

## Ellel Parish Council

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN GALGATE RECREATION ROOMS AT 19.15 MONDAY 18th MAY 2015

#### Present:

Councillors: Mr S Booth (Chairman), Mr I Collinson, Mrs H Helme, Mr M Helm,  
Mr M Blundell (part of the meeting)  
Others: Mr G Catterson (Clerk to the Council), 6 members of the public (observers).

The Council met with the exclusion of the public for this part of the meeting.

#### 01/15 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Cllr Booth was nominated and Cllr Collinson declared an interest in being considered. There was a discussion about the length of time that any one Councillor should be in post and it was agreed that two consecutive years would be appropriate. Cllrs Booth and Collinson both still wished to be considered.

*Cllrs Booth and Collinson left the meeting.*

The remaining Councillors elected Cllr Booth as Chair and Cllr Collinson as Vice Chair, with the intention that Cllr Collinson be Chair the following year, subject to a new election.

**RESOLVED: That Cllr Booth be elected Chair and Cllr Collinson be elected as Vice Chair**

*Cllrs Booth and Collinson returned to the meeting.*

#### 02/15 APOLOGIES – None

#### 03/15 CO-OPTION OF MEMBERS

The Council discussed the lack of Councillors for the University East and West Wards and agreed that members should be co-opted to make up the full complement of members. It was agreed that previous members, Michael O’Riordan and John Greenwood, both of whom had served on the Council and had a record of devoting time and effort to the work of the Council, be co-opted. In addition, David Whitaker be co-opted as he had taken the time and effort to stand in the election and would bring a fresh perspective to the Council. Any other co-options would be decided at the next meeting of the Council.

**RESOLVED: That M. O’Riordan, J. Greenwood and D. Whitaker be co-opted as members of Ellel Parish Council**

*M. O’Riordan, J. Greenwood and D. Whitaker joined the meeting and the Clerk reminded all Councillors of the Standing Orders regarding conduct of their meetings and requested that these be adopted more rigorously in their proceedings.*

*Members of the public were invited to join the meeting.*

#### 04/15 DECLARATIONS OF INTEREST – Cllrs Booth, Helm and Helme declared an interest in any item regarding the Village Hall. Cllr Helm declared an interest in Items 6.2 and 14

#### 05/15 MINUTES OF THE PREVIOUS MEETING

**RESOLVED: That the minutes (previously circulated) of the Ordinary Parish Council meeting held on the 13 April 2015 be approved and signed by the Chair.**

Matters Arising:

5.1. Cllr Helm raised the issue of the small play area on the green in Galgate and whether the Parish Council should make a bid to acquire it. Cllr Helme informed the meeting that as part of the planning consent for the Launds Field development the developer was due to contribute £16k to the City Council specifically for the upgrade this play area. It was expected that the money would be released as soon as the final papers were signed. This would negate the need for the Parish Council to attempt to acquire the area in order to improve it.

#### 06/15 CLERK’S UPDATE

6.1. Sport England Bid – a letter had been received from Sport England stating that the bid had been successful and a grant for the full amount requested of £49951 towards the total project cost of £82951, had been awarded to the Parish Council. The letter and accompanying information was passed on to the Secretary of Galgate Football Club. The Council agreed that their thanks for the

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excellent work done in securing the grant be passed on to Michelle Holroyd and Julie Paton, and that the work done by Rhubarb News in collecting the necessary community support for the bid also be recognised and the relevant persons thanked. (The Secretary of Galgate Football Club provided the Clerk with the electric meter reading – 038750 - at the end of the football season before the Cricket Club took over use of the Recreation Rooms).

- 6.2. Rhubarb News had a very small deficit of £13.40 for their first two issues but the third, larger issue of 24 pages was currently in surplus at £11.25. They were expecting to have a net surplus by the end of the year. The Council agreed that the team responsible for the production and distribution of Rhubarb News be congratulated on the turnaround and be commended for providing the community with a valuable newsletter.
- 6.3. Planning application 15/00307/FUL had been circulated for comment to members by email but no comments had been received and therefore no comment had been passed back to the Planning Department.
- 6.4. The Aviva Grant Application discussed at the meeting in April had not been pursued owing to lack of time and the nature of the process which required members of the community to vote for their local bid and provide Aviva with their names and addresses in the process.
- 6.5. The Green Space Nomination form had been submitted to the Council. The Clerk thanked Cllrs O'Riordan and Greenwood for their assistance with the information required to complete the paperwork.
- 6.6. The Parish Council Website had been updated with the latest Consumer Alerts, Bus Service Changes and New policy regarding domestic construction and demolition waste disposal.

#### 07/15 OPEN FORUM / PUBLIC PARTICIPATION

- 7.1. The Council were asked why the meeting had not been advertised on the Notice Boards. Councillors apologised for the oversight. The Clerk encouraged members of the public to view the Parish Council website that he was trying to keep up to date with as much information as possible that was of interest to the community
- 7.2. The play area at the recreation grounds in Galgate was raised again as the seat to the swing was still damaged and the gate closure had not been rectified. Cllr O'Riordan agreed to look into the situation with a view to rectifying it.

**08/15 POLICE** – No report had so far been received from the police. The Clerk stated that when it was received, the relevant sections of the report would be posted on the website.

#### 09/15 PLANNING

##### **Applications to consider**

- 9.1. 15/00337/CU - Retrospective application for the change of use of land for the siting of two mobile homes to form temporary living accommodation for 4 years - Mr Ken Drinkwater - Hampson House Hotel, Hampson Lane, Galgate, Lancaster, Lancashire LA2 0JB

**RESOLVED: That the Council indicate they had no objection to this application.**

- 9.2. 15/00447/FUL - Erection of a single storey extension to form a physics research building - Helen Wood - Faraday Building, Physics Avenue, Lancaster University, Lancaster, Lancashire

**RESOLVED: That the Council indicate they had no objection to this application.**

- 9.3. 15/00608/FUL - Construction of a dormer to the rear - Mr J. Harlow - 9 Wharfedale, Galgate, Lancaster, Lancashire, LA2 0RS

**RESOLVED: That the Council indicate they had no objection to this application.**

#### 10/15 FINANCE

- 10.1. To consider and authorise payment of the following accounts:-

Mr G France – Salary March £72.00	HMRC - March PAYE £100.60
Mr G Catterson – Salary March £331.24	e.on - Village Hall £170.71
e.on – Recreation Rooms £41.15	Galgate Horticultural Society - £150
Joshua France - £1116.00	

**RESOLVED: That the Council agree payment of all the above accounts**

- 10.2. To acknowledge receipt of following income:

Rhubarb News Advertising £15.00	
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The Council noted receipt of these payments.

- 10.3. The Clerk informed the meeting that he had eventually managed to get bank statements from the bank and these were duly inspected and initialled by the Chair.
- 10.4. Cllr O'Riordan was proposed as Responsible Financial Officer by Iain Collinson and seconded by Cllr Helm

**RESOLVED: That the Cllr O'Riordan be elected as Responsible Financial Officer**

**12/15 LENGTHSMAN** - The Clerk asked the Council for a list of work for the Lengthsman to carry out during the following month. These were detailed as follows:

1. To tidy up and clear around all 3 Dolphinholme village signs.

Cllr Helm informed the meeting that the Lengthsman had given notice and would work to the end of May. The Councillors discussed the best way to proceed, particularly considering they would need to decide on whether to opt in to the LCC Public Rights of Way Delivery Scheme (Item 14). It was agreed that Cllrs would organise a tour of the Parish to establish a schedule of work that should be carried out and at what intervals (i.e. monthly, quarterly or annually). A contract would then be let for the work. It was suggested that residents of the Parish be asked for their views on what required regular maintenance/tyding via Rhubarb News and Grapevine. A proposed schedule would be discussed at the next meeting.

**13/15 REQUEST TO PROVIDE BENCH SEATS** – Cllr O'Riordan had obtained various quotes for the provision of bench seats. He reported that the cheapest option was to purchase concrete end pieces for the 2 benches in Dolphinholme and the 1 on Highland Brow and these were to be fitted with wooden slats purchased separately. A best price of £250 for a quality all wood bench for the Galgate Playing Fields play area had been obtained. The total price for all 4 benches would not exceed £1250.

**RESOLVED: That the Cllr O'Riordan be tasked with the purchase and siting of the benches to a maximum cost of £1250 in total.**

**14/15 LANCASHIRE COUNTY COUNCIL – PUBLIC RIGHTS OF WAY DELIVERY SCHEME a**

- 14.1. The meeting debated the merits of the scheme with many Councillors voicing the opinion that opting in and carrying out the work would cost more than the returns payments made for carrying out the work. There was concern expressed about whether the Council's insurance would cover any issues arising from their repair of stiles etc. It was decided that there was insufficient information on which to base a decision and that it should therefore be postponed until the next meeting by which time more information, on which a sound decision could be made, would have been gathered. Any decisions to act on any reports (items 14.2 and 14.3) would therefore also be postponed to the next meeting.

**15/15 TRAINING** - The Clerk reported on various training that was available as follows:

- 15.1. Effective Meeting Workshop & New Cllr's & Clerks Training – the Clerk was asked to pass on this information to Cllr Whitaker as it may be of interest to him.
- 15.2. Local Council Advisory Service Annual Seminars 2015 – as these courses were available only in Wigton or South Kirkby, they were deemed to be too far to travel for any benefit gained.

**16/15 CORRESPONDENCE** - The Clerk reported that the following had been received:

- 16.1. War Memorials – Information regarding a project to record the location and condition of all War Memorials. Whilst the meeting considered that the Parish Council's War Memorials were well maintained it was thought that there may be money available to improve them if a member was to take part in the scheme. In particular it was stated that Galgate War Memorial needed some work to it. Cllr Helm asked the Clerk for more information, and he agreed to forward this to Cllr Helm via email. Cllr Helme reported that she had been contacted by a Mr & Mrs Slee asking if the Parish Council would like the War Memorial stones that were set into the wall of the Institute. The Council agreed that they would like to take ownership of the stones if they could be delivered to Galgate Village Hall. Some work would be needed to renovate them as the names were now almost unreadable. However it was thought that a stone mason may be able to refresh the lettering given that the names were recorded in a book written by the local WI.
- 16.2. LALC 2015 Spring Conference – The meeting considered that the topics on the Agenda did not warrant the time or the £35 attendance fee.
- 16.3. Policy to reduce the amount of Construction and Demolition (Inert) Waste delivered to Lancashire's Household Waste Recycling Centre – the Clerk explained the new scheme and informed the meeting that the detail as supplied by LCC had been placed on the website.

- 16.4. Lancashire C.C. – Shared Lives Poster. The Clerk explained that LCC had asked the Parish Council to display a poster advertising the Shared Lives Scheme on Parish Council notice boards. There was no interest from Councillors in meeting this request.
- 16.5. The Lancaster Canal Trust - the Council were asked to join the Lancaster Canals Trust for the sum of £14 for affiliated membership.

**RESOLVED: That the Council do not take Affiliate Membership of Lancaster Canal Trust**

- 16.6. Highways England – M6 J33-34 Verge Renewals. Highways England were seeking feedback on their recent work on the M6. The only comment was regarding the placement of cones at Jnc 33 whereby traffic joining the motorway did not have sufficient length of filter in which to reach a safe speed to join the motorway traffic. The Clerk agreed to feed this back to Highways England.
- 16.7. Mayor's Sunday Service – The meeting was informed of the invitation to the Mayor's Sunday Service and provided with the relevant details.

*The meeting closed at 20.45hrs*

**Date and time of next meeting – 8th JUNE 2015 – DOLPHINHOLME VILLAGE HALL - 7.15PM**

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