

Tatham Parish Council

Minutes of the parish council meeting held on Tuesday 21st July 2020 at 7.30pm via Zoom (video conferencing)

Present:

Cllr Harrison (Chair), Cllr Osborne, Cllr Taylor, Cllr Wilson, Cllr Stone, Cllr Ray & Mr Hunter (Clerk).

20/31 - Apologies for absence.

- Cllr Deller

20/32 - Declarations of interest and dispensations.

Cllr Taylor declared a personal interest in agenda item 5 (Councillor apology).

20/33 - Public Time

No issues were raised during public time.

20/34 - Minutes of the meeting held on Tuesday 19th May 2020.

The minutes were approved and signed by the chair.

20/35 – Councillor Apology

It was resolved to make the following statement:

During Public Time, prior to the commencement of the January 2020 Parish Council Meeting, Mr John Prescott, a Tatham resident, was very offended by a remark made to him by Cllr Taylor. Cllr Taylor subsequently sent Mr Prescott a written apology, which was accepted in good grace. Both Cllr Taylor and Tatham Parish Council regret any upset caused to Mr Prescott and his wife, and understand the matter to be closed.

20/36 - Co-option of a new Parish Councillor

Following the resignation of Cllr Mason, the Parish Council initiated its Co-option Policy to fill the casual vacancy. There was only 1 applicant for the vacancy, therefore, ***it was resolved to co-opt (elect) Mr Ben Ray to the Parish Council.***

20/37 - Councillor Roles and Responsibilities

It was resolved that the various roles and responsibilities would be undertaken as follows:

- ***Planning Committee***
 - Cllr Taylor (Chair), Cllr Osborne, Cllr Ray & Mr E Mason
- ***Community Emergency Plan (CEP) development***
 - To be reconsidered at a later date
- ***Communications & Data Protection***
 - Cllr Stone
- ***Climate Change***
 - Cllr Wilson
- ***Website Development/Management***
 - Mr Hunter (Clerk) & Cllr Wilson
- ***Lengthsman Liaison***
 - Cllr Harrison
- ***County Council Liaison (i.e. Highways and Footpaths)***
 - Cllr Osborne & Cllr Wilson
- ***Health & Welfare***
 - Cllr Osborne

20/38 – Planning Applications

- Hill House, Fairheath Road, Tatham (20/00386/FUL)
 - ***This application was referred to the Planning Committee for review and comments.***
- ***It was resolved that the Clerk would contact the Planning Department to ascertain the consultation criteria the City Council use when dealing with a planning application.***

20/39 – Parish Online

Cllr Wilson illustrated how Parish Online (on online mapping tool) could be used by the Parish Council to support its work. ***It was resolved to subscribe to Parish Online.***

20/40 – Scribe Accounting Package

The Clerk illustrated how Scribe (on online accounting tool) could be used by the Parish Council to support its work/record keeping. ***It was resolved to subscribe to Scribe.***

20/41 – Communications

Cllr Stone gave a presentation to the Parish Council outlining the communication issue that needed to be addressed going forward.

- ***It was resolved to continue using the 3 notice boards within the Parish*** and ensure that documents attached to these were laminated to protect them from the weather.
- ***It was resolved that Cllr Stone and Cllr Wilson would work together to design a flyer***, that would be delivered to every household in the parish, with a view to gauging the level of demand for, and encouraging residents to subscribe to, a yet to be developed (electronic) Parish Council Newsletter.
- ***It was resolved that a photograph and parish council email address for each of the councillors would be published on the parish council website.***

20/42 – Vexatious Complaints Policy

A draft policy was presented to the parish council. ***It was resolved to defer this item until the September 2020 meeting*** in order to give councillors time to review and/or amend the policy.

20/43 – Accounts and Finance

- ***It was resolved to make the following payments:***

◦ Clerk (June & July 2020 salary).	£200.00
◦ C Halstead – Lengthsman (April/May invoice)	£330.00
◦ C Halstead – Lengthsman (June/July invoice)	£330.00
◦ N Prescott (Internal Audit)	£75.00
◦ Came & Company (2020-21 Insurance)	£218.00
◦ Parish Online (Annual subscription)	£54.00
◦ Scribe Accounts (Annual subscription)	£77.40
- The Clerk proposed that the Financial Regulations be amended to enable the payment of previously agreed contracts, subscriptions or invoices to be made in between meetings. ***It was resolved to support this proposal.*** The Financial Regulations will be formally reviewed and updated at the September 2020 meeting.

20/44 – COVID-19

It was ***noted*** that the Clerk continued to participate in monthly (online) meetings with Lancaster City Council to ensure that any parishioners who may be vulnerable and/or in need of assistance are receiving the necessary support

20/45 - Planning Applications

It was ***noted*** that the parish council had commented upon the following planning applications:

- ([19/01565/CU](#)) Ashleys Farm, Mill houses Road, Tatham – (***Objected***)

20/46 - Reports and correspondence

- **Lancaster City Council Planning Policy (Local Plan)**
 - Cllr Wilson reported that the recently updated Local Plan had passed Independent Examination. However, it has yet to be formally adopted & published by Lancaster City Council.
- **Lengthsman**
 - Cllr Harrison reported that the Lengthsman continues to provide an excellent service.
- **Highways**
 - **'Passing Place'** sign, Main Street, Wray. Highways will install the sign in due course.
 - **'Restricted Road width'** sign, Knott Hill Lane. Highways will install the sign in due course.
 - **Old Moor Road** – road closure. It was noted that the road would be closed for a day or two to enable road works to be undertaken.
 - **Highways Campaign.** It was noted that Lancashire County Council are running a campaign to help raise public perception of the excellent work the highways service deliver and are inviting feedback from the public. Cllr Harrison and the Clerk will respond, on behalf of the parish council, stating the condition of the roads in Tatham is less than perfect.
- **Lowgill Public Phone Box**
 - BT has confirmed that the re-painting of the phone box has been delayed due to COVID-19 but, will be done as soon as possible.

20/47 - Date and Time of next meeting

- Tuesday 22nd September 2020, 7.30pm. Format/venue to be confirmed.

The meeting closed at 10.00pm

Signed:	Date:
Chairman	