

MIDDLETON PARISH COUNCIL, LOW ROAD, MIDDLETON, LA3 3LG

Date of Meeting: Thursday 17th December, 2020. Start time 7.15pm.

Venue: Electronic via Zoom

Councillors Present

Chair Mrs D Hoyle (DH); **Vice-Chair** Mr W Doyle (WD); Mrs N Shacklady (NS); Mr T Porter (TP); Mr T Smith (TS); P Shacklady (PS).

Clerk to the Council, Shaun Ward

Apologies, Nancy Thompson

Minutes

Welcome to all from the Chair.

Declarations of interest and dispensations. **None**

Matters arising from last meeting, **8th October, 2020** and confirmation of the minutes. **None, minutes declared as correct.**

1, ref 12/20/01: Social Club and Hall Hire.

Agreed that the Clerk make contact with interested parties and start application process for a new premises licence.

2, ref 12/20/02: Lancaster City Council Playground Report

Agreed that TP will look into options with the playground and speak with Lancaster City Council and report back at the next meeting.

3, ref 12/20/03: Website Update and Training (TP)

TP confirmed that the website was now up to date and he would check, but is confident the website is fully compliant. Training for the Clerk and other members is available with TP.

4, ref 12/20/04: Update on grant applications (TS)

TS provided an update on his continued efforts to secure any grant funding available. (See item 10 for further details)

5, ref 12/20/05: AGAR, update for information. (Vice Chair)

Despite further updates being sent to the external auditor, they had today requested further information, which the Clerk, Vice Chair and internal auditor need to complete early in the New Year.

6, ref 12/20/06: Update re access to bank account (Vice-Chair)

The Chair confirmed a meeting at the bank was scheduled for 1130am on

Friday 18th December, to resolve outstanding bank related matters. In the event no resolution can be reached with the current bank, the Council would open a new account.

7, ref 12/20/07: Financial estimates/budgets 2020/2021(Chair/Vice Chair)

The Council were advised of the current position with this year's estimates/budget, which will be updated and circulated to everyone, following the meeting with the bank.

8, ref 12/20/08: Precept 2021/2022, update (Chair/Vice Chair)

The Chair, Vice Chair and Clerk gave an update of the precept for 2021/2022. The deadline set by Lancaster City Council for the submission of the precept is the 2nd February 2021.

9, ref 12/20/09: Former caretaker, update re PAYE due to HMRC (Clerk)

An update on progress with HMRC was provided and the continuing efforts to resolve this matter as quickly as possible.

10, ref 12/20/10: Fields in Trust (FIT) and Changing Facilities (Chair)

The Chair provided an update and confirmed the Sports Field is Queen Elizabeth land and can never be compulsory purchased. They also offer grants for the playing fields, which open in the first quarter of the year. TS will make contact with FIT and establish the application process for next year. TS will also send a copy of the current lease agreement to FIT.

Any other business:

Repairs and Maintenance, Middleton Parish Hall

The roof repairs had now been carried out and were complete. Other matters remain outstanding from the report of Nigel Browning, which need to be addressed. The Chair agreed to go through the report and identify urgent Health and Safety matters and a plan to be agreed for these repairs in the New Year.

Sports Field Drainage and Flooding

TS reported that the sports field continued to suffer from poor drainage and reported on his work to date to identify a solution. He will send a full detailed note to all members for their information. TS will continue to seek a solution and perhaps a grant to FIT, may provide some funding to resolve this matter.

Parking

A member of the public had reported to the Chair her concerns regarding parking at the hall, particularly on Sunday mornings. The Chair had been to see for herself and has now spoken with the group concerned.

The following items were not discussed and will be added to the Agenda for the next meeting

VAT Reclaim.

Grounds Maintenance Agreement, Luke Tattersall.

November 2020 Interim Audit report.

Date and time of next meeting: Thursday 14th January, 2021, 7.15pm.

The Chair thanked everyone for taking part in the meeting and wished everyone a Merry Christmas and a Happy New Year.

Meeting closed at 9.15pm

Accounts and Invoices for payment December 2020

All the following were noted and confirmed as being paid.

1, Ground maintenance/Grass Cutting Services **Tattersall's £235.00 Chq No 2157**

2, **Clerk £208.84**, December 2020. **Chq No 2156**

3, **HMRC £52.20p**, November 2020 PAYE returns. **Chq No 2154** (HMRC paid via the Clerk 03/12/20)

Other expenditure

1, **Terry Jenkinson**, Interim Audit report, **£50, Chq No 2153**

2, **Clerk**, Ink Cartridge, **£11, Chq No 2155**

3, **PKF Littlejohn**, AGAR External Audit, **£240, Chq No 2158**