

PARISH OF THURNHAM

**Draft Minutes of the Meeting of the Parish Council held at Glasson Dock Village Hall
on Monday 3rd September 2018 commencing at 7-00 pm.**

Present: Councillor Mr D Whitworth (Chair)
Councillor Mr M Hornshaw
Councillor Mr J Lamb
Councillor Mrs C Milligan
Councillor Mrs M Stainton
Councillor Mrs E Stott

1879 APOLOGIES: Apologies were received Councillor Mrs B Bulloch

1880 MINUTES: It was **RESOLVED** that the Minutes of the meeting held on **Monday 2nd July 2018** be approved.

1881 DECLARATION OF INTERESTS AND DISPENSATIONS: There were no declarations of interest or requested dispensation from Members.

1882 ADJOURNMENT FOR PUBLIC DISCUSSION

- 1) **Public Discussion:** The Chair of Glasson Action Group provided an update of the group over the last few weeks which had been affected to a degree by the prolonged and unusual hot weather! The group are working with the Lengthsman to maintain standards and coordinate work and they will be coming up with proposals and seeking funding from Glasson Grain Limited and the Parish Council. **ACTION:** GAP to present proposals and submit a request for funding for Members consideration.
- 2) **Clerks Report:** The Clerk gave a verbal report on work over the summer break and correspondence received. Much of the work carried out involved items on the Agenda, including arrangements for the emergency planning and resilience event; drafts of the parish survey and dealing with the insurers in relation to the bus shelter.
Referring to correspondence received the Clerk drew members attention to Lancaster City Council's draft Heritage Strategy which is a detailed and important document that, once adopted, will form part of the Local Plan and be a useful source of reference when considering planning applications that may have an impact on the heritage of the parish.
Councillor Milligan made the point that the Clerk and his predecessors had provided a written report of activities which is useful. **ACTION:** Clerk to produce written reports on activities each month.
- 3) **Member updates / matters:** Members raised several issues and matters, including:
 - a) The poor state of the road adjacent to the shops on West Quay which is an unadopted road. There was a discussion around options for reinstating this piece of road with the involvement of the nearby business and any support that could be given by Lancashire County Council. **ACTION:** Clerk to contact local businesses and Lancashire County Council to raise the issue and report back
 - b) There remains a need for greater clarity over responsibility for public realm in the parish and management of the work of the parish lengthsman. It is understood that CRT have also passed some grounds maintenance responsibilities to BWML. **ACTION:** Clerk and Councillors Hornshaw and Stott to liaise on seeking this clarification and managing the work of the parish lengthsman.
 - c) The car park adjacent to the Victoria Inn is still being used to car transit vans and heavy goods vehicles by arrangement with the new owner and is now regularly accumulating rubbish. **ACTION:** Councillor Lamb to discuss then issue with the new owner of the Victoria Inn.
 - d) The collapsed drain on School Lane has still not been addressed despite Councillor Lamb having contacted Lancashire County Highways on three separate occasions. **ACTION:** Clerk to contact County Highways to chase.

- e) There is no road sign for River View resulting in properties not being found for deliveries.
ACTION: Clerk to contact Lancashire County Highways to report and request signage.

1883 PLANNING APPLICATIONS & OTHER STATUTORY CONSULTATIONS: The following planning applications were considered:

Application Number:	Description
18/00965/FUL	Erection of an agricultural building – Bambers Farm, Moss Lane, Thurnham
18/01142/FUL	Creation of a hardstanding on existing farm yard – Caravan rear of Gardner’s Farm, Moss Lane Thurnham

Members discussed planning applications and **RESOLVED** that no representations be made.

1884 PLANNING AUTHORITY DECISIONS: Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated.

It was **RESOLVED** that the decisions of the planning authority be noted.

1885 ACCOUNTS FOR PAYMENT: The following accounts were considered for payment:

100341	Mr R Bailey - Clerks Fees & Expenses July and August 2018	£410.33
100342	Mr G Robinson – Lengthsman duties July and August 2018	£108.00

Members discussed proposed payments and **RESOLVED** that the above account(s) be paid

1886 COMMUNITY GOVERNANCE REVIEW: The Clerk reported that following consultation with residents on the parish council’s proposal to rename the parish council as *Glasson and Thurnham Parish Council*. Lancaster City Council’s Council Business Committee has resolved that a new consultation be carried out to seek views on a final proposal for the parish to be renamed *Thurnham with Glasson Parish Council*.

After some discussion, it was **RESOLVED** that the proposal of Lancaster City Council’s Council Business Committee to carry out a further consultation with residents on the proposal that the parish be renamed *Thurnham with Glasson Parish Council* be noted and the outcome awaited.

1887 BUS SHELTER: Members were informed that the insurance company had now paid out for the claim to replace the damaged bus shelter on Main Street, Thurnham. As agreed quotations have been sought and received for the installation of the replacement bus shelter once completed and delivered by the manufacturer. There may be an opportunity to this to be done using a local contractor and as a ‘community event’ involving volunteers but will need to be co-ordinated once delivery of the shelter is known. Councillor Lamb will receive the new shelter on delivery and agree timescales for its installation.

After some, discussion it was **RESOLVED** that the update on the position with the replacement bus shelter be noted and that Members be kept informed on progress.

1888 EMERGENCY PLANNING & RESILIENCE: Members were informed that arrangements were now in place for the community resilience and emergency planning event on Thursday 13th September. It will now be held at Thurnham Memorial Institute commencing at 6:30pm. The event will be led by Mark Bartlett, Lancaster City Council’s Civil Contingencies Officer and Paul Bond from the Environmental Agency and include representations from support groups and other parish councils who have had first-hand experience of community emergency planning. The event will last approximately two hours and be a mixture of presentations and group discussions. The Clerk has produced a poster for the event and had promoted it on social media, the parish council’s website and noticeboards and had included information in the draft newsletter (Agenda item 1891 refers). The Clerk has also invited representation from the Canal & River Trust, Port Commission, the Marina (BWML) and Glasson Grain Ltd.

After some discussion, it was **RESOLVED** that the update on the arrangements for the planned community resilience and emergency planning event be noted and all Members were encouraged to attend if they could with a view to a parish Community Emergency Plan being subsequently produced.

1889 RESIDENTS SURVEY: The Clerk has drafted another version of the draft residents survey for consideration by Councillor Milligan who had subsequently responded in some detail with suggestions and amendments to improve the overall product. There will be more focussed questions on important and relevant matters in the local community which should increase the likelihood of more effective and relevant responses being received that will inform decision making and the development of a parish plan.

After some comments, it was **RESOLVED** that work continues with an agreed draft of the Residents Survey being considered by the parish council at a later date.

1890 PARISH NEWSLETTER: The Clerk presented a draft of the first edition of the parish newsletter, which consists of a double page of information about the parish council and its activities, including the recent *Community Governance Review*; the *Community Emergency Planning* event and the planned issue of a *Resident's Survey* seeking opinions of the local community on a range of functions and services.

After some discussion, it was then **RESOLVED** that urgent arrangements be made to publish and distribute the newsletter to the local community and that the Clerk produces a parish council newsletter twice a year.

1891 PAY AND DISPLAY CAR PARK: The parish council has been notified that the Canal and River Trust (CRT) have transferred ownership of the large car park adjacent to Glasson Dock Marina to British Waterway Marinas Limited (BWML). The land adjacent to the car park where the convenience van is located and the small green across the road, the land to the east of the car park including the small wood and the online and visitor moorings have also been transferred to BWML.

CRT previously managed the car park via a pay and display machine at a charge of £1 per day, although it the machine has not been in operation for some time. BWML are proposing to install two pay and display machines working with a company who are approved British Parking Association (BPA). BWML have researched similar car parks and monitored activity within the Glasson Dock car park and, on that basis, intend to apply a new fee structure which will offer charges for 1, 2, 3, 4, 6, 12 and 24 hours parking with fees starting at 80p for an hour and rising to £4.50 for 24 hours. Signage will be replaced with BPA compliant signage

BWML recognise that this is an increase to the prices previously set for people intending to stay for longer periods of time, but state that the additional revenue will enable them to improve and better maintain the car park surface and surrounding area.

BWML say that they have already started to improve the grounds maintenance of the land that has transferred and intend to take further action that will make a valuable contribution to the experience of people visiting Glasson Dock.

BWML seek the support of the parish council and an opportunity to discuss options to improve the car park and adjacent grounds

Members briefly discussed the proposals and possibilities for improving the car park surface and surrounding area. It was then **RESOLVED** that arrangements be made to meet with representatives from BWML and that the detailed proposals be discussed at the next meeting of the parish council.

1892 DATE OF NEXT MEETING: The Clerk advised that the next meeting of the Parish Council will be held on **Monday 8th October 2018**. The meeting closed at 8:25pm



Clerk to the Council Date:

Chair

Date: