

Minutes of the 2025 AGM of BORWICK PARISH MEETING held at 7.30pm on 13th May 2025 in Borwick Hall Canteen

Attending: Rachard Mellor (RM) (Chair), Linda Rigby (LR) (Clerk), Joyce Tombs (JT) (Treasurer), Guy Pelham (GP), Paul Bedding (PB), Zoe Greenwood (ZG), Mick Rigby (MR), Alison Halhead (AH), Dave Mosedale, (DM) Sue Dowdell (SD) Steve Thorns (ST) Sue Mellor (SM) Maureen Thomas (MT), Dave Scott (DAS), Dave Smith (DS),

The Chair welcomed everyone to the meeting and thanked them for coming. He also thanked Borwick Hall for kindly allowing us to use their venue and facilities for our meeting.

25/10 Apologies for absence were received from Jeanette Morrell

25/11 Minutes of previous meeting and matters arising

Minutes of the meeting held on 7th January 2025 had been circulated in advance of the meeting.

Minutes excepted – Proposed PB. Seconded ST.

25/12 Chairman's report

RM welcomed everyone to the Spring Meeting from the newly formed committee

He thanked Dave Scott for his long and loyal service as the past Clerk to the Parish. Joyce, our Treasurer, has given notice that she wishes to hand over the reins to a new Treasurer at the end of this financial year. We are therefore looking for a volunteer to take over this role.

He reiterated that the three committee members were there to facilitate democracy and maintain accurate records of the Parish Meetings and decisions. They shouldn't be seen as 'employees' of the Parish and therefore are not necessarily responsible for investigating projects of interest to the Parish. He encouraged members of the parish to investigate projects themselves and report back to the meeting. However, the committee would ensure that project decisions would be voted on and results posted.

RM and LR met at the village green with Sue Tyldesley and Mike Sharples who are responsible for the grassland strategy implementation for LCC. They discussed how the parish would like to see the grass area on the Green kept tidy during the growing season but were loath to employ a contractor owing to the cost. After discussions Mike seemed keen to offer support as his team regularly cut grass around the village.

Following that meeting we received a note from him as follows: Just to confirm we will carry on cutting the flat village green area every 4 weeks along with the edge of the green with the phone box on it. We will cut the triangle (attached) also every 4 weeks whilst we are

there. We will do a cut and collect on the rest of the area at the end of July weather permitting and in September. The smaller verges on the Borwick Hall side will be cut as normal once a year around September time.

RM thanked Sue Tyldesley for facilitating this meeting.

RM and LR met with Eddie Mills and Matt Holms, two members of the Highways team on Friday 9 May to discuss the possibility of a speed reduction from 30mph to 20mph within the village boundary. Also, the moving of the current speed limit sign on Borwick Lane at the Mansergh corner to the Capernwray side of Borwick Station railway bridge.

Unfortunately, due to a change in politics Phillippa Williamson was unable to attend. RM stated that her support and guidance would be missed and wished to record his thanks for all her past help in Borwick Parish.

Whilst walking the road from the canal bridge to the hill leading up to the Greenwoods house RM and LR discussed their requests pointing out the problems with the current road and speeds of users, both villagers and those passing through.

Eddie explained that he was unable to change the speed limit or move the current speed sign. He told us the costs of doing this would be in excess of £10,000, the administrative work huge and an Act of Parliament needed. An example of the cost is advertising the changes in the National and Local Press. Additional problems at the moment are budget constraints and a change in political control at LCC. He was apologetic but said it couldn't be achieved. It was agreed that he would arrange for the current white road signs and lines to be refurbished to new, including those either side of the canal bridge. In addition, he agreed to put new 'SLOW' signs at either end of the hill leading up to the Greenwoods house.

It was agreed with Matt that he would arrange for the trees and bushes surrounding the 30mph speed signs to be pruned back and the signs cleaned to make more visible. In addition, he agreed to refurbish the road to repair existing potholes and the cross road trenches which have subsided.

RM said he would like to conduct a survey of the Parishioners as he wanted to update the current email contact details to continue good communication.

RM had a meeting with Nigel Adams (Chair of Priest Hutton) and Ken Dunn (Chair of Village Hall) to discuss the feasibility of a merger of the Borwick and Priest Hutton village Parish Meetings. The villages already share the same Church and Village Hall. He is currently working on the benefits and pitfalls that a merger might bring prior to further discussions with both Parish Members. It was suggested that a joint Parish meeting separate from normal Parish meetings might be the best option for further discussion.

The three aforementioned also met with two members of the Yealands committee on 7th May as they have been through a similar change to their three Parishes. They discussed the

route they took to enable them to combine the three Yealands into one Parish and they supplied us with the various guidance documents they used to achieve the merger.

Following The chairs report ZG advised that she had been informed that the road either side of Green Hill could be categorised as a single-track road and she was disappointed that the speed limit had not been changed to 20mph for the safety of horse riders and walkers. She was pleased that there would be two additional SLOW road markings either side of Green Hill and that the highways had been asked for horse rider signs to be put up in the village. It was noted that the foliage would be cut back so that the existing 30mph signs would be more visible approaching the bend at Mansergh farmhouse.

Regarding the feasibility study of the possible mergers of the two villages MT stated that this had been previously discussed and had not happened.

DAS suggested that it should be paused for 12months to see what happens at county level due to the recent change in councillors.

RM advised that he, Nigel Adams and Ken Dunn were meeting with Lisa Vines to see if it was possible and get more information to bring to the next meeting.

DAS said that there were disadvantages for Borwick if the merger were to go ahead and substantial extra work for the committee.

AH said the meeting with Lisa Vines could be a fact-finding exercise to see what information could be found out.

RM stated that the precept for priest Hutton is £3000 where as Borwick is £1750.00

JT stated that the precept might be less for Borwick going forward as the council were now cutting the grass on the village green rather than looking for a private contractor which would incur a charge and the insurance premium had not increased.

DAS said Priest Hutton continue to pay £900 for grass cutting.

25/13 Clerks report

LR gave her report as follows.

LR conveyed her sympathies on behalf of the village regarding the deaths of Sheila Barnes and Jane Lennox. Sheila had been a long-standing resident of the village and had been involved in most village activities throughout her life. She informed the meeting of the details for her funeral.

Jane came from America last year to live with her daughter Rachel and family at Mansergh Farm House

Both would be sadly missed and our thoughts were with both families.

LR thanked everyone who took part in the annual litter pick. There were several bags of rubbish collected and taken to the tip.

Update on planning applications for Ref 25/00433/VCN Pheasant field farm at Borwick Station. It is still under ongoing planning constraints but has recently had approval for the change of use from an agricultural barn into 3 dwellings.

There have been 2 episodes of gypsies on land in the village. The first on the parish field on Kier Holme Lane and the 2nd on Martin Shuttleworth's land at Borwick crossroads after a large group of gypsies were moved off land in Carnforth and took up residence on this field. Both were moved off by the rural police however leaving a terrible mess and rubbish to be removed by the council. The advice given was not to leave gates open and ideally secure.

The council also removed a large water container from the top of the lane at Borwick bridge following completion of an online fly tipping report.

LR completed a questionnaire by Opinion research services, commissioned by LCC for a housing needs assessment for available properties and land to house or accommodate gypsies and travellers in the parish. As there are no available houses or land and no infrastructure for schools, shops, doctors etc in the parish she completed as the parish being not suitable.

Kellet lane bridge update – The work has started and is due to be completed by 27th May.

Oil orders for both Borwick and Priest Hutton to be discussed in AOB

Update from Sue Tyldesley re Netherbeck lorries -

Sue Tyldesley was not at the meeting so LR apologised for not having an update to give but would contact ST and update by email with her response.

The Poors Land which consists of 2 fields in the parish is currently leased to Tony Collinson. The committee suggested raising the rent from £300.00 per year to £325.00 per year.

No one had any objections so it was agreed by all to increase the rent for the Poors Land to £325.00 per year

Treasurers report

25/14 Treasurer's report, including approval of annual accounts and return (AGAR). The Treasurer presented her report covering the following matters:

1 Annual accounts and Return (AGAR)

(i) Parish Meetings are required to approve their accounts and related documentation before this year's submission deadline of 30 June 2025.

The receipts and payments account for the 12 months ended 31 March 2025 was presented and the variances from the previous year explained. Income was £1,750, being the requested Precept. Costs were £1,459.31 leaving a surplus of £290.69. This was better than budgeted due to a saving of over £80 in insurance costs and a saving of £150 on green spaces management.

At the year end the bank balance held by NatWest was £1,221.71, up from £931.02 at 1 April 2024.

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

(ii) 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 an “Annual Governance and Accountability Return 2024/2025 Part 2PM” (or the “AGAR”) but are not required to submit this to the 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 that needed the Meeting’s approval and votes were taken as required and noted below.

(iii) Firstly, 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 the Clerk to the external auditors as required (before 30 June 2025).

(iv) Joyce expressed the Meeting’s gratitude to Phil Horsfield for undertaking the role of Internal Auditor. He had completed his examination and signed off his report on 29 April 2025.

(v) Joyce then explained the Annual Governance Statement on page 5 of 6 of the AGAR and the Meeting voted to approve it. The 2025 Risk Assessment was reviewed by the Meeting in this connection and signed by the Clerk.

(vi) 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 presented at the beginning of this report. The Meeting voted to approve the Accounting Statements for 2024/25 as reported on the AGAR.

(vii) Publication requirements -The Parish Meeting is required to display the Certificate of Exemption, the Annual Governance Statement 2024/25, and the Accounting Statements 2024/25 either on its website or on a notice board for 14 days. This will be done on the village website www.priesthutton.co.uk. 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 Tuesday 10 June 2025 was agreed. It was also agreed that these would be available at White Gables, Borwick and a

notice advertising this fact would be posted on the village website together with the other information noted above.

2 Current finances and Insurance

a) The budget for 2025/26, as approved at the meeting on 16 January 2025, included a Precept request of £1,750 which has now been received from LCC. She reminded the meeting of the process for setting the Budget and quantifying the required Precept, and that the District Council is required to pay the Parish Meeting the amount requested. This then forms part of the Annual Council Tax for each household in the Parish.

3 Other - The accounts for the Poors Land Charity for the 12 months ended 31 March 2025 will be presented and explained to the next Meeting for information. As previously discussed under the Clerk's report a proposal to increase the annual rent had been agreed.

Joyce reminded the Meeting of her intention to retire from the post of Treasurer at the next AGM and that anyone interested in taking on the role would be very welcome to contact her.

This concluded the Treasurer's Report

MR approved the accounts for 2025, seconded by Dave Smith

DAS approved the Certificate of Exemption, seconded by MT

ZG approved the Annual Governance Statement & Accountability return, seconded by DAS

The Internal Audit was completed by Phil Horsfield for which the parish committee is very grateful.

25/15 AOB

Village Hall –

It was decided that the village hall would pay for the extra security costs which this year cost Borwick Parish £40.00 instead of £90.00

Solar Panels / Air Source Heat Pump. RM stated that both villages gave £500.00 towards raising funds. MT stated that the rest of the funding had been raised through grants etc.

RM stated he would report back at the next parish meeting regarding information from the fact-finding meeting

Heating Oil Orders for both villages. Diane runs a community oil ordering service. LR asked if anyone knew of villagers using oil who weren't aware of this service to please mention to them and they could be added to the data base.

DAS suggested it could be added to the village What's App group and the village newsletter.

D S reminded everyone about the Moules and Boules night on Saturday night

AH has kindly offered to take over the village treasurers' position from JT. This would commence at the AGM in January 2026

RM asked all present if they would prefer the parish meetings to be at Borwick Hall or the village Memorial Hall

It was unanimously voted on Borwick Hall.

Finally, Richard Mellor presented Dave Scott with a bottle of Whisky and thanked him for all his excellent and much appreciated years of service to the Parish meetings and village over the years as Treasurer, Chair and latterly Clerk

25/16 Date of next meeting. This was set for Tuesday 7th October 2025 at 7.30pm at Borwick Hall. Room TBC

Meeting closed 8.30 pm

These minutes were approved by the Meeting on

And signed on its behalf by