

**PARISH OF THURNHAM**

**Draft Minutes of the Meeting of the Parish Council held at Glasson Dock Village Hall  
on Monday 9<sup>th</sup> April 2018 commencing at 7-00 pm.**

**Present:** Councillor Mr D Whitworth (Chair)  
Councillor Mrs B Bulloch  
Councillor Mr M Hornshaw  
Councillor Mrs C Milligan  
Councillor Mrs M Stainton

Four members of the public were in attendance.

**1825 APOLOGIES:** Apologies were received from Councillors Mr J Lamb and Mrs E Stott

**1826 MINUTES:** It was **RESOLVED** that the Minutes of the meeting held on **Monday 05<sup>th</sup> March** be approved.

**1827 DECLARATION OF INTERESTS AND DISPENSATIONS:** There were no declarations of interest or requested dispensation from Members. The Clerk declared an interest in Agenda item 1834.

**1828 ADJOURNMENT FOR PUBLIC DISCUSSION**

- 1) Members of the public raised the following matters for consideration and/or attention by the Parish Council:
  - a) Owners of the Lantern Café Bistro outlined their plans to change the use of the from a restaurant to a restaurant and drinking establishment. They are currently in the process of obtaining a full alcohol licence and will soon be submitting a formal planning application that will enable them to sell alcohol only without the current restriction to serve with food. Reassurances were given that the Café will be mindful of neighbours in the selling of alcohol and that whilst the licensing application states that alcohol will be available 09:00 to 23:00 it is not their intention to offer the sale of alcohol throughout this period on a daiky basis.
  - b) Glasson Action Group (GAP) presented the Visitor's Guide to Glasson Dock that has been produced providing information on the history of Glasson, points of interest and heritage of the Village, and the wildlife and birdlife that can found around the Lune Estuary and Glasson Basin. Compilation of the guide has been supported by local business, GAP and Thurnham and the finished product has been favourably received. A quotation for printing 10,000 of the guide has been received and GAP will be seeking funds from various sources, including the Parish Council.  
GAP have been carrying out some planting around the border of the *Glasson Gateway* – more planting is needed for the central area.
- 2) Councillors raised several matters for note and action, including:
  - A query about the grass cutting schedules after Lancaster City Council recently cut grass on land owned by Lancashire County Council;
  - A planned school summer festival and procession that will require a road closure;
  - A proposal for a litter pick around the lighthouse aimed specifically at picking up plastic litter;
  - Comments about highways maintenance and road usage by lorries including one that regularly parks on Brows Fold causing an obstruction and line of sight issue that is a potential safety hazard;
  - Queries about closure of public toilets at 9pm each evening and concerns about where people go after this time.

It was **RESOLVED** that the, for information only updates be noted, and that action be taken on items raised as necessary. GAP were advised to formally request funding from the Parish Council, considering any other funds promised and received and the cost of printing and distributing the Visitor's Guide to Glasson Dock.

**1829 PLANNING APPLICATIONS & OTHER STATUTORY CONSULTATIONS:** The following planning applications were considered:

Application No:	Description
18/00150/FUL	Erection of a cattle housing building - Mr Martin Ayrton, Bambers Farm, Moss Lane, Thurnham, Lancaster, LA2 0AX
18/00189/FUL	Erection of an agricultural storage/livestock building and extension to private access track – Mr Justin Wilkinson, Carpenters Cottage, Main Road, Thurnham, Lancaster, LA2 0DS

It was **RESOLVED** that no representations be made.

**1830 ACCOUNTS FOR PAYMENT:** The following accounts were considered for payment:

100327	Web-hosting 2017-2018 – eHost.com	£59.88
100328	Subscriptions NALC & LALC 2018-2019	£117.48
100329	Mr R Bailey, Clerks Fees & Expenses Quarter 4 2017/18	£596.25

It was **RESOLVED** that the above account(s) be paid.

**1831 Sustainable development review consultation:** The Clerk presented a paper received from Lancaster City Council setting out the methodology and outcome of a recent review of the places identified as being *settlements* as part of the Local Plan. Members were advised that the review focussed on five key areas being:

- a) **Landscape/Townscape** (to provide a contextual understanding as to how the settlement came to be as it stands today and also to recognise that some of the rural settlements lie within protected landscapes, and the importance of recognising this);
- b) **Population** (to provide a socio-demographic contextual background for each settlement); - Provision of Services and Facilities (to establish the presence and/or absence of 'key' and 'other' services within each settlement);
- c) **Accessibility** (to establish the presence and also the quality of public transport provision within each settlement, and also designated cycle routes and public rights of way);
- d) **Employment Opportunities** (to establish the presence of employment opportunities within a settlement, and also those which may be accessible within other settlement)

It was noted that paper listed around 15 settlements and had chosen **not** to identify Glasson Dock as a sustainable settlement as it is considered as not a *'suitable location to provide a focus for growth for the Lancaster District...due to the significant areas of flood risk which surrounds the settlement to the north, east and south and also to an extent to the west. As a result, Lancaster City Council is not seeking to focus housing growth within this settlement'*.

Members discussed the merits of this decision in some detail before it was **RESOLVED** that the outcome of the review be accepted, subject to reassurance being given that this decision will not have a negative impact on other facilities and services needed within the Village, such as sustainability of the road structure and proper maintenance of the drainage system (gully clearing etc).

**1832 General Data Protection Regulations (GDPR) Update:** The Clerk provided a further update on the impact and requirements of GDPR. There is still no definitive answer from either the Information Commissioners Officer (ICO) or NALC as to whether Clerks can be appointed as the Data Protection Officer (DPO) for Parish/Town Councils. It is the Clerk's view that the GDPR is an enhancement on the 1998 Data Protection Act and provided that proper controls are either in place, or are being progressed, by the 25<sup>th</sup> May there should be little impact on the Parish Council.

Further guidance and templates and a checklist for compliance have now been made available and the Clerk recommended that the following actions be taken by 25<sup>th</sup> May:

- a) Carry out a Data audit, essentially a compilation of a list of the data that the parish council holds, where it came from and who it is shared with;
- b) Create a set of relevant privacy notices (templates provided)
- c) Update or develop policies relating to data processing and protection that reflect the new requirements

After some general comments and questions, it was **RESOLVED** that the latest update on GDPR be noted and the recommendations of the Clerk be approved with further updates being provided as arrangements develop.

**1833 Appointment of Parish Lengthsman:** The Chair and Councillors Milligan and Stainton reported that they had met with Mr Greg Robinson for the position of Parish Lengthsman. Members advised that Mr Robinson already carries out the role for other Parish Councils and had demonstrated that he had suitable experience, skills and qualifications together with his own vehicle, tools and suitable insurance.

After some discussion about the Lengthsman's duties, it was **RESOLVED** that the appointment of Mr G Robinson be subject to suitable references and at the discretion of the Chair and Councillors Milligan and Stainton.

**1834 Parish Clerk's Performance Appraisal:** The Chair and Councillors Milligan and Stainton reported that they had met with the Clerk to discuss his performance since joining the Parish Council in May 2017, and to consider objectives and development needs for 2018/2019. Members reported that they were very satisfied with the work of the Clerk since his appointment and considered that he had provided good support and advice throughout the year that had helped the Parish Council move forward positively.

It was recognised that this need to continue and be sustained and as such objectives had been agreed around the need to develop a parish plan; improve the parish council's ability to identify the availability of grant funding and to produce quality bids; continue to develop the parish council's website and improve community engagement; produce an Emergency Plan and support the Clerks professional development through the professional Clerks qualification, Certificate in Local Council Administration (CiLCA).

Members acknowledged that the Clerk requires their ongoing support and direct involvement in improving such matters as community engagement and the projects to produce a Parish Plan and Emergency Plan.

It was **RESOLVED** that the Parish Clerk's Appraisal for 2017/2018 be noted and that actions be put in place to deliver agreed objectives during 2018/2019.

**1835 Quarter 4 account transactions:** The Clerk reported that as at 31<sup>st</sup> March 2018 the parish council had balances of £10,378. Income received during the year 01/04/2017 – 31/03/2018 amounted to £7,843 with expenditure totalling £4,624, representing a surplus on the year of £3,219.

The Clerk advised that the detailed accounts are subject to Internal Audit and the satisfactory completion of the Annual Governance and Accountability Return (AGAR) 2017/2018 Part 2 which must be approved by the Parish Council before 2<sup>nd</sup> July 2018. Subject to Internal Audit, the Clerk recommended that the AGAR be considered for approval at the Annual Meeting of the Parish Council in May.

After some questions and discussion, it was **RESOLVED** that the Quarter 4 account transactions and year end balances and income and expenditure be noted.

**1836 Insurance claim & replacement bus shelter:** The Clerk reported that a claim had been made with Came and Company for the replacement of the bus shelter on Main Road, Thurnham in the storms at the beginning of March. Came and Company have acknowledged the claim and given approval for it to be replaced under the parish council's insurance policy. Members were advised that the Council's insurers require two like-for-like quotations.

Members then considered various possible options for a wooden bus shelter, which would be a like-for-like replacement and for a more modern aluminium construction.

After some discussion, it was **RESOLVED** that the claim be noted and that suitable like-for-like quotations, together with a quotation for a preferred alternative be submitted to the insurers and that the Clerk keeps Members updated on progress towards a satisfactory conclusion.

**1837 Local Government Ethical Standards:** The Clerk reported that the National Association of Local Councils (NALC) had advised that the Committee on Standards in Public Life has launched a consultation as part of its detailed review of local government ethical standards. The review will consider all levels of local government in England, including town and parish councils, principal authorities, combined authorities and the Greater London Authority. It was reported that NALC would be responding to the consultation and that to help formulate a response all parish councils were invited to comment on several questions.

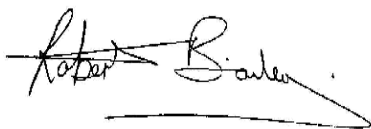
In considering the questions, Members felt that the Parish Council is unable to respond to many of the questions being asked because the ethical standards and conduct of local councillors had never been an issue. It was acknowledged, however, that the time and cost associated with investigating alleged breaches fairly together with the difficulties with enforcing codes and imposing sanctions for misconduct is an issue that should be considered as part of the review.

After some discussion, it was **RESOLVED** that the Clerk write to NALC in general terms outlining the Parish Council's position and the need to improve the process for enforcing codes for misbehaviour and the need to impose meaningful and proportionate sanctions where necessary supported by enhancements to existing structures, processes and practices that are conducive to high standards of conduct in local government.

**1838 Parish Plan Residents Survey:** It was reported that there had been limited progress in the last few weeks and that there is a need for all Members to consider the purpose of the residents' survey and the 'themes' that are important to the local area and should be incorporated in the survey.

It was **RESOLVED** that Members give the draft survey due consideration and be prepared to contribute and agreed the important themes that local people will be surveyed on.

**1839 DATE OF NEXT MEETING:** The Clerk advised that the next meeting of the Parish Council will be held on **Monday 14<sup>th</sup> May** commencing immediately after the Annual Parish Council Meeting. The meeting closed at 8:10pm



Clerk to the Council Date:

Chair

Date: