

MINUTES OF ELLEL ORDINARY PARISH COUNCIL MEETING 09.06.14

Present: Cllrs: Mr J Greenwood, Mr S Booth (Chairman), Mr M Helm, Mr M O’Riordan, Mrs V Purnell, Mr I Collinson, Mr M Blundell, Mrs H Helme. PC Andy Massingham and 1 resident.

20/14 APOLOGIES – Nil

21/14 DECLARATIONS OF INTEREST – Cllrs Booth, Helm and Helme declared an interest in any item regarding the Village Hall. Cllr O’Riordan declared an interest in item 6 – application 14/00578/FUL. Cllr Helme declared an interest in item 6 – application 14/00400/CU.

22/14 MINUTES

It was resolved that the minutes (previously circulated) of the Annual Parish Council meeting (12.05.14) be approved and signed by the Chairman as a true and accurate record.

23/14 OPEN FORUM

i) Lancaster University Woodland Trails – a resident was in attendance to ask the Parish Council to support her proposal that the University allow dogs and horses to use the trails around the perimeter of the university. It was proposed that an item be placed on the July agenda so the Council can discuss.

ii) Traffic Lights, Galgate – the revised timing of the traffic lights and the pelican crossing were raised. PC Andy Massingham informed the meeting that they had received a number of complaints about this issue and volunteered to contact the traffic police.

iii) Play Area, Galgate – the ownership of the play area in the centre of the village was discussed and a resident asked if the equipment could be maintained/up dated. It was explained that the equipment was owned by City Council and Cllr Helme volunteered to discuss the possible upgrade with the City Council.

iv) Village Hall – it was reported that the recent grant application made to the Community Benefits Fund had been successful. The Parish Council would be receiving £5912 to erect photovoltaic tiles on the roof of the Village Hall. Mr Peter Mayne was in attendance to ask the Parish Council about a possible way of raising more funds so that the full monitoring equipment could be installed in readiness for further tiles to be erected at some point in the future. It was proposed that the sub-committee (Cllrs Collinson, Booth and O’Riordan) meet with Peter Mayne to discuss the details and report recommendations to a full meeting of the Council.

It was resolved to proceed as above.

24/14 POLICE

A report on incidents/actions had been received. PC Massingham gave a summary of the crimes in the area and advised that they had been dedicating more time to the Galgate area during the evenings due to the number of crimes. The possibility of putting double yellow lines on Salford Road from the Dr’s Surgery to the viaduct was raised and PC Massingham advised that this was being monitored. The Chairman thanked PC Massingham for attending.

25/14 PLANNING

A. Applications to consider

a) 14/00400/CU Part retrospective app for the change of use of existing redundant agric building to agric fabrication business with associated parking and change of use of 2 residential dwellings to offices – C&C Fabrication & Maintenance Ltd, Condergarth, Kit Brow Lane.

b) 14/00472/FUL Erection of an agricultural storage building – Mr M Dickson, Abbeystead Wood Yard, Abbeystead Road.

c) 14/00529/FUL Installation of replacement windows and refurbishment of existing ASH House Building – Helen Wood, Lancaster University.

d) 14/00578/FUL – demolition of existing porch and erection of replacement single storey side extension, 2 storey rear extension, raising existing roof to create an additional storey and relocation of existing access point – Mr G Hayhurst, Wyresdale View, Starbank, Bay Horse, Lancaster.

e) 14/00554/CU – change of use and conversion of existing redundant stables to form dwelling house with parking and landscaping – Mr M Gorton, The Bungalow, Conder Green Road, Galgate.

It was resolved that the Council had no objections to the above applications.

B. Other

i) Lancaster City Council – Land Allocations – the Council were encouraging residents to attend the forthcoming consultation events being held in the area and it was proposed at this stage that no further action be taken.

It was resolved to take no further action.

26/14 FINANCE

a) To consider and authorise payment of the following accounts

Mr G France – Salary May £72.00	Garstang Timber £184.97+£31.76+£192.38 = £409.11 (fencing under recreation rooms)
PAYE May - £52.80	Eon – Recreation Rooms £62.25
K A Coleman – Expenses £37.89	Print Room (Rhubarb News) £165.00 (already paid)
Eon Village Hall Electric £112.42	Signs for new play area £19.27 (K Coleman)
K A Coleman – Salary May £470.87	New Play Area Opening Event - £23.44 (K Coleman)
New Play Area Opening Event and Clean of Rooms - £49.06 (V Purnell)	Barratt Lettings (Internal Audit) £500
Garstang Timber £101.97 (29.05+72.92)	T Speak Plumbing (water meters) £450.96
G Hayhurst (tennis court panelling) £355	James Gardner – repair Kerb edgings VH £84
James Gardner – footpath behind rec rooms £652.50	Karl Moss Joinery – new lock/panels to tennis courts, boarding to recreation rooms £560

It was resolved that all the above accounts be paid. Cllr Helm reported on an email that had been received regarding the new notice board bought for Dolphinholme. He volunteered to reply to the email.

(b) To acknowledge receipt of following income:- £12 rental of land Chapel Street.

It was resolved to acknowledge the above income

(c) bank statements were checked and any income initialled.

27/14 INTERNAL/EXTERNAL AUDIT REPORT 2013/2014

A) Internal Audit - Helen Barratt was in attendance to report on the internal audit and confirmed that the systems that were in place were more than adequate for the Council. Last year it had been suggested that the Council reviewed the income budget along with the expenditure budget to give increased awareness of outstanding debt to be recovered. Helen was pleased to see that this has been implemented and had resulted in an improvement in control. Helen also stated that in previous years she had been concerned about the collection of advertising revenues from the Rhubarb News. Now that it is intended to print 6 issues of the newsletter, Helen felt that it was increasingly important that advertising receipts are collected in a timely manner and are sufficient to cover the costs of the printing. She was pleased to see that a News team has already been appointed and that the Council have a representative on the team. Helen also confirmed that there were no issues to report on the accounting statement and suggested the following improvements:

- i) Risk Register – update to include a risk relating to the playground equipment in line with the principals of child protection policy, emphasis to be placed on ensuring the health and safety of users of the equipment.
- ii) Financial Regulations require three quotes for all expenditure over £1000. It is not always apparent from the minutes that this has been done. The minutes should include reference to the quotes and why the successful quote was chosen. If there is a reason why 3 quotes have not been obtained then this should be recorded in the minutes. It was proposed that the Council implement the above recommendations. The Chairman thanked Helen for attending the meeting and for her work.

It was resolved to proceed with the above proposal.

(B) External Audit 2013/2014

A copy of the bank reconciliation and section 1 of the external audit report had been circulated to members before the meeting and The Chairman read the clauses in Section 2. It was proposed that the Council approve Sections 1 and 2 of the audit report and that the Chairman/Clerk/RFO sign on behalf of the Council.

It was resolved to approve the above proposal.

28/14 LEVEL OF SURPLUS FUNDS

It was resolved that the level of surplus funds be acknowledged and that monies borrowed from the Recreation Rooms and the Business Reserve bank accounts be transferred back to these accounts.

29/14 RESERVES POLICY – a draft policy had been circulated prior to the meeting and members had been asked to approve the policy.

It was resolved to approve the policy.

30/14 S137 GRANT – DOLPHINHOLME SHOW

It was resolved to approve a grant of £150 to the show.

31/14 PLAY AREA GALGATE

It was resolved that the Clerk speak to County Council about recovering some of the costs of the wood underneath the community rooms/forming of the path to the play area.

32/14 PLAY GROUND REPORTS

- i) Galgate – Perimeter fence being dealt with, lengthsman asked to rake bark and Clerk to contact Playdale about the compacting.
- ii) Dolphinholme – roundabout being looked at, stone wall inspection being arranged by Church, Cllr Greenwood offered to seed under some of the play equipment. It was proposed that the Council consider buying new nets for the goals.

It was resolved to include the purchase of new nets on the July agenda for consideration.

33/14 BYELAWS

It was proposed that the Council consider implemented byelaws on the recreation fields at Galgate:-

- i) No overnight parking without permission
- ii) No tipping or bonfires
- iii) Dogs on Leads/Dog Exclusion (no dogs allowed on marked sports areas)

It was resolved that the Clerk investigate the above and report to the next meeting of the Council.

34/14 LANCASTER COUNTY COUNCIL – a report (no 99758) asking the Council if they wanted to undertake the maintenance had been received.

It was resolved that the Council do not do the work on this occasion.

35/14 RECREATION ROOMS – the new booking/key system was discussed and it was proposed that the recreation sub-committee arrange a meeting so that the charges/deposit/key system can be discussed. It was also proposed by Cllr Helme that the Council thank Mark Blundell for all his help with the recreation rooms.

It was resolved to accept the above proposal and The Council thanked Mark for his contribution.

36/14 LENGTHSMAN – additional work for the lengthsman was proposed as follows:

- To clear the triangle of land on Salford Road

It was resolved that the Clerk request the above work to be carried out.

37/14 CRAFT CENTRE – the renewal of the lease was discussed and it was proposed that the Clerk contact solicitors regarding completion of a shorter term lease (2 years).

It was resolved to proceed as above.

38/14 FOREST OF BOWLAND AWARDS

It was resolved that the Council propose Forest Hills if they meet the set criteria.

39/14 HAMPSON HOUSE – the derelict state of the house was discussed.

It was resolved that no action be taken by the Council.

40/14 OUTSTANDING WORKS

- a) Water Meters – Cllrs Collinson and Greenwood were asked to read the meters and report the readings to the Clerk so that invoices could be raised to all the users.
- b) Electric Meters – ongoing.
- c) Inspection Process – ongoing.

41/14 CORRESPONDENCE

- i) Football Club – a member of the football club had contacted the Clerk to raise the issue of the damage to the small football pitch during the recent charity day. The football club were concerned that further damage would be caused at the Fun Day (15th June 2014) that was being organised by Village Hall volunteers. This issue was noted by the Council.

ORDINARY PARISH COUNCIL MEETING
TO BE HELD ON
MONDAY 14TH JULY 2014 AT 7.15PM
VILLAGE HALL, DOLPHINHOLME

Signed Chairman Dated