

Bolton le Sands Parish Council

Minutes of the annual parish council meeting held on Monday 22nd May 2023 at 7pm at the Old Free Grammar School, Bolton le Sands.

Present: Cllr Archer, Cllr Budden, Cllr Bell (chair), Cllr Bowman, Cllr Chaplin, Cllr Henderson, Cllr Kitching, Cllr Leak, Cllr Parkinson (vice- chair).

Gill Mason - clerk.

Two members of the public.

Lancaster City Cllr Wild.

Open Forum.

Two representatives from the bonfire/ firework committee attended the meeting to update the parish council on the arrangements for this year's event. The event will be held on the 4th November.

59/23 To receive apologies for absence.

None.

60/23 To receive declarations of interests and consider & approve dispensations.

Cllr Leak and Cllr Parkinson declared an interest in any item regarding the bowling club.

61/23 To consider and approve the minutes of the parish council meeting held on Monday 3rd April 2023.

It was resolved that the minutes be approved and signed by the chair.

Proposed by Cllr Archer.

Seconded by Cllr Chaplin.

Cllr Budden attended the meeting at 7.09pm.

62/23 Appointment of chair.

It was resolved that Cllr Bell be appointed as chair.

Proposed by Cllr Parkinson.

Seconded by Cllr Leak.

63/23 Appointment of vice chair.

It was resolved that Cllr Parkinson be appointed as vice chair.

Proposed by Cllr Archer.

Seconded by Cllr Bell.

64/23 Appointment of representatives on committees, working groups and outside bodies.

It was resolved that the following councillors be appointed.

Website working group

Cllr Leak, Cllr Chaplin, Cllr Bowman

Sports pavilion representatives

Cllr Chaplin, Cllr Kitching

Finance and asset committee

Cllr Bell, Cllr Parkinson, Cllr Leak

Community centre representatives

Cllr Bowman, Cllr Leak

Staffing and contractual working group

Cllr Archer, Cllr Bowman, Cllr Bell

65/23 Appointment of the responsible financial officer.

It was resolved that the clerk be appointed as RFO.

Proposed by Cllr Parkinson

Seconded by Cllr Kitching

66/23 To receive the report from the lengthsman.

The report was circulated to all councillors. The lengthsman will purchase weedkiller for the parish areas only. It was noted that Morecambe Town Council have been awarded the weed killing service level agreement for the Lancaster City Areas.

67/23 Environmental and village maintenance.

Bus shelter purchase and installation update

The bus shelters will be installed on the 25th May.

Noticeboard purchase and siting update

The noticeboard has been delivered and will be sited by the lengthsman. The clerk will get a quote for Bolton le Sands Parish Council vinyl lettering.

68/23 To consider the insurance renewal with Zurich.

It was resolved that the parish council renew the insurance at a cost of £2834.04.

Proposed by Cllr Parkinson

Seconded by Cllr Archer.

69/23 Finance.

To consider and approve the following items for payment.

Cheque	M Ashton	Village Contractor/ Lengthsman	£744.00
Cheque	G Mason- Clerk	Office Expenses inc ink, paper etc	£91.40
Cheque	Bolton le Sands Village Hall	Invoice for Utilities	£135.86
Cheque	LALC	Membership	£609.83
Cheque	Bowling Club Grant	Year one	£1200.00
Cheque	Zurich	Insurance	£2834.04
Cheque	Thwaite Brow Volunteers	Zurich insurance grant	£112.83
Cheque	Free Grammar School	Final lease payment reissue	£203.26

Receipts

BACS	Lancaster City Council	Precept	£36,497.80
BACS	PROW	Footpaths and biodiversity grant	£800.00

It was resolved that the payments be made.

Proposed by Cllr Bell.

Seconded by Cllr Archer.

70/23 Planning matters & applications.

The clerk was asked to follow up the request that the parish council are notified of all applications. Woodland Trust - 5 camping pods at Modelys. The application has not yet been received by the parish council from Lancaster City Council.

71/23 To consider the grant application for the community centre.

No update.

72/23 To consider the village parking problems and the use of the recreation area car park.

Cllr Bowman updated the parish council on the situation with the parking outside the school. The closure of the school gates seems to have significantly improved the parking problem but there have been complaints about the children being dropped off in the centre of the village. There is a petition for yellow zigzag lines to be painted outside the school that has gained 50 signatories. A site visit from LCC highways is needed and Cllr Bowman and Cllr Kitching will continue to liaise with Stuart Morris and Highways to have the area reviewed.

73/23 To consider the review of the parish defibrillators.

The clerk is liaising with the WI and the lengthsman regarding the purchase of a new defibrillator and lock up box.

74/23 To consider and approve the quote for the CCTV upgrade.

The clerk will ask other CCTV contractors to quote on the upgrade.

75/23 To consider the update on the proposed bowling club management takeover and insurance cover.

The club has signed the terms and conditions and insured the floodlights and the water irrigation system. The management take over will commence on the 1st June.

76/23 To consider the tennis clubs request to have the courts repainted.

It was resolved that the clerk will contact Lancaster City Council and request the lines are painted up to a cost of £150.00.

Proposed Cllr Archer.

Seconded Cllr Kitching.

77/23 To consider the arrangements for the annual bonfire event.

The clerk will contact the secretary of the firework committee to request a copy of its event insurance, risk assessment and to request that the bonfire ashes are fenced off, the debris is cleared away within one week and that the club's insurance covers the area until it is clean and tidy after the event.

Proposed by Cllr Archer.

Seconded by Cllr Chaplin.

78/23 To consider, approve and sign the AGAR and end of year accounts.

It was resolved that the AGAR be approved and signed.

Proposed by Cllr Parkinson.

Seconded by Cllr Leak.

79/23 Reports and correspondence received (reference only - councillors are asked to submit any reports or correspondence to the clerk before the meeting).

VOA – Sports Pavilion.

80/23 Date and time of the next meeting.

Monday 5th June 2023 at 7pm.

The meeting closed at 9.05pm.

Signed.....Date.....