

## Minutes of the meeting held on Monday 16 Oct 2023

Councillors attending, Anthoy Obertelli, Alan Connor, Janet Sellers and Sarah Campbell.  
Clerk, Mrs Ash

### **3327 Apologies**

Councillor Bateman had sent apologies due to work commitments and Councillor Cohen Kingsley due to suspected covid.

### **3328 Minutes**

Chair to sign the minutes of the meeting held on 18 September 2023 as a true record

### **3329 Declaration of Interest**

Nothing to record

### **3330 Public Participation**

No members of the public joined the meeting

### **3331 Reports**

Cllr Budden joined the meeting to update the group.

Public session closed

Memorial Hall report. Cllr Obertelli has requested a set of keys to the Hall. Cllr Obertelli deferred a matter regarding roof repairs until Cllr Bateman can be in attendance.

### **3332. Council Vacancy**

A candidate has come forward who would like to be considered for co-option in due course.

### **3333. New items for Oct 2023**

1. Bus Shelters. **Resolution** quote for cleaning and repairs approved
2. Consider report by Playdale. Deferred until January 2024
3. Lone working policy – **Resolution** to be added to councils suite of policies for staff
4. United Utilities – **Resolution** to accept the licence discussed
5. Keys for the Memorial Hall – **Resolution** to have a set of keys for the Chairperson
6. Electrical supply from Tennis Club switch room. Deferred until a discussion can be had with the chair of the Tennis Club. **Payment of £141 approved** to cover out of pocket expenses due to faulty lighting.
7. Reserves Account – **Resolution** delegate transfers between accounts to the Responsible Financial Officer.
8. PC internal control audit date set for 25 October 2023
9. Speeding / slowing signs. Solar signage showing drivers their speeds. Councillors discussed purchase and installation. They considered a mobile device as there are several spots where speeding is an issue. More options and some public consultation is required before final decision is made. Decided to add matter to ongoing items.
10. Polling Districts review - **Resolution** to respond to the review in favour of using two sites as polling stations, Skerton Community Centre for the South Ward and The Memorial Hall for the North Ward.
11. Budget planning – **Resolution** councillors Campbell and Sellars to work with Responsible Financial Officer in formulating 2024/2025 budget ahead of presenting it to the full council for approval.

### 3334. Ongoing items

To discuss matters relating to ongoing items and agree any actions.

- a. Consider a policy for the hire of the field beside the Memorial Hall
- b. Playpark Bin at the Rec, chase installation date
- c. Repairs to LCC bins – matter concluded
- d. Bus Shelters – additional bus shelter, to be added to long term plans.
- e. CCTV. Quote for work to trees approved. Reviewed the installation, matter concluded.

### 3335. Five Year Plan

The group want to formulate a long term plan that includes residents participation in choosing projects they wish the Council to undertake. A working group will form to produce a detailed plan for the of approval at full council. **Resolution** – to formulate a long-term plan.

### 3336. Planning Applications

Applications received

<b>23/01180/VCN</b>	16 Hanging Green Lane	10/10/2023
<b>23/0166/TPO</b>	Primary School - trees	10/10/2023
<b>23/10081/FUL</b>	22 Bay View Ave	22/09/2023

No issues raised

### 3337. Finance

**Resolution** – to approve and pay the accounts listed

#### October

- Clerks Wages £1223.36
- Clerks printing (£9.99 pm) £9.99
- S Brade - Grounds Maintenance £128
- CHM Tree Services £200
- Envirocare – Grounds Maintenance (Aug) £882.50
- Tennis Club (Electricity Fault) £TBC
- Playdale (Replacement Swing Seats) £208.02
- CHM Tree Services £800
- Lancaster Military Heritage Group £50
- Envirocare £882.50
- Bay Camera & Communications (Deposit) £3,579
- Bay Camera & Communications (Balance) £10,737
- Signs Express (Muga Signs) £406.57
- Clear Insurance £1,282.08
- PKF Littlejohn (Audit) £504
- Lancaster City Council (replacement bin) £662.33
- Bank Charges £4.90
- Bank Transfer to Reserves £50,000
- Bank Interest, Aug & Sept £100.56

#### Direct Debits

- Eon Next (MUGA) £43.53
- Sky broadband £41.94

- Water Plus

£32.22

**Note** The mandate corrections have now been made. Councillors can now apply for on-line access.

- Responsible financial officer has recommended a change of bank account, this will be reviewed again in the next six months.
- Employees should be given the opportunity to join a pension scheme. A scheme will be identified and offered as soon as possible.
- Clerk has reminded members that they can all access council software on-line.

### **3338. Open Spaces**

**MUGA** – The signs for the MUGA are ready to install and the bookings page is now live.

**Signage** – It is noted that some signs are now out of date or in need of repair. **Resolution** – to update signs that are damaged, replace the lettering of those where this might be practical to do so.

**Play Parks** – Clerk has distributed a list of equipment for Councillors to use as guidance whilst observing the condition of play equipment. Councillors feel that to speed up reporting to the clerk an online group could be formed to take pictures to aid getting quotes. This is not to be confused with the formal, expert advice is sought each year when a comprehensive report is produced.

**Resolution** – to allow a WhatsApp group to form.

### **3339. Parish Events**

A Remembrance Service will be held at St Lukes, with the congregation to then gather just before 11:00 am at The Memorial Hall to lay wreaths. This will be followed by refreshments in the hall until 12:00 am.

Christmas 2023. Councillors are finalising an Elf Hunt installation that engages with local businesses.

Councillors would like to hold an event in late spring and will seek residents to form a group who will help bring the community together to celebrate village life.

Councillors would like to consider more community activities, including litter picking ideas and perhaps asking residents to adopt a flower bed, or if there is an appetite for it, consider a village in bloom group.

### **3340. Chairmans remarks**

Cllr Obertelli commented on the recent localised flooding. He thanked members for their efforts to help support residents with this matter. He noted that despite the PC having few powers to act, that everyone pitched in. This included our local City and County Councillors. Residents involved still face some further disruption due to blocked or collapsed drains, so further support might be sought in future.

Cllr Obertelli shared information from County Councillor Morris that repairs to Peacock Lane have been scheduled for spring of 2024.

**3341.** The meeting was closed at 9:00 pm

**3342. Date and time of the next meeting**

**20 November 2023** at the Memorial Hall at 7:00 pm