**OVERTON PARISH COUNCIL**

**Meeting**

Minutes of the Meeting of Overton Parish Council held by electronic means on Monday

12th October 2020 at 7.00pm

**Parish Councillors Present:** J Higginson (Chair)

 S Ayrey

 S Bargh

 J Dean

 D Edmondson

 G Webber

**Also Present:** D Clarke (Clerk)

**Apologies:** P Fleming

The Chairman, Mr Higginson, welcomed those in attendance and opened the meeting at 7.00 pm.

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| **Item No**. |  | **Action** |
| **20-232** | **Declarations of Interest**There were no declarations of interest. |  |
| **20-233** | **Dispensations**There were no requests for dispensation. |  |
| **20-234** | **Minutes of the previous meeting**The minutes of the meeting of the Parish Council on Monday 7th September were received and accepted as a true record. | **Clerk** |
| **20-235** | **Matters arising from the Minutes**There were no matter arising from the minutes. |  |
| **20-236** | **Coronavirus – Contingency planning**The children’s playground in Lancaster Road becomes crowded with adults and children after school and it is obviously difficult for playground users to comply with Covid-19 regulations. There were reports of Covid-19 cases at the school and as a precaution the playground was closed.**Resolved:** The playground to remain closed pending a review of means of ensuring compliance with regulations. The Parish Council to post an explanation of its decision on the notice board and website.A subcommittee be formed with authority to carry out the direct management of the playground during the current pandemic. Members of the subcommittee to be J Higginson, S Ayrey and J Dean. | **Clerk****JH****SA****JD** |
| **20-237** | **New Clerk**There were no applications for the post. | **Clerk** |
| **20-238** | **Internal Audit**The half yearly internal audit was due on 30 September 2020. **Resolved:** Accounts and supporting documents to be sent to the Internal Auditor T W Jenkinson. | **Clerk** |
| **20-238** | **Annual estimates 2021-23**Annual estimates were in preparation and would be presented in draft for the consideration of the Parish Council at its meeting on 9th November | **Clerk** |
| **20-239** | **Defibrillators – Update**The proposal to provide a public access defibrillator in the area between Chapel View and Church Park is under review. It has not been possible so far to identify a source of mains electricity to power the unit. Power from renewables is a possibility which is being investigated. | **Clerk****JH** |
| **20-240** | **Green Team**The green team has installed kissing gates on the Bazil Point footpath.A new picnic table is planned for the Trailholme Road picnic area in spring 2021. | **Clerk** |
| **20-241** | **Social Media Policy**An item about a poster competition relating to the children’s playground has been placed on the All Things Overton facebook page which implies that the competition is a Parish Council initiative This is not the case it is a private initiative in which the Parish Council is not directly involved. All Things Overton will be asked to remove or modify the item.  | **Clerk** |
| **20-242** | **Grants and Donations**Team Reece Charity is planning a village Halloween entertainment to make up for the banning of traditional house to house trick or treat visits under Covid-19 regulations. The event will be organised and supervised in compliance with Covid-19 regulations and, it is hoped, will raise funds for the charity. The Parish Council has been asked to make a donation towards the costs of the event.**Resolved:** The Parish Council will donate £500 to Team Reece Charity to help with the costs of the event on the understanding that Covid-19 regulations will be complied with and appropriate insurance cover arranged. | **Clerk** |
| **20-243** | **Grounds Maintenance**The grounds maintenance contract with Lancaster City Council has not been fully delivered due to Covid-19 precautions and will be re-assessed at the end of the contract period. | **Clerk** |
| **20-244** | **Playground Inspection and Safety Issues**The playground has been closed as it was apparent that at certain times the number of children and adults occupying it breached Covid-19 regulations. The Parish Council was concerned that the playground could become a hub from which the infection might be spread. The PC has received a number of complaints about the closure but safe management of the playground is impractical. The policy will be kept under review. A subcommittee of the Parish Council has been formed with authority to manage the playground as they see fit during the Corvid –19 emergency. A statement explaining the Parish Council’s reasons for closing the playground will be posted on the website and notice board. The subcommittee members are J Higginson, J Dean and S Ayrey. | **Clerk****JH****SA****JD** |
| **20-245** | **Road Maintenance, Cleansing & Safety**The Parish Council had received a complaint about the muddy condition of the surface under the bypass gate at the cattle grid at the end of Main Street and the general wheelchair unfriendliness of the village’s footways and roads.Lancs County had agreed to improve the bypass gate surface and would be reminded that it had not yet been done. Several years ago pavements in the village were modified to make things easier for wheelchair users but a review is needed.It was noted that a section of a garden wall on Pedder Street was being damaged by an adjacent tree and could become dangerous.City Council will be asked to carry out cleansing of streets and pavements. | **Clerk** |
| **20-246** | **Planning**There were no planning applications to consider.Lancaster City Council had initiated a consultation on a review of the Local Plan.**Resolved:** The Parish Council will make no comment on the Local Plan Review. | **Clerk** |
| **20-247** | **Chapel Lane – footpaths**There is no footpath on either side of the steep section of Chapel Lane between the entrance to Chapel Park and the Vicarage. Previous attempts to persuade the County Highways to install a footway in this dangerous stretch of Chapel Lane had been unsuccessful.**Resolved:** Lancashire County Council will be asked to install a continuous footway in Chapel Lane for the safety of pedestrians | **Clerk** |
| **20-248** | **Bus Shelter – Repair & refurbishment**The repair and refurbishment is almost completed, all that remains is to replace two of the perch seats.  | **JHGW** |
| **20-249** | **Flag Pole & flags****Resolved:** A socket for the flag pole to be formed on Blue Pots and a Union Flag purchased. | **DE****GW****JH** |
| **20-250** | **Lancaster Road Development – Street name**Recent activity on site has been the trigger for a flood of street name suggestions. Lancaster City Council has advised that the developers needed to allocate street numbers to the properties before they could commence the installation of services the site access road has therefore become part of Lancaster Road. The PC will investigate the possibility of changing the name at a later stage. | **Clerk** |
| **20-251** | **Sunderland Point Road – Illumination of warning signs**The signs have been fitted with solar powered LED lighting units.The Sunderland Point community will be consulted about the possibility of backing up the Sunderland Point sign with a warning notice visible on the approach to the beach car park to be funded by the Parish Council subject to estimates. | **Clerk** |
| **20-252** | **Sunderland Point Toilets**Consumables including hand gel dispensers and other Corvid – 19 related materials had been ordered and delivered. The invoice had not yet been received the cost was expected to be in the region £80 to £90 plus VAT.**Resolved:** The invoice to be paid on receipt. | **Clerk** |
| **20-253** | **Meeting Dates in 2021**PC meetings are usually held in the Supper Room at the Memorial Hall often at the same time as other events take place in the main hall. Due to Covid – 19 regulations it may not be possible to hold two events simultaneously in the Memorial Hall. There is also the possibility that the Parish Council meetings may be held electronically until May 2021 or beyond. Confirmation of meeting dates in 2021is therefore deferred. | **Clerk** |
| **20-254** | **Year Planner**In preparation for next meeting. | **Clerk** |
| **20-255** | **Website – Compliance review**GW reported that TEEC Limited who have been contracted to arrange compliance with regulations, domain transfer and hosting of the website for the next 12 months have confirmed that the site is ready but it has not yet gone live. Invoices for the work will be held for payment when GW reports that the new site is active and satisfactory. | **Clerk****GW** |
| **20-256** | **Accounts for Payment****PWLB** Loan repayment installment by DD on 09/10/2020 **£332.14** **DGS Clarke Clerk’s salary - September 2020** £229.08PAYE tax £ 45.80 **Salary payable £ 183.28****HM Revenue & Customs PAYE tax £ 45.80****TEEC Limited - Website migration to compliant site and domain transfer** £665.99VAT £133.20 **Total £799.19****TEEC Limited – Hosting Website for 12 months** £120.00VAT £ 24.00 **Total £144.00****Thomas Graham Ltd – materials for SP toilets. No invoice yet, Est £80 - £90 plus VAT.****Npower Business - Elec charges SP toilets 02/09/2020 to 01/10/2020 daily charge only – by DD on or after 26 October 2020 -**  £17.06VAT £ 0.85 **Total £17.91****Water Plus – Water charges SP toilets –** 11 June 2020 to 30 September 2020. After a series of estimated readings Water Plus appear to have read the meter and calculated that the PC’s account is in credit to the amount of **£23.72** | **Clerk** |
| **20-257** | **Correspondence****01/10/2020 LALC** – Invitation to attend LALC AGM Saturday 14 November 2020 by Zoom. – **Noted.** |  |