BOLTON-LE-SANDS PARISH COUNCIL

Members of the Parish Council are summoned and members of the public invited to attend, a meeting of the above Council which will be held in **Bolton-le-Sands Community Centre** on **Tuesday 1st December 2026** at **6:30pm**

PUBLIC PARTICIPATION / OPEN FORUM

Members of the public are invited to raise matters relevant to the Parish Council

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 Civility & Respect
1.5 Approval of minutes - Tuesday 3rd November 2026

SECTION 2 - FINANCE & GOVERNANCE

2.1 Expenditure for approval
2.2 95 Day notice monthly - unity
2.3 Casual Vacancy - Confirmation received for PC to co-opt. One application received.
2.4 Precept review
2.5 Capital projects (e.g. bus shelters) - decision required
2.5 Financial regulations - review

SECTION 3 - DECISION REQUIRED - CONSIDER

3.1 Bleed Control Update - Cllr. Paul Kitchen
3.2 Damage to Football Pitch - request from club for PC to post on social media
3.3 Pinfold seat - memory plaque install request
3.4 PROW Delivery Scheme - decide whether to opt in
3.5 Digitisation quote for 1995 to 2015 minutes
3.6 Leasing of land adjoining Slyne Road: review draft complaint letter
3.7 Bonfire Committee: Review this year's event, discuss village survey and agree council's position
3.8 Thwaite Brow Wood: Formally accept the £70,700 grant terms and clarify authority of subcommittee to manage expenditure against project proposals

SECTION 4 - DISCUSSION ITEMS - REVIEW

4.1 Lengthsman report & job list
4.2 Packet Lane school traffic: Ongoing discussion
4.3 Lapwing Development

SECTION 5 - PLANNING MATTERS

26/01161/VCN 16 Acorn Meadow, B-le-S, Carnforth, LA5 8JL - 21 Days Response.
26/0240/TCA Reduction of Willow, Maple, Sycamore & Holly by 3m - Cantoris 3 Bolton Lane, LA5 8BL

SECTION 6 - NO DECISION REQUIRED - FOR NOTING ONLY

6.1 Community Centre charges to increase to £60 from Jan '27
6.2 Repairs to wall at Shady Lane - going through City Council insurance to fund
6.3 Floodlights near school - Headteacher will arrange to have them fixed
6.4 Chair will not be present at January's meeting

SECTION 7 - FUTURE BUSINESS

7.1 Date of next meeting - Tuesday 5th January 2027

Signed: ***S. High*** *(Clerk)*
26th November 2026

APPENDICES

APPENDIX A — PAYMENTS SCHEDULE

Supplier / Contractor	Description	Invoice Date	Amount (£)
Parish Lengthsman	Wages inc. reimbursement for purchase at MD Hanaffin	November 2026	742.69
Parish Clerk - SH	Wages (including £222.80 tax refund)	November 2026	1332.33
BLS Community Centre	Monthly room hire/Utilities	November 2026	50 + tbc
Bergen Arbortech	Pruning, felling & verteranising trees - Thwaite Brow Woods	November 2026	5,265.00
Poppy Appeal	Supply of one wreath plus donation	November 2026	23 + donation
HMRC	Direct Debit - PAYE	November 2026	111.18
RETROSPECTIVE PAYMENTS			
Carnforth Print	Retrospective - printing of Remembrance Day Service Sheets	November 2026	80.00

APPENDIX B — LENGTHSMAN / MAINTENANCE LOG

Ref	Job	Status	Notes
LM - WEEKLY	Playground Annual Inspection/report	Weekly	
LM - MARCH 26	Trim trail/picnic table - treatment update	In Progress	To provide update
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 ins.report - to undertake repairs	In progress	
LM - AUGUST 26	Remove rotting fenceposts (by entrance to 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	
LM - SEPTEMBER 26	Buckled fence near Bowling Green	In progress	
LM - NOVEMBER 26	Sweep out concrete timber bus shelter	In Progress	
LM - NOVEMBER 26	Pinfold Wall - check if intact and remove ivy	In progress	

APPENDIX C — FINANCIAL TRACKER

Month	Budget	Actual	Variance
April	£4,583	£5,853	(-) £1589
May	£4,583	£5,234	(-) £ 970
June	£4,583	£3,469	(+) £1,114
July	£4,583	£2,686	(+) £1,897
August	£4,583	£2,730	(+) £1,853
September	£4,583	£3,853	(+) £730
October	£4,583	£4,055	(+) £528
November	£4,583	£	£
December	£4,583	£	£
January	£4,583	£	£
February	£4,583	£	£
March	£4,583	£	£
TOTAL	**£54,996**	**£27,880**	

APPENDIX D — 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				x								