

**MINUTES OF THE WARTON PARISH COUNCIL MEETING**  
**Held at 7.30pm on Tuesday 23<sup>rd</sup> June 2021 in the Village Hall Warton.**

**PRESENT:** Councillors K Briggs (Chairman), Mrs J Cody, A Hilling, W Muckle, C Peacock, F Senior and Mrs L Simmonds.

**IN ATTENDANCE:** Mr J W Ball – Clerk to Warton Parish Council.

**APOLOGIES FOR ABSENCE:** Apologies for absence were received and accepted from Councillor D Clough, County Councillor Mrs P Williamson and District Councillor A Duggan.

**DECLARATIONS OF INTEREST:** No declarations of interest were made by members in relation to items covered by this agenda.

**21.097. MINUTES OF THE PREVIOUS MEETING:** RESOLVED THAT the minutes of the meeting held on 4<sup>th</sup> May 2021 having been previously circulated be accepted as a true and accurate record of proceedings at the meeting and be signed as such by the chairman.

**21.098. REPORT FROM THE CLERK CONCERNING MATTERS IN PROGRESS NOT COVERED BY OTHER ITEMS ON THE AGENDA:** The clerk reported that;

- i. The quotation from Hicks Ironcraft Ltd. for the production and erection of railings at the play area accepted by members at the last meeting of the parish council had been processed with £1760 paid on account to the contractor.
- ii. Confirmation of the continued grass cutting contract by Lancaster City Council was still awaited, although some grass cutting had been carried out by their cutting team.
- iii. The Shovel Inn Licensee had been contacted and agreement made to check that all glasses and bottles were collected at the end of each day.
- iv. The movement of the Millhead notice board to the Nib bus shelter was in hand.
- v. The Millhead seat had been re-sited as agreed.
- vi. Confirmation that the public toilets qualified for 100% Non Domestic Rate Relief for the 2021/2022 financial year had been received from Lancaster City Council.
- vi. Repayment of the £132.00 website registration fee double charged in error was still outstanding from aql, recovery action was ongoing.
- viii. Other items had been reported to members as required.

The clerk was thanked for his report.

**THE CHAIRMAN ADJOURNED THE MEETING FOR A PERIOD OF PUBLIC PARTICIPATION:**

The clerk reported that he had received complaints from a Main Street resident concerning car parking near to the Main Street Borwick Lane junction with the associated dangers to other road vehicles and pedestrians and the use of RSPB land adjoining footpath No1 for exercising dogs by a dog walking company.

Councillor Peacock agreed to take the necessary action concerning the Main Street/ Borwick Lane junction car parking problem and members agreed that as the land being used by the dog walking company was not owned by the parish council any action required would be the responsibility of the RSPB, the owners of the land. Members agreed to inform Lancaster City Council Dog Wardens of the practice.

**THE CHAIRMAN RECONVENED THE MEETING**

**21.099. REPORT FROM COUNTY COUNCILLOR MRS P WILLIAMSON:** County Councillor Mrs Williamson was unable to attend the meeting and a report was not available.

County Councillor Mrs Williamson was thanked for her continued support.

**21.100. REPORT FROM DISTRICT COUNCILLOR A DUGGAN:** District Councillor Duggan was unable to attend the meeting because of a prior engagement and a report was not available.

District Councillor Duggan was thanked for his continued support.

**21.101. STANDING ORDER 25:** a) Members noted that no action had been taken since the last meeting under the provision of Standing Order 25.

**21.102. PLANNING MATTERS:** a) Details of the following planning applications had been forwarded to members for their consideration and comments.

21/0080/TCA – Works to Cypress Tree for Mrs Angela Singleton 137 Main Street, Warton. Members were informed that the application had already been considered by planning control officers and permission to proceed granted.

21/00617/FUL – Conversion of existing garage to form additional living space, erection of a single storey side extension and construction of a detached garage to the front elevation for Mr Jacob Hughes, 6 Gardner Road, Warton – No objection raised.

PLANNING COMPLAINT – INSTALLATION OF VELUX WINDOWS – 129A Main Street, Warton. Alison Hesketh – In response to a complaint from members concerning the installation of Velux windows at the property Alison Hesketh, Planning Enforcement Officer, Lancaster City Council reported that records showed that the windows had been in situ since 2009 and even if planning consent had not been received, they were immune from any enforcement action.

Members were surprised by the information received from the planning enforcement officer but agreed no further action was required.

b) Members noted that current status of planning applications reviewed by members at previous meetings as follows:

19/00020/FUL – Reviewed 5<sup>th</sup> March 2019 meeting – Awaiting decision  
20/00358/OUT – Reviewed by Members 2<sup>nd</sup> June 2020 – Awaiting decision  
20/00676/VCN – Reviewed by Members 14<sup>th</sup> July 2020 – Application permitted  
20/0937/VLA – Reviewed by Members 17<sup>th</sup> September 2020 – Awaiting decision  
LRC/AW/W13196 – Reviewed 1<sup>st</sup> December 2020 meeting – Awaiting decision  
20/01349/FUL – Reviewed 5<sup>th</sup> January 2021 meeting – Awaiting decision  
21/00077/EIO – Reviewed 2<sup>nd</sup> February 2021 meeting – Awaiting closed  
20/00358/OUT – Reviewed 2<sup>nd</sup> March 2021 Meeting – Awaiting decision  
21/00181/CCC – Reviewed 2<sup>nd</sup> March 2021 Meeting – Awaiting decision  
21/00442/FUL – Reviewed 4<sup>th</sup> May 2021 Meeting – Awaiting decision  
21/00463/FUL – Reviewed 4<sup>th</sup> May 2021 meeting – Application permitted

**21.103.FINANCE:** Members noted the financial summary for May 2021

Opening Balances – All Accounts	Current Account	45055.36	
	Village Improvement Account	12460.04	
	Investment Account	8058.47	
	Playground Account	4527.17	
	E & R Wilson Fund	<u>247.50</u>	<u>70348.54</u>
Opening Balance – Current Account			45055.36
Receipts			NIL
			45055.36
Payments			
06.05.21	J W Ball – Salary	385.17	
06.05.21	Jenkinson Forest Products – Wood Chip	684.00	
08.05.21	Npower – Toilet Electricity	27.02	
27.05.21	Zurich Municipal – Insurance	1502.48	
27.05.21	Thomas Graham Ltd – PPE	31.22	
27.05.21	T Oliver – Toilet Work – May	<u>152.50</u>	<u>2782.39</u>
	Closing Balance – Current Account		42272.97
Closing - Balance – All Accounts	Current Account	42272.97	
	Village Improv Acc	12460.04	
	Investment Account	8058.47	
	Playground Account	4527.17	
	E & R Wilson Fund	<u>247.50</u>	<u>67566.15</u>

b) Members authorised payments and agreed that cheques be signed covering the following payments:

Community Heartbeat Trust – Defibrillator Battery - £223.20 – 2138

T Oliver – Toilet Work June - £135.00 – 2139

c) Review of 2020/2021 Annual Governance and Accountability Return (AGAR)

The clerk reported that preparation of the AGAR was complete and after completion of the internal audit by Mr Marsh, would be presented for consideration by members at the July meeting of the Parish Council.

d) Review of 2021/2022 Budget Estimates

The clerk issued copies of the 2021/2022 Budget Estimates and discussed budget headings allocations with members. Currently £9419 of the £49020 available had not been allocated pending the final decision by members on funding awarded to the individual village organisations that had applied for grants. accordingly. Members agreed that the 2021/2022 budget estimates be accepted subject to any changes to funding allocations allocated to village organisations.

**21.104. ALLOCATION OF DONATIONS TO VILLAGE ORGANISATIONS:** Members considered applications for donations from village organisations and agreed allocations as follows;

	£	£
Warton Church Hall	200	
Warton Crag WI	200	
Warton Reading Group	200	
Warton Badminton Group	200	
Warton Bowling Group	200	
Warton Music Festival	400	
1 <sup>st</sup> Warton Scout Group	200	
Salvation Army	200	
Millhead Bowling Club	200	
Millhead Village Hall	200	
Millhead Football Club	200	2400

Members agreed that further consideration be given to the allocation of additional funding to projects proposed by Millhead Village Hall, Bowling Club and Football Club at the July meeting of the parish council.

**21.105. WARTON MIRES PROJECT:** The clerk reported that representing members of the parish council had met with Robin Horner of RSPB to discuss in more detail the expected role of the parish council in the project, the estimated financial and manpower requirements and the likely timescale involved.

The parish council as an existing elected accountable body for the village would assume responsibility for the ongoing management of the village surface water pumping element of the project so satisfying the requirement of both the planning authority and lead flood authority prior to the submission of a planning application.

The parish council would hold the budget allocated to the pumping element from which electric, maintenance and other running costs would be paid. Help and advice if required would be available from the local authority and RSPB. Proposed that partnership organisations (parish council, Grosvenor Road Residential Assoc and RSPB) would contribute to the revenue costs using an agreed formula written into any partnership agreement, with additional contributions from Lancashire County Council and Lancaster City Council.

Grosvenor Road Residential Association members were willing to consider a formal constitution of their organisation and provide a co-opted member to the parish council to help with administration.

In addition to scheme administration, monthly checks of the pumps and annual formal servicing by the contracted company would need to be controlled. Estimates for maintenance and running costs (split between partners) were £2500 to £3500 per annum with an additional maintenance cost of £1000 every 4 years. It would be hoped to build a sinking fund with additional payments from contributors to be used to fund equipment replacement in 20 plus years time.

Despite some concerns expressed surrounding the proposed parish councils responsibilities members agreed that the clerk inform RSPB that the parish council (based on discussions during the 7<sup>th</sup> June 2021 meeting) agreed in principal to consider taking on the role and function of surface water management subject to more detailed work with RSPB and Local Authority officers to refine those working details.

**21.106. PURCHASE OF EVOLIS RADAR SPEED SIGN:** The clerk reported that as instructed he had met with Mr Cox of Lancashire County Council to discuss the purchase of two additional units to the two already in site. Mr Cox expressed concerns about the weight of the units being over the maximum (20k) weight permitted for fitting to street lighting installations together with a minimum diameter and gauge requirement for free standing pole installation. Unfortunately because of these requirements both the Borwick Lane and Millhead units were not considered to be suitably mounted and would need to be changed. The sites for the proposed additional units were viewed and agreed as being suitable provided installation was carried out as per Lancashire County Council guidelines. Installation work would need to be carried out using Lancashire County Council personnel or by private contractor. If workers other than Lancashire County Council personnel were to be used, the work would only be permitted after the issue of a permit to do so, usually meaning a delayed installation process.

Members considered the requirements outlined by the clerk and agreed that the purchase of the two additional units should go ahead, with the installation work to be carried out by Lancashire County Council personnel, as would be the re-positioning of the two existing units. The clerk was instructed to liaise with Lancashire County Council officers and the radar unit suppliers.

**21.107. ITEMS OF INFORMATION FROM MEMBERS:** i) Councillor Mrs Simmonds reported that the gulley cleaning schedule needed to be more frequent.  
 ii) Councillor Mrs Simmonds reported that remedial work was being carried out on derelict buildings near to the Roods possibly for use as a Blacksmith forge and workshop.  
 iii) Councillor Mrs Simmonds reported that rubble from the collapsed boundary wall had still not been cleared.  
 iv) Councillor Peacock reported that information received from Community Connect covering the COVID19 outbreak disclosed that the rate of infection in the Lancaster area was 85 per 100,000 and was below the national average figure. Some problems were being experienced by patients entering hospitals without symptoms but subsequently testing positive  
 v) Councillor Senior requested information on the current status of the Coach Road plot adjacent to the house currently under construction.

**21.108. DATE AND TIME OF NEXT MEETING:** There being no further business the chairman thanked members for their attendance and participation and closed the meeting at 9.20pm. The next meeting of the parish council was arranged for 7.30pm on Tuesday 20th July 2021 in the Village Hall, Warton.

Chairman \_\_\_\_\_ Date \_\_\_\_\_

Minutes subject to agreement at the 20th July 2021 meeting of the Warton Parish Council.