**OVERTON PARISH COUNCIL**

**Meeting**

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

8th November 2021 at 7.00pm

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

S Ayrey

P Fleming

J Dean

**Also Present:** D Clarke (Clerk) and 4 members of the public

**Apologies:** D Edmondson, S Bargh, G Webber

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

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| **Item No.** |  | **Action** |
| **21-339** | **Declarations of Interest**  There were no declarations of interest. |  |
| **21-340** | **Dispensations**  There were no requests for dispensation. |  |
| **21-341** | **Open Section for members of the public to speak**  The meeting was attended by Mr. John Davies who, on behalf of the Pageantmaster, Bruno Peek, is the Lancashire Champion with responsibility for co-ordinating the Queen’s Platinum Jubilee Beacons in Lancashire. Mr Davies reminded the meeting that the celebration date was 2nd June 2022 and that all the beacons throughout the country would be lit simultaneously at 1915 hrs, 7.15pm. Mr Davies stressed that communities taking part should work within the means at their disposal, a brazier on the village green would be as acceptable as a hilltop bonfire. He said that he would be available for advice and provided his contact details. The Chairman thanked Mr Davies and indicated that Overton intended to take part in the celebrations.  There were discussions with Peter Huddleston about the maintenance of Trailholme Wood in the light of concerns expressed by the public about overgrown vegetation. The wood was a haven for wildlife and this was enhanced by the growth of wild flowers and grasses in the summer. The main path through the wood was passable at all times although it narrowed a bit at the far exit. The side path was narrower but allowed closer inspection of the flora and fauna which was appreciated by many visitors.  It was suggested that interpretive signs might help to explain to visitors the reasons behind the management policy.  Brian Holmes representing the Trustees of the Mission Heritage Centre at Sunderland Point presented fresh estimates of the cost of connecting a mains water supply to the building. United Utilities price for making the connection to the water main was £252.40 including VAT and an estimate by Water Improvement Services for trenching, pipework and connection to the building was £11000.00 with no VAT chargeable.  Paul Grant expressed concern about the quality of the substrate used in the road surfacing work currently in progress in the Pedder Road area. Kerb stones had been disturbed. Apparently serviceable cast iron gully gratings had been removed and were being replaced by new steel gratings which seemed unnecessarily wasteful.  The PC had asked county for reassurance on these points but had not yet received a reply, Paul gave a contact number for the engineer managing the contract. The PC will make further enquiries. | **Clerk** |
| **21-342** | **Minutes of the previous meeting**  The minutes of the meeting of the Parish Council on Monday 11th October 2021 were received.  **Resolved:** The minutes be approved as a true record for signature by the Chairman. | **Clerk** |
| **21-343** | **Matters arising from the minutes**  There were no matters arising from the minutes. |  |
| **21-344** | **Coronavirus – Contingency planning**  There were no changes to current policy |  |
| **21-345** | **New Clerk**  There were no candidates for the post. |  |
| **21-346** | **Lancaster District – Ward boundaries review**  Consultation information circulated to parish councillors.  The purpose of the review is to ensure as far as possible that every city councillor represents the same number of electors. The consultation closes on 23rd November 2021. The current electorate of the Overton ward is 1890, the anticipated electorate after review is 1939.  **Resolved:** No comment on the boundary review. |  |
| **21-347** | **Precept 2022-23**  The Annual estimates for 2022-23 which were approved by the parish council on 11 October 2021 recommended a precept of £10,429.  **Resolved:** The parish precept for 2022-23 be set at £10,429. | **Clerk** |
| **21-348** | **Bank Mandate**  Activation of the new mandate is still in progress. | **JH** |
| **21-349** | **Registration of Parish Council Property**  The PC was waiting for information from solicitors, there had been a delay due to a change of personnel at the solicitors. | **Clerk** |
| **21-350** | **Defibrillators – Update**  A defibrillator and cabinet had been ordered. Arrangements were in hand to install it, on arrival, in the public access area between Chapel View and Church Park. | **Clerk** |
| **21-351** | **Green Team**  The PC had been offered free trees by an environmental organisation but currently has no proposals for additional planting. Details of the offer will be kept on record.  Lancashire County Council had confirmed that the PC had been accepted on to the Public Rights of Way Local Delivery Scheme for 2021-22. A grant of £500 is anticipated.  During the summer people had expressed concern about overgrown vegetation in Trailholme Wood. The PC’s policy is that the wood should be as wildlife friendly as possible, trimming vegetation during the spring and summer growth periods is inimical to this policy. The main path through the wood will be kept passable. The side paths, where some of the most interesting flora and fauna can be observed close up, should be passable with care. The provision of interpretation signs is being considered. | **Clerk** |
| **21-352** | **Grants and Donations**  The PC had received publicity about the Royal British Legion Poppy Appeal. **Resolved:** No action.  Revised estimates for the cost of connecting the Sunderland Point Mission Heritage Centre to a mains water supply had been received.  United Utilities; connection to water main £252.40 including VAT. Water Improvement Services; Trenching, installation of pipework, connection to building £1100.00 no VAT payable.  **Resolved:** the parish council will make a grant of £1352.40 to the Trustees of The Mission Heritage Centre, Sunderland Point on satisfactory completion of the work and receipt of copy invoices. This resolution authorises payment to the Trustees at any time, provided that the conditions of the grant have been met. | **Clerk** |
| **21-353** | **Grounds Maintenance**  There was no action to report. |  |
| **21-354** | **Playground Inspection, maintenance and safety issues**  Maintenance work by Lancaster City Council not yet started.  Replacement of bearing to the roundabout was postponed due to weather conditions. | **Clerk**  **JH** |
| **21-355** | **Road Maintenance, Cleansing & Safety**  There was concern about the quality of the resurfacing work being carried out in the Pedder Road area. County engineers will be asked for assurance that the work is to specification and that displaced kerbs will be reinstated. | **Clerk** |
| **21-356** | **Planning**  **Tree Application No:** 21/0194/TCA. **Proposal:** 1x Scots Pine – Crown reduction up to 30%. 3x Sycamore – Crown reduction up to 30%. **For:** Mr. Peter Armer. **Site Address:** 16 Main Street, Overton. LA3 3HD.  **Resolved:** The parish council has no objection to this application. | **Clerk** |
| **21-357** | **Sunderland Point Road – warning signs**  Alpha Engraving has given an estimate of £184.94 plus VAT for the provision of a tidal warning sign with fixings for the Sunderland Point Road. In addition there would be a fitting charge of £45.00 plus VAT.  **Resolved:** The estimate of £184.94 plus VAT for the sign be accepted. Fitting service will not be required. | **Clerk**  **JH** |
| **21-358** | **Sunderland Point Toilets**  **Resolved;** The clerkbe authorised topurchase consumables and cleaning materials at an estimated cost of approximately £60.00 plus VAT. | **Clerk** |
| **21-359** | **Adult Gym Equipment**  There was no report on this item. | **Clerk** |
| **21-360** | **Overton Flag**  Design work in hand. | **GW**  **DE** |
| **21-360** | **Website**  There was no report on this item. | **GW** |
| **21-361** | **Internal Audit**  The Internal Auditor’s report had been received. He reported that the accounts for the half year ending 30th September 2021 were found to be in order. He mentioned that the Risk Assessment document was current but required signing and that VAT payments were being recorded and would be reclaimed at the end of the current financial year.  The Risk Assessment document has now been signed.  **Resolved:** The Internal Auditor’s report be accepted and approved. The actions noted have been or will be carried out. | **Clerk** |
| **21-362** | **Accounts for Payment**   1. **DGS Clarke -** Clerk’s salary October 2021 £229.08   PAYE Tax £ 45.80  **Payment** **£183.28**  **02.HM Revenue & Customs** – PAYE tax **£45.80**  **03. TW** Jenkinson – Internal Audit fee **£50.00**  **04. E.ON Next –** Elec charges SP toilets 01/10.21 to 31/10/21  £23.45  VAT £ 1.17  Payable by DD on or about 16/11/21 **Total £24.62**  **Resolved:** Accounts be paid as presented. | **Clerk** |
| **21-363** | **Correspondence**   1. **12/10/2021 –** Bruno Peek Pageantmaster Queen’s Platinum Jubilee Beacons – Information on Guide to Taking Part. **Noted for action at future PC Meeting.** 2. **03/11/2021** Jaci Weaver – Request to support petition to change Localism Act 2011 and Code of Conduct so that councillors can be sanctioned for bad behaviour **Resolved;** councillors will sign the petition. | **Clerk** |