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# Ellel Parish Council

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## **Minutes of the Parish Council meeting held at the Recreation Rooms, Galgate on Monday 9<sup>th</sup> May 2016 at 7.15pm.**

### **Present:**

Cllr S Booth (chairman), Cllr Blundell, Cllr I Collinson (vice chairman), Cllr J Greenwood, Cllr M Helm, Cllr P Mather, Cllr M O' Riordan & Cllr D Whitaker.

Gill Mason (clerk to the council)

Mark Bartlett – civil contingencies officer, Lancaster City Council.

Three members of the public.

### **60/16 Apologies.**

Cllr Helme.

### **61/16 Election of chairman and vice chairman.**

It was resolved that Cllr Collinson be appointed as chairman for the year 2016/2017.

Proposed by Cllr O'Riordan.

Seconded by Cllr Greenwood.

It was resolved that Cllr Whitaker be appointed as vice chairman for the year 2016/2017.

Proposed by Cllr Helm.

Seconded by Cllr O'Riordan.

Cllr Collinson thanked the former chairman, Cllr Booth, for his commitment and his knowledge of the recreational areas.

It was resolved that the chairmanship run for two years only.

Proposed by Cllr Collinson.

Seconded Cllr O'Riordan.

### **62/16 To complete acceptances of office forms.**

The acceptance of office forms were signed and submitted to the clerk.

### **63/16 Declarations of interest.**

Cllrs Booth & Cllr Helm declared an non – pecuniary interest in any item regarding the village hall.

Cllr O'Riordan declared an non – pecuniary interest in item 13 audit fees review.

Cllr Blundell declared an non – pecuniary interest in item 15 recreational area sub-committee report.

### **64/16 Minutes of the previous meeting.**

It was resolved that the minutes be signed and approved as a true record of the meeting held on Monday 4<sup>th</sup> April 2016.

Proposed by Cllr O'Riordan

Seconded by Cllr Helm.

### **65/16 Open forum.**

Mr Entwistle from the Dolphinholme Neighbourhood Plan Group informed the parish council that he had been in contact with Paul Hatch at Lancaster City Council planning team and confirmed that Ellel will be the lead parish council for the plan.

Mr Entwistle is waiting for the parish council to fill in the documentation and asked if he could meet with the clerk to complete the paperwork.

A member of the public thanked the parish council for clearing the ditch by the village hall in Dolphinholme. The councillors informed the resident that the ditch hadn't been cleared it had just dried with the good weather.

A member of the public asked if there had been an extraordinary meeting with the neighbourhood plan group. The parish council informed the resident that it had not taken place yet.

#### **66/16 Police report.**

No report received.

#### **67/16 Mark Bartlett – community emergency plans.**

Mark Bartlett, civil contingencies officer with Lancaster City Council, attended the meeting to

scale disruption, such as during the Storm Desmond blackout, or widespread adverse weather conditions the responder agencies will be stretched and have to prioritise their attendance across the district.

In these circumstances any community that has thought about and prepared for disruptive emergencies will be much better placed to support itself and vulnerable residents.

Preparations might include maintaining hard copy lists of contact numbers, knowing where to go to get various pieces of equipment, access to 4x4 vehicles or tractors etc.

If a decision is taken to produce a plan it will have to be done by the community as they have the necessary local knowledge but there will be assistance where necessary and quality assure the final document. A local table top exercise could also be run to test the plan if that is supported and he will share the finished document with the emergency services.

Although it may be appropriate to form a small working group to develop a plan it was recommended that ownership of the final document is adopted by the parish council who could ensure it is maintained and kept up to date.

Mark mentioned the community fund for Lancashire and Merseyside that is launching a scheme whereby local community groups will be able to bid for funds to improve resilience at village halls and similar buildings so that they can be used for emergency purposes. When the documentation is available Mark will forward to the PC but it should be noted that the PC, as a statutory body, will not be able to bid but any committee that runs the hall or a similar group will.

#### **68/16 Planning.**

##### **68.1 Applications.**

16/00255/VCN – No observations.

16/00412/FUL – Support the application.

16/0043/FUL – Support the application

It was resolved that the above responses be submitted to the LCC planning department.

Proposed by Cllr Whitaker.

Seconded by Cllr Helm.

#### **69/16 Finance**

##### **69.1 Expenditure**

Gill Mason- clerk's wages £671.49, expenses £93.70 (April)

Eon electric bills £8.49/£107.11/£145.67(direct debit)

Lancaster City Council - refuse service £454.38

Galgate Treat Committee donation £400

United Utilities water bill £797.30 (direct debit)

It was resolved to make the above payments.

Proposed by Cllr O'Riordan.

Seconded by Cllr Greenwood.

**69.2 Receipts.**

Punch Taverns £880

Rhubarb News print reimbursement £309.00

Lancaster City Council precept £25,673.00

Electricity Northwest £4.60

Lancashire County Council £600.00 & £350

Craft Centre ground rent £300

Duchy of Lancaster benevolent fund £1000

**69.3 To review parts 1 and 2 of the external audit and sign as a correct record.**

It was resolved that the chairman and the clerk (RFO) sign parts 1 & 2 of the audit paper.

Proposed by Cllr O'Riordan.

Seconded by Cllr Blundell.

**70/16 Dolphinholme Neighbourhood Plan.**

The clerk will meet with Mr Entwistle to complete the application and paperwork for the neighbourhood plan. The documentation will then be presented at the next meeting for the parish council to approve.

**71/16 Internal and external audit fees review.**

The parish council had previously opted out of the new audit arrangements. To have the accounts externally audited independently will cost £1000+ in comparison to the opt – in rate of £250/£300.

To opt in by the 31<sup>st</sup> May will not cost anything but after this date it will be approximately £250.

It was resolved that the parish council opt in to the SAAA new audit arrangements before the 31<sup>st</sup> May.

Proposed by Cllr Collinson.

Seconded by Cllr Greenwood.

The internal auditor has previously charged £500, which is currently more than the external auditor.

It was resolved that the parish council look into an alternative internal auditor to show value for money against the expenditure. It was proposed that Cllr Collinson approach the previous clerks, Gareth Catterson and Kath Coleman, to see if they would be available to complete the internal audit.

Proposed by Cllr Collinson.

Seconded by Cllr Blundell.

**72/16 Recreational area fencing – review of quotations.**

The detailed quotes for the steel fencing have not been sought. Cllr Collinson will bring the three quotations to the next meeting.

**73/16 Village Hall solar panels income update.**

Cllr Booth is still waiting on Jonathan Mills at the University to send the clarification of the private funding for the solar panels. All the other requested information has been submitted.

**74/16 Recreational area sub - committee meeting report and proposal.**

The sub-committee have put forward a proposal to the parish council. They would like to meet with all the recreational groups/clubs/users and ask how they would like to move forward in the best interest for everyone. The groups will also be asked to bring to the meeting, evidence of any insurance and/or public liability cover they may have for their club/group.

They also suggest that each group have control over their area including insurance and running costs (water, electric, repair and maintenance) which currently the parish council incur without any subscription or rental income from the users.  
The clerk will forward a date to all the groups, to meet, before the next parish council meeting.

**75/16 Village grass cutting, repair & maintenance contractor review.**

A schedule of works still needs to be completed. This item will be forwarded to the next agenda.

**76/16 Dolphinholme WI – defibrillator donation request.**

The Dolphinholme WI have requested a donation towards the purchase of two defibrillators in Dolphinholme.

It was resolved that the parish council will donate £250 towards the defibrillators.

Proposed by Cllr Helm

Seconded by Cllr O’Riordan

Two councillors abstained.

**77/16 Zipwire quotation review.**

Cllr Helm requested that the council meet to look at the recreational area, to see how the Tesco grant can be spent. He informed the parish council that not only could the zipwire be purchased, but also fencing for the astro-turf area.

This item will be forwarded to the next agenda.

**78/16 Environmental services playground reports.**

The parish council has received a playground safety report from Lancaster City Council Environmental Services. It is advisable from the insurance company that a check is completed weekly.

It was resolved that the clerk will provide Cllr O’Riordan for Dolphinholme and Cllr Blundell for Galgate, a safety report template to record the weekly playground checks.

Proposed by Cllr Collinson.

Seconded by Cllr O’Riordan

**79/16 Correspondence.**

Community payback team – clerk to contact the team.

Electoral review of Lancashire: final recommendations – noted.

Wyre BC – database refresh – noted.

The Diocese of Blackburn, benefice of St John the Evangelist - noted.

Queens 90<sup>th</sup> coin – noted.

***The meeting closed at 21.11pm***

**Date and time of next ordinary meeting**

Monday 13<sup>th</sup> June 2016 at 7.15 pm at the Galgate Recreation Rooms.

Agenda items to be submitted by 6<sup>th</sup> June 2016 5pm.

Signed ..... (Chairman) Date .....

