

Myerscough and Bilsborrow Parish Council

MINUTES OF THE MEETING OF MYERSCOUGH AND BILSBORROW PARISH COUNCIL HELD AT BILSBORROW PARISH CHURCH ON THURSDAY 24 March 2022.

PRESENT

CLlr Mrs S Allan, CLlr M Barker, CLlr W Collinson, CLlr R Pye, CLlr W Robinson, CLlr R Pye, CLlr M Sutcliffe & CLlr S Turner

CLERK OF THE COUNCIL - John Hallas (Acting)

APOLOGIES

CLlr D Bolton

GUEST IN ATTENDANCE

CLlr Elizabeth Webster – Wyre Council

VICE-CHAIRMAN'S STATEMENT TO THE MEETING

The Vice-Chairman, CLlr Sutcliffe, informed the meeting that he and the Clerk had both received copies of a letter of resignation from CLlr Olivine. However, CLlr Olivine had specifically requested that both keep the contents of the letter confidential until this evening's Parish Council meeting. CLlr Sutcliffe then proceeded to read the letter to the Council:-

'It is with mixed feelings that I tender my immediate resignation from Myerscough and Bilsborrow Parish Council. I have been chairman for very many years and since 2017 I have tried to move out of that position. During the five years since then I have had to cope with increasingly challenging home circumstances and these have now overwhelmed me. My thanks go to fellow parish councillors and to Roy Bassnett, the retired clerk, and John Hallas the current temporary clerk. My exit from the council and the chair requires the council to elect a new chairman immediately and to seek a replacement councillor as soon as possible along with a new clerk. My good wishes go to all involved and I have every confidence that the council will continue to expand its excellent work.'

Yours faithfully Jennifer Olivine

ELECTION OF CHAIRMAN

Following several minutes of discussion regarding the position, CLlr Sutcliffe proposed CLlr Collinson for the Chairmanship, which he accepted, this nomination was seconded by CLlr Turner and carried with the unanimous support of the members present. CLlr Collinson took the Chair and made a few opening remarks. He first asked the Clerk to record the Council's sincere thanks to Jenny Olivine and to Roy Bassnett, who has also recently resigned from the Council, who have both made outstanding contributions to the Council over so many years – these comments were unanimously echoed by the other Council members present. The Chairman asked the Clerk to send them thank you cards with the Council's sincere best wishes and to arrange for flowers to be delivered to Jenny Olivine and Mrs Margaret Bassnett with a special thanks for her contributions and support. **Action: The Clerk**

22.22 MINUTES

The minutes of the meeting of the Parish Council held on Thursday 27 January were signed.

23.22 DECLARATIONS

No Declarations of personal or prejudicial interest in any of the agenda items were made by any of the members present.

24.22 FINANCE

The Clerk presented members with copies of statements of the Parish Council's Current Account and the War memorial Current Account together with copies of the bank reconciliations using the bank statements dated 28 February 2022. The Council resolved to approve the accounts and the reconciliation was checked and signed by the Chairman.

The Clerk reminded the Council that during the January meeting he had been asked to look into the Council's current account banking arrangements, principally due to HSBC bank having recently introduced monthly account and item service charges. Second, to look into the possibilities of moving to electronic online banking and in conjunction to seek a more cost-effective solution. The Clerk informed that he had consulted with the officers of the Local Association of Local Councils (LALC) to seek some clarification on how and what other Councils were doing. They had suggested the Unity Trust Bank e-bank account, as number of Council's had already or are currently in the process of moving to that online bank. The Clerk also added that following a review of the War Memorial Account there was a sound case for merging the account with the Community's main Current Account as the charges being made are significant when very few transactions occur per annum. A separate set of account ledgers would be maintained to track the receipts and payments for the Community's activity and the War Memorial Trustees activity, but the cash would be held in the main Community current account.

After a period of discussion it was agreed that further investigation should proceed to establish the most suitable banking option for the Community Current account and preferably one that incurred zero bank charges.

Action: The Clerk

A decision regarding the War Memorial account would be deferred until the arrangements for War Memorial Administration become clearer.

Account Payments

The Clerk presented seven cheques for scrutiny and signing from community account and one cheque from War Memorial Account:-

200230	Wyre Council Recreation Ground Rent	300.00
200231		
	and	
200233	Cheques <u>Voided</u> listed for reference only	
200232	Reimburse R W Bassnett for Expenses	147.23
200234	JW Accountants Fee 1/4/21 -31/03/2022	125.00
200235	Clerk's Salary1/22-3/22	858.10
200236	HMRC Paye and NIC's for Clerk's Salary	214.40
200237	LALC Subscription for 2022/23	224.05
200238	Cloughton on Brock PC Lengthsman 1/22-3/22	1291.43
100092	Reimburse R W Bassnett War Memorial Expense	128.90
100091	Cheque Void	

Reconciled Balances at Bank as of the 28th of February 2022

HSBC Current Account £4804.74

HSBC War Memorial Current Account £2510.29

NS&I Investment Account £21010.42

NS&I Investment Account

The Clerk confirmed that the NS&I had written to the Council to confirm they have amended the contact details for the account to his address, however this will need to be formally followed up with submission of the relevant NS&I form that is used for the appointment of signatories and officers. The Council resolved to confirm the acting Clerk – John E Hallas - as the Proper Financial Officer of the Council. The form will be prepared and for authorised signatures. **Action: The Clerk**

Annual Internal Audit

The Clerk confirmed that arrangements were in-hand for Mr Cliff Sharp to perform the audit as he has done in previous years.

25.22 Planning

Since the January meeting the Council had received new applications with requests for Consultation. These are as follows:-

a) 22/0001/FUL – Proposal for Car Park at John Cross. The Council discussed the benefits of this application and resolved to support the application and the Clerk was urged to write a strong letter to the case officer, emphasising the Council's unanimous support for this application.

Action: The Clerk

b) 22/00166/FUL – Proposal – for 12, Sycamore Road is to erect a 2-storey extension after demolition of existing single storey extension and introduce roof lights and a new entrance porch. The Council resolved to support this application.

c) The Clerk informed that he had received from Cllr Bolton advanced notice of Outline application 22/00122/OUT – with a proposal for a new dwelling to be erected on land adjacent to Duncombe House. The Clerk informed that the applicants are Cllr and Mrs Bolton. Cllr Bolton had tendered apologies for non-attendance at this meeting. The Clerk explained that he had not been sent any request for consultation by Wyre Planning to-date. However the Council discussed the plans and resolved to support the application when formally invited to comment.

26.22 Lengthsman Scheme Review

The Clerk informed the Council that he will be preparing the Lengthsman's Contract for 2022/23 that will commence from the 1st of April 2022. He reported that he was still awaiting the working groups recommendations for work schedule priorities that the Council had proposed for discussion with the Lengthsman. The hourly rate had been set by both this Council and Claughton at 16 pounds per hour.

27.22 The Queen's Platinum Jubilee Celebrations June 2 – 5

The Chairman informed the meeting that a proposal had been suggested that the Parish Council fund the purchase of Jubilee Medals for all of the primary age children at the school (5-11 years). The cost of these is £3 each plus any VAT. The Chairman stated that there are some 80 children in this age group on the register. However during Council discussion it was highlighted that some of those attending are not from this Parish and that there will be other children from the Parish who do not attend the village school. The Council resolved to commit £500 pounds maximum to cover approximately the purchase of 150 medals. It was agreed that this quantity should provide for every child in the Parish in the 5-11 age group. Appropriate arrangements for distribution to children from the Parish not attending the school will be established on a first come first served basis.

The Council resolved to set aside a further £500 (pounds) to make funds available for other events that may need financial support. The chairman reminded the meeting that Cllr Sutcliffe and Mrs Anna Sutcliffe had been invited to lead this and it was agreed to place a notice on the Parish board inviting volunteer support to organise a community function at the Village Hall. Cllr Robinson made an excellent point – stating that 70 years as a monarch is a historic event to celebrate, something that is unlikely to ever be repeated and so the Council should not hesitate to use some of its reserves to support the celebrations.

28.22 Greater Garstang Partnership – progress update.

Cllr Turner provided a brief update on the project – essentially the ideas and proposals prepared by the partnership team have been submitted to Wyre and we are awaiting next steps.

29.22 Wyre Council Climate change initiatives – update.

Cllr Webster informed that plans were underway to introduce Electric Vehicle charging points into Wyre Council Car parks.

30.22 Bilsborrow Recreation Ground

The Clerk informed the Council that the Planning Application decision is still pending.

31.22 Risk Assessment 2022

The Clerk reminded the Council that an updated/refreshed risk assessments will be required for internal audit.

Action: Cllrs M Barker and Cllr M Sutcliffe

32.22 Casual Vacancy for Parish Councillor

The resignation of Cllr Olivine requires the Council to seek to elect or co-opt a replacement. Several Councillors indicated that they knew of people who may be willing to be considered . Councillors present agreed give the matter their attention to seek candidates prior to the next meeting. The Clerk reminded the Council that there is a statutory procedure to follow and he would commence this process by placing appropriate notices on both the Parish Website and Noticeboard, inviting electors to come forward. The opening date will be the 31st of March with closing date to be the 19th of April.

33.22 Forthcoming meeting

Next Council Meeting – Thursday 26^h May 2022

CHAIRMAN:

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Distribution:

Members of the Council,
Cllr E Webster
Mrs J Olivine
Myerscough College Webmaster,
Mr J Cliff Sharp, Honorary Auditor,
Revd Garry Whittaker, Vicar, Fellside Team