



## Hapton Parish Council

### Monday, 10<sup>th</sup> April 2017

**Present:** Councillor Birbeck (in the Chair) and Councillors Downham, Garrigan and Lakeland.

**Others:** Steve Watson (Clerk) plus 2 resident.

Parish Council Agenda	Action	Initials
Councillor Birbeck opened the meeting and welcomed everyone.		
<b>16/17/142 Council Vacancy</b>		
It was noted that Amanda Webber had been the person that had expressed an interest at the last meeting. She had been co-opted onto the Parish Council and an invite will be sent to Amanda for the next meeting.	<b>Invite</b>	<b>Clerk</b>
It was noted that Councillor Kayley had tendered his resignation and the Notice of Vacancy had been published. Collette Whittaker expressed an interest in the vacancy should an election not be called.		
<b>16/17/143 Apology for absence and reasons given</b>		
Apologies were submitted on behalf of County Councillor Marcus Johnston.		

Signed ..... Date 8<sup>th</sup> May 2017

<b>16/17/144 Declarations of Disclosable Pecuniary Interest / Code of Conduct</b>		
There were no declarations of disclosable pecuniary interest		
<b>16/17/145 Formally Adjourn For Public Participation</b>		
<b>RESOLVED: That the meeting would be adjourned to welcome comments from members of the public.</b>		
<b>Public Questions</b>		
A member of the public asked what it was like living in Hapton as he had purchased a property. Councillors expressed their positive experiences of Hapton. The resident was thanked for attending and left the meeting.		
<b>County Council Report</b>		
There was no County Councillor report.		
<b>Police Report</b>		
There was no Police report, however Councillors reported that the recent PACT meeting informed that 3 people had been evicted from a problem property, this had seen a reduction in the crime in Hapton. The property will be kept under review and reported if no action is taken in 1 month.	Review	JC
<b>Borough Council Report</b>		
There were no Borough Councillors. It was reported that the bins had been moved due to smells from dog waste. It was suggested that alternative bins that do not smell should be investigated. It was agreed that the current positions made the bins useless and they should be moved back. The Borough Council do not want the Lengthsman to empty bins. A dog bin and litter bin have been requested for the layby by Cronker Wood (Cronker Plantation) and a decision will be taken in May.		
<b>16/17/146 The meeting was formally re-convened for business</b>		
<b>RESOLVED: That the meeting would be re-convened.</b>		
<b>16/17/147 Minutes of the last meeting held on the 13<sup>th</sup> March 2017.</b>		
Councillor Garrigan had provided a list of 13 amendments to the minutes. It was agreed that 3 spelling errors would be amended and these had been changed prior to the minutes being signed.		

<p>A lengthy discussion took place regarding the minutes referring to Hambeldon Wood, as part of the Wood was called Cronker Plantation. The cows were escaping from Cronker Plantation and not from Hameldon Wood. It was noted that, although the pronunciation contained a 'b' the spelling was Hameldon Wood and any references to Hambeldon Wood in the minutes should now be recorded as Hameldon Wood. It was suggested that a map should be used in the future to ensure the correct location name is used in the minutes. The map should be displayed on the wall and referred to in future discussions.</p>	<p>Map</p>	<p>Clerk</p>
<p>Clarity was sought about the minute referring to Councillors and the Lengthsman being put on Facebook and the Noticeboards. It was suggested that the Good Councillor Guide stated that Councillor information should be placed in Noticeboards along with meeting details.</p>		
<p>A further discussion took place on the Lengthsman jobs and the clearing of the laybys with the removal of carcasses as these were not agreed to be carried out by the Chair. A new list of Lengthsman jobs is to be circulated. Councillor Garrigan had provided a list of Lengthsman Jobs, it was noted that some had not been carried out.</p>	<p>Lengthsman jobs</p>	<p>JoG</p>
<p>It was suggested that the driveway application should have referred to 215 Manchester Road, however the address was not mentioned in the meeting for the minutes.</p>		
<p>Councillor Garrigan had made street name suggestions for the new development from a google search.</p>		
<p>It was noted that Councillor Greenwood had agreed to look into the Recreation Ground, but the action was not recorded in the minutes and the action is still outstanding. Councillor Greenwood is to be asked to provide a report to the next meeting.</p>	<p>Report</p>	<p>JG</p>
<p>Motorbikes have broken steps and are lifting bikes over styles into the woods, cameras were suggested so long as they point to Parish Land.</p>		
<p>Councillor Garrigan asked the Clerk to check the minutes on the website as these were not accurate.</p>	<p>Check Minutes</p>	<p>Clerk</p>
<p>Councillor Garrigan pointed out that 2 Westfield Street, recorded in the minutes, did not exist. As it was this address that was mentioned in the meeting it was recorded in the minutes, it was agreed that a correct address was needed.</p>		
<p>2 additional fencing quotes for the play area are to be sought from North Valley Forge and Landscape Engineering.</p>	<p>Quotes</p>	<p>TB</p>
<p>Cameras with signage was suggested to catch dog foul culprits. It was suggested residents should be named and shamed. Cllr Downham will</p>	<p>Advice on cameras</p>	<p>CD</p>

get advice on cameras. Spray paint was suggested and it was agreed to get 4 cans. Dummy cameras will be put on hold until real cameras have been researched. 6 CCTV signs will also be displayed. A Facebook article is to be provided to remind dog owners to clear up after their dogs.	Facebook	JoG
<b>RESOLVED: That 4 cans of orange paint spray and 6 CCTV signs (150mm x 200mm) are purchased.</b>	Spray cans signs	Clerk
A website showing the work of the drone company was circulated, a video can be provided for £150. The Chair will contact the company for further information.	contact	TB
<b>RESOLVED: That a decision on the drone video is delegated to the Clerk in consultation with the Chair and Cllr Garrigan.</b>		
The Precept and Lengthsman Articles have been put on Facebook.		
A Community Rail meeting is due to be held on Thursday 13 <sup>th</sup> April at 10:00am.		
Litter in the hedgerows and laybys has been reported and the Community Payback teams will clear with Streetscene covering any other areas.		
Number 2 Bridgefield Street has had a 10 days' notice to clear the back yard.		
Following litter complaints the Council has agreed to have a sweeper and Barrowperson following collections alternatively.		
It was suggested that all matters outstanding are listed in the minutes in the future as a number of Cllrs did not have their actions listed.		
Potential improvements are being considered for Junction 8 of the M65 to stop motorists using the left hand lane to turn right, although this is not likely to happen until next year.		
It was requested that all Declaration of Interest Form are put on the Website and Ex Councillors are removed. It was however noted that new forms are due in May and the website would be updated then.		
The Clerk's address is to be updated on the Contact Us page of the Website and Councillor Kayley is to be removed from emails.		
The minutes of the last meeting, as amended, were submitted for approval as a correct record.		
<b>RESOLVED: That the Minutes of the Parish Council meeting held on the 13<sup>th</sup> March 2017 are approved as a correct record.</b>		

<b>16/17/148 Updates</b>		
<b>Website</b>		
The website has been updated, the last month's statistics were circulated and agreed with 101 unique visitors and 239 page views. The Facebook page had 128 likes, 134 followers and 1 unlike up to the 6 <sup>th</sup> April. The school has put the Facebook page in their newsletter.		
<b>Update on Events</b>		
The school have confirmed that they do not have any plans to celebrate the Queen's Sapphire Jubilee. A Famous Five theme was suggested as it is there 75 <sup>th</sup> anniversary. It was generally agreed that the Jubilee theme should remain. It was suggested that more residents should be encouraged to volunteer and Councillors were asked to provide ideas for events to the May meeting.	Event Ideas	All
A Hapton Summer Fayre was suggested which could include Clog Cobbing, Welly Throwing, cake competitions, a beer tent, Punch & Judy and Tug of War. The Funfair is to be contacted. The 2 <sup>nd</sup> September was agreed and ideas are to be brought to the next meeting.	Funfair	Clerk
<b>16/17/0149 Councillor Reports including reports from representatives of outside bodies</b>		
Blue Stone Archeologists are doing the Big Day Dig from the 24 <sup>th</sup> April with 1 week groundwork survey, volunteers are to be sought. Lancaster and Leicester University are providing volunteers. The schools are also getting involved. All agreed that Hapton Heritage Group had done an excellent job and will make Hapton known worldwide. Any finds will be displayed in Towneley Hall.		
<b>Community Centre Damage</b>		
A meeting had been arranged with the Youth Group about the equipment, however they did not turn up. There is a meeting at County on the 28 <sup>th</sup> to agree where equipment is going. Photos of the damage are to be sent to Cllr Garrigan.	Photos	TB
The Insurance excess is to be checked for the window.	Insurance	Clerk
<b>Community Centre Usage</b>		
Residents on St. Margaret's Garden would like to use the building, it was agreed to get things in place before letting.		
The Community Centre will be a standing agenda item	Agenda	Clerk

<b>16/17/150 Lengthsman</b>		
The Lengthsman was congratulated on his wedding. The Lengthsman list was circulated and it was noted that the planting areas had not been done, the suggestion of the footpath at the side of Wordsworth is too big a job for the Lengthsman, outstanding jobs will be sent to the Lengthsman.	Outstanding jobs	JoG
Ex-Cllr Kayley had offered to continue as Lengthsman Liaison Officer. Councillor Garrigan had put in an application for the post and considered a Councillor should have precedence over a resident. It was agreed that all jobs would be brought before the Parish Council for approval.		
<b>RESOLVED: That Councillor Garrigan is appointed as Lengthsman Liaison Officer.</b>		
<b>16/17/151 Allotments</b>		
<b>RESOLVED: That Councillor Downham is appointed as Allotment Manager.</b>		
Councillor Garrigan submitted a list of 18 amendments to the Allotment Rents List. Councillor Downham had worked with Ex Cllr Kayley to get the list up to date and an updated list was presented to the meeting. It was agreed that the old Allotment on the List be reclassified as Plot preceding with a 'C'.		
It was asked if the plot with a garage had paid the extra £110 as it was not on the list, Councillor Downham will investigate and report back to the next meeting.	Check Garage	CD
It was explained that when the Bond Scheme was introduced, existing tenants were not required to provide a bond. It was suggested that funds are transferred to the Environmental Account to bring it to £2,000 and the Bank are to be asked to rename the account the Allotment Bond Account.	Transfer Change name	Clerk
It was proposed that Allotment Rents were paid into the Fundraising Account, as there was no legal requirement for this it was not agreed.		
It was agreed that new tenant's must fill in the Allotment Application Form in order to be placed on the Waiting List. The Post Code for Lane Ends needs to be checked.		
There were no maintenance issues and a potential new tenant is to be asked to complete an application form for an allotment.		

It was suggested that the Allotment Rent list should contain details of when the money is paid into the bank and how it is received in order to check this against the Bank Statement. It was noted that the information contained in the Allotment Rent List, the Bank Statement, the Budget Monitoring Report and Bank Reconciliation provided sufficient information to monitor rental income and the additional requests were not necessary.		
<b>16/17/152 Planning</b>		
The following planning applications were considered:		
<b>NOT/2017/0149</b> – Notification for prior approval for a proposed change of use of agricultural building (shippon) to a dwelling house (Class C3) and for associated operational development. Barley Green Farm, Hameldon Road.		
There were no comments on the Planning Application.		
The Bridge Inn Application is to be a standing agenda item.	Agenda	Clerk
<b>16/17/153 Finances</b>		
The following invoices were tabled. Bill's for payment:		
1.1.1 Clerk's Salary – March (Standing Order) PAID	£230.60	S/O
1.1.2 Lengthsman March	£477.90	100531
1.1.4 Luncheon Club	£2,040.00	105532
1.1.6 J. Gorman Allotment Bond Refund	£200.00	105533
1.1.7 T. Capstick Allotment Bond Refund	£100.00	105534
The Luncheon Club are to be asked to attend the next meeting for a photo opportunity.	Luncheon Club	TB
<b>Resolved: That the above bills are paid.</b>		
The following income was received		
1. £510 Allotment Rent.		
The following bank balances for 31 <sup>st</sup> March were noted.		
• Fundraising Account	£ 1,714.65	
• Expenses	£ 7,305.57	
• Env. Account	£ 23.55	
• <b>Total</b>	<b>£ 9,043.77</b>	
The financial reports including the Budget Monitoring Report and Bank Reconciliations were circulated and approved.		
A Finance Committee was suggested with membership of Cllrs Birbeck, Downham and Garrigan. Terms of Reference will be brought to the May meeting.	Terms of Reference	Clerk

Signed ..... Date 8<sup>th</sup> May 2017

The Annual Statement of Accounts was circulated.		
<b>Resolved: That the Annual Statement of Accounts are approved and may be submission to Audit, the Accounts were signed.</b>		
<b>16/17/154 Clerk's Report including Correspondence</b>		
The Clerk's report was noted. It was agreed to get 7 paper copies of the Good Councillor Guide.	Copies	Clerk
<b>RESOLVED: That the Clerk's Report and correspondence is noted.</b>		
<b>16/17/155 Visual Audits</b>		
The Red Phone Box on Whitefield Street is damaged and reported. Fly tipping on the moor has been reported. Street name plates are needed for Leigh Park, Simpson Street, Wood Street outside No 15 and Manchester Road outside Blythe's.	Streetscene	JoG
West Hall Farm has flooding problems and Cllr Garrigan offered to report it. 2A Whitefield has on going issues. Cllr Garrigan will contact the Council about the Bridge Pub and youth throwing stones from the backyard.	Flooding Bridge Pub	JoG JoG
2 dumped bin bags going into Hameldon Wood have been reported and the gate has been removed and cows are again escaping.		
It was agreed that the tub flowers were looking good.		
<b>16/17/155 Date of next meeting</b>		
Date of the next meeting Monday 8 <sup>h</sup> May 2017 and will Follow he Annual Parish Meeting and the Annual Parish Council Meeting which start at 7:00pm.		
The meeting closed at 10:21 and all present were thanked for attending.		