

Barnacre-with-Bonds Parish Council

MINUTES

Of the Parish Council Meeting which took place at Barnacre Memorial Hall on Wednesday 17th May 2023.

Draft version – for approval at the next Parish Council meeting scheduled to take place on Wed 12th July 2023.

1. Election of Chairperson

It was proposed by Cllr Ibison, seconded by Cllr Fennell that Councillor Commander remains in office as Chairperson. Councillor Commander accepted (via text as not present).

Under the Local Government Act 1972 (83(4)) the Chairperson would need to sign the Declaration of Office. Clerk to take to Councillor Commander following the meeting.

2. Election of Vice Chairperson

It was proposed by Cllr Howell, seconded by Councillor Ibison that Councillor Fennell be Vice Chairperson. Councillor Fennell accepted.

Under the Local Government Act 1972 (83(4)) the Vice Chairperson signed the Declaration of Office.

3. Present: Parish Councillors Fennell (Chair), Harkins, Howell, Ibison & Webster & 2 members of the public.

Apologies: Councillor Commander.

4. Declarations of interest – None to report.

5. Period of public discussion / chance to review Clerk's report / receive updates from Police, Borough & Parish Councillors re meetings, groups, visits, training courses etc - The meeting was adjourned at 7:39pm:

Clerk asked which Councillors would be attending the Community Catch up on Saturday; all Councillors will be present. The Clerk's report has details of all guests who will be attending in addition to Charlie who is the new engagement officer for Wyre Rivers Trust. Clerk will organise refreshments and open the hall to meet guests, set up the room and display the notices. Flyers have been printed and posted around Calder Vale village and Councillor Fennell confirmed that he had scheduled posts on fb sites too and the event has been advertised in the green book, on notice boards and on the website.

A lady present at the meeting thanked the Parish Council for the 50 pence coins for the children of St Mary & St Michaels Primary school.

Councillor Howell confirmed that the outline plan for Castle Lane (application 22/00669/OUT) has been approved however there are some errors in the Wyre Planning Committee's supplementary notes. Councillor Howell was happy to write to Wyre to address these and will also suggest that LCC look at the detail to access as there has been no visit to site. He will cc in the Chief Exec of Wyre and LCC.

Signed Date

Councillor Ibison confirmed that following the election Conservative retained control of Wyre. AGM being held tomorrow.

No one attended the LALC meeting in April.

Meeting reconvened at 7:51pm.

6. Personnel Advisory Committee

Members were discussed and **it was resolved that the following Councillors would make up the advisory Committee: Councillors Howell, Commander, Webster & Fennell.**

7. Appoint representatives

Representatives were discussed and **it was resolved that the following reps for various committees / forums be appointed:**
Flood Forum – Councillor Ibison
Wyre Area Committee – Councillors Howell & Fennell
Dimples Almshouses – Councillor Ibison

8. Planning roles 2023/24

Areas were discussed and **it was resolved that planning applications for Calder Vale and Barnacre would go to Councillors Commander, Ibison and the new Councillor (once the seat has been filled) and Bonds would be Councillors Fennell, Harkins, Howell & Webster.**
Extra ordinary meetings would be called to discuss applications as and when appropriate. All Councillors would be cc'd into any planning applications outside these areas for information.

9. Financial Regulations

Clerk had circulated these ahead of the meeting. It was resolved that there were no amendments to make.

10. Standing Orders

Clerk had circulated these ahead of the meeting. It was resolved that there were no amendments to make.

11. Approval of accounts for year ending 31 March 2023

Clerk presented the accounts for 2022/23 (not yet audited) **It was resolved these be accepted.**

12. Exemption certificate for annual audit 2022/23

As the Parish Council neither received gross income, nor incurred gross expenditure, exceeding £25,000 in the tax year ending 31st March 2023, **it was resolved that the Parish Council wished to certify themselves as exempt from a limited assurance review under section 9 of the Local Audit (smaller Authorities) Regulations 2015 and the exemption certificate be signed by the Chairman and the RFO.**

Signed Date

An analysis of variances and bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights would be fully completed and along with the exemption certificate, published on the Parish website.

13. Annual Governance Statement & Accounting Statements 2022/23

Part 1 & part 2 of Annual Return was approved and signed by RFO & Chair.

14. Accounting Statements 2022/23

Accounting statements were answered and signed by RFO & Chair.

15. Precept

It was noted that the precept amount of £8000 was received on 06.04.23.

16. Annual Insurance 2023/23

Renewal of the Parish Council's annual insurance premium and entering the second year of a 3 year long term agreement (LTA) with Zurich was discussed and **it was resolved that the annual premium of £326.94 be paid.**

17. Lancashire Partnership Against Crime (LANPAC)

The invite received to become an associate member of Lancashire Partnership Against Crime was discussed and **it was resolved that the Parish Council signed up. The annual cost is £60. Clerk to organise.**

18. Recommendations from The Personnel Advisory Committee re timetable & details to recruit a new Clerk / RFO

Councillor Howell fed back from the advisory Committee meeting held on 26.04.23 the following timetable of events that would need to take place to recruit a new Clerk / RFO:

- Closing date for applications – Fri 26.05.23.
- Review applications between 29.05.23 – 02.06.23 – Clerk to forward any applications as and when received to Councillors Howell, Fennell & Commander and those Councillors will liaise during these dates to review applications.
- Interviews to take place between 05.06.23 – 16.06.23 – Recommended interviewers were Councillors Howell, Fennell and Commander and interviews would be held in Barnacre Memorial Hall.
- Successful applicant to be notified and issued with contract to sign/return as acceptance of role w/c 19.06.23.

Signed Date

- New Clerk commences employment 03.07.23 (shadowing current Clerk throughout July, including attending the meeting on the 12th July). Two Clerk's salaries will be paid for July.
- Nicky's last day in the role will be Mon 31.07.23.

19. Planning applications / appeals / other planning matters

- a. Application 23/00071/FUL - Conversion of existing building into one holiday unit (C3) and new access with closure of existing access @ Tarnside, Dimples Lane. **This was discussed and resolved that there were no comments.**
- b. Application 23/00316/FUL – Proposed erection of two storey rear extension, single storey integral garage, detached single garage & formation of raised terrace patio to rear @ Outlook, Strickens Lane. **This was discussed and resolved that there were no comments.**
- c. Application 23/00259/FUL – Proposed extension to existing motor repair & servicing workshop (resubmission of 22/00338/FUL) @ Parkhead Farm, Parkhead Lane. **This was discussed and resolved that there were no comments.**
- d. Application 23/00269/FUL – Erection of a building for storage & light industrial; use class B8 & E(g)(part retrospective) @ High Meadows, Reservoir Road. **This was discussed and resolved that there were no comments.**
- e. Application 23/00357/FUL – First floor side / rear extension & replacement rear dormer @ 12 Greenacres Drive. **This was discussed and resolved that there were no comments.**
- f. Application 23/00344/FUL – Erection of 9 no. dwellings with associated car parking, landscaping and access from Calder House Lane (variation of condition 6 on planning permission 22/00396/FUL to allow for alternative drainage arrangement) @ Calder House, Calder House Lane. This was discussed and **it was resolved that the following comments be noted:**
To provide a sustainable foul and surface water drainage for this development the applicant is proposing to increase the ground levels on the site. The Parish Council is concerned that although the surface water pipework will fall to a manhole at the north west corner of the site the revised ground level profile for the site will fall towards Calder House Lane. During heavy rainfall events it is likely that surface water will not infiltrate into the impermeable soil within the gardens and landscaped areas but will follow the natural contours of the land and flow towards Calder House Lane.

There are already problems of pooling and localised flooding at the junction of Calder House Lane and Garstang Road and surface water from this development will only contribute to this existing problem.

Also express concern that raising the ground level of the site will impact on the character of the adjacent properties in particular Calder House and the Friends Meeting House.

- g. Application 23/00378 – Prior notification for an agricultural storage building (machinery) @ Heald Farm Barn, Parkhead Lane. This was discussed and resolved that there were no comments.**

20. Financial transactions

It was resolved that the Chair would sign the bank statements showing the following transactions being authorised:

Date of Bank statement	Paid IN / OUT	Paid on	Paid to	Amount £	Payment method
06 April 2023	OUT	20.03.23	Mrs N Mason (Clerk's April salary)	435.68	SO
06 April 2023	OUT	22.03.23	Mrs N Mason (50p coins / cases)	106.98	FP
06 April 2023	OUT	03.04.23	Easy websites	27.60	DD
06 April 2023	IN	06.04.23	Wyre Council Precept	8,000	BGC

CHQ – Cheque. SO – Standing Order. DD – Direct Debit. BACs – Bankers' Automated Clearing System. BGC – Bankers Giro Credit. FP – Faster payment.

21. Bank statement

The current bank balance is £11,498.32. Clerk informed all that since the agenda was circulated the £15k grant cheque from Electricity North West has been credited to the account which leaves the balance £26,498.32. **It was resolved this be noted.**

22. It was resolved to authorise payment of the following:

MOP	Pay	For	Amount £
FP	Barnacre Memorial Hall	Hall hire throughout 2022 (6 meetings)	150.00
	Lancashire Association of Local Councils (LALC)	Annual membership 2023-24	436.35
FP	Zurich Insurance	Annual renewal 2023/24 (2 nd year of a long term agreement)	326.94

23. Next meeting date

As previously agreed the next meeting will be held on Wed 12th July.

Meeting closed at 8:43pm.

Signed Date