

BOLTON-LE-SANDS PARISH COUNCIL

PARISH COUNCIL MEETING

Tuesday 1st September September 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 - Tuesday 7th July 2026

SECTION 2 - FINANCE & GOVERNANCE

- 2.1 Budget position review (*appendix D*)
- 2.2 Audit & governance update - HMRC update, refund received .
- 2.3 Expenditure for approval (*appendix A*)
- 2.4 VAT reclaim - Claim for 01.04.26-31.07.26
- 2.5 Clerk resignation - 1 Month notice (2 Months if required) - 3 days holiday September
- 2.6 95 day notice - Unity - To add Chair re set up for payments due to the Clerk's notice. Change DD from Clerk to BLS PCouncil

SECTION 3 - DECISION REQUIRED - CONSIDER

- 3.1 Thwaite Brow Woods - additional signage
- 3.2 Safe - Store BLS memorabilia - Community Centre.
- 3.3 Bleed control update - Cllr Paul Kitchen
- 3.4 Community Centre update roof donation.
- 3.5 Christmas tree
- 3.6 Bonfire - review/Residents letter
- 3.7 Thwaite Brow Tree Survey - 3 year fixed price 2025-2027 £250 inc of VAT
- 3.8 Parish Online - Asset register

SECTION 4 - DISCUSSION ITEMS - REVIEW

- 4.1 Recording of monthly meetings
- 4.2 Lentsman's report & jobs list
- 4.3 Village parking concerns update - meeting to be arranged with the Head teacher.
- 4.4 Creation of pump track - date of consultation
- 4.5 Play ground report.
- 4.6 Printer
- 4.7 Tennis Club

SECTION 5 - PLANNING MATTERS - JULY

- 5.1 26/00792/FUL Erection of a hip to gable extension and two storey rear extension. Wild Duck Cottage St Nicholas Lane Bolton Le Sands Carnforth LA5 8ER - **RESPONDED 25/08/26**
- 5.2 26/00653/FUL Change of use of land for 9 gypsy/traveller caravan pitches, erection of toilet block, lifting of land levels, drainage and landscaping. Thwaite End Barn Main Road Bolton Le Sands Carnforth LA5 9TN **RESPOND BY**

SECTION 6 - NO DECISION REQUIRED - FOR NOTING ONLY

- 6.1 The Shore, Parking
- 6.2 Public Toilet
- 6.3 Calendar dates for monthly Parish Council meetings

SECTION 7 - FUTURE BUSINESS

- 7.1 Date of next meeting - Tuesday 6th October 2026

APPENDICES

APPENDIX A — PAYMENTS SCHEDULE

Supplier / Contractor	Description	Invoice Date	Amount
Parish Lenghtsman	Wages	August 2026	£450.76
Parish Clerk	Wages Inc + 4 months back pay, Phone, Files	August 2026	£1096.88
BLS Community Centre	Monthly room hire	August 2026	£50.00
BLS Community Centre	Utilities - August	August 2026	£tbc
Travis Perkins		August 2026	£6.99
RETRESPECTIVE	Defib Cabinet	August 2026	£546.00

APPENDIX B — LENGTHSMAN / MAINTENANCE LOG

Ref	Job	Status	Notes
LM - MARCH 26	Trim trail/picnic table - treatment-update	In Progress	To provide update
LM - NOV.26	Church Brow - Bench replacement - Done	Awaiting delivery	Completed
LM - JUNE 26	Old sign - Tennis club to be removed -	In progress	
LM - JUNE 26	Monkswell/Shelley paths, cut back - Done	In progress	Completed
LM - JUNE 26	Japaneese knotweed -	Completed	Ongoing
LM - JULY 26	New signage - Dogs prohibited -	In progress	
LM - MARCH 26	Repainting Bus shelter opposite Lancaster motor home sales, Slyne Road. Water meter.		On hold
LM - WEEKLY	Playground inspection	Weekly	
LM - AUGUST 26	De fib cabinet - Electrics required	In progress	

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 Reclaim			x				x			x		
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								x				
VILLAGE EVENTS & COMMUNITY												
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	£3,462.33	(+)£1,120.67
July	£4,583	£2704.91	(+)£1,878.09
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	£17253.66	(+)£440.32