**BORWICK PARISH MEETING**

**Minutes of a meeting held on Tuesday 7 June 2022 at 7.30pm - at St Marys Church, Borwick** (due to temporary closure of the Village Hall during roof repairs)

**Attending:** Dave Smith (Chairman), Dave Scott (Clerk) Joyce Tombs (Treasurer), Richard Mellor, Steve Thorns, Sue Dowdall

For item 2022/13 – PC Nicola Hayton

2022/12 Apologies for absence were received from Maureen Thomas, Lynne Cook, Peter and Sally Sharp and Philippa Williamson (LCC)

2022/13 Police report – the Clerk and the Chairman welcomed PC Hayton and thanked her for coming.

Nicola introduced herself as PC 4203 Hayton, from the Lancashire Neighbourhood Protection Team based in Morecambe. She reported on a break-in at Capernwray Diving Centre in May ‘22, a potential (unsuccessful) burglary at Manor Farm in March ‘22 and the theft of a robot lawn mower in February 2022. She said that there was no real concern about Borwick which generally speaking had a very low crime level. She reminded the Meeting of the Rural Crime Team which has 4 or 5 officers dedicated solely to rural crime (eg theft of quad bikes, etc.) and who are based at Morecambe Police Station. Nicola also mentioned there is a Lancashire Police online crime-reporting facility and this can be used by the public as an alternative to 101 if there are difficulties in getting through to that number. She also provided leaflets and information about “Lancashire Talking”. Individuals can sign up to stayintheknow.co.uk and receive alerts and also provide 2 way communication of issues.

It was noted that following the recent death of Dorothy Fell, Borwick no longer has a Neighbourhood Watch co-ordinator. Nicola said to let the new co-ordinator have her details if and when appointed.

Everyone appreciated Nicola’s professional, lively and engaging manner and thanked her for attending the meeting.

2022/14 Minutes of previous meeting held on 4 January 2022 and matters arising. The minutes were approved by the meeting and signed by the Chairman. Any matters arising were covered later in the various officers’ reports.

2022/15 Chairman’s report. Dave Smith reported that the annual village litter pick held on 5 March ’22 had gone well and thanked everyone who took part. DAS took 10 to 15 bags of rubbish to the tip. It was noted that the litter bin at the canal bridge had been reported by several people as overflowing in recent days not least with dog litter bags. The clerk had had a reply from the Council and the Chairman asked him for the relevant email address so he too could follow it up. (DAS to provide). He commented that the village’s celebrations from 2 to 5 June ’22 for the Queen’s Platinum Jubilee had gone well.

The Chairman said that sadly Dorothy Fell had passed away on 25 April ’22 and that this would be a big loss to the village as she had always been heavily involved in village life; a sentiment that was very much agreed by all at the meeting.

022/16 Clerk’s report.

Dave Scott gave his report.

1) Having told the Council about the overflowing litter / dog waste bins the response from LCC was that no budget is available.

2) Planning Applications received in the last 5 months.

Planning applications were received for the following: -

Clearwater – 21/00181/FUL- (to turn a field into a lake) awaits decision – supported. Slow progress due to more documentation being required by LCC.

Rigby Holiday Cottages – 20/00960 – (to create car parking from cottage gardens) refused.

Animal transporter lorries at Netherbeck – 20/00912 -    Retrospective Planning refused. Enforcement action planned. Still awaits some action.

Beck House – Plans for metal gate at front – now approved.

Sheepfold – 21/00851 – extension plans approved.

Kingfisher Lodge- 22/00469 – see below

3) Kingfisher Lodge

Long history of progressive development by stealth including retrospective planning applications. Dave Smith had also researched this and found numerous inaccuracies in the planning application which he had documented.

The proposal to use the site as a holiday letting will increase the traffic flow on a restricted byway, used by walkers, cyclists, and horse riders. There are few places for vehicles to pass without other users going on the grass verge.

The track is a public restricted byway, LCC made a DMMO application in late 2021. It was pointed out that it is a bridleway and has been a historic right of way since the 1700s.

If permission were granted it should be with a restriction against letting this as a holiday unit, and to be used by the family as otherwise there would be a significant rise in traffic using the track. It was voted on and agreed that the Parish Meeting should lodge a formal objection due to all of the above. DS to draft and DAS to submit.

4) Helicopter rides. On 29 May 2022 a helicopter was flying frequently and quite low over the village and a number of complaints were received. The clerk reported it and received a comprehensive response from the CAA (as circulated to villagers by him). The pilot (giving rides from Greenlands Farm) was new to the service and the problem should not recur.

5) Borwick Hall coaches. Safety and other issues around the loading and unloading of coaches were discussed. No resolution has yet been reached with the Hall but Philippa Williamson is looking into it on the BPM’s behalf.

2022/17

Treasurer’s Report – including approval of annual accounts, annual return, and related documents.

The Treasurer presented her report covering the following matters:

1. Parish Meetings are required to approve their accounts and related documentation before this year’s deadline of 30 June 2022,
2. The receipts and payments account for the 12 months ended 31 March 2022 was presented and the variances from the previous year explained. Income was £1,000, being the requested precept. Costs were £1,019 including the cost of a new bench for the village green at £488.52. There was no donation to the Memorial Hall as no request was received due to the Hall having received substantial Covid grants from the local authority. The net deficit for the year was £19 compared with the budget deficit of £137 and the prior year’s deficit of £518.
3. At the year end the bank balance held by NatWest was £1,143.35.
4. The Meeting then voted to approve the accounts as presented. Proposed by Steve Thorns, seconded by Sue Dowdall and unanimously approved.
5. As a Parish Meeting with neither income nor expenditure in excess of £25,000, Joyce explained that we are required to complete what is known as the “Annual Governance and Accountability Return 2020/2021 Part 2PM” (or the “AGAR”) but are not required to submit this to an external auditor. We are, however, required to have the AGAR approved by the Meeting and to have our financial affairs reviewed by an Internal Auditor. So she explained the various sections of the AGAR and votes were taken as required and noted below.

(i) She explained the Certificate of Exemption, being page 3 of 6 of the AGAR. As Borwick Parish Meeting meets all the criteria listed a vote was held and it was agreed that this can and will be signed by the Chairman and sent by her to the external auditors as required (before 30 June 2022).

(ii) Joyce drew the meeting’s attention to the Internal Audit Report (being page 4 of 6) that is kindly being prepared by Phil Horsfield which was received and noted. She expressed the Meeting’s gratitude for Phil’s undertaking this task.

(iii) She then explained the Annual Governance Statement on page 5 of 6 of the AGAR and the Meeting voted to approve it. The 2022 Risk Assessment was reviewed by the Meeting in this connection and signed by the Clerk.

(iv) She explained the Accounting Statements on page 6 (which had been certified by the Chairman ahead of the meeting) and how these summarised and reported the information shown in the annual receipts and payments accounts as explained at the beginning of her report. The Meeting voted to approve the Accounting Statements 2021/22 as reported on the AGAR.

(v) Publication requirements -The Parish Meeting is required to display the Certificate of Exemption, the Annual Governance Statement 2021/22, and the Accounting Statements 2021/22 either on its website or on a notice board for 14 days. She invited the Chairman to set a date for the commencement of a 30 working day period for the exercise of public rights under which anyone wishing to do so can physically inspect the Meeting’s accounting records. This year it has to include the first 10 working days of July so a start date of 13 June 2022 was agreed. It was also agreed that these would be available at The Green, Borwick and a notice advertising this fact would be posted on the village website with the other information noted above.

1. This concluded the Treasurer’s Report.

2022/18 Grass cutting report – Notes of the November site meeting which were discussed at the previous meeting had been distributed again ahead of this meeting.

The Clerk and Treasurer had had a second site meeting with Erica Sarney BEM at the village green on 31 May 2022. Joyce reported on Erica’s comments and recommendations and Dave Scott explained what alternative action would be possible.

Erica had been delighted with the range of plant life flourishing including fine grasses, speedwell, cow parsley, oxide daisies, cuckoo flowers, clover and meadow buttercups. She suggested the removal of the docks (which Dave Scott subsequently did). She felt ragwort was not a threat to horses and other animals (but the Meeting disagreed and it was agreed that they would be manually removed when the yellow flowers appear).

Erica’s recommendation is to leave the Green as it is for as long as possible (to allow flowers to seed), the earliest recommended date for cutting being July, ideally the end, or better still August. Then to have a close cut as late in the season as possible. At this point Erica’s charity would donate a load of green hay to spread over the Green and also rattle seed for sowing on top. Rattle provides yellow colour and stunts the growth of the grasses to 10 to 15 cm. She would also donate plug plants for planting at that time. We would need a volunteer event (similar to the Litter Pick) at which the plugs could be heeled in with people’s wellies!

She suggested that villagers be encouraged to visit the Heritage Field at the Crook o’ Lune to see the results of a similar process.

The alternate proposition was to cut the Green to a height of 10cm or so in early July. The Council are happy to accommodate this.

After discussion it was voted on and agreed to follow Erica’s recommendations as it was thought that after another year of potential untidiness the result would be well worth waiting for. The Chairman offered to produce a note to be placed in the phone box on the Green explaining what the policy was and why. Prior to doing so he is to ask Erica to look it over and sign it off to make sure we had correctly interpreted her advice.

2022/19 Poors Land Charity

Accounts for the year ended 31 March 2022 were presented to the meeting by the BPM Treasurer. No grants had been requested or paid during the year ended 31 March 2022 despite an appeal for those in hardship as a result of the coronavirus pandemic to come forward. At 31 March 2022 funds/reserves stood at £2,461.52. It was suggested and agreed to increase the rental charge to £300 per annum (from £275) to keep up with inflation and the Treasurer was instructed to notify and request payment from the tenant.

The poor return on the Skipton Building Society account was raised and a number of banks were recommended for having decent rates of interest. It was however pointed out that such banks often do not take Charities as customers. Trustees to look into possible options although it was noted that as interest rates are finally starting to rise again the Skipton might offer a better rate in the future.

No ideas were proposed regarding how the people suffering from the Cost of Living crisis might be identified in order for help to be provided.

2022/20 AOB

It was noted that an individual was seeking to have ownership of the land outside Mansergh House transferred from the Council into private ownership under rights accrued by virtue of having cut the verge for over 20 years.

The Chairman said the Village Sports committee had asked if Borwick Parish Meeting could join with Priest Hutton Parish Meeting in paying for welcome drinks which were served at the Big Lunch in the village hall on Sunday 5 June. The Meeting agreed that provided the cost was in the order of £100 and BPM’s share less than £35 this be approved in principle until such time as we are told of the actual amount.

2022/20 Date of next meeting - Tuesday 11 October 2022 7.30pm Venue to be confirmed.