**OVERTON PARISH COUNCIL**

**Meeting**

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

5th May 2021 at 7.00pm

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

S Ayrey

S Bargh

J Dean

P Fleming

G Webber

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

**Apologies:** D Edmondson.

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

|  |  |  |
| --- | --- | --- |
| **Item No.** |  | **Action** |
| **21-90** | **Declarations of Interest**  There were no declarations of interest. |  |
| **21-91** | **Dispensations**  There were no requests for dispensation. |  |
| **21-92** | **Minutes of the previous meeting**  The minutes of the meeting of the Parish Council on Monday 12th April 2021 were received and approved as a true record for signature by the Chairman. | **Clerk** |
| **21-93** | **Matters arising from the minutes**  There were no matters arising from the minutes. |  |
| **21-94** | **Election of Chair and Vice-chair**  Mr J Higginson was elected Chairman by unanimous vote  Mrs S Ayrey was elected Vice-chair by unanimous vote. | **Clerk** |
| **21-95** | **Date of next meeting – Date of Annual Parish Meeting**  **Resolved:** The Annual Parish Meeting and the next meeting of the Parish Council will be on Monday 24th May 2021 at 7.00 pm in Overton Memorial Hall. There will be no meeting of the Parish Council in June 2021. The meeting in July 2021 will be on Monday 12 July at 7.00 pm in Overton Memorial Hall. | **Clerk** |
| **21-96** | **Coronavirus – Contingency planning**  There were no changes to current policy. |  |
| **21-97** | **New Clerk**  There were no applications for the post of Clerk. |  |
| **21-98** | **Bank Mandate – Review**  There have been difficulties in submitting the mandate form electronically. Direct contact with the bank will be made to see if an alternative procedure is available. | **JH** |
| **21-99** | **Insurance – Renewal**  **Resolved:** The premium of £1503.38 quoted by Zurich Municipal for the renewal of the policy for the year commencing 1st June 2021 be accepted and the policy renewed. | **Clerk** |
| **21-100** | **Internal Audit – Annual Governance and Accountability Review**  The Internal Auditor’s report on the Parish Council’s accounts for the year ending 31st March 2021 was received. The Auditor reported that the accounts were found to be in order.  **Resolved:** The Internal Auditor’s report be accepted.  The Annual Governance and Accountability Review process for 2020/21 has started. The Parish Council’s income and expenditure in 2020/21 were both less than the upper limit of £25,000 which permits it to certify itself as exempt from having a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor.  **Resolved:** Overton Parish Council Certifies that it is exempt  from having a limited assurance review and from the need to submit an Annual Governance and Accountability Return to the external auditor. The Certificate of Exemption to be signed by the Chairman and the Responsible Financial Officer. | **Clerk** |
| **21-101** | **Risk Register – review**  A revised Risk Register for the year commencing 5th May 2021 was presented to the Parish Council. A separate risk register for Sunderland Point Toilets dealing specifically with the risks arising from the Coronavirus emergency was also presented to the Parish Council.  **Resolved:** The revised risk register for the year commencing 5th May 2021 be accepted and approved and also the risk register for the Sunderland Point toilets. | **Clerk** |
| **21-102** | **Registration of Parish Council Property**  This item was deferred to the next meeting of the Parish Council. | **Clerk** |
| **21-103** | **Defibrillators – Update**  There was no report on this item. |  |
| **21-104** | **Green Team**  There was no report on this item. |  |
| **21-105** | **Grants and Donations**  There were no requests for grants or donations. | **Clerk** |
| **21-106** | **Grounds Maintenance**  Lancaster City Council’s quotation for the installation of a dropped kerb at the entrance to Trailholme wood has been accepted but as yet there is no date for commencement of the work. | **Clerk** |
| **21-107** | **Playground Inspection and Safety Issues**  Lancaster City Council’s quotation for repair and maintenance work at the playground has been accepted but as yet there is no date for commencement of the work. | **Clerk** |
| **21-108** | **Road Maintenance, Cleansing & Safety**  Lancashire County Council will carry out an inspection of road markings on Main Street with a view to refreshing those which are faded. | **Clerk** |
| **21-109** | **Planning**  **Application No:** 21/00462/FUL**. Proposal:** Demolition of existing conservatory and erection of a replacement single storey rear extension. **For:** Mrs. Pauline Simpson.Site Address: 40 Chapel Lane, Overton, LA3 3HU.  **Resolved:** No objection.  **Application No:** 21/00005/FUL. **Proposal:** Erection of single storey front extension, conversion of attached garage into habitable room and erection of detached outbuilding to front garden. **For:** Mr. Simon Ward. **Site Address:** 19 Chapel Lane, Overton, LA3 3HU.  **Resolved:** No objection.  **Tree Application No**: 21/0077/TPO. **Proposal:** x1 Ash – Fell, x4 Ash – Reduce, x2 Sycamore – Crown thin and crown raise, x2 Sycamore – Crown raise, x1 Poplar -Reduce, x1 Boundary Hedge (predominantly Sycamore) – Crown raise to 4m. **For;** Ms. L Pointer. **Site Address:** 21 Chapel Lane, Overton, Morecambe, LA3 3HU.  **Resolved: No objection** | **Clerk** |
| **21-110** | **Lancaster Road Development -Street name**  A short list of five names for the new housing development had been drawn up by the developers for consideration by the Parish Council.  The Parish Council was unanimous in preferring “Colloway Croft”.  **Resolved:** The developers be informed of the Parish Council’s preference. | **Clerk** |
| **21-111** | **Sunderland Point Road – Illumination of warning signs**  There was no report on this item. | **Clerk** |
| **21-112** | **Sunderland Point Toilets**  The toilets have been cleaned and disinfected. Hand sanitisers have been installed and notices relating toCovid-19 precautions displayed. Volunteers have been given, advice on Covid-19 precautions, copies of the risk assessment and will be provided with face shields.  The toilets have been reopened. | **Clerk** |
| **21-113** | **Website**  The Parish Council’s IT consultants have provided details of a programme application for the PC’s website which will enable details of planning applications relevant to the Overton area to be pulled direct from the City Council’s website to the PC’s. The cost is £12 per annum.  **Resolved:** G Webber be authorised to arrange the installation of the application. | **GW** |
| **21-114** | **Rural Broadband – Consultation**  The Parish Council is aware that broadband quality in the parish is variable but does not have access to the detailed information requested by the consultation.  **Resolved:** The Parish Council will not make a formal response to the consultation. | **Clerk** |
| **21-115** | **Accounts for Payment**   1. **DGS Clarke –** Clerk’s salary April 2021 £229.08   PAYE tax £ 45.80  **Salary payable £183.28**  **Expenses –** Purchase of 20 Face shields for use by  Volunteers cleaning Sunderland Point toilets **£ 25.98**  **Total £209.26**   1. **HM Revenue & Customs – PAYE tax £45.80** 2. **Zurich Municipal –** Insurance renewal premium 2021/22   **£1503.38**   1. **E.ON Next –** Electricity charges 1/04/2021 to 30/04/2021 SP Toilets   By DD on 07/05/2021 £17.08  VAT £ 0.85  **Total £17.83 EST**   1. **TW Jenkinson –** Annual Internal Audit fee **£50.00**   **Resolved:** Accounts be paid as presented | **Clerk** |
| **21-116** | **Correspondence**   1. **22/04/2021** Lynne Molloy – Problems of parking and speeding in the village. Provision of electric vehicle charging points. Suggested establishment of sub-committee or similar to consider these issues.   The Parish Council is aware of the parking problems on Main Street. Many households have more than one car and no off-street parking facilities. The PC has no land which could be used for parking or the provision of electric vehicle chargers nor have the City or County councils. In some areas of the village where off-street parking is possible it is not always used. The PC would like to install a renewables powered speed indicator device on Lancaster Road and is trying to persuade County to provide a Zebra crossing at the school crossing point. Lancashire County Council will check the condition of road markings on Main Street with a view to refreshing them.  **Resolved:** The Clerk to reply to Mrs. Molloy.   1. **23/04/2021 NALC via LALC –** Consultation on Electronic Communications Infrastructure. – Deadline Friday 21st May 2021. **Resolved:** no observations. 2. **29/04/2021 NALC via LALC –** Open Spaces Society call for voluntary registration of village green or open space to protect from development.   **Resolved:** No Action.   1. **24/04/2021 Lancashire County Council – Wildlife and Countryside Act 1981 Part lll. Application for Definitive Map Modification Order to Upgrade to Bridleway Footpath Overton 1 Known as Moss Lane.**   This is the footpath from Middlepool Bridge to Downeyfield Road.  **Resolved:** The Parish Council will object to this Application on the grounds that:   1. Horse traffic will disturb grazing livestock. 2. The surface of the footpath will become trampled which will be detrimental to its use by walkers. 3. The Downeyfield Road entrance/exit is via a stile at a dangerous bend in the road. Upgrading to a bridleway will require a gate. Horses waiting at the gate will be a traffic hazard. There is a risk of livestock escaping onto the road should the gate be left open. | **Clerk** |