**OVERTON PARISH COUNCIL**

**Meeting**

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

14th November 2022 at 7.00pm

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

S Ayrey

D Edmondson

P Fleming

D Hamer

J Dean

S Bargh (part of meeting)

**Also Present:** D Clarke (Clerk), Adam Kirkby and 8 members of the public.

**Apologies:**

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

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| **Item No.** |  | **Action** |
| **22-263** | **Declarations of Interest**  There were no declarations of interest. |  |
| **22-264** | **Dispensations**  There were no requests for dispensation. |  |
| **22-265** | **Open Section for members of the public to speak**  Adam Kirkby from Lancaster City Council Community Connectors introduced himself and made an apology for Mark Woodhead who had been unable to attend the previous OPC meeting.  Adam explained that the work of Community Connectors was to bring the city council closer to the people who live and work in the district by listening to their views and promoting community work through Community Hub a city council initiative which, via the city council’s website [www.lancaster.gov.uk](http://www.lancaster.gov.uk) and Community Connectors, could provide information on sources of help and advice on a wide range of concerns such as energy bills, staying warm, foodbanks, housing support, mental health and family support.  Margaret Brown suggested that the switch-on of the Christmas Tree lights should be an occasion for a public event.  There was concern about ineffective surface water drainage in Pedder Road, Avenue and Drive since the re-surfacing of the roads. After rainfall standing water which is unable to reach the drains remains for long periods of time in many areas, particularly at the dropped kerb entrances to the houses. The parish council had mentioned this to the highway authority and would issue a reminder.  During the open section of the 10th October OPC meeting the Clerk to the Council, David Clarke, had made a statement criticising the position taken by members of the Sunderland Point Conservation Society on the planning application for works to the Mission Heritage Centre at Sunderland Point. There was a suggestion that his contribution should not have been allowed and was disrespectful to members of the SPCS. | **Clerk** |
| **22-266** | **Minutes of the previous meeting**  The minutes of the meeting of Overton Parish Council on Monday 10th October 2022 were received and approved for signature by the Chairman by a majority of members of the parish council, there being one dissenting member. | **Clerk** |
| **22-267** | **Matters arising from the minutes**  There were no matters arising from the minutes. |  |
| **22-268** | **Coronavirus – Contingency Planning**  There were no changes to current policy. |  |
| **22-269** | **New Clerk**  Mrs. Christine Mashiter who had applied for the post of Clerk to the Council was present at the meeting.  **Resolved:** Mrs Mashiter to be invited to attend an interview in the Supper Room at the Memorial Hall on Thursday 17th November 2022 at 7.00pm. An interview panel comprising J Higginson, J Dean and D Hamer be formed and authorised to negotiate terms of employment, salary and commencement of employment and to make an appointment to the post of Clerk to the Council. | **Clerk** |
| **22-270** | **Internal Audit**  The Internal Auditor’s Report was received. The Auditor reported that the half year accounts to 30 September 2022 were in order.  **Resolved:** The Internal Auditor’s Report be received and approved. | **Clerk** |
| **22-271** | **Annual Estimates 2023-24**  This item was postponed to the 12th December 2022 meeting as information about the Council Tax Base for Overton had not yet been received from Lancaster City Council. | **Clerk** |
| **22-272** | **Village Christmas Tree**  Arrangements will be made for the delivery of the Christmas Tree on Thursday 24 or Friday 25 November. Margaret Brown had suggested that the switch-on of the lights should be a public event. Wednesday 30th November was suggested. Appropriate insurance would be necessary.  Lights and decorations to be sourced.  Crabtree Christmas Trees have asked for payment for the tree to be made on delivery, the cost is £270.00 excluding VAT. The PC is requested to authorise payment on delivery.  **Resolved:** The switch-on will be a public event; date to be Wednesday 30th November 2022. Payment of £270.00 excluding VAT to Crabtree Christmas Trees on delivery of the tree is authorised.  . | **Clerk** |
| **22-273** | **Lancaster Road Development – Section 106 update**  There was no report on this item. | **Clerk** |
| **22-274** | **Registration of Parish Council Property**  The PC’s solicitor believed that a Statement of Truth made and signed by the current clerk would meet the requirements of the Land Registry. This possibility is being pursued. | **Clerk** |
| **22-275** | **Defibrillators – Update**  It was reported that all the defibrillators in the village were functional and stocked with paediatric pads as well as adult pads. It had been reported that the cabinet at the Memorial Hall unit had a slight leak and minor hairline cracks. This unit will be monitored to ensure that it remains operational.  . | **Clerk** |
| **22-276** | **Green Team**  It was reported that a new picnic table had been ordered for the Trailholme Road picnic area. Delivery to be in March 2023. | **Clerk** |
| **22-277** | **Grants and Donations**  There were no requests for grants or donations. |  |
| **22-278** | **Grounds Maintenance.**  There was no report on this item. |  |
| **22-279** | **Playground Inspection, maintenance and Safety Issues**  The parish council had received a safety report commissioned by Lancaster City Council. The report noted that there was a length of exposed armoured electrical cable on the surface of the wooden screen fence to the detached house on Lancaster Road which shares a boundary with the playground. The occupiers of the house will be contacted to check to status of the cable with a view to it being removed.  It was reported that the ‘Froggo’ litter bin’s missing rear panel could be replaced at a cost of £147.65 plus VAT.  **Resolved:** A new back panel for the ‘Froggo’ litter bin be ordered at a cost of £147.65 plus VAT. | **Clerk** |
| **22-280** | **Road Maintenance, Cleansing and Safety**  The white lines in the village centre had been refreshed.  Lancashire County Council will be consulted about a location for a new SpID sign and about the ineffective surface water drainage in Pedder Road, Avenue and Drive. | **Clerk** |
| **22-281** | **Moss Lane – Definitive Map Modification Order**  There was no report on this item. | **Clerk** |
| **22-282** | **First Terrace - Definitive Map Modification Order**  This application is for a proposal to upgrade the existing public footpath along First Terrace at Sunderland Point to a bridleway in order to provide a continuous bridleway from the end of the causeway to the existing bridleway over The Lane at its junction with First Terrace.  **Resolved:** The parish council has no observations to make on this application | **Clerk** |
| **22-283** | **Planning**  **Application No:** 22/01266/FUL. **Proposal:** Erection of detached dwellinghouse. **For:** Mr. & Mrs. Betts. **Site Address:** 21 Church Grove, Overton, LA3 3HZ. **Grid Reference:** 344117,457614.  **Resolved**: The parish council will object to this application on road safety grounds as the development will create additional traffic on Chapel Lane which has hazardous blind bends and sections without pavements.  **Application No:** 22/01273/FUL. **Proposal:** Installation of solar panels to the front elevation and erection of outbuilding to create ancillary accommodation in association with 1 The Lane. **For:** Nicole Hargreaves. **Site Address:** 1 The Lane, Sunderland Point, Morecambe, LA3 3HS. **Grid Reference:** 342652,455999.  **Resolved:** The parish council has no objection to this application. | **Clerk** |
| **22-284** | **Sunderland Point Road – warning signs**  There was no report on this item. | **Clerk** |
| **22-285** | **Sunderland Point Toilets**  The clerk requested authority to order supplies of cleansing materials for the toilets at an estimated £70.00 plus VAT.  It was reported that arrangements had been made for a ‘smart meter’ to be fitted on Thursday 17th November.  The clerk reported that he had been advised that the septic tank serving the toilets required de-sludging. Wards of Carnforth offer such a service and had been contacted for further information. Wards phoned on Saturday 12th November and asked if they could do the job that morning.  The clerk agreed and the work was carried out satisfactorily.  The cost is unknown but could be in the range of £300 to £400 plus VAT.  **Resolved:** The clerk be authorised to order cleansing materials for Sunderland Point toilets at an estimated cost of £70.00 plus VAT.  **Resolved:** The clerk’s decision to authorise the de-sludging of the septic tank serving Sunderland Point toilets at an estimated £300 to £400 plus VAT be ratified. | **Clerk** |
| **22-286** | **Overton Flag**  There was no report on this item. |  |
| **22-287** | **Website**  There was no report on this item. |  |
| **22-288** | **Accounts for Payment**   1. **DGS Clarke –** Clerk’s salary Oct 22   £229.08  PAYE Tax £ 45.80  Salary payment **£183.28**   1. **HMRC** – PAYE tax **£ 45.80** 2. **J Dean –** Reimbursement of the cost of paediatric pads for Memorial Hall defibrillator £85.00   Shipping £ 5.95  VAT £18.19  **Total £109.14**   1. **Water Plus Limited –** Water charges SP toilets   21/09/22 to 20/10/22  **£9.81** | **Clerk** |
|  | 1. **TW Jenkinson** – Internal Audit Fee – Half year audit   **£50.00**   1. **E.ON Next –** Elec Charges SP toilets **01/10/22 to31/10/22**   By DD on or about 16/11/22 £23.02  VAT £ 1.15  **Total £24.17**  **Resolved:** Accounts be paid as presented**.** |  |
| **22-289** | **Correspondence**   1. **11/10/2022 – Steph Smith –** Enquiry about procedure – Is the clerk permitted to speak in the Open Section of PC meetings?   **Written response to be prepared.**   1. **14/10/2022 - Lancashire County Council –** Regulations governing attachments to lighting columns.   **Noted.**   1. **16/10/2022 - Mr. & Mrs. D Williams –** Intention to attend 14th November OPC meeting with information on proposals for development of land to the rear of Manor farm House.   **Noted.**   1. **27/10/2022 - Mrs. K Tyson –** Relating to problems with an HGV parked in a residential area.   **Noted.** Regulations to be consulted.   1. **01/11/2022** – **LALC** – Request for comment on DLUHC (Department for Leveling Up) Committee Funding Inquiry. Deadline 10/11/2022.   **No observations.**   1. **01/11/2022** - **LALC** – Details of NJC Pay Award. Effective from 01/04/2022.   **Noted.** | **Clerk** |
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