



MINUTES OF KIRKLAND PARISH COUNCIL MEETING

**Held virtually on
12th May, 2020,
At 7.30pm**

Present;

*Kirkland Parish Council: Mrs. M. McLeod, Chairman,
Mrs. K. Davies,
C. Lambert,
Gillian Benson, Clerk to the Parish Council
Wyre Councillor P. Cartridge*

Please note:

The Coronavirus Act, which the government introduced on 19 March, postpones any elections that were due to be held in May 2020 until 6 May 2021. Any other elections, such as the parish council; will also be postponed until May 2021.

1172. APOLOGIES

Cllr. Mrs. S. Hogg has resigned from Kirkland Parish Council, Wyre Council has been informed and advert on noticeboard and web site.

1173. DECLARATION OF INTERESTS

Councillors were asked to disclose any interests on matters to be considered at this meeting and reminded to update changes in their interests within 28 days.

Cllr. Mrs. K. Davies declared an interest to receiving payment on behalf of Churchtown in Bloom expenses.

1174. MINUTES OF THE PREVIOUS MEETING

Resolved: The minutes of the meeting held on 10th March and 9th May, 2020, being previously circulated, were agreed and signed by the Chairman.

1175. PUBLIC PARTICIPATION

There were no public requests to join the meeting

1176. CHAIRMAN'S ANNUAL REPORT

The Annual Report of the Parish Council this year is written in circumstances that nobody envisaged. Coronavirus has led to the curtailment of everybody's work and social activities. Along with the stress and pressure that many of our friends and relatives who work in the health and care services, and other key service areas, it has changed everybody's outlook on the world.

During the last year Churchtown in Bloom had a very successful first venture into North West in Bloom where it won a gold award in the small village class and also the best newcomer award. It carried on with its work into the winter months with more planting. Owd Will's and the Millennium Garden have both benefitted greatly from the hard work of the Churchtown Bloomers.

The Kirkland Flood Embankment next to the A6 was opened by Lord Shuttleworth last summer. It proved its worth this winter during the heavy February rains when without it there would certainly have been flooding at Butlers Arms Farm and The Avenue. Heartfelt thanks go to the Churchtown Flood Action Group for their hard work in getting the embankment built.

The Parish Council continues in particular to respond to any planning applications which it feels will have an impact on the village's vulnerability to flooding. Many thanks go to Cllr Siriol Hogg for her valued input and knowledge in this area.

The Memorial Hall continues to play an important role in the village and the fine summer saw an increased use of the play area and field. Sadly, people do not take their litter home and so additional litter bins became necessary. These were provided by the BP Garage and a grant from the parish council.

There are ongoing issues that the parish council is looking to resolve especially around speeding on the A586 and parking on The Green. Coronavirus has brought many things to a halt as those working in local authority have their focus diverted. We also hope that the public footpath on the embankment leading to the footbridge over the Wyre will have a protective surface put on it as soon as practicable.

The parish council are also concerned that The Avenue has lost a further two trees over the winter. It is working with Lancashire County Council to replace them and also fill in the other gaps which have been there for too long.

The telephone box near the market cross, which houses the defibrillator, now has books for people to borrow as well as other information which people may find of interest.

We are living in strange times and the way people in our parish have come together to support each other and help with shopping, sharing plants, etc. is something everyone should be proud of.

I would like to thank my fellow councillors for their work and support during the last twelve months. Special thanks go to Siriol Hogg who after many years of hard work on the parish council has decided to stand down. My fellow councillors and I would also like to thank our parish clerk, Gillian Benson, for all her work and support over the last year.

Resolved: the Chairman's report was accepted.

1177. RESPONSIBLE FINANCIAL OFFICER ANNUAL REPORT

The Parish Council carried forward £8,484.69.

Payments amounted to £13,514.99

And receipts £22,999.78: Giving a balance of £17,969.48 to carry forward to 2020 – 2021.

But all these funds are not Kirkland Parish Council's; as the Parish Council holds funds for Churchtown Flood Action Group	£ 5,825.37
And the newly formed Churchtown in Bloom	£ 926.24
Kirkland Parish Council to carry forward	£11,217.87

As a result of frugal spending, but maintaining service standards the decision was made to reduce the precept by £1,500.

Income - There were increases in the bank interest and VAT refund. But decreases in donations accepted – due to assistance at Kirkland Memorial Hall with their litter bins. Subscriptions appear raised as the cheque sent was issued twice when it did not arrive and one amount was returned to bank as this was cancelled. (£220 x 2)

Churchtown Flood Action Group received £94,192 last year against £9,245 this year. Churchtown in Bloom was formed this year and received £2,001 in sponsorship; the committee ran a number of well received community events.

Expenditure - The parish grounds maintenance contract with Catterall Parish Council; increased by an hour per week. The seeming increase in subscriptions is explained with double cheques above. This year's audit greatly increased with the amount of money being held for the Churchtown Flood Action Group. An external audit was necessary as the accounts were more than £25,000; this cost £400. Churchtown in Bloom spent £1,007, which was only formed this year.

Parish maintenance cost slightly less, the Kirkland Newsletter was only printed once and the number of donations decreased. Churchtown Flood Action Group spent £98,000 less than last year.

Donations include £380 to Kirkland Memorial Hall for litter bins, the Royal British Legion £50, St. Helen's Church for the upkeep of the graveyard, £150, £134 for Churchtown in Bloom and £400 to Churchtown Whitsun Children's Festival.

Resolved: the Responsible Financial Officer's report was accepted.

1178. DATES OF FUTURE MEETINGS

Future meetings will take place virtually or at Kirkland Memorial Hall at 7.30pm unless a change is agreed by the Parish Council.

14th July, 2020, 9th September, 2020, 10th November, 2020,

Christmas Tree switch-on to run with Kirkland and Catterall St. Helen's Church of England Primary School Christmas Fair.

12th January, 2021, 9th March, 2021, 11th May, 2021.

The Annual Parish Meeting will be held on 11th May, 2021

Resolved: Parish Councillors agreed and noted these dates

1179. DONATIONS

Kirkland Memorial Hall has requesting a donation towards the grass cutting on the playing field. Cllr. Mrs. M. McLeod and Cllr. C. Lambert declared an interest as Memorial Hall Committee members. The Memorial Hall accounts were provided and historically the Parish Council has donated in the past.

Resolved: Councillors consider this request and donated £1,000 towards the grass cutting on the Memorial Hall field.

1180. TELEPHONE KIOSK

Cllr. Mrs. K. Davies requested consideration and permission to use the telephone box as a multi-purpose hub, obviously not interfering or preventing access to the defibrillator, as a Community resource, with additional information from a variety of sources and books, magazines, puzzles etc. There's too much information at present to use the notice board and it would be of great use to those not online. Decontamination of donations and sanitisation of touch points will be used. It was raised that the door is not closing fully; the Parish Council will look to repair this.

Resolved: Councillors considered the extended use of the telephone kiosk and agreed with precautions taken.

1181. TREES ON THE AVENUE

A number of trees on the North of the Avenue are covered by ivy to their detriment. These have been reported to Lancashire County Council **W489518** as the owner. The clerk offered community assistance for removal of the ivy, but County's highway tree officer said the ivy is not doing any harm.

The trees on the south side have suffered from disease and many have been removed leaving that side sparse. Responsibility for these trees is Lancashire County Council's: who use a list of indigenous trees to replant. Councillors are concerned the visual damage the ivy is doing to the trees.

Resolved: A future site meeting will be arranged with Lancashire County Council to discuss the best way forward with the trees and if the Parish Council can assist.

1182. DEFIBRILLATOR

Resolved: The Parish Council appointed Cllr. C. Lambert as the defibrillator representative.

1183. PARISH LENGTHSMAN

The lengthsman has tendered his resignation; Kirkland Parish Council contracts the Parish Lengthsman from Catterall Parish Council to work 8 hours per week in the Parish. With the present Coronavirus crisis and many in lock down, Catterall Parish Council is unsure how to proceed with job advertising. The Councillors discussed options and will look into employing their own Parish Lengthsman.

Resolved: The Parish Council to write a job specification for contractors to tender.

1184. PLANNING APPLICATIONS**Planning applications commented between meetings:****20/00312/FUL**

Proposal: Erection of a domestic garage and minor extension of the curtilage approved under application 18/01184/FUL

Location: Butlers Arms Farm Garstang by Pass Road Churchtown

Resolved: The Parish Council has no objections to this planning application.

Planning Application granted:**20/00074/COUPA**

Proposal: Notification for prior approval for change of use of premises from Class B1(c) (light industry) to 3 dwellings (Class C3) under Schedule 2, Part 3, Class PA

Location: Former Kirkland Smithy A6 Bypass Road Churchtown

Resolved: The Parish Councillors were dismayed and surprised at this decision as the land is flood zone 3 and Garry Payne promised no more houses during Storm Desmond's devastation.

20/00212/FULMAJ

Proposal: Erection of 75 dwelling houses and associated infrastructure

Location: Land South Of Prospect Farm West Of A6 Garstang

Resolved: Although not in Kirkland Councillors are aware of the impact this development would have on Churchtown. The Parish Council objects citing flooding issues as drainage uses the Ainspool, this adds to drainage from Dewlay, broiler unit and café at the farm shop.

1185. FINANCE**Audit 2019 – 2020****Information circulated;**

Year End Accounts

Bank Reconciliation to 31st March, 2020

Budget Monitoring to 31st March, 2020

AGAR 3 completed for the external auditor:

1, Governance Statement

2, Accounting Statement

3, Certificate of Exemption

Resolved: Parish Councillors accepted the documents; which were signed by the Chairman and Responsible Financial Officer

The Internal Auditor's Report and action plan was considered by Councillors.

Resolved: The Parish Council's action plan was accepted and included; all figures correspond between cheques and minutes, claims/payments are correctly completed, reviewed information is minuted, budget monitoring report to be minuted, virement between budget heads is minuted, staff costs to be minuted and separate staff costs from items purchased by the clerk on behalf of the Parish Council.

Accounts, bank reconciliation, internal scrutiny reports to 31st March, 2020.

Resolved: Parish Councillors accepted and signed the accounts the accounts to 31st March, 2020

Accounts, bank reconciliation, internal scrutiny reports to 30th April, 2020.

Resolved: Parish Councillors accepted the accounts to 30th April, 2020

Receipts since the last meeting:

1. Bank Interest for April	£ 1.77
2. VAT Reclaim	£510.73

Councillors are asked to consider the following payments;

Please note payments for the Churchtown Flood Group and Churchtown in Bloom are from funding and not Kirkland Parish Council, who is administering these funds.

Churchtown in Bloom wished to record that the committee wished to donate towards the Garstang Volunteer Force, but charity rules prevented this. Advice from Society of Local Council Clerks warned that Parish Council's should not hold funds for other organisations; they should be constituted as a Charitable Incorporated Organisation or Community Interest Company. As this would also apply to Churchtown FLAG it could prove difficult to apply and raise funds for continued community work.

Standing Orders and Direct Debits

Staff Costs (April)	£131.50	
Easy Web Sites	£ 27.60	May

Transfer between bank accounts

Resolved: Permission granted to move £10,000 from current to deposit account.

<i>Councillors resolved to pay the following invoices:</i>			
Cheque	Payable to	Amount	Reference
825	C and C Supplies	£ 6.98	Fence paint
826	Towers and Gornall	£474.00	Payroll services
827	J. Finch	£100.00	Internal auditor
828	HMRC	£2,377.53	repayment to HMRC*
829	Mrs. Karen Davies	£ 98.43	Churchtown in Bloom
830	BHIB	£220.81	Insurance
831	G. Benson	£ 33.80	Clerk's reimbursements
832	Catterall Parish Council	£ 50.00	Christmas Tree electrics
833	Kirkland Memorial Hall	£1,000.00	Donation
	Total	£4,361.55	

* To explain – Pilling Parish Council's VAT claim was submitted under Kirkland Parish Council's reference number and HMRC paid. Contacting HMRC the officer asked for a repayment as the cleanest solution.

1186. ANNUAL REPORTS FOR INFORMATION

Churchtown in Bloom

In November Northwest in Bloom awarded Churchtown Gold in the small village category and then overall winner as Best Newcomer, we were delighted and so proud of such reward and recognition in our first year. The group continued to plant for winter and we have been busy planning for the spring and summer planting and activities.

This years' RHS theme is "Grow Social" and once again we are committed to working with the community enjoying social events to raise our profile and awareness of our Bloom work, raise money for local good causes and charities and ensure we connect with people who would benefit from being part of our very friendly team. It is widely acknowledged that loneliness is a real problem across the country and I'm sure we all know somebody who would enjoy getting out and about, meeting new friends or just someone to talk to or share quiet moments with, our village is the perfect place to find peace and company.

Sadly many of our plans and grow social events have had to be cancelled due to Covid19 pandemic. Our main social project was to help support and redevelop our local primary schools gardens, working with teachers, children, parents, grandparents and voluntary groups, "The Big Muck In" community day were put on hold, but as soon as circumstances allow we will be back.

The Great Spring Litter Pick with Wyre Borough Council as part of the keep Britain Tidy campaign, was postponed, but provisionally rearranged for Friday 25th September at 10am from Kirkland Memorial Hall.

Our community events included the support of the St Helens Church café, our group hoped to help with the cafes reopening and to hold a number of Soup Shares (last years was a great success and enjoyed by many visitors and residents) We had planned Time for Tea events supporting Dementia Nursing and Macmillan coffee mornings, an annual open house provided by some of our Bloomers and normally well attended and looked forward to.

Good News

We are still planning to put on lovely displays of planting for the summer so that when our many visitors come for their daily exercise it will lift the spirits and raise a smile or two, this

is going to be a challenge but thankfully be able to ensure socially distancing measures can be adhered to and keeping safe will be a priority. Every cloud does have a silver lining, as the pandemic and lock down became a reality and the shock and fear in our community rose the decision was made to widen our Churchtown in Bloom Group to Churchtown Community Group with a Wats App Group and Face Book Page, we offer friendship, support, information and a point of contact, our aim is just simply to look out for each other and those in the wider community that may need a bit extra help, a book and puzzle swop in the Old telephone Box, we are mindful of not inhibiting access to the Defibrillator.

Sainsbury gave us many Hyacinths which we have planted out and when they reappear next year we can be reminded of the difficult times when planted – Hyacinths of Hope and future Happiness. We now have a beautiful rainbow in our old bus stop and future artistic creations are planned. Success with the Woodland Trust will see Tree and Hedge delivery for Owd Wills Wood for its future sustainability. We are part of Wyre Lottery as a Good Cause beneficiary, with several supporters. This opportunity gives us some financial security in the absence of any commercial or private sponsors this year and means our community work and projects can continue.



We are definitely still Growing Social

Many Thanks to Wyre Borough Council and Kirkland Parish Council for your continued support

Karen Davies

Churchtown in Bloom

Wyre Area Lancashire Association of Local Councils

Change in venue for meetings to Wyrebank Conference Centre, but problems with parking, led to a further relocation to Garstang Best Western Hotel from spring 2020. Mark Billington, Wyre Council, gave an update on the work of the Council and listened to the concerns of parishes over the lack of content relating to the rural areas in Wyre Voice. County Councillor Albert Atkinson spoke about the County Council's plans to introduce a wider range of plastic recycling. There were interesting presentations from Lancashire's Director of Public Health, Dr Karananunithi, the new Police Sergeant for Garstang and Garry Payne, Wyre Council Chief Executive with an update on their work of the council and the use of a private sector organisation to carry out enforcement work on dog fouling, littering etc. Meetings are on hold as a result of the coronavirus pandemic.

Kirkland Memorial Hall

On the 31st March 2020 new drawings for the Memorial Hall completed, indicating some deficiencies with the Fire Risk Assessment, in the form of an existing and proposed drawing. Prior to this, specification sent for the same improvements to the FRA, with the intention of getting two or more quotes for the work. Generally, the FRA is in good shape; just need more emergency lighting in WC's and main rooms and smoke and heat detectors in kitchen. There is no real need to get this all done at once, providing we can demonstrate we are making efforts to improve the FRA as we go along.

The external painting of the Hall was completed in April 2020. Survey the playground equipment to produce a drawing for the purpose of obtaining quotes for the ground works has been done.

The negative feedback with regard to the Hall painting has been resolved and in general, the external painting looks clean and tidy. The grass cutting contract is still unresolved, although the grass has been cut and is looking neat and tidy.

1187. QUESTIONS FOR COUNCILLORS

Owd Wills

Dead heading of the daffodils and bluebells is in progress, although there is concern that these bluebells are not native and may spread to the native species across the road.

There being no other business the Chairman closed the meeting at 9.00 pm.

Date

Chairman