

NETHER WYRESDALE PARISH COUNCIL

Minutes for the PC meeting of 29th March, 7.30 PM @ Scorton Primary School

Present: Cllrs Cottle, Collinson, Drinnan and Atkinson, Cat Smith MP, the clerk and a member of the public

1. Apologies:

Cllr Prashar

Wyre Cllr Val Wilson

2. Declarations of Interest:

None

3. Minutes from last meeting:

Signed as a correct record.

4. Police report:

As there are no further reports, the clerk was asked to take this item off future agendas.

5. Matters arising (from last meeting):

Plaques and village enhancement

Cllr Drinnan will try to arrange a meeting in May.

LCC – Scorton picnic site

Cllr Drinnan reported that maintenance is still being done when issues are reported. Minimal grass cutting is also being undertaken. Tim Blythe is asking for volunteers to report defects and he intend to send a poster to gauge interest. Cllr Drinnan confirmed that Wyre Council will empty the bins.

Broken Stile (near public conveniences)

The clerk stated that Wyreside Anglers had responded to say that the stile on their land is in good condition and wanted clarification as to which stile is being referred to. Cllr Atkinson stated that she thinks she knows where this is but access is available anyway and a decision was made not to take this forward.

Blocked Gully (Long Lane between Park Gate & Tuft Cottage)

Lancashire County Cllr Shaun Turner is absent therefore the clerk will email him for an update.

Finger post sign (near public conveniences)

See above.

Blocked gullies (The Square, near Kettlewell)

Cllr Collinson said it was sorted.

Ward walk

It was confirmed that this will take place with Wyre Council's chief executive on 18th April at 10AM. The PC discussed issues to raise such as grants for community projects. Cllr Cottle requested the PC to consider what they would like to raise and email him suggestions.

6. Open forum:

A member of the public reported the following:

- ❖ Potholes are bad on Station Lane, Gubberford Lane and Tithebarn Lane.
- ❖ Several gullies around the village are blocked.
- ❖ Hedge is protruding onto highway near the mill yard. Cllr Cottle will look into this.

7. Playing field:

Progress report

Regarding the grass cutting, Cllr Cottle asked Cllr Atkinson to liaise with the contractor.

Sovereign Play quote

It was suggested that the clerk could contact Wyre Council Parks and Open Spaces Dept to see if they have a list of contractors who carry out repairs. The clerk will contact them accordingly.

8. Bikes & Barrows:

Cllr Cottle reported that everything is going well and that there will be a quiz in The Barn on 6th April.

The PC granted permission for the adult Tai Kwon Do group to stay on the playing field for a couple of nights.

9. Correspondence/circulated items:

Refer appendix 1. Items to discuss are:

WC – EU general data protection regulation (GDPR) – Training

The clerk advised the PC to read this document and read out details of page 23 which states there is no requirement to register with the ICO but also stating that the clerk cannot act as the Data Protection Officer due to potential conflict of interest. She referred to the email sent by LALC on 27th Feb containing the toolkit as well as two in March on the 1st and the 9th from an organisation who is offering this service for £150 P/A. The PC stated that they believe this does not apply to them as they don't hold personal data. The clerk said it was necessary to comply with the legislation and that a way of doing this is by attending the training. She also stated that things like email addresses and contact details count. Cat Smith said that if the PC received emails from members of the public, this also counted under GDPR.

The clerk stated that the training is on 16th May at WC Civic Centre between 6 and 8PM. Cllr Atkinson has agreed to attend assuming she has no prior commitments.

LALC – Ethical Standards CONSULTATION

The clerk said she had forwarded this email today and requested that the PC have a look and inform her of any comments.

10. Borough Council & Lancashire County Council matters:

No representatives in attendance.

11. Planning:

AMENDMENT 18/00042/FUL - Alterations to roof on previously approved planning application 17/00770/FUL @ Deepdale Lodge Station Lane Scorton

No further comments received.

WC Local Plan info

Cllr Drinnan will look at documents and make his recommendations to the PC via email with regards to any response.

12. Decision notices/status:

17/01072/FUL – (Erection of a traditional style two storey rear extension @ Oak Tree Barn Higher Lane Scorton) **Permitted**

17/01073/FUL – (Erection of a modern style two storey rear extension @ Oak Tree Barn Higher Lane Scorton) **Refused**

17/00585/FUL – (External alterations and conversion of an agricultural building to provide 4no. holiday cottages with minor alterations to the existing access track @ Rivendell Trough Road Scorton) **Permitted**

13. Highways:

The PC raised the issues they had regarding highway matters with the MP Cat Smith.

The clerk stated that Highways no longer worked to 20 working days and that communication between Highways and the parish councils needed improvement. The clerk stated she had made some suggestions via the Lancashire County Cllr but there had been no feedback from this. The clerk confirmed that when she sends reminders, she informs Highways of when the next meeting is and believes that 6-8 weeks (which is the time between meetings) should be sufficient to receive a response.

Cat Smith stated she was aware of new protocols coming into place to tackle the issue of potholes.

The clerk told Cat Smith that there have been three occasions recently including an item on the agenda (blocked gullies near Kettlewell) that have been resolved but Highways has not notified her, causing more work in her having to chase up responses. The clerk has also informed Matthew Campbell at Highways about this and requested she is informed when issues are resolved.

14. Lengthsman:

Jobs undertaken

The clerk circulated the latest time sheet via email prior to the meeting which was approved.

Jobs to be done

Regular litter picking at the picnic site car park.

Lengthsman contract 2018-19

The contract was signed by Cllr Cottle and given to Cllr Collinson for the lengthsman to sign.

Lengthsman hours 2019/2020

Cllr Collinson requested that this be put on the next agenda for discussion.

15. Village Hall:

No update received.

16. Finance:

account update

No bank statement available.

Items approved for payment (March):

Lengthsman invoice (February) - £585 fees plus £14.76 materials = £599.76

Clerk expenses (stationery) - £18.09

Microsoft Office annual subscription - £16.00

Beckett Rawcliffe (Clerk's PAYE & pension admin) - £240.00

Scorton C of E Primary school (room hire) - £80

Julie Derbyshire (defibrillator signs and stickers) – £44.21

Bowland Pennine Mountain Rescue – £100.00

Items approved for payment (April):

Lengthsman co-ordinator fee 2018/19 - £75

LALC subscription - £122.93

17. Health & Safety:

No concerns raised.

18. Points of interest:

Internal Audit review

The PC approved the existing arrangements. The clerk stated that this may be the last year the accountant does the work. She will find out if anyone else in the firm will take it on before the precept meeting.

Risk assessment

The PC approved the current format with no alterations.

Standing orders

The PC approved the current format with no alterations.

Financial regulations

The PC approved the current format with no alterations.

19. Date of next meeting: **31st May 2018 (AGM)**

As there was no further business, the meeting concluded at 9PM.

APPENDIX 1 – CORRESPONDENCE (EMAILED)

LCC – Bus service changes March and April

Rural Services Network (RSN) – Digests 26/2, 5/3, 12/3, 19/3 & 26/3

LALC – Senior road users workshop

LALC – GDPR lobby day

RSN – Spotlight on rural health

HAGS – play info

WC – Employment & appeals agenda & unconfirmed minutes 26/2 link

WC – Portfolio holder reports & decisions 22/2 link

WC – Flood forum revised meeting date 5/4 1-4PM, Civic Centre

Clerks & Councils Direct magazine

WC – Schedule of executive decisions 23/2, 5/3 & 15/3 links

WC – Planning agenda & unconfirmed minutes 7/3 link

RSN – Rural vulnerability service (fuel poverty) Feb

WC - Full council agenda 8/3, no questions items 6 & 7 links & unconfirmed minutes

KOMPAN - Play info

Local Council Public Advisory Service – Data protection officer services

Fawns Playtime – Play info

LCC – Severe weather bulletin

LCC – Consultation on transport centres

WC – Overview & scrutiny agenda & unconfirmed minutes 12/3 link

WC – Audit agenda & unconfirmed minutes 13/3 link

WC – Wyre Voice community E-newsletter March

RSN – Rural opps bulletin

WC – Licensing unconfirmed minutes 22/2 link

WC – Standards hearings 14/3 link

WC – General data protection regulation training see item 9

LALC – Planning workshop & spring conference

WC – Met office briefing

WC – Cabinet agenda & unconfirmed minutes 21/3 link

RSN – Rural economy spotlight

WC – Extraordinary meeting agenda & unconfirmed minutes 21/3 link

WC – Licensing agenda & unconfirmed minutes 22/3 link

WC – Portfolio holder report & decision 15/3 link

RSN – Spotlight on the heart of the village 18th March

WC – Planning agenda 4/4 link

WC – Portfolio holder reports & decisions 22/3 link

WC – Local plan info see item 11

LCC – consultation on proposed changes to disabled persons Nowcard scheme

WC – Local Plan examinations/hearings

WC – Garstang Walking Festival 5th – 13th May

WC – Flood Forum meeting 5th April agenda and report

LALC – Wyre Area meeting 25th April agenda and last minutes

NHS Fylde and Wyre CCG letter

RSN – Rural vulnerability service (rural transport) March

LALC – Ethical standards CONSULTATION see item 9