**OVERTON PARISH COUNCIL**

**Meeting**

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

Monday 13th November 2023 at 7.00pm

**Parish Councillors Present:** J Higginson

P Fleming

D Edmondson

J Dean

D Hamer

**Also Present:** C Mashiter - Clerk

B Worsnop - Group Scout Leader

M Brown – Crafty Villagers

**Apologies:** S Bargh

S Ayrey

**The meeting opened at 7pm**

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| **23-230** | **There were no Declarations of Interest** |  |
| **23-231** | **There were no Dispensations** |  |
| **23-232** | **There were 2 members of the public present** to discuss the Christmas tree lighting and Scout Group involvement  The Agenda Item was brought forward.  Delivery of the Christmas Tree by Friday November 24th latest to be progressed.  It was agreed to hold the tree lighting ceremony on Wednesday November 27th, the final night for the Scout Group before their Christmas break They would provide refreshments in the form of hot drinks and mince pies and lead the carol singing.  The lighting ceremony to take place at 6.30pm. Rev Moffatt to be asked to officiate again  Andy McDonagh to install the outdoor sockets as soon as possible. To be progressed. BW will drop a key for the scout with DE  Tree placement and decorating to be undertaken by JH and DE with the help of crafty villagers. Bunnies Pre School and After School Club to be asked to make decorations, shout out for unbreakable baubles/decorations. Paul Hatton to be asked to produce posters,  Insurance Company to be notified | **Clerk**  **B Worsnop**  **Clerk**  **DE**  **M Brown**  **Clerk** |
| **23-233** | **There were no reports from County Councillor’s** |  |
| **23-234** | **Minutes of the October Meeting**  The minutes were approved and signed as a correct record |  |
| **23-235** | **Updates and reports from Previous Minutes**  A letter had been received from the County Council admitting that the cattle grid did not conform to the required British Standard and would be placed on a list for replacement. This to be monitored.  No response regarding the benches, planters and boat on the grass verge opposite The Globe, which belong to the Parish Council. Do they need to be relocated?  The Bio Diversity Grant had still not been received and there was nothing to report on clearing the brambles from the perimeter of the play park. JH to obtain a price from Jason Booth.  The length of Trailholme Road to be planted with hawthorn hedging to be measured and bare rooted stock to be purchased from World of Hedges at Garstang who had quoted £2.20 plus vat per plant when the grant was received  There was no further information on the S/Pt road.  A disc, with the design for the Overton flag needs to be produced before a price can be obtained.  First Cut ground maintenance had not replied. Item Closed  Lancaster City Council had notified the clerk that the invoice for election expenses was incorrect, it should not include VAT. A replacement would be sent out. JD stated that in her opinion there should not be a charge, as there was no election for Parish Councillors, they were returned unopposed. | **Clerk**  **Clerk**  **JH**  **DE**  **Clerk** |
| **23-235** | **Governance**  The Code of Conduct Policy, Social Media Policy and Complaints Procedure documentation had been placed on the website. A Standing Order policy needs to be added | **Clerk** |
| **23-236** | ***Finance***  On line banking had been confirmed as actioned but JH and JD would not use it no longer available. To be used by the clerk for checking account payments and receipts. Cheques to be continued until they were no longer available.It was noted that Mr Preston had not paid rent on Kersey Meadow for the fifth month, Further discussion to follow in the agenda item.  A Direct Debit mandate was signed by JH and JD for the Water Plus account.  Bank Statements had been circulated  The half year accounts had been audited by Mr D, Leatham who made the following recommendations:-  i) Cheques over 6 months old should automatically be cancelled and re issued if appropriate, Proposed by JD and seconded by PF  ii) Some money should be transferred into a 35 days notice account which would attract a better rate of interest. Proposed to be actioned by DH and Seconded by PF.  iii) The clerk be allowed to make inter-account transfers as needed. Proposed by JD and seconded by DH  There was one application for a donations from Mrs J Clarkson towards a project that she was supporting and going out to work on in the Gambia. It was to do with providing facilities for the under privileged. This was turned down on the basis that Parish Council Funds were for parish support and not unrelated issues, A letter to be sent  No information yet for completing the precept.  ***Payment of Account***  ***Mrs C M Mashiter*** *– Salary 285.50*  *Less 57.20 PAYE*  *228.30*  *Mobile Phone 11.67*  *2.33 VAT*  *14.00*    Stamps 6.00  Envelopes 4.00  ***TOTAL PAYABLE £242.30***  ***HMRC*** *PAYE*  ***£57.20***  ***SLCC***  Clerk Training .gov.uk Domain 30.00  6.00 VAT **£36.00**  ***Waterplus***  *S/Point Toilets* ***£33.17***  ***E-On***  *S/Point Electricity 31.99*  *1.60 VAT* ***£33.59***  ***Royal British Legion***  *Annual Donation* ***£50.00***  ***Accounts paid as presented TOTAL £452.26*** | **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk** |
| **23-237** | **Training**  The training course for .gov.uk domain, JD prosposed that didn’t apply for this until such time as it was compulsory, Seconded by PF. Our present web site complied with present requirements  Martyn’s Law Webinar 16/11/23 hosted by SLCC | **Clerk** |
| **23-238** | **Planning**  23/01212/ELDC Existing lawful development certificate for the use of the adjoining barn as ancillary accommodation in association with Trumley Farm for Mr J Wannop.  **Accepted**  23/00441/FUL Construction of 3 dormer windows to the rear  elevation, conversion of existing attached workshop to granny annexe, installation of replacement door to the front elevationat 1 Middleton Road for Mr D Arkwright  **No Objections to this**  23/00023/REF Appeal against the decision in respect of 1 The Lane Sunderland Point for Nicole Hargreaves  **Noted** | **Clerk**  **Clerk**  **Clerk** |
| **23-239** | **Parish Matters**  **Speed Signs** – There had only been one email reply in favour of the speed devices and no objections. Paul Connell at Lancashire County Council be asked to push this matter forward and come back to us with a price for supply and installation of two columns.  PCSO John Jackson was attempting to get funding from LANPAC but nothing had been forthcoming from C Cllr A Gardiner.  This matter now to be pushed forward and funded from our own reserves as required.  During the high winds a branch had fallen onto the steps of the playpark from the adjoining property, The occupiers had been advised by the clerk to contact Lancaster City Council and Love Clean Streets as it may be protected. It was noted that we were unable to offer financial assistance. As the tree was adjacent to the playpark, which belongs to the Parish Council, legal advice to be obtained with regard to liability if a further branch were to come down and injury someone using the playpark.  **Play Park** – JH to approach Jason Booth again for a price to remove brambles and weeds from the perimeter and entrances to the play park.  **Kersey Meadow** – Rent had not been received for a fifth month. There had been no response to a further letter sent suggesting that some level of payment be made each month as a sign of good intent. A final letter to be sent asking for the use of the field to be relinquished or a sensible payment plan to be proposed.  Sport England to be contacted and asked for their present interest in this field before a decision could be made with regard to it’s future use.  Further management of the weeds in this field to be left until the present situation can be sorted out.  The Official Copy of the Register of Title had been received.  **Chapel View Seating** - The new bench has now been sited to the satisfaction of residents. Matter now complete  **Green Team** - The posts on Trailholme banking had not yet been repaired because of the condition of the ground. When the weather improved the work would be undertaken. It was noted that the condition of the fence did not prove a hazzard. No update on this situation  **Sunderland Point Toilets** – A meeting had taken place between Mr W Morris of Sunderland Point Residents Association, Dr David Clarke a resident and JH. It was noted that there was a little replastering needed, replacement of broken glass in the front window and possible over cladding of facia boards. It was JH’s considered opinion that non of this work was urgent and would wait until Spring. Ongoing The toilet block should be inspected with a view to upgrading the electrical equipment. John Christian to be approached again for a price for this.  **A list of dates** **for 2024** meetings was given to JD to be checked against the hall booking schedule.  **Defibrillators** – Emergency Ready | **Clerk**  **Clerk**  **JH**  **Clerk**  **Clerk**  **JD/Clerk** |
| **23-240** | **Correspondence**  **The Bay Community Engagement Officer** regarding a visit to Sunderland Point, details passed to Mr W Morris  **Crowd Funding Winter Launch** – no action to be taken  **Clerks and Councils Direct Newspaper –** article regarding £1 for old post boxes to be looked into  **War Memorial Trust Bulletin**  **Better Working between Lancashier County Council and Parish and Town Councils**  **There being no other business for discussion the meeting closed at 9 .25 pm. The next meeting will be held on Monday December 11th at 7pm in Overton Memorial Hall** |  |