

**MINUTES OF THE ANNUAL MEETING OF BOLTON-LE-SANDS PARISH COUNCIL  
HELD IN THE OLD BOY'S GRAMMAR SCHOOL  
ON WEDNESDAY 2<sup>nd</sup> MAY 2018**

**Present:**

Councillors: M. Archer, T. Bell, B Bond, K. Budden, L. Leak, S Lomax, P. Wilson.  
Clerk: P Bradley.  
3 L.G. Electors.

Cllr Budden kindly presented Mrs Margaret Hutchinson with a Long Service Award on behalf of the Royal British Legion in recognition of her 38 years supporting the Poppy Appeal. Jane Ward, the Poppy Appeal Organiser for Lancaster North was also in attendance along with Mrs. Hutchinson's daughter.

**Election of Chairman** – The Clerk opened the meeting requesting nominations for Chairperson. Cllr Archer proposed Cllr Budden – seconded Cllr Bond – carried unanimously. Cllr Budden took the chair.

**Apologies** – City Cllrs Rogerson and Wild. Parish Cllrs Craddock and Ryan.

**Election of Officers**

**Vice Chairman** – Cllr Bond proposed Cllr Craddock and Cllr Archer proposed Cllr Bond. Cllr Leak seconded that Cllr Bond become Vice Chairman – carried.

**Community Centre Management Committee** – Cllr Archer proposed Cllr Bell – seconded Cllr Bond – carried.

**Bowling Green Management Committee** – Cllr Bell stood down and Cllr Craddock took her place on this committee. Cllrs Lomax, Budden and Craddock were proposed by Cllr Bond - seconded Cllr Wilson – carried.

**Sports Centre Management Committee** – Cllr Craddock stood down and Cllr Archer took his place on this committee. Cllrs Archer and Leak were proposed by Cllr Budden – seconded Cllr Bell – carried.

It was agreed that the three-year maximum representation on a committee should not include liaison committees as follows:

**Parish Lengthsman Representative** – Cllr Bell proposed Cllr Budden – seconded Cllr Leak – carried

**Thwaite Brow Woods Representative** – Cllr Bond proposed Cllr Budden – seconded Cllr Bell.

**Morecambe Bay Partnership** – Cllr Archer proposed Cllr Budden – seconded Cllr Bell

**Asset Maintenance** x 6 Cllrs Leak and Archer (Recreation Areas), Cllrs Bell & Wilson (Shore areas) and Lomax and Bond (Grange View, seats, bus shelters etc.)

**Financial Officer** – Cllr Bond proposed The Clerk – seconded Cllr Bell – carried.

**OPEN FORUM**

**PACT (Police and Communities Together –**

Crime figures for March 2018 were tabled;

4 anti-social behaviour calls (2 in 2017) and 7 crimes recorded (7 in 2017). Burglary x 2 (Bye Pass Road and Bridge Croft – Investigation complete no suspect identified); Other Crime (The Nook – unable to prosecute suspect); Other Theft (Monkswell Drive – investigation complete; no suspect identified); Vehicle Crime (Windermere Road – investigation complete; no suspect identified) and 2 x Violent and sexual offences (Church Brow – action to be taken by another organisation and Slyne Road under investigation).

Cllr Budden reported an issue that had taken place outside the bowling pavilion door where a child's jacket had been set on fire. Whilst it had been reported to the police, no action had been taken. The clerk was directed to write to the Inspector for his comment.

**Matters raised by County and City Councillors** – Cllr Rogerson sent her apologies. Cllr Budden reported that she is still working with the residents of the Packet Boat and is trying to set up a meeting with both City and County Councils to resolve the issue of access.

**To consider Lengthsman's Report for April** – Mike tabled his report of the works carried out this month which included replacing a ridge tile on the Scout Hut, a broken wire in the basket swing was repaired. With the help of the Thwaite Brow Volunteers a large and long-dead tree was felled. He has started the grass cutting in the parish including the play area, sides of the bowling green and Monkswell Drive. He assessed the bus shelters and acquired the timber to repair them which included the bus shelter on Coastal Road. He received a quote for replacement glass in the shelter at Brookfield and Cllr

Bond proposed a cheque be drawn for £114.95 payable to West Coast Glass – seconded Cllr Archer – carried. The goal posts have been taken down and the usual litter picking taken place.

To report any environmental matters –

- The Clerk was directed to contact Lancaster City Council regarding the repairs to the Zip Wire in the first instance.
- The Clerk was directed to contact Lancaster City Council regarding the remedial works required on trees in The Hollows.
- The Clerk was directed to request Lancaster City Council to spray the whole recreation field for plantain and broad-leafed weeds.
- The chairman confirmed that the bus shelters have been renovated.
- The clerk tabled prices for the various signs previously considered and the matter deferred until June.
- The new top pavilion will be painted with wood preserver left over from the bus shelter works.
- The chairman reported that the door to the bowling pavilion may need replacing.
- Flagging to the top green will be completed.
- The council confirmed the purchase of the hinge for the gate into the playground.
- The clerk was directed to organise an STRI visit for August.

To receive any Declarations of Interest – Cllr Leak (Min. 7094 Bowling Club)

**Minutes** – The Minutes of the meeting held on 9th April 2018 were accepted as a true record. Proposed Cllr Bell – seconded Cllr Archer.

**7094 Matters arising from the Minutes:**

**Open Space Contribution** - City Council is in the process of arranging for a spending account to be set up to enable the utilisation of the funds in accordance with due procedure. They will update the council as soon possible once they have more detail from Finance. – The Clerk was directed to contact City Council to try to expedite the matter so that an order can be placed.

**War Memorial Refurbishment** - The Architect has been in touch with the Contractor, who is working towards the 1<sup>st</sup> May as a start date for carrying out the remedial works and lettering. He is currently exchanging correspondence on order of work, method statements and other general matters, and once he is content with their proposals, he will be able to confirm that they may proceed. This may affect the date above, but he will keep the council informed.

**Casual Vacancy** - Awaiting notification from City Council that no election is to take place.

**Bowling Club** - The clerk, in consultation with professional bodies and the City Council's Monitoring Officer, has undertaken an assessment of the issue and no further action will be taken.

**7095 To consider the renewal of the parish council's insurance liabilities** – Aon will no longer insure on behalf of parish councils and therefore an alternative insurer must be sought. The clerk will make enquiries with Zurich in the first instance and will ensure insurance is in place for the 1<sup>st</sup> of June.

**7096 To confirm the Risk Assessment** – The Risk Assessment was approved.

**7097 Centenary of the end of the First World War** – Deferred until June. In the meantime, measurements of the circular seat will be requested.

**7098 Proposal:** That all correspondence for attention at the parish council meetings must be received by the clerk by close of business on the Monday of the week prior to the meeting. Cllr Bell proposed this be included within the Standing Orders – seconded Cllr Wilson – carried.

**7099 Request from Mrs C Riding for permission to site a memorial seat on The Shore** – Granted.

**7100 Matters arising from the Parish Assembly**

It was asked if a street light had been removed along Main Road from the Blue Anchor, however members felt this was not the case.

*Waste Bins* – a request was put forward for a waste bin at the bus shelter St. Michael’s Lane and another bin to be placed between the seats at Wild Duck Hall.

*Fly Tipping at Morecambe Lodge* – will be removed by Mike Ashton.

*Jubilee Garage* - a complaint was made that water discharges across the footpath outside the car wash which, when freezes over in the winter, is hazardous for pedestrians. It is understood that there is suitable drainage within the site for the water used in car washing but this runs off the vehicles when being dried. However, it is a problem that must be resolved, and the chairman will speak with the owners in the first instance.

*Footpath between Mill Lane and St. Michael’s Lane* – a request was made for it to be extended with sleepers to assist those who walk along that public footpath.

**7102 To receive Reports by Members:**

*Sports Pavilion* – A meeting to discuss the Legionella Risks was held and it was resolved that this parish council will request Aqua Engineering to ‘flush out the system’ and provide Cllr Archer and Mike Ashton with the necessary training.

**7103 Correspondence**

A request was received to use the field for a children’s football party on 8<sup>th</sup> July at 11.30am which was granted.

**7104 Urgent Matters authorised by the Chairman** - None

**Finance:**

**7105 Accounts Payable**

Councillor Bond proposed the following accounts be paid. Seconded by Councillor Leak - carried.

Cheque No.	Payee	Amount / Description
765	M Ashton	£833.00 Parish Lengthsman x 3 parishes
766	P Bradley	£615.41 Clerk’s salary + petty cash
767	D Astley	£384.00 Bus shelter maintenance
768	Lancs. C.C.	£7.00 Rent for Grange View
769	Travis Perkins	£218.29 Materials for repairs to the bus shelters etc.
770	Water Plus	£7.50 Water charges at bowling greens
771	W.I.	£50.00 Donation re Parish Assembly
772	A. Swindlehurst	£200.00 Greensman
773	HMRC	£51.80 PAYE
774	K. Budden	£170.00 Chairman’s Expenses
775	West Coast Glass	£115.95 Repairs to bus shelter
776	Petty Cash	£8.00 Flowers for Mrs Hutchinson

**T & C Planning**

Application No: 18/00322/FUL

Proposal: Erection of detached outbuilding, creation of a gable end window, replacement windows, raising height of boundary wall and replacement gates to the East elevation and construction of a new wall to the North elevation.

Site Address: 8 Main Road, Bolton-le-Sands.

Comment: No adverse comment.

Application No: 18/00426/FUL

Proposal: Erection of a two-storey side extension and erection of a porch to the front elevation.

Site Address: 1 Gordon Cottages, Main Road, Bolton-le-Sands.

Comment: No adverse comment

Application No: 18/00455/FUL

Proposal: Change of use and conversion of 2 existing barns to 3 x 2-bed dwellings and alterations to existing access.

Site Address: Hawkshead Farm, 1 The Nook, Bolton-le-Sands.

Comment: The parish council expressed its concern regarding access onto a very busy lane very close to a very well used school.

Application No: 18/00456/LB

Proposal: Listed building application for works to facilitate the change of use and conversion of 2 existing barns into 3 x 2-bed dwellings.

Site Address: Hawkshead Farm, 1 The Nook, Bolton-le-Sands.

Comment: The parish council expressed its concern regarding access onto a very busy lane very close to a very well used school.

Application No: 18/00491/CU

Proposal: Change of use of dwelling (C3) into residential care home for children (C2)

Site Address: Thortindale Cottage, Coastal Road, Bolton-le-Sands.

Comment: The parish council expressed its concern at this change of use as there may be potential problems with the neighbours as there have been problems in the past with such an institution within the village and trust that the Planning Authority will address the need for people's privacy.

Signed..... Chairman

4<sup>th</sup> June 2018