
Ellel Parish Council

Minutes of the annual parish council meeting held at Dolphinholme Village Hall on Monday 14th May 2018 at 7.15pm.

Present:

Cllr S Booth, Cllr I Collinson (chairman), Cllr J Greenwood, Cllr M Helm, Cllr P Mather, Cllr M O’Riordan, Cllr N Wilson.

Gill Mason - clerk.

Four members of the public.

70/18 Apologies for absence.

Cllr D Whitaker (vice-chairman) and Cllr H Helme.

71/18 Appointment of chairman.

Nominated: Cllr Collinson.

Proposed by Cllr Booth.

Seconded by Cllr O’Riordan.

72/18 Appointment of vice chairman.

The election of vice chair will be carried to the next meeting.

73/18 Appointment of representatives on sub-committees and outside bodies.

Cllr Helm would like to relinquish his role as parish council representative for the Ellel Village Hall Committee and the Galgate Fairtrade Steering Group.

Cllr Wilson was nominated to represent the parish council on the village hall committee and Cllr Collinson was nominated to represent the parish council on the fairtrade group.

Proposed by Cllr Greenwood.

Seconded by Cllr Booth.

74/18 Appointment of responsible financial officer.

Nominated: G.Mason – clerk.

Proposed by Cllr Collinson.

Seconded by Cllr Booth.

75/18 To complete acceptances of office.

Cllr Collinson completed his acceptance of office.

76/18 Declaration of interests.

Cllr Helm declared an interest in item 12 – LALC membership renewal.

Cllr Booth and Cllr Wilson declared an interest in 16 – village hall loan reimbursement.

77/18 Approve and sign the minutes of the parish council meeting held on Monday 9th April 2018.

It was resolved that the minutes be signed as a true record by Cllr Collinson.

Proposed by Cllr Mather.

Seconded by Cllr Booth.

78/18 Open forum

The bowling club gate has not been fitted yet, so the new path from the car park has not been able to be accessed

Steph Hoggarth from the village hall asked if the car park signs can be raised to make them more visual and can the weeds around the tennis court be sprayed.

The grass was cut on the recreation field for the Galgate Treat Day last year by the football club and the parish council paid for this to be completed. Ms Hoggarth asked if this arrangement could be agreed again this year.

The emergency plan is being created by the action group and they will mould the plan to the village's needs.

It was reported that the car parking area near the bowling club has had bollards placed so no one can park their car or mow the grassed area.

79/18 Planning applications.

No applications received.

80/18 General Data Protection Regulation update and to consider and approve the purchasing of the GDPR packs at a cost of £35.00.

The clerk informed the parish council that the regulations have to be in place by the 25th May. The parish council needs to appoint a data controller to complete an audit of the data currently held.

It was resolved to appoint the clerk as the data controller.

Proposed by Cllr Greenwood.

Seconded by Cllr Mather.

It was resolved to contribute £35 to the purchase of the GDPR packs.

Proposed by Cllr Mather.

Seconded by Cllr Wilson.

81/18 LALC membership renewal.

It was resolved that the parish council renew the LALC membership for 2018/2019.

Proposed by Cllr Greenwood.

Seconded by Cllr Booth.

82/18 Finance

Payments.

Gill Mason- clerk's wages £843.09 and expenses £71.65	£914.74
GDPR pack	£35.00
Insurance – NFU Mutual	£152.47
Eon electric bills (D/D)	£310.62/£124.23
Neighbourhood plan room hire	£240.00
Neighbourhood plan consultancy fees	£3968.10
Lancaster City Council trade waste collection	£493.224
LALC membership	£437.47
A Collinson – Internal auditor	£150.00

It was resolved that the above payments be made.

Proposed by Cllr O'Riordan.

Seconded by Cllr Wilson.

Receipts

Recreation room bookings (cash)	£45.00
Allotment water contribution	£179.37

i) Financial standing orders, financial risk assessment and small grant form adoption.

It was resolved that the parish council adopt the standing financial standing orders, financial risk assessment and small grant form.

Proposed by Cllr Booth.
Seconded by Cllr Greenwood.

ii) Audit

It was resolved that the end of year audit was approved and signed by the chairman.

Proposed by Cllr Wilson.
Seconded by Cllr Mather.

iii) Payscale

It was resolved that the clerk's salary is raised in line with the recommended NALC/SLCC pay scale of 34p per hour.

Proposed by Cllr Mather.
Seconded by Cllr Booth.

83/18 Noticeboard maintenance.

Cllr Collinson informed the parish council that the noticeboards have been repaired and varnished.

84/18 Whams Lane speed limit review.

The clerk will write to LCC Highways to request a review of the speed limit on Whams Lane and for the limit to be reduced.

85/18 Village Hall loan reimbursement update.

Cllr Booth had brought to the meeting, recorded minutes from 2012, which states the agreed loan amount given to the village hall from the parish council. The outstanding amount is £1250.00.

It was resolved that the parish council accept the village hall trustees outstanding loan reimbursement of £1250.00 based on the minutes of the meeting in 2012.

Proposed by Cllr Mather.
Seconded by Cllr O'Riordan.

86/18 Dolphinholme sign replacement.

No update.

87/18 Dolphinholme tennis court donation request.

The parish council has been notified by the field day committee that they are obtaining quotes for the refurb of the area.

The parish council would like to ask the residents of Dolphinholme how they would like the area managed. Cllr Collinson will produce a leaflet to give out to residents at the field day to canvas thoughts and engage with the public regarding the area. A public meeting can then be considered to collate residents' thoughts and ideas on how they would like it run, maintained and insured.

Cllr O'Riordan left the meeting at 8.31pm

88/18 Treat day and Dolphinholme Village Show donation requests.

The clerk will forward the new small grant application for the groups to complete and return.

It was resolved that the parish council award £150 to both the treat day and the village show on receipt of their applications and committee accounts.

Proposed by Cllr Booth.
Seconded by Cllr Mather.

89/18 Recreational field area and recreation rooms.

Bowling Club gate.

The path has been laid from the car park to the bowling club but the gate needs to be installed for access. Cllr Collinson will ask the contractor to complete the installation of the gate immediately.

Decking repair

No update.

Key safe replacement

Cllr Collinson has purchased a new safe and will install it as soon as possible.

A toilet was blocked in the recreation room and the clerk arranged a plumber to fix this. (in line with the adopted financial regulations -item 4.1)

90/18 Beech Road playground grant.

No update.

91/18 Churchyard purchase update.

Cllr Helme has received a quote from Armistead Barnett in regard to the compulsory purchase of the land to extend the graveyard and representation for the parish council.

The parish council would like a breakdown of costs and details of what representation will be needed from start to finish of the compulsory purchase.

The clerk was asked to contact the land agents and LALC to obtain as much information on the purchase, maintenance, insurance and running costs of the potential graveyard extension.

92/18 Police report and correspondence.

Galgate Horticultural society request for donation- noted.

93/18 Date and time of the next meetings.

Monday 11th June 2018 at the Galgate Recreation Rooms

Monday 9th July 2018 at Dolphinholme Village Hall

Monday 10th September 2018 at the Galgate Recreation Rooms

Monday 8th October 2018 at Dolphinholme Village Hall

Monday 12th November 2018 at the Galgate Recreation Rooms

Monday 10th December 2018 at the Galgate Recreation Rooms

Meeting closed at 8.52pm

Signed (Chairman) Date