
Ellel Parish Council

Minutes of the parish council meeting held at the Galgate Recreation Rooms on Monday 12th June 2017 at 7.15pm.

Present:

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

Gill Mason - clerk.

One member of the public present.

56/17 Apologies for absence.

None.

57/17 Declarations of interest.

Cllrs Booth, Helm and Helme declared an interest in any item regarding Ellel Village Hall.

58/17 Approve and sign minutes of the parish council meeting held on Monday 8th May 2017.

It was resolved that the minutes be signed and approved as a true record of the meeting held on Monday 8th May 2017.

Proposed by Cllr Greenwood.

Seconded by Cllr Whitaker.

59/17 Planning applications.

17/00545/FUL Proposal : Erection of extension to existing agricultural cattle building Site Address : Hole Of Ellel, Saltoake Road, Bay Horse, Lancaster, Lancashire.

The parish council have no observations.

17/00578/VCN Proposal : Change of use of agricultural field to domestic curtilage, erection of a 2-storey side and rear extension, single storey rear extension and construction of a raised decking area to the side (pursuant to the variation of conditions 2 on planning permission 16/01241/FUL to amend the proposed elevations plan for the extensions) Address : Woodside Cottage, Starbank, Bay Horse, Lancaster, Lancashire.

The parish council have no observations.

17/00584/FUL Proposal : Conversion of garage to habitable room and erection of a single storey rear extension Site Address : 9 Forster Close, Galgate, Lancaster, Lancashire, LA2 0BL.

The parish council have no comments to make as they are unsure of site.

It was resolved that the parish council submit the above responses to the Lancaster City Council Planning Department.

Proposed by Cllr Collinson.

Seconded by Cllr Helme.

60/17 Finance

Payments.

Gill Mason- clerk's wages £609.05 and expenses £38.60

£647.65

Eon electric bills (D/D)

£108.53/124.82

Insurance (D/D)

£160.50

K Coleman - internal audit	£150.00
Water Plus (D/D)	£302.89

Sport England / Pavilion

HES	£6000.00
Building Supplies Direct	£1185.28

It was resolved that the above payments be made.

Proposed by Cllr Helme.

Seconded by Cllr O’Riordan

Receipts.

Recreation room bookings	£10.00
Craft Centre car park payment	£300.00
Bank interest	£0.14/£0.16

Audit

Agree with end of year income and expenditure figures and sign part one and two of the audit documentation.

The parish council accounts have been checked and signed by the internal auditor and agreed by the parish council.

It was resolved that the clerk send the forms to BDO for external auditing.

Proposed by Cllr Collinson.

Seconded by Cllr O’Riordan.

To create a finance sub – committee to periodically audit the accounts.

The parish council do not want to create a sub committee. The parish council requested that the clerk present quarterly finance reports, which could be checked and signed.

61/17 Neighbourhood plan update.

John Entwistle and Allen Norris attended the meeting and informed the parish council that they had received their first tranche of funding from Locality. The second grant applied for, should be around £5,000. The survey had a 60% response rate from residents and the feedback was that large scale developments were not wanted.

A consultation with the village will be held on the first week in July, where maps of potential developments will be presented.

The neighbourhood plan draft should be ready by September 2017, in October/November LCC will organise a ballot in the area and if it is successful, the plan should be adopted.

62/17 Clerks hours and training.

The clerk’s contract is currently for ten hours per week. To cover the extra work that the parish council have responsibility for i.e. the neighbourhood plan grant, pavilion grant, booking of the recreation rooms, insurance for events, the clerk has requested four more hours per week.

It was resolved that the clerk’s hours rise from 10 to 14.

The clerk would like to start her certificate in local council administration in September at a cost of £250.00. This fee would cost the parish council £125.00, as it would be shared 50% with Caton with Littledale Parish Council.

It was resolved that the clerk commence training at a cost of £125.00

Proposed by Cllr Helme.

Seconded by Cllr Booth.

63/17 Village Hall solar panels income update.

The clerk sent the change of name for the village hall to Eon but they require the assessor to also change the name and submit this on headed paper. The clerk has requested this and will send it to the Eon Your FiT team.

64/17 Recreational area and recreation rooms.

It has been reported that the door is not being locked by the key and only the magnetic lock is currently keeping the door locked and the recreation rooms secure.

Cllr Collinson and Cllr Whitaker will review moving the magnet on the door to make it more secure.

Cllr Greenwood was thanked for cutting the grass on the old horse field. He has offered to cut the grass around the play area before the Treat Day.

The football club reported to the clerk that the grass has been cut recently and if needed will be cut again before Treat Day.

65/17 Galgate Gaslight donation £150.00 request.

It was resolved that the parish council support the Galgate Gaslight event by donating £150.00.

Proposed by Cllr Mather.

Seconded by Cllr Helme.

66/17 Zipwire working group update.

The materials have been purchased and should be delivered within the week. Cllr Collinson and Cllr Whitaker will meet with the pre -inspection company to get advice on the building of the zipwire.

67/17 CCTV purchase review.

Cllr Mather has obtained a quote from BayCams at a cost of £12,500. Cllr Collinson obtained a quote for a wireless link on the recreation room and 3 or 4 cameras on a pole at a cost of £2,300.

Cllr Mather was asked to get a more basic system quote for the CCTV to present at the next meeting.

68/17 Update on purchase of windows and doors for Dolphinholme Village Hall.

Cllr Collinson and Cllr Whitaker attended a meeting with the Dolphinholme Village Hall Committee.

Three quotes have been obtained from Plastech, Karl Moss and AB windows. It was decided at this meeting that AB Windows were too expensive and that the parish council should consider the other two quotes and make a decision on who should supply and fit the windows and doors.

It was resolved that Karl Moss supply and fit the windows and doors at a cost of £7,500 plus vat.

Cllr Collinson abstained from voting.

Proposed by Cllr Helm..

Seconded by Cllr O’Riordan

69/17 Church land purchase and Byelaw update.

No update.

70/17 Salford Road congestion and accidents.

Cllr Booth reported to the parish council that the parking on both sides of Salford Road is dangerous and there has recently been an accident where a car has crashed.

The clerk was asked to contact LCC Highways to review Salford Road and request yellow lines on the North side of the road.

71/17 Clerks report, police report and correspondence.

Dolphinholme Village Show – letter of thanks.

Neighbourhood plan update email – circulated.

Meeting closed at 8.32pm

Date and time of next ordinary meeting

Monday 10th July 2017 at 7.15 pm - agenda items to be submitted by Sunday 2nd July at 5pm.

Signed (Chairman) Date