

## NETHER WYRESDALE PARISH COUNCIL

### Minutes for the PC meeting of 13<sup>th</sup> Sept 2012, 7.30PM @ Scorton primary school

**Present: Cllrs Babbs, Cottle, Anderton, Collinson, County Councillor & Wyre Borough Councillor Val Wilson, the clerk and a member of the public.**

1. Apologies for absence:

**Cllr Atkinson**

2. Declarations of Interest:

**None pecuniary interest declared by Cllrs Babbs and Collinson regarding item 6**

3. Minutes from last meeting:

**Signed as a correct record**

4. Matters arising:

#### **Parking restrictions (Tythebarn Lane/Gubberford Lane)**

Cllr Babbs confirmed that following the Wyre Officer's Rd Safety Group on 22<sup>nd</sup> August, it was agreed to implement the scheme starting September (subject to consultation).

#### **Email confidentiality and procedure**

Cllr Anderton confirmed that his email is secure. The parish have requested this item be put on the next agenda to ask Cllr Gorst.

#### **Overgrown Hedges**

The PC confirmed that this is now resolved. Cllr Collinson will check that Mr Whewell still has the same secretary so that the clerk can amend her records if required.

Highways intend to provide leaflets relating to hedge trimming. It will include a request to cut hedges and a warning that states if this is not carried out, LCC will undertake this and send a bill to the landowner concerned.

#### **Millennium Way**

Cllr Babbs confirmed that the Environment Agency will arrange for the overgrown foliage on the flood bank of the Millennium Way to be cut back.

5. Open forum:

#### **Request for a memorial bench (Millennium Way)**

The PC supported this proposal.

Cllr Babbs reported the following:

**Obstruction of path (nr railway bridge, Gubberford Lane)**

Contractor vehicles have parked in such a way that the footpath is obstructed. They will be approached by the parish council if this occurs again.

**Spid sign**

A complaint has been received regarding a smiling SPiD sign. LCC have now removed this.

**School Signs**

As school pupils have to cross the road to the playing field e.g., the clerk has been instructed to contact Highways to arrange a site visit to discuss suitable locations for the additional signs.

**Spring Field Gardens complaint**

A resident is unable to get out of the driveway onto the highway as visibility is severely restricted by parked cars. As above, the clerk was asked to contact highways as this can also be discussed during the site visit.

**Visitor parking (Station Lane)**

The PC has received three complaints from residents who are unable to park outside their own property due to the number of cars. Val Wilson said it is very difficult to obtain residential parking and at this stage, the PC are unable to put forward a solution.

**Fly tipping (Throstle Nest)**

This has been reported to John Bettle (Wyre Council Street Cleaning).

6. Playing field:

**Progress report**

Cllr Cottle reported that prices have been obtained for picnic tables. Houghton's quoted £299 each. Quotes for the groundwork also need to be obtained. Positions of the tables will need to be discussed and prices will be circulated to the PC (Bikes and Barrows will purchase). Cllrs Cottle and Babbs were authorised to take this forward.

Three benches are to be bought (2 behind Methodist Chapel) at a cost of £270 each.

**Youth shelter**

No progress.

**MUGA**

No update.

**Car parking**

This cannot be taken forward at this time.

## **Playing field maintenance**

Cllr Cottle confirmed that Wyre Council will no longer maintain the hedges. Cllr Collinson will look into finding a replacement contractor.

## **Playing field bins**

The clerk reported the following email received on 5<sup>th</sup> Sept from John Bettle:

*“Today and Tomorrow will see the following projects take place:*

- ❖ Removal of old bin on snow hill lane near motorway bridge.*
- ❖ Removal of old dog bin on entrance to the arch Scorton hall*
- ❖ Removal of old dog bin entrance to play area Gubberford lane*
- ❖ Removal of old litter bin – near seat – Gubberford lane – toilet area.*
- ❖ Supply new litter bin installed in play area – bin supplied by parish council*
- ❖ Supply new litter bin installed near seat Gubberford lane – toilet area”*

## **7. Correspondence/circulated items:**

**Refer appendix 1. Items to discuss as follows:**

**Lancs Fire and Rescue – Report & action plan 2012 consultation link (deadline 21<sup>st</sup> Oct) No comments.**

**LCC – Public footpath notification of decision (letter) Circulated.**

**WC – Abolition of Council tax benefit consultation (deadline 25<sup>th</sup> Oct) link  
No comments.**

**LALC – Public rights of way Clerk made PC aware of contents as per lengthsman item  
13.**

**GLASDON DIRECT – Brochure & covering letter (addresses to Cllr Babbs) read.**

**Community Futures- Wyre Proposed capital programme (LCC) 2013/14 request  
for comments No comments.**

**WC – Gambling Act consultation No comments.**

8. Borough Council matters:

Val Wilson reported the following:

**Leisure review update**

The PC looked on the idea of having the pool next to the existing leisure facilities favourably.

9. Planning:

**12/00466/FUL** – Replacement holiday chalet & footbridge @ Park Brook, Long Lane

Comment sent 01/08/12

**12/00533/FUL** – Proposed SS ext @ Brooklands, Trough Rd

Comments sent 22/08/12

10. Decision notices:

**12/00190/FUL** – Old School House (**G**)

11. Highways:

**No items raised**

12. Village Hall:

**Bikes & Barrows**

Cllr Cottle reported that the village hall would like to have new gateway signs “Welcome to Scorton” for the village. The PC has requested the clerk to ask them to bring their designs to the next meeting. Signs would need to conform to Highway standards. Cllr Babbs will look into this.

**VH parking**

The clerk was asked to send a letter to the home owner reminding them that it is public space.

## **Update**

The clerk received an email from Joanne Golton:

*“The village accounts have just come back after being audited, will be arranging an AGM shortly once our treasurer returns from hols.*

*The new kitchen floor was due to be fitted last week but will go in by end of month.*

*Two new benches have been ordered for front and quotes obtained for disabled ramp.*

*Not heard of any more problems on dog fouling so we're just keeping a watch on situation.*

*We would really like to have a secretary so if councillors could ask around.*

*B&B monies - regarding Scorton signs and benches, will send to next meeting”*

## 13. Lengthsman:

### **Update**

The clerk reported as follows:

- ❖ The clerk confirmed that £200 payment for signpost and vegetation will be received soon. She stated there was a discrepancy as to what this is for, as it may be for inspection of an area following receipt of a report and not for the work itself. Tarja Wilson intends to clarify this. Regarding the public rights of way correspondence (item7), it does state that the £200 is for undertaking this work.
- ❖ The outstanding Forest of Bowland money (£1785) will be paid into the lengthsman account very soon.
- ❖ For 2013/14, the clerk stated that Winmarleigh PC were reluctant to double the cost but the clerk suggested that they should precept for the £300 and pay the rest from monies left over at the end of the year. They agreed to do this. Forton and Cockerham hours to remain the same.
- ❖ For 2013/14 the Lengthsman will be paid @ £13 per hour for 46 weeks for a total of £5980 P/A. The PC decided to keep the hours the same (10Hrs P/W) and pay for extra jobs separately (similar to Cockerham PC).

The PC stated that there should be some written record of where he has worked to establish what has been done. Cllr Babbs will discuss this with the lengthsman. It was agreed that timesheet are not applicable.

## 14. Finance:

### **Account update**

The clerk confirmed there is £8821.40.

For the next meeting, she will do a sheet showing funds at the end of the year after remaining expenses.

### **Surplus Jubilee medals**

As Cllr Atkinson is absent, this will be deferred until the next meeting.

### **Dolphinholme Village Show Committee – donation request**

As Cllr Gorst is absent, this will be deferred until the next meeting.

#### 15. Health & Safety:

##### **Flooding (Tithbarn Lane)**

The clerk confirmed that she had discussed this with Val Wilson regarding the advertisement of the collection point for sandbags. Cllr Berry intended to create information leaflets. Val Wilson will contact Cllr Berry to ascertain if he intends to do this.

#### 16. Points of interest:

##### **Tennis club**

Further to Cllr Collinson's email, she confirms that she intends to revive the Scorton lawn tennis club as an ongoing project.

##### **Speed limits**

The clerk read out the following email sent to Val Wilson on 18th July from Highways relating to Station Lane:

*"We placed an order for the signs for the 30mph limit to be moved to the end of the existing street light system in December 2011 however there have been some significant delays in getting new signs on site due to the backlog caused by the new 20mph schemes. The changes to the 30mph limit are now complete.*

*The change to the extent of the 30mph was requested by the Parish Council and was agreed at the Wyre Officers Road Safety meeting in February 2011 though the group decided that the middle section of Station Lane could not be reduced to 30mph as it did not meet the national criteria for such limits so proposed reducing it to 40mph instead. The Parish Council was informed of the decision to adjust the speed limit shortly after that meeting. We have not yet started the necessary changes to create a new Traffic Regulation Order for the 40mph limit (due to a large backlog in TRO requests) but once we do the Parish Council will be consulted at the same time as the residents. If a positive response is received we will then pursue the scheme and undertake a period of public consultation with the aim of implementing the changes agreed."*

##### **Diary dates 2013**

Dates for 2013 agreed by the PC. (Refer website.)

## **Dispensation**

The clerk explained that due to a change in the Localism Act, Lancaster City Council is requesting its parishes to grant themselves dispensation to discuss the precept, as parish councillors have an interest in setting the precept due to the council tax they pay as homeowners. She has checked the position with Roy Saunders at Wyre Council and he has confirmed that WC has automatically granted their parishes dispensation to discuss this, so Wyre parishes need take no action.

With regard to the playing field dispensation, it is necessary to grant dispensation to Cllrs Babbs and Collinson to discuss this item. Once Roy Saunders has Cllr Collinson's form, he will prepare a report for the full council meeting on 18<sup>th</sup> October with a view to getting this granted in time for the next parish council meeting. Cllr Collinson will forward this to the clerk for her to send it to him.

## **Trees (emails sent by TPO officer, Wyre Council):**

- ❖ **Felling of Poplars Gubberford Lane** - Alan Walbank sent his apologies as these are in Cabus Parish.
- ❖ **Removal of Laylandii at Treetops, Scorton Hall Park**- The PC has no objections.
- ❖ **Tree removal at Wyresdale Anglers Club**- The PC requested the clerk to notify Alan Walbank that they support his decision.

## **Items to be included on website for approval and review:**

The clerk stated that Cockerham PC have several documents available on their website e.g. financial regs, Standing orders, Freedom of Information Act etc. The PC stated that it would be preferable not to use space on the website for this and as an alternative, write a sentence requesting that the clerk is contacted for this information.

## **Planters @ the Priory**

The clerk received an email from Highways requested clarification as to who is responsible for placing them there. The clerk was instructed to respond with a contact number for The Priory.

## **Procedures regarding minutes and agenda's**

The clerk has had a discussion with LALC who have told her that agenda's can't be sent via email due to the wording of the local government act 1972, which states they must be posted or hand delivered. As there were no emails then, no account could be taken of this. In order to comply, the clerk suggested that she could bring copies to the meeting. The PC stated that it was important to be environmentally friendly and instructed the clerk to continue sending agendas via email.

She also stated that LALC had informed her that minutes should not be full length but only include resolutions. She felt that the public had a right to have the background information as to what had occurred, in order to preserve continuity and to show the PC's efforts to resolve issues. In order to comply, she suggested putting additional notes in a separate appendix instead of within the minutes text. The PC instructed the clerk to carry on as normal and retain the current format of minutes.

17. Date of next meeting: **25<sup>th</sup> Oct 2012**

**As there was no further business, the meeting concluded at 9.30PM**



## **APPENDIX 1 – CORRESPONDENCE (EMAILED)**

**WC – Community Engagement info & dates for events**

**Underground gas storage (Preesall) – corre link x 6**

**LCC – Parish & town council conference Sat 10<sup>th</sup> Nov**

**WC – Forward plan Aug-Nov 2012**

**LALC - Fracking info**

**WC – Full council agenda 26<sup>th</sup> July link1 & items 8 & 9**

**KOMPAN – Muga info** emailed Cllr Cottle

**WC – Cabinet 1<sup>st</sup> August agenda & item 11 links**

**WC – Diamond jubilee tree**

**WC – Policy briefing**

**LALC – risk assessment, employment and community engagement workshops  
October ( rec'd by post)**

**Lancs Fire and Rescue – Report & action plan 2012 consultation link (deadline 21<sup>st</sup>  
Oct) see item 7 for discussion.**

**WC – Audit committee agenda 7<sup>th</sup> Aug link**

**LCC – Public footpath notification of decision (letter) see item 7.**

**WC - Licensing committee minutes link 19<sup>th</sup> July**

**WC – Feedback for shaping your neighbourhood consultation link**

**WC – Abolition of Council tax benefit consultation (deadline 25<sup>th</sup> Oct) link  
see item 7.**

**WC – Leisure & culture portfolio holder reports 2<sup>nd</sup> Aug links**

**WC – Cabinet minutes 1<sup>st</sup> Aug link**

**LALC – Public rights of way see item 7.**

**WC – Tourism Task Group 8<sup>th</sup> Aug agenda link**

**WC – Full council 26<sup>th</sup> July minutes link**

**SWARCO – MVA signs (SPid) info leaflet**

**Historic Towns Forum – newsletter**

**WC – Wyre together info event 23<sup>rd</sup> Aug reminder**

**GLASDON DIRECT – Brochure & covering letter (addresses to Cllr Babbs)**

See item 7.

**Community Futures- Wyre Proposed capital programme (LCC) 2013/14 request  
for comments see item 7.**

**LCC – Parish & town council conference Sat 10<sup>th</sup> Nov booking form**

**WC – Audit committee agenda 7<sup>th</sup> Aug link**

**Wyre Area Rd Safety Committee – Next agenda, last minutes** emailed Cllrs Babbs &  
Cottle

**LCC – Parish champion newsletter x 4**

**WC – Forward plan Sept-Dec link**

**Charity Commission – Summer newsletter** emailed Cllrs Babbs & Cottle

**WC – Licensing committee agenda 30<sup>th</sup> Aug link**

**Charity Commission – Newsletter** emailed Cllrs Babbs & Cottle

**LCC – Bus service changes**

**WC – Planning committee agenda 5<sup>th</sup> Sept link**

**WC – Full council agenda 6<sup>th</sup> Sept link also items 6 & 7 links**

**Audit Commission – appointment of external auditor**

**LALC – Conference 22<sup>nd</sup> Sept & accounts (rec'd by post)**

**Society of Local Council Clerks - info and leaflets (rec'd by post)**

**LALC – Area meeting 9<sup>th</sup> Oct & previous minutes**

**Community Futures – AGM 24<sup>th</sup> Oct**

**WC – Cabinet agenda link 12<sup>th</sup> Sept**

**Monster Play – Youth shelters with Bluetooth** emailed to Cllr Cottle

**WC- Licensing Committee minutes 30<sup>th</sup> August link**

**Wyre Area Rd Safety Committee – Meeting Wed 5<sup>th</sup> Sept** emailed to Cllr Cottle & Babbs

**WC - Gambling Act consultation** see item 7.

**WC – Planning Committee 5<sup>th</sup> Sept minutes link**

**LCC – info concerning 20MPH areas, engagement and enforcement**

**Community Futures – E bulletin & attachments** emailed to Cllr Cottle & Babbs

**Clerks & Councils Direct magazine**