689.94
* Cheque 200307 St Hildas room rent £20.00
* Cheque 200308 Laura Bolton Working from home allowance back pay £312.00

***War Memorial Account:***

* Cheque 100099 01/11/23 British Legion Wreaths £187.50
* Cheque 100100 01/11/23 Myerscough & Bilsborrow PC Bench contribution £360.00
* Cheque 100101 01/11/23 K M Smith Bagpipes £70.00
* Cheque 100102 01/11/23 Poulton Band £35.00

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 24th November.

**174.23 NALC - Local Government Services Pay Agreement 2023, Clerks pay**

Cllr Collinson read through the clerks’ contract and advised that it was due for the annual review. Clerk started on pay scale 19 and after successful 6-month review moved to pay scale 20. Cllr Collinson proposed that clerk should be moved to pay scale 21, all councillors present agreed. Clerk will now be on pay scale 21, this will be reviewed annually, and one scale point added per annum, to a maximum of SCP22. Cllr Collinson advised that if the clerk wishes to obtain CILCA qualification then the pay scale can be lifted to pay scale 22. Cllr Collinson brough to the attention of councillors in clerks contract it says ‘The *Council will reimburse the jobholder an allowance of £6 pounds per week for working at home, this is a Tax-free payment in accordance with HMRC rules. The payment will be made by cheque monthly/bimonthly’* Clerk has not yet been paid this, Cllr Collinson proposed clerk is paid a full year in back pay (£312), all Cllrs agreed, and Cllr Barker signed the cheque at the meeting. Following annual review Clerk is now on SCP 21 which on the new pay scales issued by NALC for 2023/2024 is £16.02 per hour.

**175.23 Planning**

***Application Number: 23/00537/FUL Proposal: Creation of farm track and 5 gravel pitches for motorhomes. Pending Consideration***

Clerk advised that there were no further updates, she has emailed Roger Longdon from Wyre Borough Council enforcement to get an update on the current situation with regards to the caravan on the site and the gates.

**Application 22/00612/OUTMAJ – land opposite Rockform. *Pending Consideration***

No further updates, Cllr Bolton advised he would chase up to see where it was up to and if they had a timescale for a decision as it has been going on for a very long time.

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

No updates

**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***

Clerk advised that Cllr Bolton /Cllr Swift were unable to call into Planning committee as they were advised it was past the deadline. Cllr Bolton advised that he had been in touch with Wyre to discuss the Parish Councils late notification of the planning application and that going forward the Parish Council required the correct notice period for planning applications. Clerk advised she has received an email from the clerk at Barton PC which said ‘Barton Parish Councillors are in support of the application and we have submitted our comments online…..’ Clerk also advised that the comments from the previous meeting regarding the industrial units have been submitted online.

* 1. **MUGA**

Cllr Collinson updated councillors and advised that United Utilities are in final discussions with the Trustees of the school with regards to the gate/barrier which has to be put on the land. Quotes for a barrier have been put forward to United Utilities but they have not heard back as yet. Once this settlement has been finalised the project can move forward.

* 1. **Bilsborrow Village Hall**

Cllr Bolton advised that he has been in touch with Sarah Stuart from the village hall management committee and there has been an IT issue at the Charity commission, so they have been unable to send out the Trust Deeds for the village hall.

* 1. **Website**

Clerk advised she has received an email from Easy Websites regarding an increase for 2024 by 10%. Cllr Collinson said that they have been doing a good job and our website is looking good. Clerk advised that they are very pro-active as the managing director is a councillor for Barnacre Parish Council, so he knows what is needed and what is important and often sends links for news articles and ways to improve the website. All Councillors in favour of continuing contact with Easy Websites.

Clerk also discussed a suggestion from James Riley at Easy Websites to change Chairman and Vice Chairman to Chair and Vice Chair. All councillors agreed to the change.

* 1. **Bilsborrow recreation ground**

The CCTV has all been agreed, the supply for the electricity/Wi-Fi will come from Cllr Swifts property. Cllr Collinson advised that he had been in touch with Andy Peck who runs Cockerham Football Club who use the field and he has a column and will also be installing the ducting. Cllr Collinson said it would be a great asset as it will give him a view of the containers, playing field and car park and will hopefully prevent any further issues with vandalism. Cllr Pye asked if there will be any ongoing costs, Cllr Collinson replied that Andy Peck will be reimbursing Cllr Swift for the use of his electricity/Wi-Fi. Cllr Robinson asked if there were still ongoing problems with vandalism/anti-social behaviour, Cllr Collinson advised that there was. Cllr Pye asked about installing a bright light activated by movement to deter people, Cllr Collinson advised that they are very sensitive and may go off at an animal passing for example and may annoy local residents.

* 1. **Trees behind The Grove**

Clerk advised that she has been contacted by Regenda who manage the bungalows at The Grove, one property has complained about overhanging branches/hedges into their garden. Cllr Collinson, Clerk and Michelle from Regenda met at the property to discuss. Clerk has emailed Wyre Borough Council to check it is ok to cut some of the hedges/trees back as we rent the land from them, no reply yet. Cllr Collinson has spoke to Andy Peck from Cockerham Football club who agrees that the hedges to be cut back as they always lose balls in them. Clerk has met two contractors on site and has two quotes – Abor Tree Care £800 and Tfer Tree Surgeons £700. Cllr Collinson has had experience of Abor in the past and Cllr Bolton has used Tfer Tree Surgeons. It was put to a vote and the majority vote was for Tfer Tree Surgeons as it was the cheaper option.

Cllr Robinson advised that there is a hedge cutting window, Cllr Bolton looked it up and confirmed it was between 1st September and 1st March. Clerk to chase response from Wyre and contact Regenda to advise.

* 1. **Lengthsman**

Cllr Bolton advised that Mark Cornforth, our Parish Lengthsman has provided us with timesheets of the work he has carried out each day with timings. He has had a look through and found that some of the work is very repetitive, litter picking seems to take up a lot of his time. Cllr Bolton asked for some help/support with looking at the work he does and coming up with a priority plan, Cllr Willacy agreed to help. Cllr Bolton suggested maybe a community litter picking group so free up some of the lengthsmans time to do other jobs. Cllr Bolton to sit down with the lengthsman to discuss and come up with a plan of action. Cllr Collinson advised that he met up with the lengthsman at Old Brock Station nature reserve and spent the morning tidying up the area. Cllr Willacy suggested maybe doing some work next year so that the public can access the fruit trees and they were not accessible this year. Cllr Collinson mentioned about the road islands and that they needed attention as were dirty, area surrounding covered in weeds/rubbish etc. Cllr Turner was looking into who was responsible for this, clerk to chase.

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

We have £300 Biodiversity grant, Councillor Collinson suggested bird boxes for the nature reserve. Clerk mentioned it might be nice idea to get school involved and maybe they could paint them. Cllr Barker mentioned in the past he had been into school to make bird boxes with the children. Cllr Collinson had seen some for about £10 so we could get 30 for different places around the village. The church, school and nature reserve were some areas suggested. Clerk to look into getting some quotes.

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

Clerk contacted Bannister Hall and they have quoted £395 + vat to replace the two end paving slabs that are broken with Indian paving. Clerk also contacted Dave Evans from South Planks who quoted £198 plus vat but said as it is for the village, he would do it free of charge. Councillors agreed that this was very kind and would like to go ahead with the offer. Clerk to arrange.

* 1. **Grass cutting**

Clerk has received new contract from Nurture for Nov 23 to Nov 24, there is a small increase from last year. Cllr Collinson proposed that we go ahead as they do a good job, Cllr Bolton agreed. Cllr Collinson mentioned about a bid to tender from First Cut Maintenance, it was agreed that clerk will contact First Cut Maintenance and ask them to quote for the next term. Cllr Bolton seconded. Clerk to action. Cllr Collinson signed contract for Nurture for the current term, Clerk to return to Nurture and keep copy on file.

No Mans Land is an area of land on the left-hand side as you come into the village, before South Planks, after the ‘Welcome to Wyre’ sign. No one has historically looked after this area, Cllr Turner has checked and confirmed he is sure it belongs to LCC highways in which case Myerscough and Bilsborrow PC can maintain it. Cllr Collinson asked if we wanted it included in the area that Nurture cover, it was agreed that it would not and it would be better with a ‘rough ’cut every so often. Clerk advised that she had contacted South Planks to see if they had any information about it, Dave Evans has offered to make a rock feature once tidied and give everyone a lovely entrance to the village. Cllr agreed that this was a very kid gesture and would like to take him up on it. Clerk will contact owners of the property to confirm the plan.

Cllr Bolton suggested that on the other side of the road we have a wild flowering meadow and could use some of the money from the biodiversity grant. Cllr Willacy seconded. All councillors in favour of this.

* 1. **Best Kept Village Competition**

Clerk read reports from this years entry (reports can be found on our Website) and gave Cllr Barker the certificate awarded to St Hildas church as runner up in the Place of Worship category. Cllr Willacy advised that he knew someone who may be keen to head up a team for next years Best Kept Village Competition. Cllr Willacy will invite him to the next meeting to discuss and agreed to help oversee.

Cllr Collinson suggested we may put funds to one side to spend on any plants/pots etc. Cllr Willacy suggested a watering trailer as some kind of watering system would be required. This will be discussed further at the next meeting.

Clerk suggested maybe getting the Village Hall Committee involved as well as the village hall is a big part of the village and was mentioned on the Best Kept Village competition report from 2023.

Cllr Pye said that there is an issue with a footbridge near to his property, he has reported on Love Clean Streets but nothing has happened as yet. Cllr Turner was going to investigate this, clerk advised she would chase up with Cllr Turner.

* 1. **Trees on White Horse Lane**

Clerk read out report from Eleanor Shaw District Lead officer – Highways and transport LCC. In summary they have been out to look at the trees and are satisfied that there is suitable clearance to the carriageway so no action would be taken at this time.

* 1. **Barton Neighbourhood Plan Referendum**

Cllr Collinson read out the results of the Barton Neighbourhood Plan referendum. In response to the question **– Do you want Preston City Council and Wyre Brough Council to use the Neighbourhood plan for Barton to help it decide planning applications in the neighbourhood area. ‘**Votes in favour of yes, 335, votes in favour of no, 19.

* 1. **Letter from Eve Tootle re fundraising for 1st Broughton Rangers and 4th Broughton Guides Unit, Girlguiding Lancs North West County.**

Clerk read out letter from Ms Tootle (a leader with 1st Broughton Rangers and 4th Broughton Guides unit) asking for consideration for a request for a donation towards a Girlguiding North West England trip to Florida USA. Cllr Bolton said that as Ms Tootle had mentioned in her letter it would be beneficial for her to go into John Cross School to speak to the pupils about the trip, personal development, planning etc and then go in afterwards to talk about the events/places visited. Cllr Robinson said that he would be concerned that if the Parish Council contributed some money to Ms Tootle it may set a precedence for other people and it would be difficult to decide who to donate to and who not to. Cllr Bolton suggested that each year we put a set amount aside for donations, Cllr Pye asked if as a Parish Council we should be donating money to charity? Cllr Collinson said that our priority was our parishioners, Cllr Robinson proposed that we do not donate money to this fund or any other as it would set a precedence. Cllr Pye seconded and it was agreed by councillors that we would not support Ms Tootle in her request for a donation but suggest maybe that she approaches the school and offers to go in to discuss her trip and discuss a donation from the school/parents.

* 1. **Clerks Report**

Clerk read out report which can be found on website.

* 1. **Any items for the next Parish Council meeting**
* Precept discussion
* Best kept village competition

**DATE OF NEXT MEETING 4TH JANUARY 2024**