**jjMINUTES OF THE ANNUAL PARISH COUNCIL MEETING 22nd May 2025**

**Myerscough & Bilsborrow Parish Council**

**Clerk: Laura Bolton**

**Chairman: Cllr Bill Collinson Vice Chairman: Cllr Dan Bolton**

**Email:** [**clerk@myerscoughandbilsborrow-pc.org.uk**](mailto:clerk@myerscoughandbilsborrow-pc.org.uk) **Tel: 07803631556/01995640833**

**Thursday 22nd May 2025 at 7pm Bilsborrow Church**

**Present**

Cllr Collinson (Chairman), Cllr Bolton (Vice Chairman), Cllr Barker, Cllr Willacy, Cllr Pye, Cllr Robinson, Cllr Sutcliffe, Cllr Turner, Cllr Swift (Wyre Borough Councillor), Laura Bolton (Clerk)

**Apologies**

Cllr Allan

**Present**

Representative from The Duchy of Lancaster, Robert Noblet-Stone and the owners of Threlfalls Farm (Brian & Debbie Taylor)

**Election of Chairman and Vice Chairman**

Cllr Collinson advised that he had been Chair for 3 years now and had enjoyed his time but felt it was time to step down as Chairman. He would like to continue as head of a Sub-committee for the MUGA. Cllr Collinson asked if anyone wanted to step up to become Chair. Cllr Pye proposed Cllr Bolton and Cllr Willacy seconded. Cllr Bolton accepted this proposal. All Cllrs present in favour of Cllr Bolton becoming the new Chair. Cllr Bolton elected as Chair. Cllr Bolton proposed that Cllr Collinson is head of sub-committee for the MUGA, Cllr Willacy seconded and all councillors in favour. Cllr Collinson asked if there were any volunteers to put themselves forward for Vice Chair, no show of hands, Cllr Collinson asked if Cllr Barker would like to stand, he declined, Cllr Bolton proposed Cllr Willacy, seconded by Cllr Barker, all councillors in favour. Cllr Willacy elected as Vice Chair.

**Minutes**

The minutes from the annual meeting held on 23rd May 2024 were presented by the clerk, all Cllrs in favour and agreement that the minutes were a true reflection of the annual parish council meeting 2024, these were approved and signed by Cllr Collinson (Chair) and Cllr Bolton (Vice Chair).

**Chairmans report 2023/2024**

Cllr Collinson read his Annual Report to all Councillors. A copy is available with the minutes of the meeting.

**Representation of the Parish Council at the Local Association of Local Councils Quarterly Meetings**

Cllr Collinson is the current representative for Myerscough and Bilsborrow Parish Council and he has attended the scheduled meetings. This has now been passed over to Cllr Bolton, clerk to advise Emma Millington, secretary of our new representative.

Cllr Collinson has now stepped down as Chair, Cllr Bolton thanked Cllr Collinson for all his hard work over the past three years in his position as Chair, his ability to keep the momentum going on different projects and his attention to detail. Cllr Boltons speech available with the minutes of the meeting.

***Cllr Bolton confirmed the end of the meeting. Meeting closed***

**MINUTES FOR MEETING 22nd May 2025**

**Myerscough & Bilsborrow Parish Council**

**Clerk: Laura Bolton**

**Chairman: Cllr Dan Bolton**

**Vice Chairman: Cllr Andrew Willacy**

**Email:** [clerk@myerscoughbandbilsborrow-pc.org.uk](mailto:clerk@myerscoughbandbilsborrow-pc.org.uk) **Tel: 07803631556/01995640833**

**Thursday 22nd May 2025 at 7pm Bilsborrow Church**

**Present**

Cllr Bolton (Chair), Cllr Willacy (Vice Chair), Cllr Barker, Cllr Collinson, Cllr Sutcliffe, Cllr Pye, Cllr Robinson, Cllr Turner, Cllr Swift (Wyre Borough Council), Laura Bolton (Clerk)

**Apologies**

Cllr Allan

**Public Participation**

Representative from The Duchy of Lancaster, Robert Noblet-Stone and the owners of Threlfalls Farm (Brian & Debbie Taylor)

**Open Session**

Brian & Debbie Taylor introduced themselves as the owners of Threlfalls Farm and advised that they had come for an update on the MUGA. They advised that more people are coming on to the land including dog walkers, one person had a small dog off the lead and it escaped through into the school playing field which is concerning. Cllr Bolton asked Cllr Collinson what the situation was with access, Cllr Collinson advised that the area has been passed by Planning as a car park and will be open after the half term to the public. Cllr Collinson advised that he can put a sign on the gate to the field saying ‘Private Property’ as members of the public should not be going through the gate into the field as this part is private. The gate can also be locked.

Robert Noblet-Stone introduced himself as one of the managers of the Lancaster Estate, he has been in the role for 2 years. Cllr Pye had a query about kissing gates from White Horse Lane, it was agreed that Cllr Pye would provide a map of the locations where he thought the kissing gates would be beneficial. Clerk will pass on to Robert. Cllr Pye also mentioend the phenomenal job that the Duchy of Lancaster have done with the trees down White Horse Lane, he did mention that 3 or 4 trees had been taken down due to poor heatlth and his question was – could they be replaced? Robert Noblet-Stone advised that the Duchy organise an annual tree safety survey but he will look into this.

**31.25 Minutes of the last meeting**

The minutes of the last meeting were checked and signed as a true and correct record of the Parish Council Meeting held on the 27th March 2025. Cllr Bolton confirmed with all councillors present that they had received a copy via email, and they were happy it was a true and correct record of the meeting. Proposed and signed by Cllr Bolton & Cllr Willacy. All councillors in agreement.

* 1. **Declarations of prejudicial interest in any of the agenda item interests and dispensations**

Cllr Bolton & Laura Bolton (Clerk) declared an interest in Planning application 25/00286/REM, Cllr Willacy will take over on this discussion and Cllr Bolton/Laura Bolton will leave the meeting.

**33.25 Unitary Council Matter**

Cllr Turner advised that there will be further updates on this in Autumn. He advised that Lancashire has already become a combined authority with Blackpool & Blackburn and this came into play in April 2025. Cllr Barker said that he attended a planning meeting and he had nothing to report.

**34.25 Police**

Clerk advised about a new Community Fund to deter anti-social behaviour (ASB) and keep people safe. The first funding rounds begin 2nd May and there will be additional rounds throughout 2025. It was agreed that this could be something we look into at a later date.

* 1. **Planning**

**New Planning Applications – received since last Parish Council Meeting**

***-Application 252/00286/REM Land adjacent to Olde Duncombe House, PR3 0RE Reserved matters application for the erection of 1 no dwelling (appearance, landscaping, layout and scale)following outline planning permission (application validated 28/03/25)***

Cllr Bolton & Laura Bolton left the meeting room. Cllr Willacy took over the meeting.

***-Application 25/00426/FUL Threlfalls Farm, Change of Use of outbuilding to dwelling with side extensio and roof lift.***

Members of the public in attendance Mr & Mrs Taylor left the meeting room as this is their property.

Cllr Collinson read an anoymous letter to councillors regarding this application; there was concern about the proposed gated access being dangerous, vehicles would have to block Bilsborrow Lane to enter and exiting the property would be blind. Cllr Pye asked about access to the property at the moment, it was confirmed that there is a gate there currently but not permanently closed. Cllr Turner advised that Highways would look into access on to Bilsborrow Lane as part of the planning application. Cllr Collinson will inform the person who wrote the letter to put their comments on the planning portal. Clerk will respond with Cllrs concerns about access being potentially dangerous. There was also a query about boundaries – Cllr Bolton to get in touch with the owners to suggest a discussion with the Trustees of John Cross School who own the adjacent land.

**Planning Applications Awaiting Decisions**

***-Application 24/00558/FUL – The Paddocks, Garstang Road – change of use to domestic storage – retrospective (application validated 11/07/24)***

Application still pending consideration

***-Application 22/00612/OUTMAJ – land opposite Rockform. Outline application for the erection of a mixed use class commercial units (application validated 14/06/25)***

Cllr Bolton said that this may be coming up to the end of the validity period. He will contact planning for an update.

**Planning Notifications Received**

**-*Application 25/00143/FUL Southlands, Bilsborrow Lane Proposed erection of a detached garage.***

Application refused

***-Application 24/01060/FUL Lodge Farm, St Michaels Road – proposed slurry store with canopy and access track***

Application permitted 09/04/25

**36.25 Finance**

**The clerk presented a reconsiliation of accounts for the Parish Community Account and the War Memorial Account with the most recent bank statements (up to 30th April 25). These were passed round the room and Cllr Bolton and Cllr Willacy signed and dated the documents. The following cheques were presented:**

*Myerscough and Bilsborrow Community Account*

* *Cheque 200378 – Mark Cornforth Lengthsmans wages April 25 £585.90*
* *Cheque 200379 – LALC membership fee for 25/26 £270.63*
* *Cheque 200380 JW Accounting Services – payroll services 24/25 £168.00*

*Cheques to be scrutinised & signed M&B Community Account*

* *Cheque 200381 Nurture Grass cutting April £541.03*
* *Cheque 200382 Nurture Grass Cutting May £541.03*
* *Cheque 200383 St Hildas Room rent May meeting £20*
* *Cheque 200384 Zurich Insurance for 25/26 £459.00*
* *Cheque 200385 Network CCTV Ltd £628.20*
* *Cheque 200386 Laura Bolton working from home payments Jan/Feb/March 25 £78*
* *Cheque 200387 Mark Cornforth Lengthsman wages May 25 £567*
* *Cheque 200388 Huws Gray New picnic benches x 3 £522*

*War Memorial Account Cheques to be scrutinised & signed*

* *Cheque 100110 Gill Billlington VE DAY Lamp Post Sign x 5 reimbursement £28.94*

Clerk advised that we were in receipt of £21500 from Wyre Borough Council for the MUGA project from the 106 monies. Cllr Collinson suggested that we contact the school bursar to discuss as she has found a good bank to invest some money they had with regards to interest. Clerk to contact bursar. Cllr Bolton said that we do need to get the project moving and start spending the money rather than invest.

* 1. **Annual Governance and Accountability Return for 2023/2024. Internal Audit**

Clerk advised that Mr Cliff Sharp had completed the Internal audit for 2024/2025 and had produced his report which was read out to councillors. Clerk to also email councillors a copy and a copy will be on the Parish Council Website.

Cllr Bolton and clerk signed and dated the Annual Governance Statement 2024/2025 and the accounting statements for 2024/2025.

Clerk will now send all paperwork off for the external review and thank Mr Cliff Sharp for completing the Internal Audit for the 22nd year.

* 1. **Insurance**

Clerk advised that she had received the insurance renewal quote for the period 01/06/25 to 31/05/26. This is £459 as we have moved up into the next Precept bracket £20,000 to £30,000 bracket. Cllr Bolton proposed that we go ahead with the quote for this year. Seconded by Cllr Willacy and all councillors agreed. Clerk to action renewal.

Clerk to send invoice to Barton, Myerscough and Bilsborrow War Memorial for 2024 and 2025 insurance contribution (10%).

**39.25 MUGA**

Cllr Collinson advised that he is now in receipt of 3 quotes for the MUGA project. Duncan Ross (did the MUGA at Hesketh with Slyne), SEL Environmental (did the MUGA at Cockerham and put down the new pitch at Everton new ground) and Fletchers (who did the MUGA at Catterall). The Trustees of John Cross school have looked at all the quotes and are happy to go with Duncan Ross, Cllr Collinson advised they are also drainage specialists. Cllr Collinson also mentioned about the MUGA surface, Catterall is just tarmac and he has been in touch with Mr Reynolds, head of John Cross School and they would be happy with a tarmac surface. Cllr Collinson suggested putting a tarmac surface down to start and then the polymetric surface could be added at a later date funding dependant. Cllr Pye seconded this and all councillors agreed that they were happy with Duncan Ross and a tarmac surface.

**40.25 Lease Agreement**

Cllr Collinson wanted the lease agreement between the Trustees of John Cross School and Myerscough and Bilsborrow Parish Council to be discussed as a separate agenda item. This is part of the MUGA project, Napthans (on behalf of the Trustees) and Vincents on behalf of the Parish Council are drawingup a Heads of Terms Lease. The Parish Council will take the lead on the project but the land it will go on belongs to the School Trustees. As soon as the lease has been sorted then the MUGA can go straight to the planning stage. Duncan Ross are able to supply detailed plans for the MUGA. Cllr Turner asked about the size, Cllr Collinson confirmed it would be 20m wide by 30m length; this is bigger than the MUGA at Catterall Park but this is the size that complies with Sport England which may be required for any additional funding.

**41.25 Lengthsman**

Cllr Bolton confirmed with councillors that they had received the email that he had sent regarding the Lengthsman. It was agreed that one action would be to provide the lengthsmam with a high-vis vest which will be good for visibility when he is out working but also for community engagement. Cllr Bolton has had a meeting with Mark Cornforth the parish lengthsman and he is happy to work on his own and do what he feels needs to be done or take direction from the parish council. Cllr Bolton asked if councillors had a specific job that they wanted him to concentrate on to let him know. Cllr Bolton had asked him to clear the sides of the road up Bilsborrow Lane from the Roebuck end, he has tried on a few occasions but feels it is too dangerous as the hedge needs to be cut back. Cllr Bolton will continue to work with Mark on this issue. Cllr Turner asked if the lengthman could keep the central reservation islands clean along the A6, they are very dirty and don’t work as they should when dirty. Cllr Collinson said it is County Councils job to do this but they don’t do it very regularly. Cllr Turner suggested maybe Lengthsman could do it as well. Cllr Bolton to discuss with Mark Cornforth. Cllr Robinson suggested that the lengthsman should not go down Lydiate Lane or the canal tow path but focus more on the centre of the village with regards to litterpicking. Cllr Bolton to feedback to Mark Cornforth.

Cllr Bolton advised that the car park next to the Roebuck was a mess and becoming worse as more caravans/campervans are using the car park as an overnight stop and leaving all their litter behind. The lengthsman had historically been told not to do this as it was out of our jurastiction. We are still unsure about who owns this car park, Cllr Willacy advised that it was not on open view so we would have to pay land registry to find out the details of who owns it. Cllr Bolton proposed that we pay to find out, Cllr Willacy seconded, and all councillors agreed. Clerk to arrange. Another area that councillors would like the lenghtsman to attend to is the corner of Lydiate Lane, the hedge needs strimming back. Cllr Bolton to discuss with Mark Cornforth.

**42.25 Best Kept Village Competition**

Clerk advised that a Big Help Out Day has been arranged for Saturday 31st May 10am at the village hall. Cllr Bolton read judges report from last year, one of the main areas mentioned was the hedge opposite the Post office/White Bull. Clerk to contact farmer to see if he will tidy it up. Clerk advised she has already contacted some local businesses to advise that we have entered and to ask for their help to make the village look nice for the competition. Cllr Sutcliffe asked if we could contact Barton Grange for any donations. Clerk to action. Cllr Turner asked about the Nature Reserve, clerk advised she had taken it off the list of ‘outstanding features’ as it needs a lot of work to tidy it up and make it an ‘outstanding feature’. It was agreed this could be a project for next year. Cllr Bolton proposed a figure of £200 as a budget for the competition, Cllr Willacy seconded and all councillors agreed.

**43.25 New benches at the nature reserve**

Cllr Willacy has the new benches ready and will organise with Cllr Collinson to collect and install them. Cheque written to pay for these.

**44.25 Duchy of Lancaster – kissing gates, trees on White Horse Lane**

This item was discussed in the open session

**45.25 Canal and River Trust**

Clerk advised she has contacted Canal and Rivers Trust about potentially doing some work on the tow path from Guys Thatched Hamlet to White Horse Lane bridge like the Parish Council did going in the opposite direction years ago. Clerk has contacted the Canal and Rivers Trust to see whether there are any restrictions on what work can be carried out/ whether specfic materials have to be used etc. They have replied to say that they are looking into it and will get back in touch in a few days.

**46.25 Road Safety Measures in Bilsborrow – SPID**

Cllr Bolton read an email from Cat Smith about a resident’s complaint about speeding in the village. The email concluded with a question to the Parish Council – Have we considered installing a SPID in the village? Cllr Turner advised that 6 million has been allocated for works on the A6 and the latest development at Nateby was the last piece of the puzzle for the release of the 106 monies. Cllr Turner also advised that Garstang Police can come and do speed checking in areas of concern at our request. Clerk to contact them to action this. Bilsborrow Lane was mentioned as an area of concern. It was agreed that it would be useful for a representative from the local police to attend a Parish Council meeting. Clerk to contact them to action this and to get quotes for a SPID for the village.

**47.25 Clerks Report**

Clerk read her report.

* Thanks to Dave Swift and family for their help with the CCTV installation
* Bilsborrow Childrens Festival invitation – 14th June
* Church concert – Cllr Collinson asked for notice to be put in noticeboard – Clerk to action

**48.25 Items for next agenda**

-Cllr Robinson showed councillors a map of the area behind Sunnybank Farm which shows the recent development of the land. Cllr Bolton to contact planning enforcement for an update. Cllr Robinson will pass on Cllr Bolton number to the residents of Sunnybank Farm. Update for next meeting.

-Cllr Robinson has also been contacted about the dangerous parking on Church Lane by the parents of children at John Cross Primary School. Cllr Collinson said that after half term parents will be asked to use the new car park next to the church so this should stop the problem of parking on Church Lane.

-Cllr Robinson has also been contacted by Mr Bullman regarding some trees which his tree surgeon had advised were dangerous. These are not on Parish Council owned land, but the owners of Threlfalls Farm/ Trustees of John Cross School Cllr Collinson will follow up as will owners of Threlfalls Farm.

-Cllr Bolton asked for pollution at Bacchus Brook to be added to the agenda for next meeting.

-Moving Parish Council email address to .gov

**DATE OF NEXT MEETING 25th July 2025**

**Signed by Chairman……………………………………………Vice Chairman……………………………………….**

**Date.................................................**