

PARISH OF THURNHAM AND GLASSON
Draft Minutes of the Meeting of the Parish Council held at Glasson Dock Village Hall
on Monday 3rd December 2018 commencing at 7-00 pm.

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

Two residents attended the meeting

1920 Apologies: There were no apologies.

1921 Minutes: Subject to some minor amendments, it was **RESOLVED** that the Minutes of the meeting held on **Monday 12th November 2018** be approved.

1922 Declaration on interests and dispensations: There were no declarations of interest or requested dispensation from Members.

1923 Adjournment for public discussion:

- 1) **Public Discussion:** A resident raised concerns that work recently started by the Environment Agency to clear hawthorns, brambles and vegetation along the sea wall had been curtailed, following the intervention of the Parish Council. It was argued that this work is essential to reduce flood risk and needs to be completed with the growth being cut right back to the stone. Councillor Stott outlined the discussion that she had with the Environment Agency and the explanation that she received as to why the work was being undertaken. Her concern at the time had been the impact that this would have on the wildlife but accepted that much of the work was necessary to maintain the flood defences. The Environment Agency acknowledged that they should have kept the growth in check over the years which would have helped to manage the problems now being raised from both a flood management and environmental point of view.

It is understood that the Environment Agency do intend to take out all the growth around the sea wall and that this is being scheduled in 2019. There was no indication that the work had been stopped because of the parish council's intervention but was part of a planned programme of work.

The main issue appears to have been a failure by the Environment Agency to notify the parish council of the work and the reasons for it. **ACTION:** Clerk to contact the Environment Agency with a view to establishing lines of communication and to ascertain when the works around the sea wall will be completed in 2019.

The Chair of GAP advised that she has approached a local business who offered to 'sponsor' the Visitor's Guide to Glasson Dock leaflet, apparently in exchange for more of an input into its content including the addition of more commercial items. Members commented that this suggested that a completely different leaflet is to be produced. As such, it was requested that further clarity is provided and that should a revised leaflet be designed Members be given the opportunity to consider the new product prior to funds being made available.

- 2) **Clerks Report:** The Clerks presented a revised format for his report, setting out updates on previous actions, activities and resolutions so that accountability is made clear and progress can be monitored. Members attention was drawn to the latest update on the potholes on West Quay and it was reported that arrangements were being made to meet with a representative from Lancashire County Council on site. The parish council continues to pursue the suppliers of the bus shelter for the correct fixings so that it can be erected.

It is suggested that to take the ground maintenance and public realm programmes forward in a coordinated way a meeting of all interested parties be arranged in the new year.

The Clerk reported that correspondence had been received from Lancaster City Council inviting Members to the launch of the Lancaster District 'story' in December and to Lancaster City Council, Budget and Performance Panel Stakeholder meeting in January where Lancashire County Council, Lancaster City Council, Police and Fire and Rescue Services present their 2019/2020 budgets.

It was then **RESOLVED** that the revised format for the Clerk's report be approved and that the report for November be noted and actions taken as required.

- 3) **Member updates / matters:** Members commented on how good the Christmas lights on the tree at the Glasson Gateway looked and wished to thank the provider. It was reported that some signage on the Glasson car park is incorrect and one of the parking machines is out of order. **ACTION:** Follow up with BWML. Other matters and updates were covered under other items on the Agenda:

1924 Planning applications & statutory consultations: The following planning applications were considered:

Application No:	Description
18/01336/FUL	Erection of a portal frame warehouse building – Glasson Basin Marina, School Lane, Glasson Dock LA2 0AW

Members considered the above application(s) and after some discussion it was **RESOLVED** that the application be supported in principle.

1925 Planning Authority Decisions: Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated. The Clerk reported that no decision had yet been made on planning application 18/00902/FUL – Change of use of the Victoria Hotel – or the related listed building application. It was then **RESOLVED** that the decisions of the planning authority be noted, and enquiries be made as to the reason(s) delaying the decision on the Victoria Hotel application. .

1926 Accounts for Payment: The following accounts were considered for payment:

100351	Mr R Bailey - Clerks Fees & Expenses November 2018	£190.54
100352	Glasson Action Partnership – Printing of Tourism Brochure (S137 of the Local Government Act 1972)	£423.00
100353	Glasson Village Hall – Annual Contribution	£140.00
100354	Thurnham Memorial Hall – Annual Contribution	£ 60.00
100355	Mr G Robinson – Lengthsman duties	£ 28.00

Members discussed payments due and it was **RESOLVED** that the above account(s) be paid except for Cheque number 100352 – Glasson Action Partnership which will be withheld pending clarification on the leaflet to be printed has been provided and further considered by the parish council (Minute 1923 (1) refers)

1927 Budget Monitoring & Planning: The Clerk presented a budget monitoring and planning report setting out actual income and expenditure as at 31st October 2018 and the forecast outturn as at 31st March 2019. Considering planned income and expenditure for 2019/2020 the outturn as at 31st March 2020 was also estimated so that a precept for 2019/2020 could be calculated.

The Clerk advised that including cash balances brought forward, precept received in 2018/2019 (£4,600) and outturn as at 31st March 2019 balances carried forward are estimated at £7,627. Considering planned expenditure in 2019/2020 and an allowance for contingencies, the total revenue required is estimated as £9,440. The Clerk reported that with the balances brought forward, this effectively meant that planned expenditure in 2019/2020 could be met with a precept of £1,813.

It was the Clerk's opinion, that this was due to the accumulation of funds over several years where the budget planning process was not sufficiently based on specific and budgeted plans to make improvements in the local community.

The Clerk advised Members to use the document as an opportunity to think about where expenditure is most needed in both the short-term and longer term so that informed and costed decisions can be made.

The Clerk informed Members that at the January 2019 meeting a decision will need to be made as to the amount of precept that will be demanded from the principal authority, Lancaster City Council.

Members welcomed the introduction of the budget monitoring and planning report and it was **RESOLVED** that Members would scrutinise the planned income and expenditure and consider future short-term and long-term plans so that a precept for 2019/2020 can be determined at the January meeting of the parish council.

1928 Rights of Way issue: Members considered this issue raised by a resident regarding the installation of an OpenReach junction box earlier in the year and his assertion that whilst it is on land owned by the parish council it is in an area that had been formally registered with the Land Register for a future right of way to the residents field. The relevant deed had been provided and the resident made it known that it is his intention to create a new entrance with access coming from the public highway.

Members commented that since permission had been granted to this right of way there had been several changes of parish clerk and Members and that permission had been granted for the structure to be installed in good faith and without any prior knowledge of the permissions given in 2013. That said Members had no objects to the residents plans and/or the relocation of the junction box although it was felt that it would be pertinent to seek legal advice on the deeds provided. It was also suggested that prior consent might be needed from Lancashire County Council for the planned access road.

After some discussion, it was **RESOLVED** that, in the first instance, the Clerk seeks advice from Lancaster City Council Legal Services and/or a local firm of solicitors to take this matter forward.

1929 Draft Community Emergency Plan: Members had considered a first draft of the Community Emergency Plan at the November meeting of the parish council and Members asked to comment on its content. Councillor Stainton presented a version of the document containing some comments and suggested updates/amendments. Members had no further contributions to make.

It was noted that any gaps in the information within the draft community emergency plan could be considered and completed by Lancaster City Council's Civil Contingencies Officer and/or officers from the Environment Agency.

It was then **RESOLVED** that the Clerk drafts a second version to share with Lancaster City Council and the Environment Agency for comment and update, subject to which arrangements will be made to create a small Community Emergency Plan group to take forward plans to make the parish more resilient to emergencies and to seek funding to purchase necessary equipment and other resources.

1930 Local elections and 2019-2020 Chair/Vice-Chair Nominations: The Chair reported that it was his intention to step down from the parish council during the local elections in May 2019 so that he may stand as a City Councillor for the Ellel Ward.

At the same time all Members will be subject to re-election should they wish to stand again and there will need to be an appointment of a new parish council Chair and Vice Chair for the municipal year 2019/2020.

Councillor Milligan re-affirmed that she would not be standing for re-election as she is moving from the area.

After some discussion, it was **RESOLVED** that Councillor Whitworth be congratulated on his successful nomination as a potential Councillor with Lancaster City Council and that both he and Councillor Milligan be warmly thanked for their significant contributions to the parish council and the local community. Each Member will consider whether they wish to stand for the parish council in the May local elections.

1931 DATE OF NEXT MEETING: The Clerk advised that the next meeting of the Parish Council will be held on **Monday 3rd December 2018**. The meeting closed at 8:15pm



Clerk to the Council Date:

Chair

Date: