**OVERTON PARISH COUNCIL**

**Meeting**

Minutes of the Meeting of Overton Parish Council held in Overton Memorial Hall on

Monday 8th April 2024 at 7.00pm

**Parish Councillors Present:** J Dean

S Ayrey

D Hamer

P Fleming

D Edmondson

**Also Present:** C Mashiter – Clerk

**Apologies:** J Higginson

The meeting opened at 7pm

|  |  |  |
| --- | --- | --- |
| **24-036** | **Dispensations and Declarations of Interest** - None. |  |
| **24-037** | **Public Participation –** No Public present |  |
| **24-038** | **Minutes of Previous Meeting**  March meeting minutes, previously circulated, were approved as a true record and signed by Cllr Phil Fleming.  Chairman not present and Vice Chair not at March Meeting. |  |
| **24-039** | **Updates and Progress from Previous Meeting**  Public Footpath issues have been reported to relevant agencies. The Environment Agency will monitor as and when unless there is evidence of dead fish and/or animals in the vicinity if the water course. Lancashire County Council will inspect and issue a report. United Utilities will check on and monitor the use of water.  Replacement of the cattle grid – Ongoing  Hawthorn Hedge planting on Trailholme Road – Ongoing.  Someone to supply and plant the hedge to be found. Matt Appleby suggested.  S/Pt toilet block – There has been no report from Lancaster City Council following the condition inspection. John Christian Electricians asked to check supply unit.  JH considers this to be obsolete and in need of immediate replacement.  The lease on the toilet block, from Lancaster City Council, has now expired. It was decided to do nothing and await communication from the City Council.  The contact for replacement of consumables is Janet Brokenshire. It was noted that chemicals used must be appropriate as this waste discharges to a septic tank. To be progressed further. Repeat action.  Replacement defibrillator pads issued.  Lancaster City Council have been asked to assess the bin situation on the Globe car park. They will report back with their decision.  Mark Pearson has been asked to plant the boat on The Globe car park with summer bedding plants. The scout leaders to be asked if the scouts would like to do this with plants supplied by Persons. There are also 4 large plant pots in the village which might also be considered. | **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk** |
| **24-040** | **Governance -** Standing Orders to be amending to include permission for the Parish Clerk to sanction emergency repairs, up to £1000 excluding vat, for major equipment eg. mowing machine.  Proposed by Sue Ayrey, Seconded by Jaci Dean all in agreement.  Information from PKF Littlejohn had noted that this year on returned audits, the Practioner’s Guide for 2023/24, there was a change which was to be mandatory in relation to Assertion 3. To be able to answer Yes to this question it would be necessary to have either a gov.uk or .org email address on the Annual Governance Statement.  As the Parish Council had already spent a large sum of money on becoming compliant for the use of the website, until the council were directly instructed that it was mandatory, the email address would not be altered. The Social Media Policy states that we have secure official channels and do not use social media. Eg.Facebook . | **Clerk**  **Clerk** |
| **24-041** | **Finance**  Alterations to the method of payments from accounts to be monitored. New instructions are due to be coming out from NALC/LALC later this month regarding card and online payments by the RFO.  HMRC are no longer sending out payment booklets. Cheque payment will at present still be accepted. The PAYE reference number to be put on the back of the cheque. The RFO expressed her concern about the problems that might be caused by cheques getting mis-placed or going missing. The situation to be closely monitored and a method of tracking created.  An increase in the clerk’s salary, from April 2024, was approved This now reflects the new minimum wage rate.  The annual precept had been received and it was agreed to move £5000 of this to the 35 day account until it needed to be spent. | **Clerk**  **Clerk**  **Clerk**  **Clerk** |
| **24-042** | **Payments**  Clerk’s Salary 228.50  Expenses 82.73 **311.23**  D Day Flag 29.00  Vat 5.80  Stationery 28.50  Vat 4.33  Vodafone 12.58  Vat 2.52    HMRC **57.00**  Citron Hygiene S/Pt Toilets **158.40**  132.00  Vat 26.40  E-On Next S/Pt Toilets  **28.56**  27.20  Vat 1.36  Water Plus S/Pt Toilets **11.96**    **TOTAL PAYABLE £56715** | **Clerk** |
| **24-043** | **Training** Non Booked |  |
| **24-044** | **Planning**  24/00351/FUL Demolition of existing 2 storey side extension, rear porch and extension of raised terrace. Erection of a single storey side extension, installation of new first floor window to northern elevation, replacement of windows and doors, installation of a flue and erection of a detached outbuilding with associated track and parking area for Mr & Mrs Thompson, 3 First Terrace, Sunderland Point. **Approved No Objections** | **Clerk** |
| **24-045** | **Parish Matters**  **Play Park** - A Crowd Funding webinar, attended by the clerk, proved interesting but was directed at new initiatives. The remodeling of the playpark, to include a ball court, didn’t fit the criteria. Streetscape had offered to give advice and a free quotation on this re-modelling.  A quotation from Lancaster City Council for £ 415.32 +vat for annual grass cutting and bin emptying at the playpark had been received. **Accceptable**  Lancaster City Council have been asked to quote for necessary repairs and renovation to the playpark. No appointment had been received from inspection.  **Kersey Meadow** No further payments had been received and it appeared that the land had not been vacated. In the As Cllr Jonathan Higginson was not present to report back on his actions it was decided that the clerk should contact the solicitors and ascertain the ongoing course of action. It was not appropriate to padlock the field as ponies were involved. Prices to be obtained from contractors for ploughing, re-seeding and eradication of ragwort in abeyance until the land is vacated.  The ‘Overton Stone’ was ongoing. Due to the recent amounts of rain it was not appropriate, at present, to transport the stone from its present location. **Ongoing**  A redesigned Overton Flag had not been completed. The clerk to take this task on and proceed to quotation for production.  The D Day commemorative flag had been received together with a certificate to be displayed in the noitce board. It was  Agreed to fly this after the late May Bank Holiday.  Annual Parish Meeting. It was agreed to start this at the slightly later time of 6.45pm on Monday May13th 2024. In the Memorial Hall. Poster to be printed, laminated and placed around the village in attempt to raise awareness. | **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk**  **DE**  **Clerk** |
| **23-046** | **Corresepondence**  A request had been received from Diane Gardner wanting to put a memorial tree and/or plaque in memory of her father, a member of the local Gardner family with fishing connection to the village and Sunderland Point. After discussion it was decided that an appropriate place would be down Trailholme Lane either near to the bench placed there for Jan Scott or in the wood. Clerk to reply  This raised the question of turning the wood into a permanent Memorial Garden and placing of beehives. The local bee keeper to be asked about ‘self maintaining’ beehives.  Trailholme Wood is in need of maintenance, For the Agenda of the next meeting.  A request from Overton’s Facebook page had been seen requesting that the Parish Council try and do something to stop Stage Coach buses using Lancaster Road to leave the village at the end of service. This had been visited before and Stage Coach had written stating something on the lines of buses going back to the depot were classed as ordinary motor vehicles, as they were not carrying passengers and therefore could use any public road. The clerk to try and locate the former letter.  An email requesting registering with Trainline to create a resource for Trainline Business was declined.  The clerk was asked if any further information had been received about the new PCSO. There had not.  Phone numbers to be chased ready for publication on the website.  There being no other business the meeting closed at 8.25pm  **Date of Next Meeting**  **ANNUAL PARISH ASSEMBLY 6.45pm Monday May 13th**  **Memorial Hall followed by the**  **PARISH COUNCIL MEETING at approximately 7.15M** | **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk** |
|  |  |  |