

MINUTES OF THE MEETING OF SLYNE WITH HEST PARISH COUNCIL
held on MONDAY 19 June 2023 in the MEMORIAL HALL

Councillors present Roland Stretch - Chair, June Cohen-Kingsley, Alan Connor, Sarah Campbell, Joanne Bateman and Janet Sellers.

Clerk Louise Ash

3282 To receive apologies for absence

Cllrs Obertelli gave their apologies ahead of the meeting

3283 Resolution – Accept the Minutes of the previous meeting

Minutes of the May 2023 meeting were duly signed.

3284 Declarations of interest

None declared

3285 Open Forum

Ahead of the meeting the council had shared their concerns with local groups about criminal damage at the recreation field. A report by the Police was shared, showing recommendations which included CCTV installation. As the field is widely used by several groups they were asked to join the open forum so that everyone could come together and share their views.

Representatives of the SWH Tennis and SWH Bowling Club, Memorial Hall and Infinity Pre School attended. We were joined by an expert in the installation and operation of CCTV so that all those present could understand any implications of installing CCTV. How it would be operated and who would monitor it. The recent rising level of vandalism has caused everyone concern, it is hoped that the system will work as a deterrent and as a tool to find and prosecute those people who are inflicting the damage. A report from the Police giving recommendations was discussed, and a copy handed to anyone who has not previously seen it.

- Concerns about who would be recorded were brought up, for example, children.
- The expert reassured everyone that strict GDPR regulations **must** be in place. No CCTV company will deploy camera's in an open public space without ensuring a lawful policy is in place. A suitable operative must be either employed, via a contract to a CCTV company, or be trained by that company in the lawful operation of the system.
- Questions were raised about access to the footage. Would footage be available on a mobile phone, to everyone concerned? This was addressed, with an explanation that unlike home systems you cannot access the footage on a mobile phone, share it as a group, or use the footage in any way that does not comply with the lawful use of CCTV in open spaces.
- To comply with legislation the system would have one point of contact for all monitoring purposes.
- Any damage reported to the monitoring operative would then be passed along to the Police and marked copies could be obtained for the purpose of following up any insurance claims or ongoing Police work. These would only be released in a controlled and lawful way when it becomes necessary to do so.

- Once all concerns were addressed all those present agreed that installing CCTV would be a good idea.
- The question of costs was raised, with those present airing concern about the proportion of the final bill they may have to pay, and how this might be fairly apportioned.

This session was then closed with the chairman expressing the councils wish that their members have time to discuss the matter and make any decisions on a way forward.

The representatives of the SWH Bowling and Tennis Club left the meeting.

3286 Reports

The Neighbourhood Plan representatives were invited to report to the council on the latest updates.

- A referendum date has been set by Lancaster City Council of Thursday 3 August.
- The team seek the support of the Council to publicise the referendum and any public meetings that they invite the parishioners to.
- The changes made to planning regulations over the last 5 years have impacted the plan and 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 recent high court process, brought by a developer, has led to a long delay in voting on the Plan, so the team feel this referendum is long overdue.

The council agreed to support the team and do anything in their power to facilitate both publicity and participation in local meetings and ultimately locals participation in the referendum.

Newly elected Lancaster City Councillor Paul Newton introduced himself to the council. Following the theme of Planning Cllr Newton explained that the City Council will not be building a new Garden Village in South Lancaster. Money that was awarded to the City Council for this project will now be returned. Cllr Newton feels that the loss of this opportunity means that developers will be looking for other opportunities in the area.

The open forum session was closed.

Any decision making on CCTV installation was deferred until later in the meeting when ongoing issues were to be discussed.

3287 Co-option of a councillor

It was unanimously agreed that Janet Sellers should become a member of the Council by co-option into the South Ward. She signed the Declaration of Membership of the Council.

3288 New matters for June 2023

- Cllr Bateman proposed the formulation a short, medium and long term plan. All present voted in favour.
- The adoption of bins currently in our district that are owned by the Canal & Rivers Trust. All present voted in favour.

- Unauthorised use of PC land was discussed. All present agreed the Council will write to those concerned and lay out its position.

3289 **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 order a replacement.
- b. Consider a policy for the hire of the field beside the Memorial Hall
Deferred.
- c. Insurance claim for Bins and Fence Post on the Rec update
The fence post has been replaced, a final quote for installing bins has been received today for sending to the insurance company.
- d. Consider the quotes for repairs to the Memorial Hall Office
Two quotes were received and the work has been awarded.
- e. Discuss HMRC obligations and scrutiny / Quarterly or Monthly
It was agreed that PAYE will now be paid on a monthly basis, electronically.
- f. Review of gardening requirements
Create a checklist of tasks. Agree those with lengths man.
- g. Consideration of notices, notice board in the South Ward
Discussion of modern expectations, best practice. Resolved not to install a new notice board.
- h. Paths around the rec field, flood water damage to the path leading into the rec
Resolved to include these items as part of any 5 year plan and to seek County Council Support around the flooding issues.
- i. Broadband installation at the Memorial Hall
CCTV installation requirements means seeking install of a different kind. Clerk to follow up.
- 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.

Councillor Bateman left the meeting.

3290 **Planning**

Two items were received after the agenda had been published.

23/00675/FUL 14 Croft Ave

23/0053/TPO 17a Greenacre

To note the following items had been approved/refused by Lancaster City Council since the last meeting.

- 23/00365/FUL SWH Football Club – Refused
- 23/00296/FUL 1 Peacock Cres – Refused
- 23/00179/FUL 16 Hest Bank Lane - Refused
- 21/01341/OUT Land east of Fullwood Drive – Refused

Neighbourhood Plan – An in person report was delivered earlier in the evening.

3291 **Finance**

Noted that £3077.78 has been received since our last meeting. The live bank balance of £173,223.72 was noted.

A gift of £1,191 from SWH Horticultural Society has been gratefully received. The purpose of the gift is to purchase new trees for the area.

It was noted that invitations to access to the on-line system used by the proper financial officer to the council have been sent. Council members were encouraged to access the portal as part of their obligations around financial scrutiny.

Approval given for payments was given to:

• Go Daddy – Website Fees – Cllr Bateman	£115.06
• Envirocare – Grounds Maintenance	£882.50
• SLCC – Books, Clerks Manual, Admin, Cemetery	£224.30
• Clerks Wages	£1091.14
• Clerks Tax & NI to HMRC, months 1-3	£752.22
• Clerks printing (£10 pm)	£30
• S Brade - Grounds Maintenance	£378
• Water Plus – Direct Debit	£32.22
• Sky wi-fi (29/6/23) Direct Debit	£36.95
• Councillors Allowances – Chairman – Mr Stretch	£50
• Cllr Bateman	£10
• Cllr Campbell	£10
• Cllr Cohen Kingsley	£10
• Cllr Connor	£10
• Cllr Obertelli	£10
• BT Direct Debit	£228.63

Approval was withheld for:

- Sky wi-fi (29/6/23) Direct Debit £36.95 (not going ahead with the deal)
- Cllr Campbell £10 (co-opted councillors do not qualify)

- i) To approve any payments due since publishing the agenda
Duncan Ross £901.20
- ii) To receive and approve the annual internal audit report for the year ended 31 March 2023
Prepared by Malcolm Richardson. Audit completed, AGAR page 3 signed, full report to follow.
- iii) To approve and sign the **Annual Governance Statement** 2022/23 (Section 1 of the Annual Return)
- iv) To approve and sign the Accounting Statements 2022/23 (Section 2 of the Annual Return)
- v) To confirm the dates of the period for the exercise of public rights
- vi) To note the bank balance at 31 May 2023 and ask the Chair to counter-sign the bank statement

All duly received, approved, noted and signed.

3292 **Matters arising for our next meeting**

Bus Shelters at local bus stops. How they are requested, how they are awarded.

3293 **Date of next meeting**

Monday 17 July 2023 at 7.00pm at the Memorial Hall.