

BOLTON-LE-SANDS PARISH COUNCIL

PARISH COUNCIL MEETING
Tuesday 7 July 2026 – 7:00-9:00pm
Bolton-le-Sands Community Centre

PUBLIC PARTICIPATION / OPEN FORUM

Members of the public are invited to raise matters relevant to the Parish Council prior to formal business commencing.

SECTION 1 - FORMAL BUSINESS

- 1.1 Apologies for absence
- 1.2 Declarations of interest
- 1.3 To receive any reports from Lancaster City Council or Lancashire County Councillors.
- 1.4 Approval of minutes - Monday 1st June 2026

SECTION 2 - FINANCE & GOVERNANCE

- 2.1 Budget position review (*appendix D*)
- 2.2 Audit & governance update - HMRC update, duplicated record, recovery scan in July
- 2.3 Expenditure for approval (*appendix A*)

SECTION 3 - DECISION REQUIRED - CONSIDER

- 3.1 Community Centre - Roof - Grant request
- 3.2 Risk assessment - Cllr Morley
- 3.3 Consider Lancashire archives - BLS documents
- 3.4 Brookfield View BLS - Inconsiderate parking
- 3.5 Ice Cream van request - Community Centre - Summer holidays

SECTION 4 - DISCUSSION ITEMS - REVIEW

- 4.1 Lenthsmen's report & jobs list
- 4.2 Village parking concerns update
- 4.3 Creation of pump track update
- 4.4 Community Centre car park - costs

SECTION 5 - PLANNING MATTERS

- 5.1 26/00006/REF **Appeal letter submitted 10.06.26** Proposed Building Development
- 5.2 26/00569/FUL Single storey extension - south elevation. Claremont Mill Lane Bolton Le Sands Carnforth LA5 8ET.
RESPONSE SENT 28.06.26
- 5.3 26/00575/FUL Construction of dormer extension to the South & West elevation, installation of windows and solar panels. 17 Clarksfield Road BLS LA5 8JE. Mr MW Bowker
- 5.4 **Application Appeal Notification 26/00022/REF** The original planning reference is **25/01103/FUL** - 26/00022/REF Change of use of land, creation of access tracks and regrading of land to allow siting of touring caravans. Bay View Holiday Park Bolton Holmes Farm Dettern Lane Bolton Le Sands Carnforth Lancashire LA5 8ES

SECTION 6 - NO DECISION REQUIRED - FOR NOTING ONLY

- 6.1 Re-sited bench, Bowling Club
- 6.2 Alistar Campbell - Planning enquiry
- 6.2 Playground weekly inspection
- 6.3 Repainting of Bus shelters - on hold
- 6.4 Replacement of water meter - on hold

SECTION 8 - FUTURE BUSINESS

- 8.1 Date of next meeting - Tuesday 4th August 2026

APPENDICES

APPENDIX A — PAYMENTS SCHEDULE

Supplier / Contractor	Description	Invoice Date	Amount
Parish Lenghtsman	Wages,Stewart,Fuel, Mower repairs	June 2026	£1391.75
Parish Clerk	Wages, Phone, Postage - De-fib	June 2026	£965.88
BLS Community Centre	Monthly room hire, Deposit, Keys	June 2026	£25.00 + £50.00
BLS Community Centre	Utilities - June	June 2026	£97.79
Old Boys Grammar School	Room hire - April/May/June	June 2026	£70.00
Plasteco wood Ltd	2 x recycled benches	June 2026	£885.60
Turtle Engineering	Bleed control	June 2026	£589.20
Clark & Kent Contractors	Pump track consultation	June 2026	£600.00
Sign Express	Additional signs - play area	June 2026	£212.31

APPENDIX B — LENGTHSMAN / MAINTENANCE LOG

Ref	Job	Status	Notes
LM-MARCH.26	Trim trail/picnic table - treatment	In Progress	Weather dependent
LM-NOV.26	Church Brow - Bench replacement, assistance of Cllr Morley	Awaiting delivery	Complete when delivered
LM-JUNE.26	Old sign - Tennis club to be removed	In progress	
LM-JUNE26	Monkswell/Shelley paths, cut back	In progress	
LM-JUNE 26	Japaneese knotweed	Completed	Ongoing

APPENDIX C — ANNUAL COUNCIL CALENDAR

Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
LEASES & AGREEMENTS												
Halton Jnr Pitch Agreement Review						x						
Dynamo FC Pitch Agreement Review						x						
Tennis Club Lease Review												
FINANCE & INCOME												
Annual Insurance Review								x				
Budget / Precept Review											x	
VAT Payment / Rebate												
Tennis Club Rent						x						
Dynamo FC Rent						x						
Bowls Club Grant					x							
Nursery Group Rent			x									
Annual precept paid				x								
GOVERNANCE & COMPLIANCE												
AGAR / Internal Audit				x								
Asset Register Review								x				
Meeting Dates 2027									x			
Thwaite Brow annual tree survey									x			
Annual Play Area Saftey report												
VILLAGE EVENTS & COMMUNITY									x			
Bonfire Event Planning									x			
Remembrance Arrangements									x			
Parish Council AGM												

APPENDIX D — FINANCIAL TRACKER

Month	Budget	Actual	Variance
April	£4,583	£5,852.50	£1588.50
May	£4,583	£ 5,233.92	£ 969.92
June	£4,583	£	£
July	£4,583	£	£
August	£4,583	£	£
September	£4,583	£	£
October	£4,583	£	£
November	£4,583	£	£
December	£4,583	£	£
January	£4,583	£	£
February	£4,583	£	£
March	£4,583	£	£
YTD	£55,000	£	£