

MILNTHORPE PARISH COUNCIL

DRAFT Minutes of the annual meeting of Milnthorpe Parish Council held on Monday 15 May 2017 in the Catholic Church Hall, Milnthorpe at 7.00pm.

Present: Cllrs Alan Baverstock, Roger Bingham, Peter Capasso, Clare Laachmann, Steven Hurst, Jim Robson and Jen Scrogam. Also Parish Clerk John Scargill and two members of the public.

- 1. Election of Chair of Milnthorpe Parish Council for the year 2017/18.**
Resolved – that Cllr Alan Baverstock be elected Chair for the council year 2017/18.
- 2. Declaration of Acceptance of Office.**
Cllr Baverstock signed the Declaration of Acceptance of Office as Chair of Milnthorpe Parish Council for the council year 2017/18. Countersigned by the Clerk.
- 3. Apologises for Absence:** Cllr Adair, County Cllr Ian Stewart & Dist. Cllr Rupert Audland.
- 4. To appoint a Vice-chair of Milnthorpe Parish Council for the year 2017/18.**
Resolved – that Cllr Pete Capasso be appointed Vice-chair for 2017/18.
- 5. To appoint a Past-chair of Milnthorpe Parish Council for the year 2017/18.**
Resolved – that Cllr Jen Scrogam be appointed Past-chair for the year 2017/18.
- 6. To appoint representatives on outside bodies.** Appointed as follows:
 - Heversham & Leasgill Quarry Fund – Cllrs Bingham and Capasso (res Cllr Hurst).
 - Local Area Partnership (LAP) – Cllr Robson.
 - Memorial Hall – Cllr Baverstock.
 - Cumbria Association of Local Councils (CALC) – Cllr Robson.
- 7. Appointment of members of committees, sub-committees etc.** Appointed as follows:
 - Planning – Cllrs Baverstock, Bingham, Capasso, Hurst & Lachmann (quorum of 3).
 - Finance Working Group – Cllrs Baverstock and Robson (plus one position unfilled at this time).
 - MiPAD contact – Cllr Laachmann.
 - Staff management responsibilities - Cllr Laachmann – for Tom Grindey
 - Cllr Hurst – for David Mason
 - Cllr Baverstock – for Don Tallon
 - Cllr Baverstock & the Clerk – for James Lowther.
- 8. To consider annual subscriptions: Approved** – CALC - £287.64 for 2017/18
- 9. Inspection of deeds and investments,**
Deeds of the following properties in the name of Milnthorpe Parish Council, confirmed in writing as held by Milne Moser solicitors:
 - three areas of Milnthorpe Green adjoining Main Street (Title CU96091)
 - The Square, Green, Police Square, verges on Main Street & Beetham Road (Titles CU235662 & CU238216).
 - Lease of Recreation Ground, Milnthorpe (Title CU96624).

This concluded the business of the annual meeting and was followed by a normal monthly meeting of the Parish Council, at approximately 7.15pm, as follows:

- 10. Minutes of the previous meeting** – held on 10 April 2017 had been circulated, were **approved** by the meeting and signed as a correct record by Cllr Baverstock.
- 11. Announcements by the Chair** – Cllr Baverstock welcomed new appointees to the various MPC positions, as set out above. He also congratulated County Cllrs Bingham and Stewart on their re-election to the County Council.
- 12. Declaration of interest by members in respect of items on this agenda:** as a nearby resident who could be affected, Cllr Hurst declared an interest in agenda item 16.1, SL/2017/0378.

13. Matters arising from the minutes of the meeting of 10 April 2017:

13.1 Licences for Playing Field users (5.1) - David Emmett (Milne Moser), on behalf of MPC, had met with Ian Gunby, representing the Cricket Club to exchange views on outstanding matters. Ongoing.

13.2 Pony field (5.2) – awaiting Land Registry confirmation of MPC title

13.3 Suggested firework display in 2017 (5.3) – MPC supported this project in principle provided it were to be organised by some other body.

13.4 Memorial Hall Charity (5.4) – progressing well. Now in final stages with solicitors/planning application.

13.5 Cemetery Lane (5.5) – awaiting meeting with Dallam Tower Estate to approve proposed work.

13.6 Healthmatic shortcomings (5.6) – Cllr Robson and the Clerk had met with the Arnside PC Clerk to compare practical issues in operating the public toilets, including contractual arrangements with Healthmatic as service provider to both councils. Clerk to prepare a proposal for a revision of MPC’s service contract for consideration by Cllr Robson, prior to an early meeting with Healthmatic to discuss. Result to be reported to next MPC (June) meeting.

13.7 Sheila Tauber memorial seat (5.7) – Tauber family to agree on site and type of seat. Ongoing.

13.8 Heritage tribute panel (5.8) – Cllr Capasso had been in contact with Leander - to report to next MPC meeting.

13.9 Strands access restrictions (5.9) – this problem had now been satisfactorily resolved.

14. Public Participation:

14.1 Police Report - received and circulated before the meeting. 40 incidents reported since the last report, from which 8 crimes recorded – mainly theft (including shoplifting). The police authority proposed to make monthly email reporting (as now) the norm, with police personnel attending council meetings only by special request.

14.2 County Council matters – no report in the absence of Cllr Stewart and all business effectively suspended until after the forthcoming General Election.

14.3 District Council matters – no report in the absence of Cllr Audland and all business effectively suspended until after the forthcoming General Election. The Owlet Ash Fields NCCZ was now in operation although cold calls were persisting.

14.4 MiPAD – Cllr Laachmann had attended the MiPAD Annual Meeting and the opening day of the Trim Trail had been a success.

14.5 Matters raised by members of the public – none.

15. New matters for consideration:

15.1 Smithy Lane being used as a turning point for HGVs – defer consideration to next meeting. Cllr Bingham to discuss with Cllr Stewart prior to the MPC June meeting.

16. Planning Matters:

16.1 Applications under consideration by MPC, and SLDC decisions

May 2017 meeting

Type A applications – SLDC response deadline precedes next PC meeting – Clerk to respond. (Members to email Clerk ASAP & before deadline)

SLDC ref	Address	Applicant	Development	Deadline	MPC Response
SL/2017/0180	1 Church Street	Houghton	Replacement windows	01/05/17	Objections

Type B applications – SLDC deadline falls after next PC meeting – Members to discuss at mtg.

SL/2017/0367	2 Highfield, Beetham Rd		Single-storey & part 1 st floor rear extension	19/05/17	No objections
SL/2017/0378	Land adjacent to St. Anthony's Close	Dallam Tower Est.	Erection of eight dwellings	29/05/17	MPC decision pending
SL/2017/0389	Memorial Hall	McMinn	Partial change of use	29/05/17	MPC decision pending

Decisions received from SLDC

SLDC decision

SL/2017/0164	Land south of Turnpike Cottage, Beetham Rd	Hollows	Dwelling with integral garage	Approved with conditions
--------------	--	---------	-------------------------------	--------------------------

(More planning information available on SLDC website – southlakeland.gov.uk)

16.2 Related matters & correspondence: SLDC had reported progress in identifying the parties on whom an enforcement notice for the Flames take-away business was to be served – ongoing.

17. Finance.

MPC – FINANCIAL REPORT

MONTH – APRIL 2017

MEETING – 15th May 2017

17.1 Report on bank receipts, bank payments (for approval) & bank balances.

Date	Transaction	Payee/er	Detail	Current a/c		Reserve Funds
				£	£	£
01/04/17	Opening balances				6,498.61	21,949.47
30/04/17	Receipts:					
	90	SLDC	Precept for 2017/18		27,333.06	
	90	SLDC	Council Tax grant 2017/18		1,958.84	
	91	Market	Rents collected April		747.80	
			Correction for March		.20	
	92	Market	Natwest mobile bank 12 mths		1,040.00	
	93	Pony Fld	Rent 2017/18		600.00	
	Payments:					
	582	DD SLDC	Business rates (market)	105.10		
	583	DD Texaco	Equip. fuel	.50		
			VAT	.10		
					.60	
	584	607 U Util	Market water 2017/18		135.94	
	585	619 SLDC	Bin emptying 2017/18	372.32		
			VAT	74.46		
					446.78	
	586	620 Npower	Toilets elec	54.21		
			VAT	2.71		
					56.92	
	587	621 Barnfield	Mower servicing/rep's	304.13		
			VAT	60.82		
					364.95	
	588	622 Hartley	Internal audit 2016/17		50.00	
	589	623-628 Payroll	April		1,587.37	
			Total payments in month		-2,747.66	
30/04/17	Closing balances				35,430.85	21,949.47
30/04/17	Total funds all accounts					£57,380.32

RESOLVED – that the above payments be **approved**.

17.2 Other Financial matters:

- **Annual accounts 2016/17** – had been circulated and were formally **approved**.
- **Annual Return 2016/17** – **approved** and signed by Cllr Baverstock (Chair) and the Clerk.
- **Clerk's annual allowance** - for phone/telecommunications facilities – increased to £175pa forthwith.
- **General Risk Assessment** – to be undertaken by Finance Working Group at an early date.

18. Market – rents for April 2017 £748 (April 2016 £818) + Natwest Bank £1,040 for full year 2017/18. No report in the absence of the Market Supervisor.

19. Reports from MPC representatives on outside bodies:

- Cllr Laachmann – MiPAD annual meeting – as mentioned above 14.4.
- Cllr Baverstock – Memorial Hall – involved in negotiations with proposed new tenants.

20. Matters from around the parish:

Cllr Scrogam – thanked members for their kind wishes following her operation and commented that, as a temporarily disabled person, she had found disabled access facilities within the village less than satisfactory considering its significant elderly/disabled population.

Cllr Bingham – the need for extra grass-cutting on the verges at the Owllet Ash Fields entrance. **Agreed** – that David Mason should be asked to deal with this and the end of Paradise lane. Also that thought needed to be given to traditional procedures in the village in the event of the death of the monarch. Cllr Bingham to research further.

Cllr Capasso – SLDC had been made aware of the proposed sites for the new litter bins they were to install. MPC to organise the move to the playing field of the best one of the replaced bins. He would also check that the speed camera and batteries, on loan from the LAP, were in a satisfactory working condition. Either David Mason or Atkinsons would be asked to trim the overgrown layby in Church Street. The pothole around the manhole at the traffic lights was starting to reappear.

Cllr Laachmann – grease in the drains at the top of The Square was preventing proper water dispersal.

Cllr Hurst – the bowling club were considering the installation of flood-lights, but agreed as being a planning authority (SLDC) matter. Grass-cutting on the playing field and the Green to be reassessed – Clerk to place on agenda for next meeting.

Cllr Baverstock – proper long-term maintenance of the planted area in Park Road, opposite the entrance to Booths, needed to be arranged, if necessary with contractors - Cllr Bingham to discuss with a known contact. **Agreed** – that the Clerk write a friendly letter to Mr Hopkins about his dog being allowed to run on the playing field without proper control or supervision.

21. Current MPC business – no changes to previous list of items.

22. General Correspondence:

26/04/17 – invitation to Parish Councillor Code of Conduct Briefing at Kendal Town Hall 23/05/17

Clerk to check MPC's own CofC regulations for compliance.

12/05/17 – CALC – Common Land Course 17/07/17 – could be useful - MPC attendee needed.

15. Reading matter – Clerks & Councils Direct – issue 111 – May 2017.

16. Notice of items to be included on agenda of June 2017 meeting – nothing additional to those mentioned above.

25. Date of next meeting – normal monthly meeting at 7.30pm on Monday 12th June 2017 at Milnthorpe Catholic Church Hall.

Special item – to consider procedures re the casual vacancy on Milnthorpe Parish Council arising from the resignation of Cllr Dodds.

Agreed - that 15 May 2017 would be regarded as the closing date for the receipt of applications, four applications having been received by that date.

- that all four applicants be interviewed by the full council at 6.30pm on Monday 22 May at the Catholic Church Hall, subject to them all being eligible for appointment as members in accordance with the law. Clerk to advise applicants and book the hall.

The meeting closed at 9.05pm

Members of the public and the press are welcome to attend any meeting of the Parish Council but may speak only during the Public Participation item on the agenda of that meeting, or otherwise at the discretion of the Chair, to raise matters they wish to bring to the attention of the Parish Council.