**OVERTON PARISH COUNCIL**

**Meeting**

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

Monday 9th October 2023 at 7.00pm

**Parish Councillors Present:** J Higginson

P Fleming

D Edmondson

S Ayrey

D Hamer

**Also Present:** C Mashiter - Clerk

**Apologies:** S Bargh

J Dean

**The meeting opened at 7pm**

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| **23-218** | **There were no Declarations of Interest** |  |
| **23-219** | **There were no Dispensations** |  |
| **23-220** | **There were no members of the public present** |  |
| **23-221** | **There were no reports from County Councillor’s** |  |
| **23-222** | **Minutes of the September Meeting**  The minutes were approved and signed as a correct record |  |
| **23-223** | **Updates and reports from Previous Minutes**  There had not been a reply from Crabtree’s with regard to the Christmas Tree. To be followed up. As John Christian Electricians had not been in contact with a price for the electrical connection for the tree lights, Andy McDonagh had been approached and he was willing to undertake the work.  The County Council had been contacted again regarding the cattle grid. The clerk had requested that she is notified when an engineer is to inspect so that a representative of Overton Parish Council could be in attendance.  Land Registry documents had been received from Mr J Goulding confirming that the grass banking between the car park and Pedder Road does belong to The Globe. Contact is to be made regarding the benches, planters and boat on the verge which belong to the Parish Council. Do they need to be relocated?  The Bio Diversity Grant had not yet been received, 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 number of saplings for Trailholme Road is pending receipt of the grant.  Mr T Wingate for the Bowling Club had been notified that  the request for funding another piece of equipment had been refused. A letter to be given to hm on his return from holiday.  An email had been sent to the Lancaster Military Heritage group requesting further information on their request for funding. No further action to be taken. Matter now closed.  The pavement outside the Chapel View sub station had been reinstated. No further action required.  The baby swing from the play park had been replaced. It appears to be new. No invoice had been received.  The clerk has sourced artificial turf for the play park from Mr Jack Reay. Further action to be taken after October 23rd  on his return from holiday.  A design for the Overton flag was ongoing. | **Clerk**  **DE/JH**  **Clerk**  **Clerk**  **JH**  **Clerk**  **Clerk**  **Clerk** |
| **23-224** | **Governance**  The Code of Conduct Policy, Social Media Policy and Complaints Procedure documentation were reviewed, accepted as fit for purpose and signed by councillors present. These now to be passed to JD for inclusion on the website | **Clerk/JD** |
| **23-225** | ***Finance***  On line banking had been confirmed as actioned but no body connected had received joining instructions. To be followed up.  Budget figures to be completed when the Precept has been calculated.  Current Bank Statement had been circulated and it was noted that Mr Preston had not paid rent on Kersey Meadow for the fourth month, Further discussion to follow in the agenda item.  There were no applications for Grants or requests for Donations.    ***Payment of Accounts***  ***Refund J Higginson*** *– Postfix 13.00 +*  *2.60 VAT* ***£15.60***  ***Mrs C M Mashiter*** *– Salary 285.50*  *Less 57.00 PAYE*  *228.50*  *Mobile Phone 11.67*  *2.33 VAT*  *14.00*  ***TOTAL PAYABLE £242.50***  ***HMRC*** *PAYE*  ***£57.00***  ***Playsafety Ltd***  *ROSPA playground Inspection 110.00*  *22.00VAT* ***£132.00***  ***Wicksteed***  *Carousel Bolts 58.40*  *11.68 VAT* ***£70.08***  ***Glasdon***  *New Bench for Chapel View 585.00*  *117.00 VAT* ***£702.00***  ***Waterplus***  *S/Point Toilets* ***£12.39***  ***PWLB***  *Loan* ***£332.14***  ***E-On***  *S/Point Electricity 34.74*  *1.74 VAT* ***£36.48***  ***TECC Ltd***  *Website Hosting Contract 125.99*  *25.20 VAT* ***£151.19***  ***Accounts paid as presented TOTAL £1751.38***  ***RECEIPT***  ***Lancaster City Council***  *S/Point Toilet Maintenance* ***£1518.20*** | **Clerk**  **Clerk** |
| **23-226** | **Training**  Local Energy Plan Workshop. JH reported that the content of this workshop was not really relevant to Overton Parish Council as it didn’t own any property but the toilet block at Sunderland Point should be inspected with a view to upgrading the electrical equipment. A price to be obtained for renewals. John Christian Electricians to be approached. | **Clerk** |
| **23-227** | **Planning**  An amendment to the application from Sunderland Point Heritage Centre had four trustee signatures added. No action needed.  23/01038/FUL. Demolition of a 2 storey side extension and rear porch. Erection of a single storey extension and an outbuilding for Mr & Mrs Thomspon at 3,First Terrace, Sunderland Point. **No objections to this plan** | **Clerk** |
| **23-228** | **Parish Matters**  **Speed Signs** – A letter to be sent to residents adjacent to the proposed columns for their approval or objections.  No funding sources had been found for this type of project. Application to be made to the Police and C Cllr A Gardiner who had intimated that there may be some assistance from them..  **Inventory** – Items on the inventory had been inspected but councillors and found to be for purpose. The new bench for Chapel View to be added to the inventory and the Insurance.  **Play Park** – JH to approach Jason Booth 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 fourth month. There had been no response to the letters sent regarding non payment and maintenance of the field. If a notice to quit was issued Mr Preston had to be given 8 weeks notice in writing.  JH had made contact with a lady at Mr Preston’s address who informed him that Mr Preston was ill and unable to do anything about these matters at present. She would ensure that matters were put right as soon as Mr Preston’s affairs had been sorted out. The clerk to write to Mr Preston acknowledging this information and requesting that some payment be made as a gesture of good faith in the interim.  Jason Booth to be asked for a price to manage the weeds on the field  **Chapel View Seating** - The new bench had been delivered and installation would be undertaken as soon as possible.  **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.  **Sunderland Point Toilets** – A meeting was to be set up with Mr W Morris of Sunderland Point Residents Association and JH to discuss the repairs to be carried out and the improvements to the electrical equipment.  **Defibrillators** – Emergency Ready | **Clerk**  **Clerk**  **Clerk**  **JH**  **Clerk**  **JH**  **DE/PF**  **DE**  **Clerk** |
| **23-229** | **Correspondence**  **First Cut Ground Maintenance,** A letter had been received from John Heaton offering grass cutting and weed management. The latter was of particular interest in case The Parish Council had to take any remedial action on Kersey Meadow. His location to be determined.  **Lancaster City Council** – Notification had been received regarding expenses for the recent elections. An invoice for £144 would be sent out in due course.  **Lancashire Fire and Rescue Services** – Notification of changes to Fire Safety Legislation . Building Safety Act 2022. As we do not own any property this was not relevant to the Parish Council It did however flag up that a Risk Assessment should be made of Sunderland Point Toilet Block.  **Head Teacher St Helen’s School, Overton** giving an update on the possibility of a school crossing patrol attendant,, Lancashire County Council would conduct a survey to see if the activity met the relevant criteria.  **Parks and Open Spaces News Letter** nothing of relevance to Overton Parish Council.  **Zero Hour** – a document requesting support for the Climate and Ecology Bill. No action to be taken  **Lancashire Couty Council** - Information on the local Cycling and Walking plan survey. No action to be taken as a council.  **Tomas Porter email**, notification to Overton Parish Council that Overton does not appear on the plan for walking, cycling and wheeling routes.  **Polling District Review** Email from Lisa Vines, elections manager, highlighting the changes to polling areas. Overton is not affected therefore there is no need for a reply.  **LALC** October update for information.  **Local Councils Update** for information.  **There being no other business for discussion the meeting closed at 9pm. The next meeting will be held on Monday November 13th at 7pm in Overton Memorial Hall** | **Clerk**  **Clerk** |