**OVERTON PARISH COUNCIL**

**Meeting**

Minutes of the Meeting of Overton Parish Council held by electronic means on Monday

9th November 2020 at 7.00pm

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

S Ayrey

S Bargh

J Dean

D Edmondson

P Fleming

G Webber

**Also Present:** D Clarke (Clerk)

**Apologies:** All members present.

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

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| **Item No.** |  | **Action** |
| **20-258** | **Declarations of Interest**  There were no declarations of interest. |  |
| **20-259** | **Dispensations**  There were no requests for dispensation. |  |
| **20-260** | **Minutes of the previous meeting**  The minutes of the meeting of the Parish Council on Monday 12th October 2020 were received, approved and signed by the Chairman as a true record. |  |
| **20-261** | **Matters arising from the minutes**  There were no matters arising. |  |
| **20-262** | **Coronavirus – Contingency planning**  There were no new matters to consider. |  |
| **20-263** | **New Clerk**  There were no applications for the post. |  |
| **20-264** | **Annual Estimates 2021-23**  Draft Estimates of income and expenditure for 2021-22 and 2022-23 were presented to the parish council  **Resolved:** The draft estimates were approved and the precept for 2021-22 was set at £10,429. | **Clerk** |
| **20-265** | **Defibrillators – Update**  There was no progress on the proposed Chapel View/Church Park defibrillator. | **Clerk**  **JH** |
| **20-266** | **Green Team**  Glasdon UK had submitted a quotation of £787.50 excluding VAT for the supply and delivery of a new picnic table for the Trailholme Road picnic area. A discount on the price may be possible. | **Clerk** |
| **20-267** | **Social Media Policy**  The PC resolved on 13 July 2020 not to set up a facebook page for the time being but references to a facebook page in the agreed policy seem to imply that one has or will be set up. A revised Social Media Policy will be prepared for consideration at the meeting on 14 December 2020. | **Clerk** |
| **20-268** | **Grants and Donations**  An appeal from The Royal British Legion had been received.  **Resolved:** A donation of £100 will be made to The Royal British Legion. | **Clerk** |
| **20-269** | **Grounds Maintenance**  Due to the Coronavirus emergency Lancaster City Council have not carried out all of their contracted grounds maintenance work. It will be necessary to renegotiate the contract price at the end of the contract period. | **Clerk** |
| **20-270** | **Playground Inspection and Safety Issues**  An inspection has been carried out. There are no safety issues concerning the playground equipment.  The playground has been reopened following closure due to Covid-19 concerns. A hand sanitiser has been installed. |  |
| **20-271** | **Road Maintenance, Cleansing and Safety**  It was noted that there is no school crossing patrol at present.  Lancashire County Council will be asked to reinstate the crossing patrol and also to consider the installation of a pedestrian crossing at the school entrance. | **Clerk** |
| **20-272** | **Planning**  The Parish Council’s application for planning consent for the erection of an extension to the pavilion to provide toilets and an open decking area at the bowling green received consent on29 October 2020.  There were no other planning applications. |  |
| **20-273** | **Bus Shelter – Repair & refurbishment**  The refurbished seats will be installed shortly. | **JH**  **GW** |
| **20-274** | **Lancaster Road Development – Street name**  At present the access road to the new housing area is treated as part of Lancaster Road. The City Council will be asked if it is possible to change the name. | **Clerk** |
| **20-275** | **Sunderland Point Road – Illumination of Warning Signs**  Sunderland Point Community Association will be asked for an opinion about an additional sign to be fixed to the back of the current sign so that it is visible on the approach to the beach parking area.  The illumination panel on the current sign has been removed as it was vulnerable to swamping by high tides. | **Clerk** |
| **20-275** | **Sunderland Point Toilets**  The toilets are to remain closed subject to review. | **Clerk** |
| **20-276** | **Meeting Dates 2021**  Due to Covid-19 regulations, uncertainty about restarting meetings in person and the availability of accommodation in the Memorial Hall meeting dates in 2021 will not be planned in advance. The date of the January 2021meeting will be decided at the December 14 meeting of the PC. | **Clerk** |
| **20-277** | **Year Planner**  A draft year planner was presented to the PC for discussion at the January 2021 meeting. The purpose of the year planner is to serve as an aid memoir to parish councillors to help them with the administration of the PC in the event of the absence of the clerk. | **Clerk** |
| **20-278** | **Website Compliance Review**  The new website fully compliant with current regulations is now live.  It may be accessed on Overtonpc.co.uk.  Thanks are due to Ken Webber for organising the transfer. |  |
| **20-279** | **Accounts for Payment**  **DGS Clarke -** Clerks salary October 2020 £ 229.08  Less PAYE Tax £ 45.80  **Payment £183.28**  **HM Revenue and Customs –** PAYE tax **£ 45.80**  **T Jenkinson –** Internal Audit fee **£50.00**  **Thomas Graham & Sons Limited –** Anti-virus materials for SP toilets and Children’s Playground £102.74  VAT (NB no VAT on gloves) £ 16.65  **Total £119.39**  **Builders Supplies (West Coast) Limited –** Concrete mix for flag pole £27.00  VAT £ 5.40  **Total £32.40**  **Builders Supplies (West Coast) Limited** - Cement & aggregate for flag pole  £30.85  VAT £ 6.17  **Total £37.02**  **Resolved:** Accounts be paid as presented.  **TEEC Limited –** Website migration to compliant site and domain transfer  £665.99  VAT £133.20  **Total £799.19**  **TEEC Limited –** Hosting website for 12 months  £120.00  VAT £ 24.00  **Total £ 144.00**  **Broadgate Garage –** Fuel for mower 2020 £150.17  VAT £ 30.03  **Total £180.20**  **The Royal British Legion –** Donation **£100.00**  **Npower Business –** Elec charges SP Toilets 02/10/2020 to 02/11/2020; daily charge only  By DD on or after 24/11/2020. £17.63  VAT £ 0.88  **Total £18.51** | **Clerk** |
| **20-280** | **Correspondence**  Although there was no formal correspondence about it the PC had received a number of comments expressing approval of the memorial displays in Trailholme Wood and on Blue Potts. Many thanks to those who organised the displays.  All other correspondence dealt with in the above items. |  |
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