**Minutes of the Annual Parish Council Meeting 25th May 2023 held at Bilsborrow Church**

**Present**

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

**Apologies**

Cllr Swift

**In Attendance**

Members of the public Mr & Mrs Horn

**Minutes** –All Cllrs in favour and agreement that minutes were a true reflection of the annual parish council meeting in 2022. Minutes of the annual general meeting 2022 were approved and signed by Cllr Collinson, Chairman.

**Election of Chairman & Vice Chairman**

Cllr Collinson was re-elected as Chairman of the council, proposed by Cllr Cllr Barker, Seconded by Cllr Pye

Cllr Bolton was re-elected by as Vice-chairman of the council, proposed by Cllr Sutcliffe, Seconded by Cllr Willacy.

**Chairmans Report**

Cllr Collinson presented his annual report.

Chairmans signature…………………………………………………………………Date……………………………………….

Vice Chairmans Signature…………………………………………………………Date………………………………………

**Minutes of the**

**Myerscough & Bilsborrow Parish Council meeting held at Bilsborrow Church on Thursday 25th May 2023 at 7pm**

**Clerk: Laura Bolton**

**Chairman: Cllr Bill Collinson**

**Vice Chairman: Cllr Dan Bolton**

**Present**

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

**Apologies**

Cllr Swift

**In Attendance**

Members of the public Mr & Mrs Horn

**Public Participation**

Mr & Mrs Horn put forward their concerns and issues regarding Bilsborrow village hall, they mentioned the evening of the 12th May when there was a lot of noise and fireworks, they also noted the state of the village hall and would like the Parish Council to look into what they can do with regards to this. Cllr Collinson agreed that this would go on the agenda for the next Parish Council meeting and in the meantime we would look into who is in charge of the village hall and who is on the management committee.

* 1. **Minutes**

The minutes of the previous meeting were checked and signed as a true and correct record of the Parish Council meeting held on the 23rd March 2023. Proposed and signed by Cllr Collinson. Seconded by Cllr Bolton.

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

Cllr Collinson advised that one of the planning applications (23/00330FUL) had been put in by a family member so he would refrain from commenting when it came to discussing this planning application.

* 1. **Greater Garstang Partnership update**

Cllr Turner advised that he was not present at the last meeting so did not have an update. It was agreed that this item be removed from the agenda for the next meeting and that Cllr Turner would advise the clerk Laura Bolton when he had an update that would be of interest to the Parish Council.

**117.23 Planning – Discuss and resolve on the Councils response to recent invitations to consult any applications received.**

* 22/00612/OUTMAJ – Cllr Turner advised that he is no longer a Wyre Borough Councillor so Cllr Bolton & Cllr Swift will take over this going forward. The application is still ongoing. Cllr Turner mentioned a sequential test and commercial land agents would be looking for alternative pieces of land that could be used instead. Cllr Bolton will keep an eye on this and update councillors in the next meeting.
* 23/00467/FULProposed dormer extension at Beechcroft, White Horse Lane Barton – no objections raised.
* 23/00330FUL Roof over existing open silage clamps and installation of solar panels Myerscough House Farm – no objections raised

It was also mentioned by Cllr Turner that there is a caravan on land on the A6 towards Barton which is within Myerscough and Bilsborrow boundaries. The caravan is there illegally, and Cllr Turner has been in touch with enforcement to discuss.

* 1. **MBPC risk assessment**

Cllr Barker currently does the risk assessment for the War Memorial, and this is carried out annually. He will carry on doing this and the clerk gave Cllr Barker a risk assessment form to complete and sign annually.

Cllr Sutcliffe currently carries out the risk assessment for the Recreation ground and the Brock Station Nature Reserve. He will continue with this and complete the risk assessment forms annually. Cllr Sutcliffe informed councillors that the recreation ground was well maintained by Cockerham Football Club. There had been some issues with vandalism, Cllr Sutcliffe has advised them that they need to report each incident to the police.

Cllr Turner mentioned about the ‘Love Clean Streets’ application on your mobile phone which he has used and found to be very good at reporting any issues and has found that they get dealt with quickly.

Cllr Sutcliffe mentioned that it would be a good idea to get the public liability documentation from Cockerham football club. Clerk to action.

**119.23 Insurance**

Clerk advised that the insurance last year from Hiscox Insurance via Gallagher was £846.23, this year the renewal quote was £912.63. The clerk investigated an alternative insurer Zurich Municipal who specialise in insurance for Parish Councils. The quote came in at £300 plus £63 additional as we have the War Memorial so a total of £363. All councillors were in favour of going ahead with the quote from Zurich. Clerk to action.

**120.23 MUGA**

The working group for the MUGA (Multi Use Games Area) has now been formed. It includes Cllr Collinson and Cllr Sutcliffe from the Parish Council, Mr Jeff Finch & Mr John Blackley from the Trustees and Mr Liam Reynolds headteacher of John Cross Primary School. They will be meeting in the next fortnight to discuss the MUGA and moving the project forwards.

Finance for the project will come from several sources including 106 money, environmental fund money and a potential crowdfunding campaign. Clerk has investigated the crowdfunding from Lancashire Culture and Sports fund. As a Parish council we are eligible for a maximum of £5000, if we partnered with another organisation and worked together on the project, we would be eligible for up to £20,000. Cllr Turner mentioned FOBS (Friends of Bilsborrow School), Cllr Barker mentioned St Hildas church and would they count as an organisation. Clerk to look into this as an option.

**121.23 Finance**

Clerk presented the following payments for scrutiny and signing:

War Memorial account

-No payments since last meeting

Myerscough and Bilsborrow Parish Council current account

Cheques paid;

1. HMRC (employer tax & NI month 10/11/12) £329.49 dated 12.4.23 (200276)
2. Claughton P C (lengthsman wages up to 31/3/23) £1036.45 dated 12.4.23 (200277)
3. LALC (membership fee April 23 to Mar 24) £234.59 (200278)
4. Laura Bolton (clerks wages March 23) £301.28 (200279)
5. Lancashire County Council (bunting application fee) £70 (200280)

Cheques to be presented & signed:

1. St Hildas Church – room rent 25/05/23 £20 (200281)
2. Nurture – grass cutting April 23 £490.78 (200283)
3. Zurich Municipal – Insurance (200282)

The accounts were reviewed and complete a reconciliation of the accounts with the latest bank statements available were put forward. Chairman and Vice Chairman signed and dated.

*War Memorial Account – as of 30th APRIL 2023 - £2397.80*

*Myerscough and Bilsborrow Parish Council current account – as of 30th April 2023 -£21,713.74*

*VAT claim processed – total of £802.11.*

Clerk put forward the option of organising online banking so that we can get an up to date figure of the balance of the accounts and be able to confirm when cheques have been banked rather than waiting for the bank statement to arrive at the end of each month. All councillors were in favour of clerk organising this. Clerk to action.

**122.23 Removal of litter bins from canal towpaths**

Clerk advised that the Parish Council had received a letter from the Canal & River Trust to advise that as of 1st July they would be removing the litter bin by bridge 44 (the one by Guys Thatched Hamlet) and they have asked if we as a Parish Council were in a position to take it over. Cllr Pye mentioned that it would be a lot of work to maintain and keep on top of it, the current bin is often overflowing with rubbish and has rubbish around it which attracts vermin etc. All councillors agreed that Myerscough and Bilsborrow Parish Council would not take over the servicing of the bin. Clerk to advise Canal & River Trust.

**123.23 Clerks Contract of employment**

Cllr Collinson advised councillors that the current clerks (Laura Bolton) contract stated that ‘ Following an initial probationary period of 6 months and following appraisal, the scale point may be lifted one salary point to SCP 20’ All councillors agreed. Clerk to action with Janet Whitaker.

* 1. **Footpaths, Bridleways and Highways**

Cllr Collinson advised councillors that we had received an email from Roy Bassnett regarding an ongoing issue with a public footpath which goes through Rabys Farm. This was passed to Cllr Turner who contacted David Goode, Public Rights of Way Manager at Lancashire County Council. The first few metres of this path is in Bilsborrow (FP0206004) then the rest in Barton (FP0603012). They are currently working with Preston City Council as it comes under their district not Wyre to agree a way forward. In the meantime Cllr Collinson reminded councillors that it was their right to use the public footpath which goes thorough the farm.

Cllr Collinson advised councillors of a red van that had been parked in the layby just past Barton Grange since January, Cllr Turner advised councillors that he has already reported this to highways. Clerk to contact highways again as the van is still there.

Best Kept Village competition – it was noted that Bilsborrow was not in the best state at the moment, a discussion was had about the lengthsman and Cllr Collinson will contact him to discuss a few issues that have been raised. In the past John Nickson from Ashlea Nurseries has put in a lot of work and effort for the village, he has now retired & Cllr Collinson asked Clerk to send him a letter to thank him for all his efforts.

Cllr Pye put forward that in several areas the amount of ivy on trees is causing them to become unstable, they become infected with Ivy and can be ringed to save the trees. Cllr Allen mentioned this is happening to several trees on White Horse Lane. Clerk to contact highways to investigate trees that may need attention.

**125.23 Election paperwork**

Clerk advised councillors that she had contacted Debra Thornton at Wyre to confirm what paperwork needed to be returned with regards to the recent election. It is just the candidates expense forms which have been sent out to each councillor and need to be returned even if there are no expenses. Clerk reminded councillors that they needed to be returned by 1st June.

* 1. **King Charles Coronation bench**

Clerk had received an email from Mr Jake Ingle regarding a suggestion for a bench to commemorate King Charles III, he sent a quote for a bench from a company he had previously used. Cllrs discussed and it was decided that as the two benches at the War Memorial need replacing it would be a nice idea to look into this for that area. Barry Johnson is to contact Myerscough College to discuss replacements as they provided them originally. The next meeting for the War Memorial is the 29th of June. The subject of new benches will be put on the agenda for the next Parish Council meeting in July. Cllr Collinson proposed that the Parish council would consider offering up to £500 + Vat to help with the replacement of a bench, seconded by Cllr Bolton.

* 1. **Clerks report**

Clerk read the attached report

* 1. **Items for next agenda**
1. Bilsborrow Village Hall
2. Benches
3. Lengthsman

**DATE OF NEXT MEETING 7pm 27th July 2023**

Chairmans signature…………………………………………………………………Date……………………………………….

Vice Chairmans signature………………………………………………………….Date………………………………………