

Minutes of the meeting of Slyne with Hest Parish council held on Monday 18
September at the Memorial Hall

3310. Chairperson elected

Councillor Antony Obertelli was elected as Chairperson.

3311. Apologies

None given

3312. Minutes

Chair duly signed the minutes of the meeting held on 17 July 2023 as a true record.

3313. Declaration of Interest

To receive declarations of interest by members in respect of items on this agenda
Cllr Obertelli, re planning application 23/01047/FUL

3314. Public Participation

Two members of the public attended. They requested that the council look into speed limits between the Cross Keys and the junction to Manor Road where the A6 becomes Main Road. This is where the road becomes quite narrow, has very little footpath but a good number of homes. Residents feel the current speed is dangerous.

Members agreed to look into the matter.

Playdale representative was unable to attend and sent apologies.

The public session was closed.

3315. Reports

- To receive these updates from the Neighbourhood Plan group.

The referendum vote was reported by the returning officer at Lancaster City Council as follows;

Yes – 483

No – 96

Rejected – 3

The Neighbourhood Plan will duly be formally adopted by Lancaster City Council at their September meeting. Once adopted it will be part of the development plan for decision making by the City Council.

The steering committee will step down once these formalities are completed.

Report from the Lancaster City or Lancashire County Councillors

Cllr Budden attended. Discussion around contacting officers and members at Lancaster City Council concluded with Cllr Budden agreeing to help contact the correct person regarding a recent report of a missing manhole cover.

Councillor Budden left the meeting.

The Memorial Hall Committee

Clls Obertelli and Bateman reported that they had attended the September Memorial Hall Committee meeting. They sought clarity around the legal and financial position of the Council and its obligations to its tenant. They asked the committee for any current or future plans that might impact their future budget so that items might be included in the development of the councils longer term financial plans. The committee thanked them for their concern but declined any current financial assistance.

There was a bill for roof repairs that had been sent to the council, this was discussed at the meeting. The councillors were told that the bill had been settled by the Memorial Hall committee from their funds and the council did not have to pay it.

3316. Chairman Resignation

After the resignation of former Cllr Stretch, the council has a Casual Vacancy. Due procedure has been followed, but no candidates have come forward.

Resolution - advertise the vacancy locally via our social media and noticeboards.

3317. New items for Sept 2023

1. To discuss any updates received after the agenda was published

- **Covid Memorial Garden** – During Neighbourhood Plan discussions it was noted that there was mention of a garden install at the corner of Peacock Lane. Members of the public seek reassurance that this installation not go ahead. Furthermore they seek consideration of removal of a bench to a more suitable location.

Discussion around the NHS bench took place, those present felt it was in a good position, would be expensive to remove, and was incredibly well received when installed.

Resolution – Confirmation there is no plan for a garden to be given.

The NHS bench should remain in situ.

- **Opening of the Muga** to the public, to include booking online, the fair use of the facility, advertising, notice boards, rules of play, pricing and other 'how to' issues plus quote for signs from Signs Express

Resolution Accept quote from signs express without fitting costs.

Adopt all policy documents and attach to the Bookings pages.

- To discuss a **Bus Shelters & Book Exchanges** located at bus shelters owned by the Parish Council. Books to be used need to be sourced.

Resolution Place the trial book boxes at two bus shelters in the village

- Independent inspection of The Rec facilities, review recommendations made by the inspector. Discussion around the recent report concluded with the recommendation that the play tower on the Rec field was replaced and a budget of £15k was earmarked for the project plus minor repairs.

Resolution New play tower to be organised. Minor repairs to be done as soon as practical.

- **Review of Council Policy** – Freedom of Information. Changes of contact details required. Further, to amend contact details on all such document where they are incorrect.

Resolution to adopt amended document, to amend contact details on all policy documents where they are incorrect including;

Resolution to update and adopt the Privacy Policy

- **Insurance Policy** – BHIB contacted for renewal details. Renewal date approaching. **Resolution** to delegate the renewal, as per standing orders, to the clerk.

- **Memorial Bench** – Family request for a bench on foreshore.

Resolution to revert to the family, this request slips into a neighbouring parish location

- **United Utilities** – update to work on the foreshore

Resolution To accept licence conditions as presented.

- **Play Park repairs at Manor Lane**

Resolution Replacement swing parts to be fitted as soon as possible.

- **GDPR responsibilities.** Consider next step needed to comply with our responsibilities.

Discussion around Email, correspondence, council data, archives and employees. Employees, once they have left, should not have access to council data. The council have written to a previous employee and asked for control of the email address they used for council business for many years. As a personal address had been used for council business it has proved difficult take the email in house. This matter is not unique. Parish Councils have been advised, when practical to do so, to move to a more robust email management scheme as best practice. This practice was adopted for a new employee.

Our auditor, PKF Littlejohn LLP, have confirmed that best practice has now been replaced by the requirement that emails are ideally acquired from the government ahead of the next audit. Emails ending in 'gov.uk' and must be purchased through a reputable company on behalf of the Parish Council and operated under prescribed rules. Parish Councillors are volunteers and as such use personal email for day to day council business. This is currently acceptable, but best practice guidelines recommend looking into the adoption of a .gov.uk or .org emails for all volunteers and employees. Members agreed to research this advice before making changes.

Resolution. To help a retired employee to delete an email address that the council no longer have control over.

- **Donations to community groups**

Discussion regarding a requests for donations. The War Memorial local website needs an expensive update. The website remembers the fallen from our Parish and the wider district. Members agreed this important work should be supported.

The History Group that meet at The Memorial Hall work tirelessly to bring together articles from the parish in order to preserve local history. The group assist the members with

archives dating back to the inception of the Parish Council as well as the wider history of the area. Members would like to support continued efforts to ensure important documents are gathered and stored effectively.

Resolution

To offer the War Memorial new website campaign a donation of £50

To acquire storage cabinets for use by The History Group to store historical parish articles.

3318. 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, deferred.
- b. Playpark Bin at the Rec – ordered, await delivery and install.
- c. Memorial Hall Office refurbishment, desk & heater still required
- d. Notice Board for Manor Rd Playpark – ordered, await delivery and install.
- e. Flood water damage to the path leading into the rec, await response
- f. Repairs to LCC bins – await LCC response

Resolution – Cllr Obertelli to follow up

- g. Bus Shelters – additional bus shelters being explored

Resolution – Additional bus shelter to be installed if the council can meet all requirements

- h. CCTV – Scheduled work to begin on 25/09/2023. Tree trimming to be carried out to ensure line of sight. Quote prepared by CMH Trees.

Resolution – pay deposit to Bay Cameras, instruct CMH Trees

3319. Five Year Plan

The working groups will continue to explore development of a plan.

3320. 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:

23/00913/FUL	Newlyn Lancaster Rd - Annex	08/08/2023
23/00675/FUL	14 Croft Ave - remove garage, install annex	15/08/2023

- ii) To note any planning applications received and circulated to members of the Council since publishing the agenda

23/01047/FUL39 Marine Drive

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

23/00694/FUL	3 Hatlex Hill	15/06/2023	Approved
23/0111/TCA	Slyne Grange - Fell Cypress tree	17/07/2023	Approved
23/00764/FUL	16 Hest Bank Lane	06/07/2023	Approved
23/00830/PLDC	2 Peacock Crescent	19/07/2023	Refused
23/0119/TPO	Slyne Lodge - crown lift over car park	05/08/2023	Approved

3321. Finance

- i) To note there have been **£1,457.55** in (August) receipts since the last report and **£0** in September receipts
- ii) To note any receipts since publishing the agenda (Live statement) £0
- iii) To approve the following payments:

August

• Clerks Wages	£1125.47
• Clerks Tax & NI to HMRC	£366.49
• Clerks printing (£9.99 pm)	£9.99
• S Brade - Grounds Maintenance	£252.00
• Sky Business	£39.38
• Water Plus – Direct Debit	£32.22
• E-on Next (MUGA) – Direct Debit	£11.62
• Parish Notice Boards	£768
• CHM Tree Services	£200
• Eon Next (Final bill Cemetery)	£75.13
• Eon Next (MUGA)	£27.30
• Sky Business Initial pyt	£29.94
• Office Chair	£50
• Hoover for Memorial Hall	£91

September

• Envirocare – Grounds Maintenance (Aug)	£882.50
• Envirocare – Grounds Maintenance (Sept)	£882.50
• CCTV – Deposit (approx. 25%)	£3,625
• Playdale – replacement swing seats (Sept)	£208.02
• Grounds Man	£326.11
• Clerks Wages	£1223.36
• Clerks Printing	£9.99
• Clerks Expenses (mileage)	£31.50
• Memorial Hall Roof Repairs	£800 (Not approved)

- iv) To approve any payments due since publishing the agenda
- v) To approve retrospective payments included in list above
- vi) To approve and sign month end balances
- vii) To note the bank balances at 31 July and 31 August 2023 and authorise the Chair to counter-sign the bank statement.

Note The mandate with Nat West has been updated to include all serving councillors. The group would like to thank former councillor Jones for his help with the matter.

Note The recent audit has been returned by PKF Littlejohn LLP, there are no matters arising. Notices are posted outside the Memorial Hall.

3322. Open Spaces

To inform the council of any issues at our open spaces and receive any reports;
It was noted that

We have received the independent report with recommendations for a programme of repairs for the play park on the Rec field. **Note** No high risks have been identified remedial works to be done as soon as practical.

The condition of Church Triangle and the Pound and Stocks **Note** items taken away for repair by the grounds man.

Micro Forests. A meeting regarding tree planting was held with LCC Treescapes to consider if the area could support a micro forest. Two possible sites were identified. The idea is to be followed up.

3323. Parish Events

Remembrance Sunday

Resolution to facilitate the event and provide a wreath.

3324. To receive items for consideration for a future agenda:

Micro Forest installation.

3325. Councillor Training

Training topics to be explored.

3326. Date and time of the next meeting

16 October 2023 at the Memorial Hall at 7:00 pm

Meeting was declared closed at 9:15