

## Minutes of the Meeting held on 3<sup>rd</sup> May 2022 at 7.00pm at the Quaker Meeting House, Lancaster

**Present:** Councillor Nick Webster (Chairman)  
Councillors Duncan Hall and Denise Parrett  
Derek Whiteway, Parish Clerk

### 22/013 Apologies for Absence

Apologies for absence were received from Councillors Kevan Walton and Heather Ward.

### 22/014 Minutes of the previous meeting

- 1) The minutes of the Parish Council Meeting held on 5<sup>th</sup> April 2022, were approved without further amendment.

#### Matters arising:

- 2) **22/002(2) – Dangerous Trees, Luncliffe Road.** The Chairman reported that clearance work had recently been carried out, greatly improving the situation. The Chairman felt that the land was now in need of some re-fencing work.
- 3) **22/002(23) - Conservation Work.** The Clerk had yet to make arrangements for the Parish Council to meet with Mandy Knott, Coastal Lead Adviser (Natural England).

**Action:** The Clerk will make arrangements to host a meeting between Councillors and Mandy Knott of Natural England.

- 4) **22/006 – Platinum Jubilee.** It was agreed that the Parish Council's plans for the Jubilee should be confined to the dedication of the refurbished picnic site.
- 5) **22/008 - Canalside Parking on Aldcliffe Road.** Councillor Hall reported that, via City Councillor Dant, the County Council had been requested to trim the overgrown verges on the Fairfield Nature Reserve side of Aldcliffe Road. The Chairman reported that the Canal and River Trust (C&RT) has continued to be unresponsive to requests to improve the parking problems. Following discussion, it was agreed that the Chairman would again write to C&RT and that parishioners should be encouraged to write personally to raise their own complaints.

**Action:** The Chairman will write again to the C&RT and an email will be sent to parishioner contacts encouraging them to submit their own views and complaints.

## **22/015 Election of Officials 2022/23**

**Election of Chair.** It was proposed by Councillor Parrett, seconded by Councillor Hall, and carried unanimously that Councillor Webster be appointed as Chairman for 2022/23.

**Resolved:** That Councillor Webster be appointed as Chairman for the 2022/23 municipal year.

**Election of Vice-Chair.** It was proposed by Councillor Hall, seconded by Councillor Parrett, and carried unanimously that Councillor Walton be appointed as Vice-Chairman for 2022/23.

**Resolved:** That Councillor Walton be appointed as Vice-Chairman for the 2022/23 municipal year.

The Chairman authorised the Clerk to electronically sign his Declaration of Acceptance of Office.

## **22/016 Declarations of Interest**

No further declarations or changes to existing declarations were made.

## **22/017 Councillors' Roles**

The following Councillor roles for 2022/23 were confirmed:

- a) Highways. Councillor Webster
- b) Amenity, including Lengthsman liaison. Councillor Webster
- c) Stakeholder liaison, including United Utilities. Councillor Walton
- d) Ancillary/projects. Councillor Parrett
- e) Broadband provision. Councillors Walton and Hall

It was agreed that, following completion of the Neighbourhood Development Plan, a new role should be introduced to monitor and maintain the impact of the NDP. Councillor Parrett is to take the lead role.

## **22/018 Chairman's Annual Report 2021/22**

The Chairman read out his Annual Report for 2021/22. The report was gratefully received by Councillors and it was agreed that the report should be posted on the Parish Council website and circulated to email contacts.

**Resolved:** That the Chairman's Annual Report for 2021/22 is received and that it should be published on the Council's website and circulated to email contacts.

### **22/019 Final Accounts 2021/22**

The Clerk presented a report into the Council's final accounts for 2021/22. The accounts showed that the Council's balances as at 31<sup>st</sup> March 2022 stood at £6,475. Compared with established target reserves of £3,500, this indicated that £2,975 of funds were available for purposes over and above 'normal business'. The Clerk recommended that £250 be transferred to the established 'Elections Reserve' and that a formal review of the Council's reserves and the Reserves Protocol should be undertaken and be considered at the Council's July meeting.

The Clerk advised that the Unity Trust Bank was now offering a small rate of interest on its 'Instant Access Account'. Councillors agreed that an Instant Access Account should be opened to help with managing the Council's balances.

**Resolved:** That £250 be transferred into the Council's Elections Reserve and that the Council's reserves and reserves protocol be formally reviewed for consideration at the Council's July meeting.

Also, that an Instant Access Account be opened with the Unity Trust Bank.

### **22/020 Risk Register Review 2022/23**

The Clerk reported into the results of a review of the Council's Risk Register. Existing risks had been updated with any additional mitigations adopted since the last review, and two new 'Strategic and Operational' risks had been added to the draft Register.

Following discussions regarding the Lengthsman service, Councillors agreed that the County Council should be requested to resume hedgerow maintenance work on Smugglers Lane.

**Resolved:** That, subject to agreed amendments, the draft Risk Register for 2022/23 is approved.

Also, that the Clerk will write to the County Council asking them to resume responsibility for maintaining the Smugglers Lane hedgerows.

### **22/021 Review of Council Policies and Procedures**

The Clerk reported into the results of an annual review of the Council's Standing Orders, Financial Regulations, Information Governance Policies and Complaints Procedure. The Clerk recommended some minor updates to Financial Regulations to reflect new online banking and payment procedures. Otherwise, the Clerk advised that the documents remained up to date and fit for purpose.

**Resolved:** That the Clerk's proposed amendments to Financial Regulations be approved and the reviewed policies and documents be approved.

### **22/022 Planning Applications**

1) No new planning applications had been received.

## **22/023 Neighbourhood Development Plan (NDP)**

Councillor Parrett reported that the date for the NDP referendum had not yet been confirmed. The City Council had advised that the Parish Council may promote the referendum and encourage residents to vote, but not seek to influence their opinions.

Councillor Parrett confirmed that the work of the consultants, Kirkwells, was now complete, but that they would remain available for any future review work, if required. Councillor Parrett proposed that the Council should formally write to thank Louise Kirkup for her invaluable input and guidance; this was agreed unanimously.

The Clerk suggested that an earmarked reserve to help with the cost any future review should be included in the overall review of reserves scheduled for the July meeting.

**Resolved:** That a formal letter of thanks should be sent on behalf of the Council to Louise Kirkup.

Also, that an earmarked reserve to help with the cost any future review of the NDP should be included in the overall review of reserves scheduled for the Council's July meeting.

## **22/024 Lune Millennium Path / Stodday Picnic Site**

The Chairman reported that Councillor Walton was in the process of obtaining 3 quotations for the groundworks for the project.

## **22/025 Public Discussion and Updates**

### **City and County Councillors' Reports**

No further reports were received.

### **Clerk's Report:**

#### **A588 Lancaster and Wyre, Revocation, 30mph, 40mph and 50mph speed limits.**

The Clerk reported that a consultation invitation had been received from Lancashire County Council into proposed speed limit changes along the full length of the A588 between Lancaster and Poulton le Fylde. Councillors agreed that a response should be submitted supporting the proposed speed restrictions. Following discussion, Councillors agreed that County Council should also be asked to address the anomaly regarding speed restrictions on the parish's roads and introduce a general 30mph limit.

### **Members' Updates**

#### **1) Highways (Chairman)**

Nothing further to report.

#### **2) Amenity, including the Lengthsman (Chairman)**

Nothing further to report.

**3) Broadband Provision (Councillors Hall and Walton)**

Nothing further to report.

**4) Ancillary (Chairman)**

Nothing further to report.

**5) Other Matters**

Nothing further to report.

**Public Discussion:**

No further matters were raised.

**22/026 Payments**

Payee & Detail	£
Lancaster Quaker Meeting – hire of meeting room, 3 <sup>rd</sup> May 2022	23.00
Tech-Hub (North West) Ltd – Google workspace licence 2022	55.15
Derek Whiteway – Parish Clerk salary and expenses, April 2022	126.10
HMRC – PAYE deductions, April 2022	31.40

Resolved: That the above accounts be approved for payment.

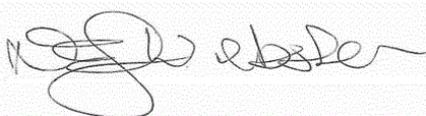
**22/027 Date and venue for next meeting**

The next meeting is scheduled for Tuesday, 7<sup>th</sup> June 2022 at the Quaker Meeting House, commencing at 7.00pm.

The meeting closed at 9:00pm



Clerk of the Council



Chair

Date: 7<sup>th</sup> June 2022