**BORWICK PARISH MEETING**

**Minutes of the meeting held on Thursday 25th May 2023 at 7.30pm - at Borwick and Priest Hutton Village Hall**

**Attending;** Dave Smith (Chair), Dave Scott (Clerk), Joyce Tombs (Treasurer), Maureen Thomas, Sue Dowdall, Steve Thorns, Richard Mellor.

Dave Smith thanked everyone for attending and opened the meeting.

23/10 **Apologies for absence** were received from Lynne Cook, Peter and Sally Sharp, Carol Bentham and Maldwyn Buckland

23/11 **Minutes of previous meeting on 17 January 2023 and matters arising**

Dave Smith reported on matters arising, as follows:

He has received no feedback from the Canal Trust since advising them of the problems with the bench and the gate. The former has been removed but not replaced and there remain 2 rusty, and potentially hazardous, posts. No visible progress has been made on clearing back/ tidying the edge of the lane throughout the village. Some letters have been submitted (to LCC) about the need for a stricter speed limit.

This led to a discussion about the possibility of installing a “smiley face”, solar powered, speed sign. It was thought that cost would be an issue. Dave Smith offered to look into the availability of a grant for this purpose. Dave Scott said he would ask the Road Safety Officer for information. The treasurer suggested that if there were a body of opinion in favour of installing such a sign this could be put to the January 2024 AGM as part of the budget setting process. It was agreed that this would need to be well publicised ahead of said meeting if it were likely to mean a significant increase in the Precept (and hence affect all residents’ Council Tax) if agreed.

23/12 **Chairman’s report**

Dave Smith reported that there had been a good turnout for the annual litter pick on 4 March. He is going to contact the Canal Trust about a section of bank that has fallen into the canal towards the Parish Field. He and Dave Scott had together undertaken some clearance on the Parish field.

23/13 **Clerk’s report**

Dave Scott reported as follows:

1. The state of Borwick Lane between Borwick and Priest Hutton is still causing concern. He has submitted a fault report, No W734161, to Lancashire County Council regarding the narrowing of the road due to soil and other debris. And the blocking of drains etc. He has asked Phillippa Williamson to try to progress on an urgent basis. Some repairs were carried out on Borwick Lane at the A6 roundabout but those attending agreed that it was resurfacing that was actually required.

2) The litter pick was carried out at the beginning of March. !0 bags of rubbish were collected and taken to the tip. Thanks again to all who took part.

3) Planning applications and their progress: -

Kingfisher Lodge- 22/00469 – long history of gradual development. Awaits decision. The proposal to use as a holiday letting will increase traffic flow on a narrow farm track, used by hikers, cyclists, and horse riders. There are few passing places apart from the grass verge. Has been approved but awaits some legalities.

LCC is currently in the process of registering the route from Borwick canal bridge to new England as a DMMO (definitive map modification order) where the route is legally registered with defined access to the public. DAS has emailed the case officer, Petra Williams, at the end of April - but as yet no reply. [Post meeting note – confirmation of registration was subsequently received on 15 June 2023]

Sheepfold – 22/00055 - an appeal submitted concerning final finish to side extension was declined.

Lorries at Netherbeck – 20/00912 – Application refused, and appeal has yet to be scheduled. The city council have seven hundred outstanding cases built up over several years! There was an incident at the end of April where a horse rider and horse were nearly forced off the road near Green Hill. The next day a motorist was nearly run off the road by the same lorry firm. DAS invited people who see these lorries travelling through the villages on unauthorised routes to take photographs.

Lakeland Leisure Village – 19/00020 - this is a long standing issue originally taken up by the late Jim Thomas when Parish clerk. The application involved siting 138 caravans on the old quarry to the north of Borwick Lane. The parish sent in several objections, and nothing was heard for some time. Responsibility for the decision moved from the county council to the city council.

The plans were modified and then rejected, and Pure Leisure have now appealed – part retrospectively which means that they have gone ahead anyway.

Caravans on Field – Keer Holme Lane – a caravan has been sited in a field off KHL. Planners are aware and have said that if caravan, hardstanding, jumps, etc. are installed then planning permission would be required. There followed a discussion about the use of land and buildings at and opposite the old Borwick railway station.

23/00591 – Removal of barn to the north of the village.

4) Smokers at Borwick Hall. Following conversations with Phillippa Williamson etc regarding the smokers who gather outside the hall gate, she has looked at the LCC smoking policy and is endeavouring to change the rules.

5) Land Stewardship – Local landowner, Jim Sharp, has put land he owns around the villages into a Countryside Stewardship agreement. He has offered to hold a public meeting for residents of Borwick and Priest Hutton so he can explain the likely changes they will see and the reasons behind the changes. This has been agreed by the 2 village Clerks and will be held at 6.15pm in the Village Hall on 24 October 2023. All welcome.

23/14 **Treasurer’s report**, including approval of annual accounts and return (AGAR).

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 submission deadline of 3 July 2023.

The receipts and payments account for the 12 months ended 31 March 2023 was presented and the variances from the previous year explained. Income was £1,000, being the requested precept. Costs were £1,634 including a £1,000 agreed donation to the Lancashire Environmental Fund to secure a grant to the Hall for the reroofing project. The net deficit for the year was £634 compared with the budget deficit of £587 and the prior year’s deficit of £19. The difference was due to the cost of pruning a tree on the village green and to contributing to a drinks reception at the village celebration of Queen Elizabeth’s Platinum Jubilee.

At the year end the bank balance held by NatWest was £508.92.

The Meeting then voted to approve the accounts as presented. The accounts were unanimously approved.

1. 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 2022/2023 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.
2. 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 2023).
3. Joyce drew the meeting’s attention to the clean Internal Audit Report (being page 4 of 6) that has kindly been prepared by Phil Horsfield. This was received and noted. She expressed the Meeting’s gratitude to Phil for undertaking this task.
4. She then explained the Annual Governance Statement on page 5 of 6 of the AGAR and the Meeting voted to approve it. The 2023 Risk Assessment was reviewed by the Meeting in this connection and signed by the Clerk.
5. 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 this report. The Meeting voted to approve the Accounting Statements 2022/23 as reported on the AGAR.
6. Publication requirements -The Parish Meeting is required to display the Certificate of Exemption, the Annual Governance Statement 2022/23, and the Accounting Statements 2022/23 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 19 June 2023 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 together with the other information noted above.

23/15 The draft accounts for the Poors Land charity for the 12 months ended 31 March 2023 were explained to the Meeting for information. Subject to the inclusion of the amount of Building Society interest received (which was not available at the time of the meeting) the Charity’s funds had decreased by £300 (to £2,162 plus any interest credited), being the difference between the annual rent received and the grant made to St Mary’s church to provide a “warm space” and hot lunches during winter 2022/23. The events had been successful and the Trustees present agreed that it was in order for the church to retain any unused funds to use in a similar manner as and when appropriate.

This concluded the Treasurer’s Report.

23/16 **Request for help in painting village notice boards and tidying part of Poors Land field.**

The Clerk and Chair explained that two notice boards need some maintenance ie the one near the station and the one next to the village green. (eg Cleaning, sanding, restaining). Volunteers are sought. It was agreed to place a request/ appeal for a local carpenter/ joiner in the village newsletter (DAS)

Some strimming/ general maintenance is needed to the Poors Land field. Various offers of saplings were made including a horse chestnut from MCT. It was agreed to hold the maintenance event on the morning of Saturday, 10 June 2023. DAS to publicise in village newsletter.

23/17 **AOB**

Dave Smith updated the meeting on the village green wildflower project. Campion and other flowers are flourishing despite the efforts of the local rabbit population! A path was mown through at Erica’s recommendation as well as the metre strip round the edge. DS had spoken to Erica Sarney and more plugs will be available for planting. The plan is to remove any docks as necessary before they can seed and to have a shorter cut in August. Then to plant further seeds / plugs. Date TBC – DS.

There was some discussion about the timescale for the appointment of a new vicar which is unlikely to be concluded during 2023 (due to C of E procedures, etc.)

23/18 **Date of next meeting**. Tuesday 3 October 2023 at 7.30pm. Venue TBC (possibly Borwick Hall?)

These minutes were approved as a true record and signed by the Chair on behalf of the Meeting

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