

# MILNTHORPE PARISH COUNCIL

Minutes of the normal monthly meeting of Milnthorpe Parish Council held on Monday 10<sup>th</sup> May 2021 at 7pm. A virtual meeting protocol was circulated to all attendees prior to the meeting. The meeting was open to members of the public.

Item 3 should be noted. Because this meeting was held remotely it does not constitute a formal Council meeting and no decisions can lawfully be made. In the spirit of openness, these meeting minutes will be made public, but must be read with the knowledge that the meeting has no legal substance. The minutes are produced to evidence that the Council will always operate within the relevant legislation, and will continue to serve the Parish during this uncertain time

**Present:** Cllrs Steven Hurst (Chair), Jen Scrogham (Vice Chair), Barbara Adair, Roger Bingham, Peter Capasso, Jim Robson, Peter Hill, Clare Lachmann and Mr Paul Blackburn (Clerk). C Cllr Pete McSweeney and D Cllr Audland.

**1. Apologies for Absence – None**

**2. Minutes of the meeting held on 12<sup>th</sup> April 2021** - had been circulated by email and have been made public. The Clerk will obtain the signature of the Chair

**3. Announcements by the Chair**

The Chair pointed out that decisions made at remote meetings were now unlawful. Council did not wish to return to face to face meetings until July at the earliest and endorsed the decision made at the annual meeting to put in a temporary scheme of delegation, giving the Clerk authority to make decisions on behalf of the Council. The Scheme of Delegation will be placed on the website. Decisions made by the Clerk must follow this scheme and decisions made will be ratified by the Council when it meets lawfully

The May 6<sup>th</sup> election had been uncontested and the eight standing candidates had been re-elected. Declaration of Interests will be updated and Declarations of Acceptance will be given by all Councillors

**Dallam Tower Estate asked that the Parish Council states that ‘They are grateful to everyone in the local community for their thoughts, messages of support, information about the incident and offers of help in respect of the recent fire damage to the Buck House. It has been very much appreciated and rest assured the building will in time be restored to its former glory.’**

All Councillors appreciated the thanks and welcome the desire to restore the building. Some of the Councillors will help in this process

**4. Declaration of interest by members in respect of items on this agenda**

Cllr Hurst and Cllr Bingham declared an interest in item 7.1

**5. Public Participation**

**5.1 County Council - Cllr McSweeney**

- Given the number of dogs being ‘walked’ on the recreation ground, it was suggested that the Council consider an ‘Public Spaces Protection Order’, whereby action can be taken against those disregarding the rules. The Clerk will speak with SLDC and research the process
- The recent Milnthorpe Matters survey saw 222 responses. These will now be analysed and discussed at the next meeting of the village group

**5.2 District Council - D Cllr Audland**

- There had been an incident with a building on The Square, where brickwork became loose, falling onto the ground. The cause will be considered and D Cllr Audland will speak with the Conservation Officer and consideration will be given to how incidents like this may be stopped in the future

**5.3 Electors - None**

## **6. Matters arising from the minutes of the meeting on 1<sup>st</sup> February 2021.**

### **6.1 CCTV coverage for Milnthorpe (including lights) (5.1)**

Awaiting date to start fitting of lights and camera. Pillar has been fitted, now awaiting the camera. 1<sup>st</sup> payment has been made

### **6.2 Footpaths (5.2)**

Gate fitted, thanks to Cllrs Hurst, Hill and Robson for their efforts in fitting the gate

### **6.3 Bus Shelter Update (5.6)**

Repair work to be completed on the 11<sup>th</sup> of May, which includes replacing broken slates and clearing the moss

### **6.4 Play Area (15)**

It would appear that Milnthorpe lags behind other towns/villages where play areas are better and used more. The Council has no authority to obtain grants etc and so improvement would be a community project. Cllr Bingham suggested linking this to the Queen's Jubilee of 2022. It was felt that it was a project that could be linked with the Milnthorpe Matters project.

### **6.5 Return to Face to Face Meetings (7.6)**

Face to Face meetings can recommence from the 17<sup>th</sup> of May 2021. It was felt that no risks should be taken and that meetings should not be on a face to face basis until all attendees are comfortable. There will be no formal Council meeting in June and consideration will be given to restarting in July.

### **6.6 Councillor Vacancy – Nominations are requested for Co-Option. The position will be advertised**

## **7. New Matters for Consideration**

**7.1 Allotment Association –** Following discussion with Council Members the Clerk has agreed that the Allotment Association can hold a plant sale on The Green on the 22<sup>nd</sup> of May. The decision followed the Scheme of Delegation rules

### **7.2 Queens Jubilee 2022**

Cllr Bingham is keen to be involved in the process and will keep Council up to date on developments. At present there is no clear guidance and no dates have been made known

## **8. Planning Matters:**

**8.1 New Planning applications and SLDC decisions received – None**

**8.2 Any Related Matters - None**

## **9. Financial Matters**

### **9.1 Report on bank receipts, payments and closing balances**

#### **Receipts – April**

Market Trader Rent - £377.50  
Parking Discs - £50.00  
SLDC Toilet Grant - £6000.00  
VAT Refund (2020/21) - £3,382.31  
Pony Field Rent - £650.00  
Precept 1<sup>st</sup> Instalment - £14,419.62  
Parish Grant - £2,094.76  
Total - £26,974.19

## **Payments – April**

Market Electricity, E.ON, £6.88 (VAT £0.33)  
Toilet Maintenance, Healthmatic, £600.00 (VAT £100.00)  
Toilet water, Waterplus, £17.84  
Fuel, UK Fuels Ltd, £1.80 (VAT £0.30)  
Payroll, Staff, Pension and HRMC, £1660.10  
Toilet Electricity, Npower, £21.55 (VAT £1.03)  
Internal Audit - £50.00  
Litter Bin Emptying - SLDC, £477.98 (VAT 79.66)  
Play Area Inspections – SLDC £442.16 (VAT 73.69)  
CALC/NALC Subscription - £333.73  
CCTV 1<sup>st</sup> Payment – Tellemachus - £4,404.53 (VAT £734.09)  
Defib Replacement Pads – Defibshop, £114.00 (VAT £19.00)  
Market Rates, SLDC, £68.60  
Total - £8,199.15 (VAT £1008.10)

## **Bank Balances at Month end**

Current Account - £56,182.59  
Deposit Account - £22,046.14  
Total - £78,228.73

All payments were **APPROVED** by the Clerk in line with the Scheme of Delegation

**9.2 Internal Audit** – The Internal Auditor found that all processes had been followed and was happy that the processes were robust and all safeguards were in place. His suggestion that Cyber Insurance is considered will be looked at when the Insurance is due for renewal

**9.3 AGAR 2020/21** – This was presented. The Council was happy to support the decision made at the Annual Meeting to approve the AGAR and the Clerk had been instructed to send to the External Auditor

## **10. Market Report**

- Rent is received direct into the bank account and payments are generally up to date
- One new trader started at the market in May
- It was suggested that the car boot be revisited once lockdown is further eased on June 21<sup>st</sup>

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

## **12. To consider matters from around the Parish**

- Cllrs Adair and Lachmann expressed concerns about activities on the Recreation Ground e.g. dogs were still being walked by village residents contrary to rules, sapling trees were being snapped, considerable rubbish was being cleared including razor blades and the regular discovery of drug paraphernalia. The Clerk is to obtain a quotation to put CCTV in place
- Cllr Capasso stated that a number of plaques are in need of repair/cleaning. Councillors are to investigate and produce a list stating the condition of the plaques
- It was mentioned that Roger Powley, a regular attendee at Parish Council meetings, had sadly passed away. Sympathy was expressed by the Council
- Cllr Hurst mentioned that the Grisleymires bench has been received and will be fitted this week

**13. General Correspondence** – Continue to be sent out via email

**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. The Clerk will continue to send out appropriate matters that are received

**15. To receive notice of items to be included on the agenda of the next meeting**

- Village Plaques
- Milnthorpe Allotment Association Show (September)
- Milnthorpe Art Exhibition

**16. Date of next scheduled meeting** –Monday 7<sup>th</sup> June 2021. This will not be a formal Parish Council meeting, though the usual protocols will be followed

*Paul Blackburn*

Parish Clerk

11<sup>th</sup> May 2021

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