

HAMBLETON PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD ON THE 9th JANUARY 2018

Present: Cllrs Davies (Chairman), Sycamore, Cameron, Robinson, Peaker, Squires and Jenkinson, the Clerk, 2 members of the public.

1. **17/086 Apologies for Absence:** Nil.
2. **17/087 Declarations of Interest:** Nil
3. **17/088 Minutes:** It was resolved that the minutes (previously circulated) of the Ordinary Parish Council meeting held on 21st November 2017 be approved and signed by the Chairman as a true and accurate record.
4. **17/089 Matters Arising:**
 - a) **Gala:** Graham Potter was in attendance to further discuss the fairground company's (Cubbins) use of the field for a longer period. Graham explained that Wrea Green Gala this year would be held on a different Saturday to Hambleton, so Cubbins needed somewhere to pitch his caravans and rides between the dates of the Galas. The Council reconfirmed their thoughts that he be permitted to arrive Thursday before the Gala and to leave the field Sunday with him being allowed to operate rides on Friday and Saturday evenings. Graham confirmed that the Gala only had insurance cover for the day of the Gala so Cubbins would be responsible for liability cover on other days. A separate application form would need to be completed by Cubbins and a copy of his insurance cover would need to be provided before the Gala. Graham will contact Cubbins to discuss and find out the times they are considering operating the fair.
5. **17/090 Police:** reports for November and December had been received and the detail was noted. It was also noted that there would be no further reports at the present time as Sgt Freaney was relocating to another post.
6. **17/091 Items Introduced by the Public:**
 - i) **Flooding:** a member of the public was in attendance to discuss recent flooding in the village and to enquire about the Hambleton Flood Group. The activities of other local flood groups was introduced and the Council were informed that groups are raising money to carry out works on dykes/ditches to try to ensure no further flooding. A meeting had recently taken place for local flood groups and Cllr Robinson agreed to speak to Paul Long about further meetings. It was suggested that the Parish Council raise Hambleton flood issues at a future Wyre Flood Forum meeting and the Clerk was asked to draft a notice for the green book asking people to provide details of areas in the village that have flood issues so a better picture of the extent of the flooding could be obtained. The Clerk also reported that she had been contacted by Peter Walmsley regarding the clearing of dykes on nearby properties.
7. **17/092 BKV/WIB:** Cllr Peaker reported that BKV plaques from 2011-2017 were missing.
8. **17/093 Reports of Meetings:**
 - a) **Village Hall Management Committee:** Cllr Davies reported that there had not been a meeting in December, but confirmed that a door access system had been purchased and was awaiting installation, some decoration works had been carried out and various plaques put on walls. He also confirmed that the Christmas lights on the hall had been well received, but that the contractor had left staples on the car park when removing the lights. The Clerk was asked to contact the contractor.
 - b) **Halite:** Cllr Peaker reported that the new access road was due to be started in February and that a community meeting was due to be held at Knott End Golf Club on 19th January.
 - c) **Over Wyre Flood Forum:** Cllr Peaker informed members that he had not attended the meeting due to not being well. He asked if members were still receiving the severe weather warning reports and Cllrs Squires and Robinson confirmed they would like to be added to the

circulation list again. Cllr Peaker confirmed he would organise with Wyre and advised that the next Flood Forum meeting was due to be held on 8th March 2018.

9. 17/094 Bob Williamson Park:

a) Lease: copies of the finalised lease had been received for signature and the Clerk confirmed that Wyre Council had now added that notice of 1 month in writing would be given if any equipment was to be removed without replacement. It was proposed that the Clerk sign the two copies and return to Wyre Council.

It was resolved to proceed with the signing of the lease.

b) Statutory Declaration: It was proposed that the Clerk be given authority to sign the declaration and have witnessed.

It was resolved to approve the above proposal.

c) Questionnaire Feedback: the Clerk had prepared a summary of the feedback from the questionnaires and circulated a copy of the main comments. A list of people who expressed an interest in volunteering / joining a 'friends of the park' group had been compiled and it was proposed that a meeting be held in the near future, but that the Clerk email all volunteers and let them know the above. A number of responses in the questionnaire had been about broken play equipment and the Clerk was asked to check this and inspection reports with Wyre Council.

It was resolved to approve the above proposals.

d) Section 106 monies: a scheme to improve the drainage at the Church Lane entrance had been forwarded by the Wyre Landscape Architect and it was voiced that this plan does not enhance the park or fulfil the points for improvement conveyed by the Parish Council. It was proposed that the Clerk contact Wyre Council to ask representatives to attend the February Parish Council meeting to discuss.

It was resolved to proceed with the above proposal.

e) PSPOs: a picture of the current signage was circulated and the Clerk explained how Wyre Council intend to amend the signs and that any new signage initiated by the Parish Council would need to be approved by Wyre. A larger sign was given to the Clerk and it was proposed that discussions regarding signage be commenced with Wyre with a target of larger signs explaining where dogs could / could not be off lead.

It was resolved to proceed as proposed.

f) Outdoor Gym Equipment: Cllr Cameron and the Clerk had met with representatives from Kompan to discuss the outdoor gym scheme. Kompan were keen to prepare a new plan showing a better selection of equipment and an improved layout. Cllr Sycamore proposed that the Council apply for Awards For All funding for the scheme and volunteered to download the forms. It was proposed that the forms be reviewed and discussed at the February meeting.

It was resolved to approve the proposal.

g) Park Security Barrier: the Clerk explained that the barrier had been damaged by a local gentleman who was prepared to pay for the repair and re-fix of the barrier. The barrier can be collected by the lengthsman and delivered to Chris Archer for repair at a cost of approximately £50-£100.

It was resolved to proceed as above.

h) Flower Bed: the Clerk explained she had spoken to the Wyre Maintenance team about the flower bed in the children's play area. It was proposed that the bed be grassed over.

It was resolved to proceed as proposed.

10. 17/095 Other:

a) Allotments: It was reported that the other possible plots that had been identified were not suitable. It was proposed that no further action be taken at this time.

It was resolved to approve the above proposal.

b) LCC Traffic Comments: it was proposed that the Council note that LCC will be erecting a temporary SpID at the junction of Carr Lane and Sandy Lane.

It was resolved that no further action was required at this time.

c) Festive Lighting: the Clerk explained that there had been an initial issue with the electricity for the lights at the shops and suggested that a letter of thanks be forwarded to the cake shop owner. It was suggested that an alternative electric supply be sourced for the 2018 lights. The

Clerk also advised that a grant of £2326 had been received from Wyre Council and it was not likely this amount would be needed. The invoice for the electric connection at the Village Hall was presented for payment and it was proposed that the invoice be paid by the Parish Council with a donation of £30 from the Village Hall.

It was resolved that no further action was needed.

d) **Safeguarding Policy:** An amended policy had been circulated prior to the meeting and it was proposed that the draft now be approved for adoption and that Councillors sign the policy to confirm they will abide by it.

It was resolved to approve the proposal.

e) **Sports and Social Club Sign:** members were not aware of who or when the sign had disappeared from Rycroft Corner. It was proposed that the Clerk advise the Sports and Social Secretary of the above.

It was resolved to approve the above proposal.

11. 17/096 Staffing

a. Clerk:

It was resolved that this be discussed as a confidential item at the end of the meeting.

b. Lengthsman:

It was resolved that no changes would be made to the lengthsman's duties at this time, but that perhaps the outskirts of the village should be litter picked more than the actual village as other volunteers regularly litter pick.

12. 17/097 Finance:

a) **Data Protection Registration:**

It was resolved to approve to renewal of the registration at a cost of £35.

b) **Bills for Payment:** **It was resolved that the following be approved for payment.**

	Payee	Amount
a.	A. Taylor – December Salary	£295.80
b.	PAYE December	£73.80
c.	K Coleman Expenses:	
	Mileage/telephone	£41.06
	Copying/postage/other/Christmasexpenses/copying for grant app	£98.09
d.	FH & M Davies – Christmas Trees	£300.00
e.	A Taylor – Tool Allowance	£150.00
f.	S137 Donation – Hambleton Village Hall	£150.00
g.	Information Commissioner Annual Fee	£35.00
h.	David P Bentley – Pond Survey	£320.00
i.	West Lancs Electrical – festive lighting	£115.58
j.	Robinson Farm Services	£210.00
k.	K Coleman December Salary + extra hours	£642.14

c) **Signing of bank statements:** the bank statements were initialled to acknowledge income of £550 donations to festive lighting, insurance claim £1079.16, festive grant Wyre BC £2326.00 and interest £1.27.

d) **Bank Reconciliation:** reconciliations for December were presented and it was proposed that these be approved.

It was resolved to approve the reconciliations.

e) **Budget 2018/2019:** a proposed budget had been circulated to members prior to the meeting showing a total spend of £45,526.10. It was proposed that the budget be approved and that a reserve fund be established for play equipment for the park allocating £2500 per year starting with the 2017/2018 financial year. The Clerk reported that a low interest government loan could be obtained from the Public Works Loan Board (PWLB) and it was felt this could be an option if grant applications are not successful.

It was resolved to approve the budget and the note the PWLB information.

f) **Precept 2018-2019:** it was proposed that a precept of £40,000 be requested.

It was resolved to approve the above proposal.

g) External Audit 2017-2018: the Council were asked to note a change of auditor (PKF Littlejohn LLP) and a change to "Annual Governance and Accountability Return".
It was resolved to note the above changes.

13. 17/098 Planning Applications:

a) 17/01119/FUL: demolition of church hall and erection of 2 detached dwellings with associated access, St Marys Church, Church Lane.

It was resolved to object to this application because of poor sightlines, access to highway on a bend.

b) 17/01121/FUL: erection of 1 dwelling and 10 stables, feed store and sand paddock for commercial use, The Shippon, Sower Carr Lane.

It was resolved to object to this application due to increase traffic, narrow roads, large vehicles accessing A588.

14. 17/099 Correspondence:

a. LCC Budget: the Council had been asked to make comments on the LCC proposed budget.

It was resolved that no comments would be given.

b. Open Spaces: a letter requesting donations towards lost commons had been received.

It was resolved that no further action was needed.

c. Lancs Civic Council Service:

It was resolved that no-one would attend.

d. LCC Resurfacing Works: an email had been received advising that Shard Lane to Carr Lane End was to be resurfaced in March and showing diversion routes. The Clerk was asked to contact LCC to obtain further details on the plans.

e. Buckingham Place Garden Party:

It was resolved to complete with the Chairman's details.

15. 17/100 Clerk Role: the Clerk was asked to put her resignation in writing and to advertise the role in the green book, newsletter, website, facebook page and she was asked to work through until May to coincide with a new Chairman.

16. 17/101 Information:

a. The Clerk was asked to again contact LCC about the pot holes on Cutts Lane.

b. The mud on the road from the Barrington Close new development was to be reported to LCC.

c. Cllr Robinson reported that a member of the public had contacted her about a tree in the park that was a climbing hazard. The Clerk was asked to liaise with the lengthsman.

Date of Next Meeting: ORDINARY PARISH COUNCIL MEETING

Tuesday 13th February 2018, Village Hall 7.30 PM

Signed Date