

**MINUTES OF THE MEETING OF SLYNE WITH HEST PARISH COUNCIL
held on MONDAY 21 JUNE 2021 in the MEMORIAL HALL**

A full coronavirus risk assessment had been carried out so that this could be held as a face-to-face meeting adhering to current Covid19 regulations with social distancing and other safety measures in place.

Councillors present Mr Roland Stretch, Mrs Tracey Scott, Miss June Cohen-Kingsley, Mr Stephen Jones, Mr Alan Connor, Mrs Joanne Bateman

Clerk Mrs Doreen Brookes

3007 **To receive apologies for absence** Cllr S Scothern

3008 **Election of the Chairman**

Held over from the Annual Meeting

Proposal to elect Cllr R Stretch as the Chairman for 2021/22 made by Cllr Jones, seconded by Cllr Cohen Kingsley

Agreed unanimously

The role of Deputy Chair is to be held jointly by Cllr J Cohen Kingsley and Cllr A Connor

Agreed unanimously

Open Forum

There was nobody present for the Open Forum.

3009 **To record Declarations of Interest**

none

3010 **Minutes of the previous meeting**

Resolution: to approve the minutes of the Annual Meeting held on Monday 24 May 2021.

They were duly signed by the Chairman

3011 **Progress Reports** *(for information only)*

- Litter on the recreation field; assurance has been received from Lancaster City Council that the frequency of litter collection will be looked at with a view to improvement and there does seem to be more regular collections.
- Repairs on the areas under some of the play equipment have been carried out by Cllr Connor and more bark chippings have been added to improve the safety surfaces. There is some damage to the chains holding the birds nest swing and a new set of chains is to be ordered from Playdale Playgrounds.
- Some work has been done on the planters outside the Memorial Hall.
- The sign to ban dogs on the Memorial Hall field is on order.
- A complaint has been received about the condition of the small wooden bridge on footpath 1-31 FP9 near to Reanes Wood. The Lancashire County Council Public Rights of Way Officer has been contacted and an inspection is to be made with a view to carrying out repairs.
- Following remarks by a resident at the Annual Parish Assembly about the late night bus service from Lancaster, the timetable has been checked, the last bus leaves Lancaster at 10.00pm. Cllr Stretch has been to see the resident who raised this. Stagecoach bus company claim that they review and revise routes regularly depending on demand.

3012 **Administration**

Neighbourhood Plan Steering Group -no report

Foreshore Road; a local solicitor had been contacted but was slow to respond and therefore it was decided to make further contact with the insurance company and through them the Legal Group that pursues claims. Information has been supplied and the legal process is now on-going with a firm of solicitors based in Liverpool appointed to take on the case.

Comments had been received from the proprietors of Jo and Lee's cafe about access and the positioning of the boulders along the road and these were discussed. The road is being checked regularly.

The Council does not have any intention of moving the boulders or changing the format. It is pursuing a legal route with regard to the trespassing problem. Once this has been resolved the further work will be completed. This is to be conveyed to the complainants. Meanwhile the offending campervan remains in place.

Website and social Media- Cllr Bateman has not yet set up a Facebook page. The proposed title for the page was discussed and will be Slyne with Hest Parish Council. The Council's Social Media Policy will be followed. Also brought to attention was a Communications Policy for Parish Councils based on a template from the Society of Local Council Clerks. Contact has been made with Tech-Hub for updating the council's website and a meeting has been arranged for Thursday 1st July. Mr D Ruddick the present webmaster has been invited to attend along with Cllrs Scott and Bateman and the clerk.

An application for Adverse Possession of a piece of land on the foreshore next to the Mallards has been received from the residents of the property. The area was pinpointed and its condition and previous use over a number of years was discussed.

Resolution: to agree to the Adverse Possession request.

The clerk is to complete the requisite form on behalf of the Council and to return it to Land Registry.

3013 Financial Matters

Approval was given to the monthly summary of receipts and payments

Current account £4,035.96 Savings Account £191,726.13

An internal review of the council's accounts for 2020/21 was carried out by Cllr R Stretch on Friday 27th May 2021 and a report completed.

Independent Internal Audit of the Accounts for 2020/21; this was carried out on Thursday 26th May 2021 by a member of the Independent Audit Panel. The relevant page of the Annual Return form 2020/21 was completed by Mr L Mills, clerk to Halton Parish Council. No matters were identified as needing the Council's attention.

Approval(i) was given to accept and record both of the above reports.

Audit 2021 - Annual Return for the year ended 31 March 2021

Approval(ii) was given to the completion of the Annual Governance Statement 2020/21, which was completed and signed by the Chairman and signed by the Responsible Financial Officer.

Approval(iii) was given to the Accounting Statements for 2020/21 completed and signed by the Responsible Financial Officer and signed by the Chairman.

The above are to be submitted to PKF Littlejohn PPL, the external auditor. The public right to inspection will be publicised on the website and notice boards.

Review of the payment of councillors' allowances; in compliance with regulations, these are paid to elected members of the Council (minute ref. 1760). The Chairman's allowance is £50 for the year and an elected Councillor's allowance is £10. An amendment is to be made to the travelling allowances for use of private vehicles i.e. the rates for motor car/motor cycle to be changed to 45p per mile

Approval(iv) was given to the changes and to paying the councillors as in the schedule.

3014 Open Spaces

Recreation field; further contact has been made with Duncan Ross Ltd and the work on the boardwalk and more drainage is now scheduled to be done during July. For the planning application, Envirotech

Consultants have been asked to carry out an ecological appraisal of the area as required and the report is awaited. It was agreed to contact a local architect to draw up the required scale plans and a meeting is to be arranged.

Bowling Club; a request has been made for the erection of two signs, one at the northern entrance of the recreation field and one at the middle entrance. A proposed design for the signs has been received. The wording of the sign stating Slyne Bowling was not acceptable as the Club was set up as Slyne with Hest Bowling Club. As the sign includes some contact details it was thought that it could be deemed as advertising and could set a precedent.

Resolution; to reject the request.

A suggestion put forward was that a small simple arrow-type sign or a finger post at the middle entrance of the recreation field to indicate where the Bowling Club is might be an acceptable alternative.

Installation of an NHS and Keyworkers Rainbow bench; as the building of a covid wall has been scrapped a suggestion was made for the purchase of a commemorative bench and details of a style and cost were sought.

Resolution; to accept a quotation of £1,185.00 +VAT+delivery plus a bolt down kit @ £12.00 +VAT from David Ogilvie Engineering Ltd for a steel bench.

The position of where it is to be placed will be decided at the next meeting. Peacock Lane garden is a suggestion.

Risk Assessment and annual inspection of open spaces owned by the Council (including bus shelters and street furniture); councillors agreed to carry out the inspection of designated areas. Cllr J Cohen Kingsley is carrying out the biennial safety checks at the burial ground.

3015 Highways

Concerns about speeding; an Officer from Lancashire County Council has been contacted but a reply not yet received. Lancashire County Council's Community Toolkit with ideas for raising awareness of speeding issues had been sent to councillors. It was agreed to put an appeal on Facebook about setting up a Community Group.

Parking on grass verges; a complaint had been received but there is little that the parish council can do to stop this as if not in private ownership many of the highway verges are the responsibility of Lancashire County Council. The complainant is to be referred to the County Council.

3016 Burial ground

Consideration of safety measures for the headstones; an inspection has been carried out by a Lancaster City Council Officer and a quotation for work received. Also contact was made with D Tallin, gravedigger and he carries out restoration work on graves. The graves that require attention need to be identified and then a course of action decided upon. The intention of any action will need to be advertised -left in abeyance.

Initial consideration of the extension of the Garden of Remembrance to provide more interment spaces; only a small number of spaces are left therefore the area will need to be extended. Agreement given to consider the preparation of the small area to the east of the present Garden of Remembrance The clerk is to discuss this with the groundsman.

3017 Planning Applications

Applications received

21/0102/TPO Barton Manor, 52 Hest Bank Lane, Hest Bank, LA2 6BS

21/0103/TCA Hillcroft Nursing Home, Throstle Grove, Slyne, LA2 6AX

In both cases concerns expressed about the potential loss of trees

Applications permitted

21/00084/FUL 67 Sea View Drive, Hest Bank, LA2 6BX

21/00153/FUL 6 Sunningdale Avenue, Hest Bank, LA2 6DD

21/00166/FUL 8 Sunningdale Crescent, Hest Bank, LA2 6DE

21/00439/FUL 10 Throstle Grove, Slyne, LA2 6AX

21/00094/FUL 4 Lonsdale Road, Hest Bank, LA2 6DS

3018 **Payment of Accounts**

Approval was given to the transfer of £2000 from the Deposit Account to the Current Account

Approval was given to the payment of the accounts as listed:

	DD	EON	49.83	electricity bill, burial ground
Cheque	122402	Envirocare Maintenance Solutions	816.00	grounds maintenance -May
	122403	Viking	47.98	printer cartridges
	122404	Mrs D Brookes	877.70	clerk's salary
	122405	Mr S Brade	641.46	groundsman's pay & open space materials
	122406	Signs Express (Lancaster)	98.34	sign for Memorial Hall field

3019 **Matters raised by members for future consideration**

2022 is HM the Queen's Platinum Jubilee and also the centenary of the opening of the Memorial Hall. It was suggested that the planning for any celebrations needs to start now. A meeting of the Community Development Group is to take place on Wednesday 14th July at 7.30pm.

3020 **Date of next meeting**

Monday 19 July 2021 at 7.00pm

Apologies in advance received from Cllr Scott.

The meeting was declared closed at 8.45pm