

# **Tatham Parish Council**

**Minutes of the Parish Council Meeting held on  
Tuesday 19<sup>th</sup> September 2023  
The Old School, Lowgill, LA2 8PS  
7.30 pm – 9.30 pm**

**Present:**

Cllr Osborne, Cllr Taylor (Chair), Cllr Stone, Cllr Ray, Cllr Wilson, Cllr J Pritchard (LCC),

**23/68 – Apologies for absence.**

Cllr P Jackson (LCC) was unable to attend and sent apologies which were accepted.

**23/69 - Declarations of interest and dispensation.**

None

**23/70 - Public Participation**

No members of the public attended.

**23/71 – Minutes of the Parish Council Meeting held on Tuesday 18<sup>th</sup> July 2023.**

The minutes were approved and signed by the chair.

**23/72 – Minutes of the Extraordinary Meeting held on Tuesday 5<sup>th</sup> September 2023.**

The minutes were approved and signed by the chair.

**23/73 – To receive an update about the transfer of records to the Lancashire Record Office.**

Mr M Winstanley, Tatham Historic Society, will take all records to the Record Office. Any records not wanted will be returned to Tatham Parish Council for future decision.

**23/74 – Review and approve Council Standing Orders and Sub Committees.**

It was agreed to review the Council Standing Orders and Sub Committees against NALC model Standing Orders and approve any changes at the next meeting.

**23/75 – Review and approve Financial Regulations.**

It was agreed no changes were required for the Financial Regulations.

**23/76 – Review and approve the Complaints Procedure**

It was agreed no changes were required for the Complaints Procedure.

**23/77 – Agree amended location for commemorative bench next to the bus shelter at the junction of Long Lane and Fairheath Road.**

It was agreed details of both locations be discussed with Lancashire County Council Highways. The proposed locations were; a) next to the bus shelter at the junction of Long Lane and Fairheath Road, b) at the junction of Old Moor Road and Long Lane.

**23/78– Review and approve a Data Retention Policy.**

It was agreed the proposed Data Retention Policy be adopted.

**23/79 –Review advice regarding a Subject Access Request, Freedom of Information Requests and associated costs.**

Council received a Subject Access Request (SAR) on 5<sup>th</sup> August 2023 followed by two Freedom of Information (FOI) requests on 7<sup>th</sup> August 2023 and 21<sup>st</sup> August 2023. Advice was sought from the ICO and LCC regarding the cost and time to;

a) collate *'all personal data from all emails etc, both internal and external and any emails, internal memo's / reports etc. In addition any emails/documents that residents have sent to Tatham Parish Council / Parish Councillors mentioning myself.'* from November 2019 to 5<sup>th</sup> August 2023.

b) Redact personal data relating to others.

A report was presented to Council at an extraordinary meeting held on 5<sup>th</sup> September. The decision of that meeting was to bring a full estimate to Council on 19<sup>th</sup> September. The full estimate of costs to complete was £322.64. While this cost exceeded the available budget contingency of £250.00, Council recognise cost is not considered a valid reason for rejecting a SAR. Council accepted the estimate and will review the 23/24 budget to identify any underspend or potential savings to meet the cost estimate. Council resolved to accept the recommendation by ICO that future budgets should include contingency for SAR and FOI requests, and noted this may require an increase in the Parish Precept.

**23/80 - To pursue requests already sent to District Lead Officer L.C.C.and copied to C.C. Maxwell -Scott concerning maintenance of Passing Places, Positioning of grit piles on Knott Hill and Mewith Lane, and the supply of a grit bin on Old Moor Rd. To ask Lancaster City council to delay carrying out Road sweeping in Oct/Nov, until landowners have cut their hedges.**

Council had received a letter from Lancashire CC asking for further information but no reply from Lancaster City Council regarding road sweeping. It was decided Cllr Osborne draft two further letters along with the information requested, for the Clerk to send on behalf of the Parish Council. The letters will be copied to Cllr's Pritchard and Jackson and Cllr Maxwell-Scott who were thanked for their assistance.

**23/81 - Recruitment of new Councillors.**

Lancaster City Council had no response to the advertised Casual Vacancies. Emails from interested residents responding to the Parish website, are being progressed.

### **23/82 - Recent Planning Applications**

The following Planning Application(s) were noted.

Marethdale 23/00811/FUL No Further comments.

### **23/83 – Finance**

There were no receipts to note.

It was resolved to make the following payments.

|                                         |         |
|-----------------------------------------|---------|
| Tatham Fells Old School Room Hire (Sep) | £40.00  |
| Huws Gray IF254516                      | £19.06  |
| Clerk's Salary August                   | £155.00 |
| Clerk's Salary September                | £155.00 |
| Lengthsman's Invoice July               | £188.38 |
| Lengthsman Invoice August               | £165.00 |
| Lengthsman Invoice September            | £200.67 |
| Parish Online Subscription              | £54.00  |
| Patrick Internet (Cllr Wilson)          | £24.99  |
| Loppers (Cllr Osborne)                  | £39.49  |
| Andrew's Printing (September Flyers)    | £40.00  |

The current budget position was reviewed and approved.

It was noted footpath works were undertaken by volunteers, the only cost being that of materials funded by the LCC Local Delivery Scheme funding. It was decided the footpath maintenance and Local Delivery Scheme be combined as one budget line under Local Delivery Scheme.

### **23/84 – For Information**

Carbon Committee-will be meeting in 2 weeks time

Public Rights of Way

Health

Highways.See Minute ref 23/80

Haweswater Aqueduct Resilience Programme. Cllr Pritchard advised an application had been discussed and decided by the Planning Committee on Monday 18<sup>th</sup> September.

**23/85 - Date and Time of next meeting**

Tuesday 21<sup>st</sup> November 2023 at 7.30pm at Church of St. James the Less Tatham LA2 8NH

**The meeting closed at 9.30 pm**

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| <b>Signed:</b><br><br><br><br><br><br><br><br><br><br><b>Chairman</b> | <b>Date:</b> |
|-----------------------------------------------------------------------|--------------|