

## MINUTES OF ELLEL ORDINARY PARISH COUNCIL MEETING 10.03.14

**Present:** Cllrs: Mr J Greenwood, Mr S Booth (Chairman), Mr M Helm, Mr M O’Riordan, Mrs V Purnell, Mr I Collinson, Mr P Mather, Mr M Blundell. Also in attendance Mr P Mayne and Mr B Gara representing Ellel Village Hall Trust.

### 184/13 APOLOGIES – Nil

**185/13 DECLARATIONS OF INTEREST** – Cllrs Booth and Helm declared an interest in items 7d) and item 10 concerning Ellel Village Hall.

### 186/13 MINUTES

**It was resolved that the minutes (previously circulated) of the Parish Council meeting (24.02.14) be approved and signed by the Chairman as a true and accurate record.**

### 187/13 OPEN FORUM - Nil

### 188/13 POLICE

A report on incidents/actions had been received and circulated to members prior to the meeting.

### 189/13 LANCASTER UNIVERSITY WIND TURBINE PAYBACK SCHEME

a) The Chairman proposed discussing item 10 before other business and asked Mr P Mayne to explain the Village Hall’s plans to submit an application for funding. Mr Mayne reported that quotes had been received from contractors for two different schemes – one for 10 Photovoltaic panels the other for 40 panels to be sited on the Village Hall roof. He explained that checks with Architects needed to be carried out to ensure the roof was suitable for both schemes and the plan to employ an engineer to advise/mange installation. Mr Mayne explained that he had already made enquiries with various agencies regarding VAT, how other Council’s had worked with Village Halls on similar projects and he asked if the Parish Council would consider being the applicant for the funding. The Clerk advised that LALC had confirmed other Council’s had worked successfully on comparable projects in a similar manner and provided that the scheme allowed the Parish Council to be the applicant and that they received and paid the invoice, there should not be any issues. Mr Mayne continued to explain that the payback benefits of the scheme needed to formalised but that could be decided at a later stage. Cllr Greenwood asked if the Council had the funds to cover this payment if the application was successful and it was confirmed that the Council would have the funds available to cover the cost. It was, therefore, proposed that the Parish Council confirm their agreement to be the applicant and that Cllrs Collinson and Booth be given delegated authority to work with the Trust to finalise the application. Cllr O’Riordan asked Cllr Collinson to keep him informed of any financial implications.

**It was resolved to approve the above proposal.**

b) Cllr Helm highlighted the upgrade of Footpath No 1 as a possible scheme for submitting a future application for funding.

### 190/13 PLANNING

A. Applications to consider

**a) 14/00212/FUL** – erection of a 2 storey extension to existing LEC Building, Mr M Swindlehurst, Lancaster University

B. Other - Nil

### 191/13 FINANCE

a) To consider and authorise payment of the following accounts

Mr G France – Salary February £72.00	K A Coleman – Salary February £469.70
PAYE February - £18.00	P Mather £26.00 (Keys for new cupboard)
K A Coleman – Expenses £22.07	K moss £705 – bus shelter/new security gate Galgate
Garstang Timber - £64.80 + £12.80 (bus shelter)	

**It was resolved that all the above accounts be paid and that Cllr O’Riordan considers other projects/work for the lengthsman.**

**(b) To acknowledge receipt of following income:-** £508.31 repayment of electric costs VH, £29.00 R Jones

**It was resolved to acknowledge the above income**

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

(d) Village Hall Loan Repayment

**It was resolved that a payment of £280 be made at the April meeting.**

**192/13 INSURANCE** – Cllr Mather had prepared figures showing a breakdown of the insurance costs and proposed that the non-relevant items be absorbed by the Parish Council and the residue of £949 be split between the 5 users of the site.

**It was resolved to agree to the above proposal and Cllr Mather to confirm the final costs for each of the user groups.**

#### **193/13 INSURANCE**

An updated asset register (including insurance values) was circulated prior to the meeting and Councillors asked to consider for insurance purposes. It was proposed as follows:-

- i) The asset register value of the play equipment at Dolphinholme reduced to £7,500.
- ii) Freestanding Street Lights removed.
- iii) Items to be added – new notice board, bus shelter 5 Lane Ends, play equipment Galgate.
- iv) The Asset Register be approved with the above amendments

**It was resolved to proceed as proposed and the Clerk was asked to obtain an updated quote for insurance for the April meeting. It was also confirmed that the values for the VH remain as the current insurance and the relevant costs be re-invoiced to the VH.**

**194/13 RHUBARB NEWS** Cllr Helm reported that the planning meetings to compile a newsletter were going well and that the first newsletter was likely to be about 8 pages.

#### **195/13 SIGNS FOR BUS SHELTERS**

**It was resolved that a price for signs indicating that they are supplied and maintained by the Parish Council be obtained for consideration.**

#### **196/13 SECURITY BARRIER GALGATE**

**It was resolved to approve the quote.**

**197/13 MUGA KICK BOARDS** – it was reported that 4 or 5 new boards were required and that a quote was to be obtained.

**198/13 SITA GRANT** – it was reported that the new play equipment was now installed and it was proposed that payment of the invoice be authorised once The Clerk and Chairman had arranged the transfer of monies between bank accounts. It was also proposed that an opening event be organised for a Friday afternoon in May - invites to be given to the local school/playschool, posters to be put in the village once a date was confirmed and simple refreshments provided. A press release had been forwarded to the Lancaster Guardian advising the Parish Council had received funding from Sita Trust.

**It was resolved to proceed as above.**

**199/13 NEW BIN** – Cllr Booth was asked to speak to the VH Caretaker regarding the moving of the bin to the top of the drive for emptying. It was also proposed that the large drum that has been used as a bin, be emptied and disposed of by Cllr Greenwood.

**It was resolved to confirm the above.**

**200/13 INTERNAL AUDIT** – information regarding the appointment of the internal auditor and the internal audit process had been circulated to members prior to the meeting. After considering the system of internal audit its effectiveness and risks it was proposed that:-

- i) Helen Barratt be appointed internal auditor.
- ii) the Parish Council approve the effectiveness of the internal audit and internal process review document.

**It was resolved to approve the above proposal and the document was signed by the Chairman.**

#### **201/13 SALARY REVIEW**

**It was resolved that the Clerk's salary be increased to salary scale SCP26 from 1<sup>st</sup> April 2014.**

**202/13 OUTSTANDING ACTIONS**

i) Water Meters – Cllr Collinson confirmed that a quote had been received for £440 for the purchase and fitting of 5 water meters at the Recreation Fields in Galgate. It was proposed that this quote be approved and installation be carried out.

**It was resolved to proceed as above and the Clerk was asked to write to each of the users to advise the installation would be taking place.**

ii) Electric Meters – to be considered at a future meeting.

iii) Inspection Process for Galgate/Dolphinholme Fields – to be considered at a future meeting.

**203/13 CORRESPONDENCE**

i) Proposed Removal of Fire Appliance at Lancaster Fire Station – the Council had been asked to write to the MP to ask for his support to remove this cut.

**It was resolved to proceed as above.**

ii) Thank you letter – a letter had been received from Edwina Parry expressing thanks to the Council for erecting the bus shelter at 5 Lane Ends.

iii) Email regarding enforcement of 20mph on Highland Brow, Galgate

**It was resolved that the Clerk contact the Police.**

iv) Parish Champion 'caring and cooperation in your community' questionnaire – it was proposed that the Council complete the survey and the Clerk was asked to complete including information regarding recreation facilities, the Village hall, creating a meeting place etc.

**It was resolved to proceed as above.**

**PARISH COUNCIL MEETING TO BE HELD ON**  
**MONDAY 14<sup>TH</sup> APRIL 2014 AT 7.15PM**  
**VILLAGE HALL, DOLPHINHOLME**

Signed ..... Chairman      Dated .....