

# **THURNHAM and GLASSON PARISH COUNCIL**

## **MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Summons to Parish Council Meeting to be held on Monday 4<sup>th</sup> March 2019 at  
Glasson Dock Village Hall commencing at 7.00 pm**

### **A G E N D A**

- 1954.** To receive apologies
- 1955.** To consider & approve Minutes of Meeting held on Monday 4<sup>th</sup> February 2019
- 1956.** To receive Declarations of Interest
- 1957.** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- a) Public discussion on matters not covered on the Agenda
- b) Clerk's report on activities and correspondence since last meeting
- c) Members updates and reports/matters since the last meeting
- 1958.** To consider the list of planning applications and appeal:

<b>Application No:</b>	<b>Description</b>
19/00121/VCN	Change of use application for caravan site to have an all year-round holiday occupancy (pursuant to the variation of condition 4 on planning permission 12/00492/CU to remove the need to keep up to date Council Tax bills for owners/licensees) - Marina Caravan Park Glasson Dock Road Glasson Dock Lancashire
19/00140/FUL	Erection of single storey rear extension – 1 West View, Glasson Dock LA2 0DF
19/00168/REM	Reserved matters application for the erection of one dwelling – Woodside, Ashton Road, Ashton-with-Stodday

- 1959.** To receive an update on planning authority decisions on previously considered applications (papers enclosed)
- 1960.** To authorise payment of the following accounts:

100361	Mr R Bailey - Clerks Fees & Expenses February 2019	£203.56
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- 1961.** To consider May 2019 election arrangement and parish council vacancies
- 1962.** To consider consultation on Lancaster City Council's [Air Quality Action Plan](#)
- 1963.** To consider update on Community Emergency Plan and funding opportunity
- 1964.** To consider change of bank accounts
- 1965.** To consider date and time of next meeting

**Parish Clerk**  
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**28 February 2019**

**PARISH OF THURNHAM AND GLASSON**  
**Draft Minutes of the Meeting of the Parish Council held at Glasson Dock Village Hall**  
**on Monday 4<sup>th</sup> February 2019 commencing at 7-00 pm.**

**Present:** Councillor Mr D Whitworth (Chair)  
Councillor Mrs M Stainton  
Councillor Mrs E Stott

One member of the public attended the meeting

**1941 Apologies:** Apologies were received from Councillors Bulloch, Hornshaw, Lamb and Milligan

**1942 Minutes:** Subject to some minor amendments, it was **RESOLVED** that the Minutes of the meeting held on **Monday 7<sup>th</sup> January 2019** be approved.

**1943 Declaration on interests and dispensations:** There were no declarations of interest or requested dispensation from Members.

**1944 Adjournment for public discussion:**

- 1) **Public Discussion:** The Chair of Glasson Action Partnership (GAP) reported that they had managed to secure sponsorship of £275 from local business towards the printing costs of the Visitor's Guide to Glasson Dock leaflet. Members congratulated them on their efforts and noted that the balance of the printing costs was £148 to be considered at Agenda item 1947. With the local elections due in 2<sup>nd</sup> May, it was suggested that the parish council raises awareness of the election, the roles and responsibilities of an elected parish councillor and what people must do to be nominated as a councillor. There was then a general discussion about the process and expected vacancies on the parish council at the May elections.

**ACTION:** Information on the local elections and being a councillor to be posted on social media, the parish councils' website and newsletter in March.

- 2) **Clerks Report:** The Clerks presented his report, setting out updates on previous actions, activities and resolutions in the last month. Members were updated on matters relating to:

- West Quay potholes and road repairs;
- Brows Farm access;
- Outstanding matters on the Victoria Inn planning application;
- Road signage;
- Community Emergency Plan

The Clerk also reported on correspondence received highlighting consultations on 'additional evidence and information' relating to the Local Plan and proposals by Lancashire County Council to reduce the opening hours of all household waste recycling centres across the County. After some discussion, it was **RESOLVED** that the Clerk's report be noted.

- 3) **Member updates / matters:** Members provided updates on actions since the last meeting and matters that need addressing. Councillor Stott reported on work carried out by the parish lengthsman and planned work to the playground area/Community Garden and picnic bench. Arrangements to install the bus shelter will be finalised in the coming weeks and two quotations are to be sought for legal advice in relation to access to land at Brows Farm. After some discussion it was **RESOLVED** that Members reports, updates and planned actions be noted, and that approval be given for the proposed works by the parish lengthsman.

**1945 Planning applications & statutory consultations:** The following planning applications were considered:

Application No:	Description
18/01630/FUL	Installation of a sculpture with information panel, Slack Lane, Thurnham – Morecambe Bay Partnership
19/00121/VCN	Change of use application for caravan site to have an all year round holiday occupancy (pursuant to the variation of condition 4 on planning permission 12/00492/CU to remove the need to keep up to date Council Tax bills for owners/licensees) - Marina Caravan Park Glasson Dock Road Glasson Dock Lancashire/

Members noted that planning application 18/01630/FUL was part of a range of similar projects across the Morecambe Bay area that will include a design of a species of bird common to each location and an integrated information board about the bird and its habitat.

Members were made aware of planning application 19/00121/VCN which had only just been received. It was **RESOLVED** that the planning application 18/01630/FUL be supported in principle and that consideration of planning application 19/00121/VCN be deferred to the next meeting of the parish council. **ACTION:** Request an extension of time to consider planning application 19/00121/VCN

**1946 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.

**1947 Accounts for Payment:** The following accounts were considered for payment:

Cheque No.	Description	Amount
100357	Lancaster City Council – Grounds Maintenance (deferred January 2019)	£778.68
100359	Mr R Bailey - Clerks Fees & Expenses January 2019	£198.54
100360	Glasson Action Group – contribution towards visitor guide printing costs	£148.00

The Clerk had received clarification about the areas where grounds maintenance work had been carried out by Lancaster City Council. Members were pleased to support the Glasson Action Group and the publication of a visitor guide. It was then **RESOLVED** that all accounts be paid.

**1948 Meeting at Glasson Grain Ltd:** Councillor Stainton and the Clerk reported on a meeting recently held at Glasson Grain Ltd to discuss residents long standing concerns about possible air pollution and other environmental and nuisance issues. It was reported that the meeting was attended by officials from Glass Grain, Port Commission, Lancaster City Council and a resident. There had been a good exchange of views and it had been a positive meeting with full agreement that Glasson Grain will work with the parish council to improve engagement with the local community.

Glasson Grain listened attentively and sympathetically to the matters raised, responding to some at the meeting but committing to looking at, and providing a written response to, each matter in detail.

After some discussion and comments, it was **RESOLVED** that actions arising from the meeting be welcomed and that a full response to the concerns raised be considered later.

**1949 Defibrillators:** Members discussed the benefits and known locations of defibrillators and the request from the local school that the parish council contributes to fixing their defibrillator in a suitable location. It was **RESOLVED** that information about, and the location of, defibrillators be included in the next Newsletter and that the schools request be considered by the parish council subject to further information on the proposal and costs being provided.

**1950 Standing Orders:** The parish clerk had previously circulated and now presented model standing orders for Members consideration. These are the written rules of a local council used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. A local council must have standing orders for the procurement of contracts.

Members acknowledged that meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements and that Council's should have standing orders to confirm those statutory requirements.

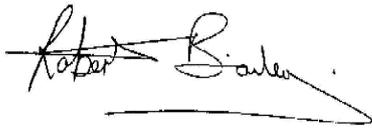
After some discussion and questions, it was **RESOLVED** that the parish council adopts the standing orders without amendment.

**1951 Financial Regulations:** The financial regulations govern the conduct of the parish council's financial management and its lawful responsibilities to ensure that financial management is adequate and effective.

The financial regulations also fulfil the council's responsibility to ensure that there is a sound system of financial control which facilitates the effective exercise of the council's functions and activities, including the statutory role of the Responsible Financial Officer (usually the Clerk) appointed by the council and who acts on its behalf.

After some discussion and questions, it was **RESOLVED** that the parish council adopts the financial regulations without amendment.

**1952 Date of next meeting:** The Clerk advised that the next meeting of the Parish Council will be held on **Monday 4<sup>th</sup> March 2019**. The meeting closed at 7.50pm



Clerk to the Council Date:

Chair

Date:

## Clerk's Report – March 2019

Please see below updates on actions and parish council resolutions

Action/Resolution	Update
GAP proposals and request for funding for the printing of Glasson brochure	S137 monies awarded for the balance of the cost of printing the brochure
Review grounds maintenance/public realm programme	Ongoing.
West Quay potholes and road repairs	No further action – not an adopted road and the cost of a permanent repair is prohibitive.
Brows Farm access	To quotations for legal services being sought
Signage – River View and Glasson Car Park	Signs are being/have been provided by Lancaster City Council. Response received from BWML responded that the 24 hour parking tariff on the Glasson Dock car park will be removed
Bus shelter Main Road Thurnham	Fixings have now been sourced and arrangements being made for installation of the bus shelter
Community Emergency Plan	First draft of the emergency plan has been reviewed and commented on by the Civil Contingencies Officer, Lancaster City Council. Opportunity to receive £1,000 funding for the purchase of emergency equipment
Lancashire Coastal Way Closure	Road closed for a period of 6 months from 03/02/2019.
Residents survey	No further progress made. Lancaster City Council currently undertaking their own residents survey

# Thurnham and Glasson Parish Council Correspondence – March 2019 meeting



<b>Date</b>	<b>Sender</b>	<b>Topic</b>
30/01/2019	Lancaster City Council	Agenda – Parish Council/complainants meeting at Glasson Grain offices
03/02/2019	Lancaster City Council	Planning Application 19/00121/VCN
07/02/2019	Lancaster City Council	Planning Application 19/00140/FUL
08/02/2019	Lancaster City Council	Road name sign for River View off Tithebarn Hill
08/02/2019	BWML	Glasson Dock Car Park
13/02/2019	Lancaster City Council	Planning Application 19/00140/FUL (amended)
21/02/2019	Lancaster City Council	Planning Application 19/00168/REM
21/02/2019	LALC	Flooding defences consultation
23/02/2019	Lancaster City Council	Candidate & Agent briefing for May elections
26/02/2018	Lancaster City Council	Lancaster District Local Plan Hearing dates

# Thurnham & Glasson Parish Council

## Planning Application Comments & Decisions

### March 2019 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
18/00902/FUL - Change of use of pub to mixed use unit comprising of bar at ground floor; 2 holiday flats on the first floor; 2 residential flats on the second floor & demolition of rear link & change of use of barn & outbuildings to form 4 2-bed dwellings – Victoria Hotel, Victoria Terrace, Glasson Dock	Comments in support of the application with conditions	Awaiting Decision
18/00903/LB - Listed building application for internal and external alterations to facilitate planning application 18/00902/FUL		
18/01336/FUL - Erection of a portal frame warehouse building – Glasson Basin Marina, School Lane, Glasson Dock LA2 0AW	Supported in principle	Awaiting Decision
18/01630/FUL - Installation of a sculpture with information panel, Slack Lane, Thurnham – Morecambe Bay Partnership	Supported in principle	Awaiting Decision