**OVERTON PARISH COUNCIL**

**Meeting**

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

24th May 2021 at 7.00pm

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

S Ayrey

P Fleming

G Webber

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

**Apologies:** S Bargh, J Dean, D Edmondson.

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

|  |  |  |
| --- | --- | --- |
| **Item No.** |  | **Action** |
| **21-117** | **Declarations of Interest**  There were no declarations of interest. |  |
| **21-118** | **Dispensations**  There were no requests for dispensation. |  |
| **21-119** | **Minutes of the previous meeting**  The minutes of the meeting of the Parish Council on Monday 5th May 2021 were received and approved as a true record for signature by the Chairman. | **Clerk** |
| **21-120** | **Matters arising from the minutes**  There were no matters arising from the minutes. |  |
| **21-121** | **Date of next meeting**  By resolution of the meeting of the Parish Council on 5th May 2021 the date of the next meeting is Monday 12th July 2021. | **Clerk** |
| **21-122** | **Coronavirus – Contingency planning**  Lancaster City Council has been awarded £228905 from the Welcome Back Fund set up by HM Government and the EU. The purpose of the fund is to assist communities to recover from the effects of lockdown by enhancing the attractiveness of the physical environment.  **Resolved:** The parish Council will apply for planters to be sited at Blue Potts and Trailholme Road. | **Clerk** |
| **21-123** | **New Clerk**  There were no applications for the post of Clerk | **Clerk** |
| **21-124** | **Bank Mandate – Review**  There was no progress to report. | **JH** |
| **21-125** | **Insurance – Renewal**  It was confirmed that the Parish Council’s insurance policy had been renewed for 2021/22 with effect from 1st June 2021. |  |
| **21-126** | **Annual Governance and Accountability Review**  It was noted that the Internal Auditor’s report had been received and accepted and that a Certificate of Exemption had been submitted to the External Auditor.  The Annual Governance Statement for 2020/21 was submitted to the Parish Council for completion and approval.  **Resolved:** The completed Annual Governance Statement for 2020/21 for Overton Parish Council be approved and signed by the Chairman and the Clerk.  The Accounting Statements for 2020/21 signed by the Responsible Financial Officer (the Clerk) were presented to the Parish Council for approval.  **Resolved:** The Accounting Statements for 2020/21 for Overton Parish Council be approved and signed by the Chairman. | **Clerk** |
| **21-127** | **Registration of Parish Council Property**  Registration of Kersey Meadow (the Football Field) and the Scout Hut land should be straight forward; Trailholme Road parcels may involve a lengthier process. There will be an update at the next PC meeting. | **Clerk** |
| **21-128** | **Defibrillators – Update**  There had been no progress on the proposal to place a defibrillator on the area between Chapel View and Church Park. Other locations will be considered. | **Clerk** |
| **21-129** | **Green Team**  There had been a suggestion that the Parish Council should obtain some anti-litter signs for the village.  **Resolved:** The parish Council will investigate the availability of suitable signs. | **Clerk** |
| **21-130** | **Grants and Donations**  There were no requests for grants or donations. |  |
| **21-131** | **Grounds Maintenance**  There is no date yet for the start of work to install a dropped kerb at the entrance to Trailholme Wood. | **Clerk** |
| **21-132** | **Playground Inspection, maintenance and Safety Issues**  No date yet for the start of maintenance work at the playground.  It was reported that the roundabout needed new bearings.  **Resolved:** New bearings for the roundabout be purchased and fitted. Estimated cost £100 plus VAT. | **Clerk**  **JH** |
| **21-133** | **Road Maintenance, Cleansing and Safety**  Lancashire County Council had declined the Parish Council’s request for a zebra crossing at the school entrance on Lancaster Road and for double yellow lines at the Main Street/Chapel Close junction on the grounds that they were not justified by the accident record at these locations. **Resolved:** The Parish Council will seek the support of Overton’s County Councillor. | **Clerk** |
| **21-134** | **Planning**  There were no planning applications to consider. | **Clerk** |
| **21-135** | **Sunderland Point Road – Illumination of warning signs**  So far there had been no response from the Sunderland Point Community Association about the proposed signs.  Illustrations of the PC’s proposed signs will be sent to the SPCA. | **Clerk** |
| **21-136** | **Sunderland Point Toilets**  The PC had received a letter from Stephen Loxam, whose property is next door to the toilets, regarding the lights at the toilets. Mr. Loxam’s main point is that, in his view, the lights tend to encourage antisocial behaviour by some late-night visitors to Sunderland Point.  **Resolved:** The Parish Council will obtain estimates of the cost of installing motion activated lighting at the toilets.  E.ON Next the supplier of electricity at the toilets had offered to fit a smart meter. This will be considered at a future meeting. | **Clerk** |
| **21-137** | **Website**  GKW confirmed that the planning tracker was now installed on the PC’s website. The invoice for the first year of the service had not been received from TEEC Limited but the Parish Council was asked to authorise payment of £12.00 plus VAT when the invoice arrives.  **Resolved:** Payment of £12.00 plus VAT to TEEC Limited be approved. | **Clerk** |
| **21-138**  **21-139** | **Accounts for Payment**   1. **DGS Clarke –** Clerk’s salary for May 2021   £229.08  PAYE Tax £ 45.80  **Amount payable £183.28**   1. H**MRC** – PAYE tax **£45.80** 2. **Citron Hygiene –** Duty of Care Compliance costs SP Toilets £25.00   VAT £ 5.00  **Total £30.00**  This is a new charge and relates to the safe handling of the sanitary disposal unit and its contents. The single charge covers the period April 2021 to March 2022.   1. **Planning Tracker -** **£12.00 plus VAT**   No invoice yet, PC has authorized payment when it is received.  **Resolved:** Accounts be paid as presented.  **Correspondence**  Correspondence has been assigned to appropriate agenda items. | **Clerk**  **Clerk** |