

MINUTES OF THE MEETING OF SLYNE WITH HEST PARISH COUNCIL
held on MONDAY 17 July 2023 in the MEMORIAL HALL

Councillors present Deputy Chair - June Cohen-Kingsley, Sarah Campbell, Joanne Bateman and Tony Obertelli. Clerk: Ann Louise Ash

3294 To receive apologies for absence

Cllrs Connor and Sellers gave their apologies ahead of the meeting

3295 Resolution – Accept the Minutes of the previous meeting

Minutes of the June 2023 meeting were duly signed.

3296 Declarations of interest

None declared

3297 Public Participation

Representatives from United Utilities were invited to tell the council of their plans for work to be carried out at their pumping station on the foreshore in our district. The scope of the work is being assessed. Public engagement regarding the work is being organised. Local people will be able to address any concerns about disruption caused by the work and get information on how the improvements will have a positive effect on local water courses.

Councillors raised concern about the residents on the foreshore, any disruption to their access, how large earth works might impact their day to day lives whilst work is carried out. Cllrs were please to note that UU were already in touch via letters to each home, had contact with the businesses and were aware of the nature of the railway crossing. They were pleased to hear of the plans to share information about the nature of work, how long it may take and what effect it will have once finished via public engagement in the coming weeks.

3298 Reports

City Councillors Keith Budden & Paul Newton attended.

They noted the date of the NP referendum and the date of the public meeting. They shared that there was a pre planning meeting regarding a development in the parish for which there will be more details at a later date.

The public participation session was closed.

The Neighbourhood Plan latest updates were shared among Councillors by those who attended a recent meeting.

- A referendum on Thursday 3 August, posters and banners to publicize have been purchased
- The team feel it is crucial that those in the parish understand the plan, the implications of their vote, and how much their votes really do count. A meeting is organized for **Monday 24 July at 7:00**

3299 Casual Vacancy

A notice regarding a casual vacancy has been sought from Lancaster City Council and placed on the councils website and a notice put on the board outside the Memorial Hall.

3300 New matters for July 2023

- Referendum preparation in support the Neighbourhood Plan steering group was discussed.
- MUGA matters around IT, bookings, fees, insurance and operation were discussed.
- Bus Stop Books – It was agreed that some books would be placed in bus stops to see if a book exchange was workable. A simple method to deliver this is a plastic box with a lid containing books be left at the stops, labelled suggesting that people take a book and/or leave a book. Cllr Cohen Kingsley suggested that there are books at the Memorial Hall that could be shared this way. **Resolution** - A trial will begin as soon as possible.
- Requesting a new bus shelter be installed was deferred so that Cllr's can investigate suitable options.

3301 Ongoing Items, update on actions and matters relating

- a. To discuss any updates received after the agenda was published.
Damage to a notice board at Manor Lane play area, agreement to take it down and asked order a replacement as soon as possible. Three quotes were obtained **Resolution** – order from Signs of Cheshire Ltd. £640.
- b. Consider a policy for the hire of the field beside the Memorial Hall
Deferred.
- c. **Resolution** - Insurance claim for Bins at the Recreation Field. Replacement with stronger bin.
- d. PAYE was discussed, move to monthly payments preferred, clerk to organize.
- e. Review of gardening requirements
Created a checklist of tasks. Agreed those with lengths man.
- f. Consideration of notices, notice board in the South Ward
Discussion of modern expectations, best practice. **Resolution** - not to install a new notice board.
- g. Paths around the rec field, flood water damage to the path leading into the rec
Resolution to include these items as part of any 5 year plan
Resolution to seek County Council Support around the flooding issues.
- h. Broadband installation at the Memorial Hall, takes place on 27/7/23. New Sky deal agreed.
- J. Deferred Decision for CCTV – **Resolution**
To install CCTV on the Recreation field and at the Memorial Hall in accordance with guidance from the Police and a qualified installation company. To seek the agreement of other user groups and contributions to the cost of the initial installation.

3302 Five Year Plan

It was agreed that a separate meeting to formulate a plan was required. A working group will meet on Monday 7 August to begin the process.

3303 Planning Applications

- i) To note that the following planning application(s) has been submitted to Lancaster City Council and circulated to members of the Council since the last meeting:
 - 23/00764/FUL 16 Hest Bank Lane
 - 23/00694/FUL 3 Hatlex Hill
- ii) To note any planning applications received and circulated to members of the Council since publishing the agenda

iii) To note those planning applications have been notified as approved/refused by Lancaster City Council since the last meeting

- 23/0091/TPO Beaumont College – Closed

Discussion around reporting our comments took place. Councillors asked the clerk to restate their position on any applications from June 2023 onward.

Resolution The clerk to report on all applications from June that might still be open, with the councillors remarks.

3304 **Finance**

The matter of our Nat West Mandate was discussed. It was agreed by all those attending that the mandate should include all serving councillors - Joanne Bateman, Antony Obertelli, Alan Connor, Sarah Campbell and Janet Sellers, should be added to the mandate.

The removal of all those who are no longer part of the council will be requested.

The council accept that former Cllr S Jones may need to help with this process in order to expedite the matter, and thank him for his kindness in helping.

Resolution – Clerk to add all serving councillors and remove resigned and retired council members from the Nat West Mandate.

- To note there have been **£5487.88** in receipts since the last report
- To note any receipts since publishing the agenda (Live statement)

To approve the following payments:

• Envirocare – Grounds Maintenance	£882.50
• Clerks Wages	£1091.14
• Clerks Tax & NI to HMRC	£752.22
• Clerks printing (£9.99 pm)	£9.96
• S Brade - Grounds Maintenance	£344.42
• Duncan Ross – Electrical work MUGA	£4,074.00
• Duncan Ross – final 20% MUGA	£4,713.18
• Duncan Ross – final flooring surface & painting	£30,262.42
• Water Plus – Direct Debit	£32.22
• E-on Next (MUGA) – DD 18/07/23	£11.62
• Councillor Connor (bolts & paint)	£67.38
• Lancaster City Council	£2,553.31
• Internal Audit Mr Richardson	£182.20

- Robin Henderson £1550 (Paid)
- F Kitchen Lancaster £276 (Paid)
- Banners for Neighbourhood Plan vote £121.44 (Paid)
- Mem Hall Cooker repairs (R Greenwood Appliances) £94.50 (Paid)

- i) To approve any payments due since publishing the agenda – None
- i) To approve retrospective payments included in list above, marked as paid.
- ii) To approve and sign month end balances
- iii) To note the bank balance at 30 June 2023 and authorise the Deputy Chair to counter-sign the bank statement

All duly received, approved, noted and signed.

Finance Note – Please note that a financial matter was missed from our May minutes. A discussion regarding the payment of quarterly bills for the outgoing clerks phone line and internet service from BT was missed. (The facility was for the clerk to carry out the day to day business of the council from an office at their home) The direct debit was cancelled after the May 2023 payment.

3305 Open Spaces

To inform the council of any issues at our open spaces and receive any reports;

- i) Weekly inspection of playgrounds at the recreation field and Manor Lane Park
- ii) To report on the condition of Church Triangle and the Pound and Stocks

3306 Parish Events

Discussed Martyn’s law and any implications for any events and venues. Agreed to wait for the outcome of any reviews ahead of the law being applied.

3307 Councillors Training

It was agreed that training was required and that all new councillors should have access to training materials. Clerk was asked to source training materials for distribution.

3308 Matters arising for our next meeting

3309 Date of next meeting Monday 18 Sept 2023 at 7.00pm at the Memorial Hall.

Signed as a record of the meeting by **Louise Ash**, Parish Clerk and Responsible Financial Officer.