**OVERTON PARISH COUNCIL**

**Meeting**

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

9th May 2022 at 7.00pm

**Parish Councillors Present:** J Higginson(Chair)

S Ayrey

J Dean

P Fleming

D Edmondson

D Hamer (by co-option at the meeting)

**Also Present:** D Clarke (Clerk) and 2 members of the public.

**Apologies:** S Bargh,

The Chairman welcomed those in attendance and opened the meeting at 7.00 pm.

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| **Item No.** |  | **Action** |
| **22-103** | **Declarations of Interest**  There were no declarations of interest. |  |
| **22-104** | **Dispensations**  There were no requests for dispensation. |  |
| **22-105** | **Election of Chair and Vice-chair**  J Dean proposed J Higginson as Chairman this was seconded by P Fleming. There being no other proposals Mr J Higginson was elected Chairman by unanimous vote.  J Higginson proposed P Fleming as Vice-chair, this was seconded by D Edmondson. P Fleming proposed S Ayrey as Vice-chair this was seconded by J Dean. P Fleming having withdrawn S Ayrey was elected Vice-chair by unanimous vote. | **Clerk** |
| **22-106** | **Open Section for members of the public to speak**  Mrs S Smith, a resident of Sunderland Point and secretary of the Sunderland Point Conservation Society, referred to her letter of 02/05/2022 to the parish council introducing the Society and giving an outline of its vision for Sunderland Point, with a request that the Society be copied in on any PC decisions affecting Sunderland Point.  Mrs Smith asked the PC to oppose the planning application submitted by the Trustees of the Mission Heritage Centre for the installation of a sewage treatment plant at the Sunderland Point Mission Church. She said that the Society’s suggestions for the conservation of the building had been rejected by the Trustees without any consultation. The Society was particularly concerned about additional traffic in The Lane which the development might cause and was of the opinion that the actual planning application implied that there were two car parking spaces at the Mission Church where currently non exist.  The PC did not give any assurances on the Societies request to be copied in on its decisions on Sunderland Point matters. |  |
| **22-107** | **Minutes of the previous meeting**  The minutes of the Overton parish Council meeting held on Monday 11th April 2022 were received.  **Resolved:** The minutes be approved as a true record for signature by the Chairman. |  |
| **22-108** | **Matters arising from the minutes**  There were no matters arising from the minutes. |  |
| **22-109** | **Coronavirus – Contingency Planning**  There were no changes to current policy. |  |
| **22-110** | **Casual Vacancy**  David Hamer, an Overton resident applied to fill the vacancy on the parish council.  **Resolved:** Mr. D Hamer be Co-opted onto Overton Parish Council with immediate effect. | **Clerk** |
| **22-111** | **New Clerk**  There were no candidates for the post. | **Clerk** |
| **22-112** | **Internal Audit – Year end 2021/2022**  The Parish Council’s accounts and other relevant documents had been passed to the Internal Auditor. | **Clerk** |
| **22-113** | **AGAR 2021/22**  The Certificate of Exemption had been submitted to the External Auditor. Remaining Annual Governance and Accounting Review documents to be completed by the PC at the June 13th meeting after receipt of the Internal Auditor’s report. | **Clerk** |
| **22-114** | **Risk Register – review**  A revised Risk Register for 2022/23 was presented to the Parish Council.  **Resolved:** The revised Risk Register be approved. | **Clerk** |
| **22-115** | **Village Christmas Tree**  There was no report on this item. | **Clerk** |
| **22-116** | **Queen’s Platinum Jubilee Celebrations**  The PC will organise a beacon on Hall Greaves. A risk assessment will be prepared and the construction of the beacon supervised. A publicity poster will be produced and there will be appropriate arrangements to manage spectators. | **Clerk** |
| **22-117** | **Lancaster Road Development – Section 106 update**  Information on the Section 106 agreement had been received from Lancaster City Council. It appears that it is not feasible to alter the contract between the developer and the city council regarding the allocation of funds for the improvement of recreational facilities at Middleton football field. The PC will contact Middleton PC about the improvement scheme. | **Clerk** |
| **22-118** | **Registration of Parish Council Property**  The PC’s solicitors have all the information needed in order to make progress. | **Clerk** |
| **22-119** | **Defibrillators – Update**  The Church Park/Chapel View defibrillator is now installed.  It was reported that the defective wall fixing to the Memorial Hall defibrillator had been tightened and sealed against water ingress but it appeared that water might be getting in from the top of the door, which required investigation.  Currently there are long order delays for defibrillator pads. The North West Ambulance Service will be asked if replacement pads can be obtained more quickly by ordering through them. |  |
| **22-120** | **Green Team**  Pearson’s Nursery has kindly offered to provide bluebells for planting in Trailholme Wood. DE will discuss the offer with Peter Huddleston.  The PC’s mower has developed an oil leak.  DE reported that the salt spreader is beyond economic repair and that a hand operated replacement can be obtained for about £30 plus VAT. The cost to be recovered by the scrap value of the existing spreader.  **Resolved:** Dennis Barnfield Ltd be asked to provide an estimate for repair of the mower.  DE be authorised to dispose of the existing salt spreader and purchase a replacement with the proceeds. | **Clerk**  **DE** |
| **22-121** | **Grants and Donations**  There were no requests for grants or donations. |  |
| **22-123** | **Grounds Maintenance**  There was no report on this item. | **Clerk** |
| **22-124** | **Playground Inspection, maintenance and safety issues**  Lancaster City Council will be asked about progress with maintenance work  The possibility of obtaining spare parts for the playground gates and appropriate tools from Wicksteeds will be investigated. It is anticipated that the new bearing to the roundabout will be fitted during June. | **Clerk**  **JH** |
| **22-125** | **Road Maintenance, Cleansing & Safety**  DE reported that the salt boxes are water logged. Lancashire County Council will be asked to clean out the boxes and refill them with dry salt and sand. | **Clerk** |
| **22-126** | **Planning**  **Application No:** 22/00284/FUL**. Proposal:** Installation of sewage treatment plant. **For:** Mission Heritage Centre Trust**. Site Address:** Sunderland Point Mission Heritage Centre, The Lane, Sunderland Point, Morecambe, LA3 3HS. **Grid Reference;** 342516,456018.  **Resolved:** No objection to this proposal. | **Clerk** |
| **22-127** | **Sunderland Point Road – warning signs**  . There was no report on this item. |  |
| **22-128** | **Sunderland Point Toilets**  It was confirmed that supplies of cleansing materials had been ordered and received.  It had not been possible to fit a smart meter due to a problem with the incoming electricity supply fuse box.  An appointment has been made for the fuse box problem to be fixed on 23rd May at no cost to the PC, after which further appointment will be made to install the smart meter. | **Clerk** |
| **22-129** | **Overton Flag**  There had been n0 progress on the design of the flag. | **Clerk** |
| **22-130** | **Website**  The website was operating satisfactorily. |  |
| **22-131** | **Accounts for Payment**   1. DGS Clarke – Clerk’s salary March 2022   £229.08  PAYE tax £ 45.80  Salary Payable £183.28   1. HMRC – PAYE tax £ 45.80 2. Citron Hygiene Ltd – service charge; sanitary disposal unit SP toilets £11.40   Vat £ 2.28  Total £13.68   1. Thomas Graham & Sons Ltd - cleansing materials SP toilets £52.80   VAT £10.56  Total £63.36   1. Zurich Municipal – Insurance premium 01/06/2022 to 31/05/2023 £1555.80 2. Overton Emergency Plan – Reimbursement of insurance premium £172.10 3. North West Air Ambulance Charity – Donation   £200.00   1. Royal National Lifeboat Institution – Donation   £200.00   1. E.ON Next – Elec charges SP toilets 01/04/22   To 01/05/22 payable by DD on 20/05/22  £ 24.6  VAT £ 1.24  Total £26.00  **Resolved:** Accounts be paid as presented. | **Clerk** |
| **22-132** | **Correspondence**   1. **27/04/2022 Anne Robson Trust –** information on the trust and request for its services to be publicized (website). **Resolved:** Information to be placed on website as requested. 2. **02/05/2022 Sunderland Point Conservation Society –** Letter of introduction and request to be copied in on any decision-making affecting the Sunderland Point Community. **See Item 22-106** 3. **06/05/2022 Lancaster City Council – Parish Boundaries –** Consultation on boundary changes to boundaries of Scotforth and Quernmore parishes. **Noted.** 4. **06/05/2022 Wyre Council –** Planning policy newsletter. **Noted.** |  |