

MILNTHORPE PARISH COUNCIL

Minutes of the normal monthly meeting of Milnthorpe Parish Council held on Monday 13th July 2020 at 7pm. The meeting was held remotely via a video conference. A virtual meeting protocol was circulated to all attendees prior to the meeting. The meeting was open to members of the public

Present: Cllrs Steven Hurst (Chair), Jen Scrogam (Vice Chair), Barbara Adair, Alan Baverstock, Roger Bingham, Peter Capasso, Peter Hill, Clare Lachman, Jim Robson, C Cllr Pete McSweeney (part), D Cllr Rupert Audland and Mr Paul Blackburn (Clerk). No members of the public were in attendance

1. **Apologies for Absence** – C Cllr McSweeney had to leave part way through the meeting to attend another Parish Council meeting. District Cllr Helen Chaffey
2. **Minutes of the meeting held on 8th June 2020** - had been circulated by email and were **APPROVED**. The Clerk will obtain the signature of the Chair
3. **Announcements by the Chair** – None
4. **Declaration of interest by members in respect of items on this agenda** – Cllr Baverstock declared an interest in one of the planning applications to be discussed at item 8.1
5. **Matters arising from the minutes of the meeting on 8th June 2020.**
 - 5.1 **Milnthorpe public toilets (5.1)** – The water leak claim is has been settled and compensation of £400 has been paid to the Council by Healthmatic. Item completed
 - 5.2 **CCTV coverage for Milnthorpe (5.2)** – Survey has been completed and there is agreement to locate the camera in the Square. Two sites have been identified and discussions are to take place with the property owners once the decision has been made to proceed. Both owners have expressed a willingness to assist. We are awaiting the final quote, at that point a final decision can be made
 - 5.3 **Market Square Improvement Plan (5.3)**
 - Tree Guards and the 'Jubilee' seat work is ongoing.
 - A meeting has taken place re improving the lighting and costings are awaited.
 - Thanks have been given to Sarah, who lives on the Square and is looking after the planter by weeding and watering.
 - Quotes have been received for repairs around the seat and cross, these were considered expensive. Cllr Hurst is to look at replacing the centre of the Jubilee seat, with permeable resin – prior to the new seat installation.
 - Consideration is being given to resourcing Christmas trees from a different supplier. The current contract is between the business owners and Mr Gordon Higton. All parties are to be contacted to make them aware of the position. Mr Higton is to be asked about his intentions for the holders that are sited on the business premises
 - 5.4 **Milnthorpe Local Plan Review (5.4)** – The final date for updates to the local plan has been extended to 18th September. C Cllr McSweeney pointed out that if there is a deficit in the land that is earmarked for housing there is a possibility that there could be some compulsory allocation of land which was against the wishes of the Parish Council. It is essential that SLDC has sufficient land banked to cover a rolling 5 year period. Land proposed **MUST** be deliverable and have landowner consent. In order to ensure that Milnthorpe Parish Council meets its requirements a Sub Committee was set up to look at potential sites as well as the other aspects of the local plan. Council members to take part in the group are Cllrs Baverstock, Bingham, Capasso, Hurst and Lachman. It was agreed that the group would canvass opinion from other members
 - 5.5 **Footpaths (5.5)** – Clarification is still required on who has responsibility for required work. Cllr Robson is to issue an updated report and then make contact with CCC/SLDC/Dallam Tower to look at best way forward, in particular with regard to repair of signposts. It was noted that Dallam Tower have been very active and have been carrying out work on those footpaths that are on the estate land
 - 5.6 **Update on removal of hedge trimmings from the Cross Keys hedge (12)** – Cllr Capasso has mentioned the matter to the Cross Keys but the trimmings remain. A formal letter is to be sent to the Cross Keys expressing the Council concerns and asking that the trimmings be removed. The Clerk will create the letter and be checked by Cllrs Capasso and Hurst

6. Public Participation

6.1 County Council – C Cllr McSweeney had provided input on previous items (CCTV, New Lighting and Local Plan). He asked how the roadwork traffic lights were working. The major concern was that when the traffic lights failed it was not clear how this should have been addressed, consequently the crossroads had been without traffic signals for longer than is acceptable. C Cllr McSweeney said that in the event of failure, the 101 phone number should be used. This is the police number and is the required route because it is seen as a safety issue. This was not considered ideal, but Cllr Capasso said that he would use social media to make residents aware of the required action if the situation happens again

6.2 District Council – D Cllr Audland and the other two District Councillors has met with the new Police Superintendent who has responsibility for Milnthorpe. It was an excellent meeting and Superintendent Sarah Jackson is to look at the possibility of reviving the previous practices such as attendance at the market on a Friday and attendance at Parish Council meetings.

6.3 Electors – No matters raised.

7. New Matters for Consideration:

7.1 Consideration of bus shelter on the north bound side of Beetham Road: After discussion it was agreed that the significant expense could not be justified for the benefit of a small number of residents.

7.2 Bins on Playing Field: It was pointed out that rubbish continues to be a problem on the playing fields. Some residents look to use the private bins of the cricket club and football club, but these are locked, so rubbish is left beside the bins with the consequent problems. Cllr Lachmann said that she removes litter every other day, but the issue continues. Litter bins that are around the playing field are not fully used.

A letter had been received from Dallam Tower Estate pointing out that the area behind the cricket club had become overgrown and the wall is in a state of disrepair. It was agreed that the Parish Council will address this issue. Cllr Hurst is to arrange for it to be cleared.

7.3 LQF Suggestions: A number of suggestions were made and it was agreed that a number would be proposed at the August meeting and a decision will be made at that meeting which project to propose. 3 suggestions were a further planter, work on the Laking Steps and bench repairs.

7.4 Changing the Monthly Parish Council Meeting to the first Monday of each Month. The members asked if the Clerk was happy with this as it would concentrate the majority of his workload into a two week period, he was. It was agreed that from September the meetings would be held on the first Monday of each Month. The Clerk will amend the published dates that are on the noticeboard and website

8. Planning Matters:

8.1 New Planning applications and SLDC decisions received:

New Applications

SLDC ref	Address	Applicant	Development	Deadline	Response
SL/2020/0367	High Haverflatts Farm	Clive Pollard	Erection of 28 ground mounted solar panels	15 th July	Objection raised
SL/2020/0405	Turnpike, Beetham Road	Mr & Mrs Wesson	4 extensions to existing property	31 st July	Approved

Decisions

SL/2020/0253	11a The Square, Milnthorpe	Nikita Fairchild	Change of Use	Granted with Conditions
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8.2 Any Related Matters – Cllr Bingham asked that the Turnpike development ensures that the existing trees are not adversely affected by the development. This request to be mentioned to SLDC Planning in the Clerk's response

9. Financial Matters

9.1 Report on bank receipts, payments and closing balances

MPC - FINANCIAL REPORT

Jun-20

Meeting 13th July

Date				<u>Current Account</u>			
1/6/20	Opening Balance			£37,796.16			
30/5/20	<u>Receipts</u>	Payee/er	Detail	Gross	VAT	Net	
		Healthmatic	Water leak settlement	£400.00			
		Market	Rents collected - June	£224.80			
	Total Receipts in Month			£624.80			
			Balance after deposits	£38,420.96			
	<u>Payments</u>	Cheque no					
6/6/20	904	DD	UK Fuels	Guard Card	£52.76	£8.78	£43.98
1/7/20	905	DD	E.ON	Market Electric 3	£7.91	£0.38	£7.53
1/7/20	906	163	Npower	Electric May	£18.31	£0.87	£17.44
1/7/20	907	164	Npower	Electric April	£17.90	£0.85	£17.05
1/7/20	908	165	Healthmatic	Toilets Maintenance	£600.00	£100.00	£500.00
1/7/20	909	166	Tom Grindey	Purchase of padlock	£22.97	£3.84	£19.13
1/7/20	910	167	Zurich Insurance	Insurance 2020/21	£1,053.23	£0.00	£1,053.23
1/7/20	911	168	DW Johnston	Seats and Plaques	£1,512.00	£252.00	£1,260.00
1/7/20	912	169	Paul Blackburn	Clerk expenses	£255.83	£36.29	£219.54
1/7/20	913	170-175	Payroll	Jun-20	£1,937.00	£0.00	£1,937.00
	Total Payments in month			£5,477.91			
31/5/20	Closing Balance			£32,943.05			
				<u>Deposit Account</u>			
	Opening Balance			£22,034.19			
	Closing Balance			£22,034.19			

All payments were **APPROVED**

9.2 Quarterly Accounts

MILNTHORPE PARISH COUNCIL

FINANCIAL YEAR 2020/21

RECEIPTS & PAYMENTS SUMMARY

12 mths Act 2019/20		3 Monthly Report	3m	+ 9 mths	= 12 mths	12 mths
£	RECEIPTS	(ex VAT reclaimed)	ACTUAL £	ESTIMATE £	FORECAST £	BUDGET £
27,000	Precept - SLDC (net of repayment)		14,000	14,000	28,000	28,000
2160	Special Council Tax offset grant		2,115	0	2,115	2,115
6,006	Rents received	Markets	1,289	2,700	3,989	6,000
45		Playing Field	0	0	0	45
600		Grazing	650	0	650	600
23		Wayleaves	0	23	23	23
18,915	Grants & Donations		7,500	500	8,000	8,000
106	Other		400	100	500	100
54,855	TOTAL RECEIPTS (ex VAT refunds)		25,953.94	17,323	43,277	44,883
2,524	VAT Refunds		0	8,353	8,353	8,353
57,379	TOTAL RECEIPTS		25,954	25,676	51,630	53,236
	PAYMENTS (net of VAT)					
	General Admin:					
22,465	Payroll		6,858	15,000	21,858	22,000
679	Expense allowances (Clerk)		440	1,000	1,440	1,000
294	Postage, stationery etc		113	150	263	250
325	Meeting room hire		0	225	225	300
1,034	Insurance		1,053	0	1,053	1,000
350	Audit fees (internal & external)		50	300	350	350
1,200	Professional fees		292	1,708	2,000	2,000
313	Subscriptions (inc CALC)		328	0	328	300
26,660	Total General Admin.		9,135	18,383	27,518	27,200
	Other General Overheads:					
26,400	Storm Desmond repair costs		0	0	0	0
246	Play area repair costs		19	154	173	500
3,481	General land & facilities maintenance		1,650	1,350	3,000	3,000
780	Plant maintenance (inc fuel)		66	998	1,064	1,000
7,433	Toilet Maintenance		1,579	5,900	7,479	7,500
753	Market - rates & water		0	700	700	700
473	- electricity		123	122	245	500
	- advertising & incidentals		0	500	500	500
	- signs		0	900	900	500
550	Christmas trees		0	900	900	900
40,116	Total Overheads		12,573	29,907	42,480	42,300
2,782	Discretionary Expenditure		0	3,000	3,000	3,000
1,486	Sundries, inc grants & donations		3	997	1,000	1,000
71,044	TOTAL PAYMENTS (ex VAT)		12,575	33,904	46,479	46,300
8,353	VAT borne on expenses		743	2,000	2,743	2,473
79,397	TOTAL PAYMENTS		13,318	35,904	49,222	48,773
-16,189	SURPLUS(+)/DEFICIT(-) ex VAT					-1,417
	SURPLUS(+)/DEFICIT(-) inc VAT					4,643

9.3 Any other Financial Matters

- Scribe Accounting System – Request to purchase the Scribe accounting system. **Approved by all**
- Insurance – Request to renew insurance for the final year of a 3 year agreement . **Approved by all**
- Healthmatic – Request to renew toilet maintenance contract for a further 12 months. It was agreed that the Clerk should carry out due diligence to check that the contact is still competitive or if there is an alternative way

9.4 Resolution to change bank mandate – Request to amend bank mandate to

- remove a signatory and add Cllr Hurst as a signatory
- add Clerk as an interested party with full access to the account without signatory powers
- add Clerk as an internet user

Approved by all. Clerk to arrange for the completion of the new mandate and submit to bank

10. Market

10.1 Market Supervisor report

- No formal report as the position of Market Supervisor has been made redundant. The Clerk has written to the James Lowther, on his last day of employment, thanking James for his work at Milnthorpe Parish Council and wishing him all the best for the future.
- The projected income level for the remainder of the financial year is expected to be well short of the budgeted figure. It is important that the number of traders increases. All Members agreed that, when they were visiting other markets, they would look for ideas and invite relevant stalls to Milnthorpe Market for a trial period.
- Clerk has discussed payment of rent with all current traders. They all wish to pay monthly directly into the PC bank account rather than weekly in cash. Clerk has emailed a proposal to all traders and is awaiting a response
- One of our traders, who traded during part of the lockdown period on a rent free basis, has asked that their rent be paid to a local charity. They have given the Council £108 and ask that it is distributed to a local charity. It was unanimously agreed that the money be donated to the Milnthorpe Food Bank. The funds will be passed to the charity

11. To receive reports from representatives on outside bodies - None

12. To consider matters from around the Parish

Cllr Bingham – Mentioned that The Clocktower had been in touch letting him know that there were fridges outside the property but, he was in the process of removing them

Cllr Baverstock – Commented on the general rubbish/weeds that was prevalent around the village

Cllr Robson – Mentioned that there were a number of overgrown hedges, from residential properties on Church Street, that were impacting on footpaths causing users difficulty in getting past D Cllr Audland said that he would speak to the residents concerned

Cllr Scrogam – Informed the Council that a hand sanitizing station had been delivered and that she would maintain it. She was concerned that if the station was left out overnight it could be stolen, Refresh have agreed to take in the sanitizer when they close and store it overnight

Cllr Hurst – Raised a point about the speed of cars on the road into Milnthorpe from Crooklands. He asked that consideration be given to moving the 30mph speed limit to reduce speeds and asked that it is an agenda item for the next meeting.

Cllr Capasso – Stated that during the opening cricket match a number of people had expressed delight at the new seat on the playing field. He also said that the Junior football club had questioned why there were no dog fouling signs at their end of the playing field. Cllr Baverstock stated that he had 3 signs and arrangements will be made to pass to the club if required

13. General Correspondence – An approach has been received from a mobile Pizza business to sell pizzas from his van for a 2/3 hour period in the early evening once per week. After a lengthy discussion, where litter was a major point, it was agreed by a vote of 6-2 that he should be offered a trial period of 6 weeks. This was subject to the Clerk obtaining satisfaction that appropriate licences (Insurance, Food Hygiene, Trading Licences etc) are in place and that satisfaction is given on how social distancing will be managed. A simple contract is to be drawn up which will include a clause that the surrounding area must be clear of any rubbish before leaving the site. Given that the vehicle is to be sited on the same site as the market, it was felt essential that the business is treated in an identical manner to our regular market traders and a rental charge is made. A discounted figure of £10 per week was agreed for the trial period. The Clerk is to inform all Members of his findings and the start date of the trial period

14. **Reading Matter** – Continues to be sent via email on a regular basis. It is generally updates from District and County Councils on the Coronavirus situation. Most updates are now received weekly as opposed to daily
15. **To receive notice of items to be included on the agenda of the next meeting** – a) Amending the speed limit on the B6385 into Milnthorpe b) Benches c) Decision on the proposal for the LQF grant
16. **Date of next scheduled meeting** – confirmed as Monday 10th August. This is likely to be using virtual technology. As always members of the public are welcome to attend, please contact the Parish Clerk for joining details

Paul Blackburn

Parish Clerk
14th July 2020

The next meeting will, again, be a remote, virtual meeting. If members of the General Public wish to attend, please can they contact the Clerk, milnthorpeparishclerk@gmail.co.uk for details on how to join the meeting