

## YEALAND REDMAYNE PARISH COUNCIL

Minutes of the Meeting of Yealand Redmayne Parish Council, held in the Village Hall, on Monday 14 May 2018 at 7.00 pm.

Present: YR PC Councillors: Mrs D Smith, Mr M Macklin, Mrs G Moore, Mrs H Sayers. Mrs S Brown, clerk. Presentation given by Pandora Technologies

2747 - 2631	ELECTION OF CHAIR & DECLARATION OF ACCEPTANCE FORM : Cllr D Smith; proposed by Cllr Macklin and seconded by Cllr Moore. Form duly signed.
2748 - 2632	ELECTION OF VICE – CHAIR : Cllr Macklin, proposed by Cllr Moore, seconded by Cllr Sayers.
2749 - 2633	TO ACCEPT APOLOGIES : County Cllr P Williamson, City Cllr N Goodrich, Parish Cllr I Harbison and YC PC Chair Mrs D Hancock sent their apologies. The Clerk confirmed the meeting was quorate. ( Min requirement three Councillors present ).
2750 - 2634	TO CONFIRM MINUTES OF PREVIOUS MEETING & SIGN THEM. The minutes were confirmed as a true record and signed by Cllr D Smith. The clerk explained that some of the cheque numbers shown were not consistent with the payments, but all had been internally audited and accepted as typing errors.
2751 - 2635	TO ADJOURN FOR PUBLIC PARTICIPATION : No residents were in attendance. A presentation was given by Pandora Technologies in respect of Solar SpiDs ( para 2761 ).  A short discussion arose about the possible merger of the two parishes, Conyers & Redmayne. It is for the residents to decide, by responding to the recent letter. The Clerk will ask City Council what happens if insufficient responses are received.
2752 - 2636	TO RECEIVE DECLARATIONS OF INTEREST; To include Personal, and Personal & Prejudicial Interests. None were received.
2753 - 2637	TO APPOINT COUNCILLOR REPRESENTATIVES FOR OUTSIDE GROUPS : AONB : Cllr Macklin; Mansergh Trust : S Brown ( clerk ); LALC : Cllr Moore; Village Hall : Cllr Sayers; Canal : Cllr Macklin. It has been suggested that reports could be sent into the meeting, for the Church groups, the Clerk will ask the relevant persons.
2754 - 2638	PLANNING APPLICATIONS & CONSULTATIONS :  <b>18/00284/FUL</b> : Erection of a two storey side extension at 13 The Meadows, Yealand Redmayne, LA5 9SY. <i>Application permitted 14 May 2018.</i>  <b>18/00451/FUL</b> : Erection of a single storey side extension at Fell View Barn, Moss Lane, Yealand Redmayne, LA5 9TG. <i>Resolved : No Objections</i>



2757 - 2641	TO CONSIDER INTERNAL AUDITORS REPORT FOR THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018, ANNUAL GOVERNANCE AND SIGN OFF THE EXEMPTION CERTIFICATE : As the income & expenditure is below £25,000, the Parish is able to submit the Exemption Certificate. The accounts have been internally audited; figures have been agreed, although there were one or two typing errors in the year. All relevant documents must go onto the website. <b>Resolved : The Forms could be signed and submitted.</b>
2758 - 2642	TO CONSIDER GDPR IMPACT AND STEPS TO BE TAKEN TO ENSURE THE PARISH IS COMPLIANT : The Clerk has prepared Consent Forms; Privacy Statement is to go on the website, steps being taken to ensure all details held have owner's consent. The older papers can be destroyed, ( the clerk will go through what is held ) subject the retention policies in place. All information relating to village history will be archived at Preston in due course. Papers for destruction will be burned.
2759 - 2643	TO CONSIDER THE ANNUAL PLAY INSPECTION REPORT AND ARRANGE FOR REMEDIAL ACTION : There is a recommendation that a guard is needed along each side of the steps. The addition of a safety latch on the gate is needed too. Andy Jenkinson ( City Council Inspector ) may be able to help with this, the clerk will ask.
2760 - 2644	TO CONSIDER RISK ASSESSMENT UPDATE AND SIGN : Postponed to next Meeting
2761 - 2645	TO CONSIDER PURCHASING A SOLAR SPID FOR THE VILLAGE : Pandora Technologies ( who supplied the Milnthorpe SPiD ) spoke about their products. They have a 2 year full guarantee and Highways accreditation. They offer 24/7/365 cover and were extremely helpful. A Solar element costs £475 + VAT, the smiley face sign costs £2,395 + VAT. The batteries costs 50 each, or £200 for a lightweight lithium. A 10% discount was offered. The Clerk has applied for some funding from the Small Parish Champion. Cllr Moore will ask the resident who currently moves the SPiD around if they would be happy to continue, with a new one being sited near the School. <b>Resolved : Clerk to look at other quotes and report back</b>
2762 - 2646	TO CONSIDER CONTENT OF THE NEW PARISH COUNCIL WEBSITE : The new site is a lot easier to read and navigate. There are some normal teething problems, items will be uploaded in the next few days and if anyone thinks of any changes or improvements, to let the Clerk know, her second training session will be next month.
2763 - 2645	TO CONSIDER LIFEBUOY INSTALLATION FOR CANAL : The Lifebuoy, stand and throwing rope have now been ordered, delivery will be in early June and it will be fitted by volunteers at the C&RT free of charge. Cost £ 258.32, ext VAT, agreed earlier.
2764 - 2646	CLERK'S REPORT ( Info Only ) : See Below
2765 - 2647	TO NOTE THE DATES AND TIMES OF NEXT MEETINGS : 16 <sup>th</sup> July at 7.15pm.

## Clerk's Report for Meeting May 2018

The Lifebuoy and attachments for the canal towpath have now been ordered, they will be delivered to me, early June, as some items out of stock. Payment of £306. odd can be made in July and VAT will be reclaimed.

The Annual ROSPA Inspection has been done, I need to collate the failures with those that were shown by City Council. I have emailed Andy Jenkinson and asked if the repairs can be done under the scheme in place, which is up to £100 (Paid by City Council) for remedial action.

Play Area Lease Agreement between YR PC and City Council had not been signed. Sarah Hope emailed me and I have sent here the stuff that Magnus prepared, I am now waiting for confirmation all is complete in this regard.

Slcc Training conference in June has been booked, thank you.

Someone had phoned me from City Council when they were mowing The Meadows and asked if they should do the Play Area as it was looking untidy. I said yes, but I think they don't normally do it, as they do not collect the cuttings. It's normally done by Relyant Gardening.

Have been in touch with Tony Riden at AONB about the trees at Storrs Watering Place, he has it on his list to do a check and confirm all is OK for insurance purposes. If any action is needed he will let us know the cost, before they proceed.

Internal Audit has been done by John Hallas again – for a couple of bottles of wine! Info must go onto the new website as part of Transparency, once you have signed them off at meeting.

Mike & I went to A2a to discuss the PC website, which is almost complete in its set-up. The domain name (which belongs to YR PC) has now been transferred. I am going for training on usage and updating next Monday 14<sup>th</sup>.

GDPR is the next thing that needs attention, coming in on 25<sup>th</sup> this month. We need to decide on what is to be retained and where it is to be kept, suggest Preston Archive? I will make enquires about the cost of storage there. Some items must be kept for historical interest, under lock.

Still need to confirm the Bus Shelter ownership and get something in writing from County for us to sign. Shelters are on the Insurance and Fixed Assets Schedule