

**Minutes of BORWICK PARISH MEETING held at 7.30pm on 28th May 2026 in
Borwick Hall Canteen**

Attending: Rachard Mellor (RM) (Chair), Linda Rigby (LR) (Clerk), Joyce Tombs (JT) (Treasurer), Zoe Greenwood (ZG), Mick Rigby (MR), Alison Halhead (AH), Dave Mosedale, (DM) Sue Dowdall (SD) Sue Mellor (SM) Maureen Thomas (MT), Dave Scott (DAS), Dave Thompson (DT) Harriet Sharp (HS) Maldwyn Buckland (MB)

In Attendance - Cllr Graham Dalton (GD) Lancaster Rural North and colleague Andrea Jack (AJ)

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.

26/11 Apologies for absence were received from Peter and Sally Sharp, Steve and Michelle Thorns, Sue Tyldesley, Cllr for Lancaster (Warton Ward)

26/12 Minutes of the previous meeting and matters arising.

Minutes of the AGM held on 13th January 2026 had been circulated and posted on the 2 notice boards in advance of the meeting.

Richard advised the meeting following the donations at the AGM to the air ambulance and the first responders financial support for the 3 defibrillators.

We received a letter of thanks from the Northwest air ambulance for the £100 donation and also detailing that since 1999 they have responded to over 45,000 missions saving countless lives. Also, a message of thanks from Eric Rooney as trustee on behalf of the Borwick & Priest Hutton Community First Responders thanking for the £200 donation towards expendable parts, again a vital service to the village helping to save lives.

26/13 Chairman

1. Road Markings.

Richard had an assurance from Eddie Mills of LCC that the Village Road markings, white lines etc were now earmarked for renovation and a contract has been placed with an appropriate company.

At this time, he was unsure as to when this might happen but hopefully soon.

2. Road Signs.

You will have noticed that we have had 3 new poles erected with new road signs warning of winding or slippery roads and the canal bridge being of restricted access.

Richard also requested warning signs for horse traffic, but this was rejected. The comment was that drivers should already be aware that on country roads they are likely to encounter horse riders, walkers and cyclists. Also, there are no specific national trails or bridleways that cross the village road.

However, Richard has written again to him on 24th April saying that the village would buy our own warning signs (within existing sign size parameters) and attach them to the new poles. He was seeking permission to do this as they own the poles but to date have had no reply. Each sign is £34.32 ex VAT so as we need three the total cost would be £123.55.

He asked the question, should we purchase these signs?

3. Road Repairs.

There have been several areas of potholes and damage to roads in the village area which have now been repaired, and Richard has written to Eddie thanking him on behalf of Borwick Villagers for his efforts on our behalf. Hopefully more might be done when the white markings are done.

There is now a warning sign by the telephone kiosk of impending road works so we will have to await the outcome of these works to see what is being done.

4. Telephone Kiosk.

Richard reported that he, Linda and Mick have been scraping, sanding and painting for the last few weeks to improve the look and restore some of its past glory to the Grade 2 listed building. This is a slow, ongoing task and weather dependent, some paint is easily removed but other parts are stuck firm coupled with it is the old lead paint, so we have to be cautious and use masks. We have nearly completed the cleaning and applied the first coat of red oxide primer to the shell.

The 'window' frames however are aluminium, so we have had to buy a different primer for them.

Each of 3 sides have 24 panes of glass which have to be individually removed and cleaned, and we have to also thank Harriet for volunteering to take some home and cleaning them beautifully.

Finally, we have to take out the existing shelving which we also will restore then reaffix with additional shelving for books.

A further suggestion was a 'DIY tool for borrowing' register in the box. This would allow people to volunteer their tools for 'use and return' by another villager for their own DIY tasks. Is this something felt to be a good idea?

5. Lands on Back Lane.

Richard reported that at the moment the land, field shelter and midden on Back Lane owned by Victoria Wilson is now going to have to be returned to its original state. This is even though no one from the LCC Planning Dept have ever been on site with Mrs Wilson to discuss their decision before or after the result. Hopefully common sense might prevail to a working compromise to the benefit of the welfare of the horses, pony, donkey and sheep.

The planning application for the already erected polytunnel on the land owned by Mrs Parkinson was rejected by LCC Planners and has now been referred to the Secretary of State for their decision. No result is yet known.

Following Richards report the meeting discussed point 2 and 5.

2.Horse signs -

Richard had explained that he had contacted Eddie Mills following several meetings where ZG had raised valid safety concerns for horses and riders regarding making drivers aware of horses being ridden through the village and to slow down when passing / approaching them. Some drivers are considerate and slow down, some are not, travelling above the speed limit through narrow roads and adverse corners of the village. He proposed the village bought horse and rider signs to help with awareness as the council said they felt they were not required.

There was much discussion about this and some at the meeting didn't like the idea of more signs, complaining about the new signs already put up by the council for slippery roads saying it detracts from the rural atmosphere of the village. ZG stands by her opinion that it would benefit riders and horses if we could make people more aware by having horse and rider signs. The issue is the size of tractors, coaches' and wide vehicles on narrow roads travelling at above the 30-mph speed limit and the adverse blind corner at Mansergh.

Richard will contact the council highways again to see if we can put our own signs up

ZG thanked Richard after the meeting for trying to raise the awareness for horse and rider safety

5. Lands on Back Lane -

There was also much discussion regarding the planning refusal of the hard standing field shelter and midden on Back Lane. Some at the meeting were in agreement that this action should have been taken as no planning was applied for. Richard did point out that there were failings by the council planning department by them refusing to meet with Victoria Wilson.

The same was felt regarding the already erected poly tunnel on the land owned by Mrs Parkinson for the goats

26/14 Clerk Report

The litter pick was very successful and thankfully the weather was kind to us. A big thank you to all those who helped out and collected several bags of rubbish that were taken to the tip to keep our village looking tidy.

Regarding the village green and the verges at Borwick Hall after a consultation with Derek Qeenan I emailed Mike Sharples to ask if the verges could be cut as they were missed in October. They were duly cut on the next visit and much improved.

The trees on the village green will need some trimming next year as per the bi-annual report. We will look in to this and see if it is the council that organises this. We also need to either cut a branch off the young pink flowering horse chestnut or cut the top section off the tree guard as it is damaging the branch. It seems a shame to cut the branch off.

Regarding the Old Blacksmiths site Richard is going to look into contacting the University of Preston to see if they would be interested in investigating the old Chapel which was on the village green. We feel at the moment we have enough work on renovating the phone box into the book share library. I have all the books at home ready to go back in once finished.

The 2 notice boards will need a light sanding and wood protection applying.

Linda asked Is there anyone in the village that could possibly help out this year please?

Peter Sharp asked me to report the 2 rotten footpath signs. I have contacted the council to advise there is 1 outside Sheila Barnes house and 1 by Corner Cottage on the village Green.

I will chase up if nothing happens in the next month or so

There is an advance warning of the Canal bridge towards Over Kellet being closed from 8th June for 14 weeks

There was a discussion about the tree guard and it was decided not to remove the branch of the horse chestnut but to remove the tree guard. Dave Tompson and Mick Rigby said they would look into it and remove the guard. The tree guard round the tree that has died would also be removed and the dead tree dug up.

Linda thanked Harriet Sharp who volunteered to sand and oil the notice board on the village green and Richard Mellor who would do the notice board at Borwick Station

HS also mentioned it might be worth contacting the Mourholme District Society about the old chapel footings on the village green. (They are a heritage group founded in 1980 that investigate the history of the old parish of Warton)

26/15 Sue Tyldesley Grassland Strategy

Sue was not available for the meeting. Linda will update as necessary

26/16 Sue Tyldesley Netherbeck lorries

Sue was not available for the meeting but advised Linda that the lengthy process for a court date was still undergoing

2617 Treasurer's report, including approval of annual accounts and return (AGAR).

Joyce Tombs 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 2026.

The receipts and payments account for the 12 months ended 31 March 2026 were presented and the variances from the previous year explained. Income was £1,950, being the requested Precept of £1,750 plus £200 compensation from NatWest bank. Costs were £1,026 leaving a surplus of £924. This was better than budgeted mainly due to a saving of over £500 in green spaces management, the unexpected receipt of £200 as compensation and no charge being made for internet services.

At the year-end, 31 March 2026, the bank balance held by NatWest was £2,145.69, up from £1,221.71 at 1 April 2025.

(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 2025/2026 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. She explained the various sections of the AGAR that needed the Meeting’s approval and, where required, votes were taken as noted below.

a. The Accounting Statements have to be examined by an independent, internal auditor. Joyce expressed the Meeting’s gratitude to Phil Horsfield for once again undertaking this role. Phil will be undertaking his review of the year-end figures and the rest of the Internal Audit between now and the submission date of 30 June 2026. (Post meeting note – The internal audit was completed and signed off by Phil on 3rd June 2026)

b. Joyce then explained the Annual Governance Statement on page 5 of 6 of the AGAR and the Meeting voted to approve it. The vote was approved by D S and seconded by M T

The 2026 Risk Assessment was reviewed by the Meeting in this connection and signed by the Clerk.

c. The Accounting Statements on page 6 of 6 had been certified by the Chairman ahead of the meeting. These summarised and reported the information shown in the annual receipts and payments accounts as presented at the beginning of this report. A vote was taken and the Accounting Statement 2025/26 was duly approved by HS and seconded by ZG

d. Finally, 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 approved by HS and seconded by SD

e. The Chairman then signed the Annual Governance Statement and the Accounting Statements.

(iii) Public rights and publication requirements -The Parish Meeting is required to display the Certificate of Exemption, the Annual Governance Statement 2025/26, and the Accounting Statements 2025/26 either on its website or on a notice board for 14 days. This will be done on the village website www.priesthutton.co.uk. The Chairman has agreed 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. A start date of Wednesday 3 June 2026 has been agreed. It was also agreed that the records would be available at Richard's home address and a notice advertising this fact would be posted on the village website together with the other information noted above.

(iv) Given all of the above, the Chair duly signed the Certificate of Exemption and the Clerk agreed to submit it to the external auditors before the deadline of 30 June 2026.

2 Current finances and Insurance

a) The budget for 2026/27, as approved at the meeting on 13 January 2026, included a Precept request of £1,250 which has now been acknowledged by LCC (awaiting a bank statement for confirmation of receipt). Expenditure to date has been more or less on budget with insurance coming in below expectations – Zurich having held the same premium once again. Cash at bank is currently £2,468 but as the Parish Meeting does not have Internet banking I cannot verify this until the postal statement arrives. (It could be worth the new treasurer relooking at whether this is achievable.)

3 Other – As a final task before handing over the role of Treasurer to Alison Halhead Joyce presented the accounts for the Poors Land Charity for the 12 months ended 31 March 2026 for information. These were draft only due to the continuing lack of cooperation by the Lancaster branch of the Skipton Building Society. The Trustees will need to appoint a treasurer.

Linda will present an invoice to Tony Collinson in July for the annual rent.

Joyce wished Alison well in her new role and this concluded the Treasurer's Report.

26/18 Borwick Parish Risk Assessment

This was circulated at the meeting to all present. No issues raised

26/19 AOB

Richard thanked Joyce again for all her continued hard work keeping the accounts in order as she retired after the meeting handing over to Alison Halhead.

On behalf of Kenn Dunn, Richard discussed the upcoming vacant positions on the Memorial Village Hall due to retirement of committee members. He asked

if there was anyone who would be keen to go on the village hall committee. No one came forward.

Borwick Hall is hoping to set up a Friends of Borwick Hall group. There was a coffee morning on Monday 30th May open to anyone who wanted to go who was interested in joining the group.

Graham Dalton spoke about any ongoing road, drain issues in the village. He is happy to assist in sending emails to the right departments to push for issues to be dealt with. This must be prior to 31st August 26.

26/20 Date for next Meeting

The next meeting was agreed on 29th September 2026