

BOLTON-LE-SANDS PARISH COUNCIL

PARISH COUNCIL MEETING

Tuesday 6th October 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/ Lancashire County Councillors.
- 1.4 Approval of minutes - Tuesday 1st September 2026

SECTION 2 - FINANCE & GOVERNANCE

- 2.1 Appointing New Clerk - Ratify
- 2.2 Budget position Accounts review (*appendix D*)
- 2.3 Audit- Annual Return - External Audit. To note we have received the Conclusion of Audit documents. PKF Littlejohn have returned the completed audit for 2025-2026 financial year. No matters raised for consideration.
- 2.4 Expenditure for approval (*appendix A*)
- 2.5 95 day notice monthly - Unity -

SECTION 3 - DECISION REQUIRED - CONSIDER

- 3.1 Christmas tree - Library - confirmation received
- 3.2 Bleed control update - Cllr Paul Kitchen
- 3.3 Thwaite Brow Woods - Additional signage/Parking /Educational/Litter bins/Tree works
- 3.4 Thwaite Brow Tree survey - BOAT (Byway open to all traffic).
- 3.5 Playground annual report
- 3.6 Cost towards damaged Lawn-mower- Football pitch

SECTION 4 - DISCUSSION ITEMS - REVIEW

- 4.1 Recording of monthly meetings - Policy
- 4.2 Lenthsmen's report & jobs list - Mower Annual service, October.
- 4.3 Village parking concerns update - Meeting arranged- Head teacher.
- 4.4 Creation of pump track-update
- 4.6 Triangle of land - Slyne Road Bolton le Sands. Grange View.
- 4.7 Bonfire - review

SECTION 5 - PLANNING MATTERS - September 2026

- 26/00903/LB _60 And 62 Main Road Bolton Le Sands LA5 8DN. **RESPONDED - Objected to stone boundary wall outside.**
- 26/00885/FUL 60/62 Main Road Bolton Le Sands LA5 8DN. . **RESEPONDED**
- 26/0182/TPO-T2 (Ash) - Pollard 3 Slyne Road Bolton Le Sands Carnforth Lancashire LA5 8AG
- 26/0185/TCA- Felling of two Ash, Coppice two hazel trees and prune apple tree. 1 Cross Hill Court Bolton Le Sands Carnforth
- 26/0188/TPO-Felling of a tree due to canopy decline. Woodlands Mill Lane Bolton Le Sands Carnforth Lancashire LA5 8DG
- 26/00612/FUL-14 Orchard Avenue BLS Demolition of detached garage. Erection-single storey side extension/attached garage.
- 26/00896/FUL-Erection of a single storey rear extension. 14 The Green Bolton Le Sands Carnforth Lancashire LA5 8FD

SECTION 6 - NO DECISION REQUIRED - FOR NOTING ONLY

- 6.1 Repainting Bus shelter opposite Slyne Road-March
- 6.2 Calendar dates for monthly Parish Council meetings - display December.
- 6.3 Remembrance Day - ongoing preparations.
- 6.4 Tennis Club - Smart padlock
- 6.5 The Shore, Parking
- 6.6 26/00653/FUL Change of use of land for 9 gypsy/traveller caravan pitches,Thwaite End Barn Main Road Bolton Le Sands Carnforth LA5 9TN.

SECTION 7 - FUTURE BUSINESS

- 7.1 Date of next meeting - Tuesday 3rd November 2026

APPENDICES

APPENDIX A — PAYMENTS SCHEDULE

Supplier / Contractor	Description	Invoice Date	Amount
Parish Lenghtsman	Wages	September 2026	£925.95
Parish Clerk	Wages-Phone-Printer	September 2026	£tbc
BLS Community Centre	Monthly room hire/Utilities - August	September 2026	£50.00 + tbc
RETRESPECTIVE - M Elliott	CCTV cable replacement	September 2026	£85.00
Jon Oliver	Thwaite Brow annual tree survey	September 2026	£250.00
PKF External Auditors	AGAR	September 2026	£378.00

APPENDIX B — LENGTHSMAN / MAINTENANCE LOG

Ref	Job	Status	Notes
LM - WEEKLY	Playground Annual Inspection/eport	Weekly	
LM - MARCH 26	Trim trail/picnic table - treatment-update	In Progress	To provide update
LM - SEPTEMBER 26	Buckled fence near the Bowling Green		
LM - JUNE 26	Old sign - Tennis club/Dogs prohibited	In progress	
LM - JUNE 26	Sign Community Centre 'No Parking' - lowered.	In progress	
LM - SEPTEMBER 26	Play area- Inspection report- To undertake repairs	In progress	
LM - AUGUST 26	Removal of rotting fence posts situated by the entrance to the Primary School		
LM - AUGUST 26	St Michaels Close - area of land, to clear.	In progress	
LM - SEPTEMBER 26	Maintain War Memorial - Remembrance Day	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 Safety report								x				
VILLAGE EVENTS & COMMUNITY												
Bonfire Event Planning									x			
Remembrance Arrangements									x			
Parish Council AGM				x								

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	£2,869.83	(+) £1,713.17
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