

BEETHAM PARISH COUNCIL

Clerk: J. Harvey, Bouskill, Yans Lane, Storth, LA7 7LJ Tel: 015395 62970 e: clerk@beetham-pc.gov.uk
<https://www.beetham-pc.gov.uk>

Minutes of the monthly meeting of Beetham Parish Council held at 7pm on Monday 7th July at Beetham School.

Present: Cllrs Greifenberg (Chair), Marsden, Phelan, Duff

Clerk: Jessica Harvey

(To be presented for acceptance at the Parish Council meeting on 1st September 2025)

1. Declaration of acceptance of office

The declaration of acceptance of office as Vice Chair was received from Cllr Marsden

2. Apologies

Apologies were received and accepted from Cllrs Knowles and Meakin (holiday) and Cllr Clark (work)

3. Declarations of Interest

No declarations of interest were received

4. Minutes of the Parish Council Meeting held 2nd June 2025

APPROVED and signed by the Chairman.

5. Minutes of the Extraordinary Parish Council Meeting held 16th June 2025

APPROVED and signed by the Chairman

6. Announcements by the Chair

None

7. Progress reports

- 7.1 The PLWG terms of reference were ACCEPTED and APPROVED for publication on the website
- 7.2 It was NOTED that the comprehensive PLWG areas of concern circulated was a summary from a detailed rolling spreadsheet which has been established.
- 7.3 It was RESOLVED that Cllr Duff would investigate further pricing options for the upgrade of the Parish noticeboards
- 7.4 It was RESOLVED that Cllr Duff progress further with the book repository project by canvassing the local community

8. Public Participation/Open Session

There were no members of the public present

District Councillor's Report

W+F Cllr Audland sent his apologies but, in response to a Parishioner enquiry about The Ship at Sanside, stated that he is due to meet with a W+F Officer soon to discuss the situation.

9. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

None

10. Applications for Development (Appendix A)

Applications received were NOTED with no comments sent

11. Personnel matters

It was AGREED that the Clerk be responsible for dealing with the Parish Council's response to the SAR

12. Financial matters

- 12.1 It was AGREED that the clerk set up a standing order to pay Scribe's monthly invoices
- 12.2 Payments detailed in Appendix B were APPROVED and it was AGREED that, due to payment deadlines, the Clerk could pay HMRC PAYE in August without awaiting approval in September.
- 12.3 Bank receipts and bank balances on 30th June 2025 detailed in Appendix B were NOTED
- 12.4 It was NOTED that the presented cash book reconciled to the bank statement.
- 12.5 It was DECIDED that, for the time being, the Clerk and Chair should be responsible for the online banking

13. New matters for consideration

- 13.1 Cllrs Phelan and Duff AGREED to serve on the Staffing Committee and 17th July was set as the date for the Clerk's skills audit
- 13.2 It was DECIDED that the Clerk would send the relevant councillor vacancy text to Cllr Marsden who would place it on the Beetham Facebook page

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13.3 There is still some confusion regarding the defibrillators around the Parish so it was DECIDED that Cllrs and Clerk investigate further.

13.4 It was DECIDED that the Council could not sign up to the Civility and Respect Pledge since the Council does not currently have a training plan.

14. Clerk's report

The Clerk's report was NOTED. Cllr Phelan CONFIRMED that he would work on the Parish Steward's scope of work moving forward

15. Councillor reports

None

16. Agenda for the next meeting

Agenda to include; Training plan, Parish Newsletter, Chat benches, Pollination zones, Assets register update

17. Date of the next meeting

Monday 1st Sept, 7pm at Storth Church

Meeting closed at 8:30pm

Appendix A

| WFC Ref | Address | Development application | Type | Decision |
|---------------|---------------------------------|---|------|----------|
| 2025/1012/FPA | ELMSFIELD PARK, HOLME CARNFORTH | VARIATIONS TO CONDITIONS | FULL | NO |
| 2025/1141/HOU | HAZLEWOOD, STORTH ROAD | SINGLE STOREY REAR + SIDE EXTENSIONS | FULL | NO |
| 2025/1150/HOU | 26, DALLAM DRIVE, STORTH | REPLACEMENT GARAGE + SINGLE STOREY EXTENSIONS | FULL | NO |
| 2025/1176/HOU | 19, HILLCREST DRIVE, SLACKHEAD | GARDEN ROOM AND RAISED PATIO | FULL | NO |

Appendix B

| | | | | | |
|----|--------------------------|----------|--------|-------|--------|
| 15 | RGARDEN (PARISH STEWARD) | 14/06/25 | 620.00 | 0.00 | 620.00 |
| 16 | SCRIBE ACCOUNTS MONTHLY | 01/06/25 | 31.00 | 6.20 | 37.20 |
| 17 | J. HARVEY – SALARY | 30/06/25 | 845.71 | 0.00 | 845.71 |
| 18 | HMRC – PAYE | 30/06/25 | 308.58 | 0.00 | 308.58 |
| 19 | J. HARVEY – PRINTER INK | 28/06/25 | 92.27 | 18.45 | 110.72 |

£278.34 received since 2nd June 2025 for rentals on Plot 4

Bank balances: Saver £19,972.48 Current £29,498.29

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REPORTS CIRCULATED

Parish Land Working Group

Update for Beetham Parish Council (BPC) _____ July 2025

Overall Summary

There are 4 areas of concern that have been raised with BPC, relating to trees, brambles and walls.

Trees issues - awaiting outcome of BPC Cutting Tree Survey (Due July/August) where Jon Oliver has agreed to view the areas of concern.

Bramble issue - awaiting response from BPC contractor.

Wall damage - under investigation

Concern 1/2025

Location Rose Hill Grove, Storth

Raised August 2024

Issue Brambles growing into residential property from BPC land causing nuisance.

Status In progress

Action taken :

- Visit to the property taken place (6/6/2025). Areas of concern discussed with householder.
- Enquiries made with Jon Oliver, Arboriculturist (6/6/2025) regarding a Health & Safety Risk assessment of affected area required clearing due to location and accessibility concern. Unfortunately, this does not fall with Jon's remit.
- Tree work contractor has been approached 19/06/2025 regarding solution.
- Householder updated on 20/06/2025

Concern 2/2025

Location Rose Hill Grove, Storth.

Raised 6/6/2025

Issue Loose stone in the wall overlooking the Cutting. Not related to any bodies property.

Status In Progress

Action Taken:

- Visit to the site taken place. 6/6/2025
- Unable to determine cause. Possible Tree root issue.
- Enquiries made with Jon Oliver, Arboriculturist (6/6/2025) who has agreed to include it in his survey due July/August 2025

Concern 3/2025

Location Rose Hill Grove, Storth

Raised 11/6/2025

Issue Damaged wall – stone missing from the wall.(Location Storth Road)

Status In Progress

Action taken:

- Visit to the property taken place 14/6/2025. Areas of concern discussed with householder.
- As the wall is actually on Storth Road WFC contacted (19/6/2025)
- Representative of WFC examined the wall (26/6/2025) and believes it is safe and is not in danger of collapse so do not believe they need to do anything at this time.
- Consider replacing the stone and cementing it back in.
- Householder updated 14/6/2025

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Concern 4/2025

Raised 2/6/2025

Location Erica Cottage, The Pasture

Issue Tall Trees in the cutting potentially blowing over in the wind damaging property and residents

Status In Progress

Action Taken:

- Contacted householder 14/6/2025
- Visit to the property taken place 16/6/2025. Areas of concern discussed with householder
- Contacted Jon Oliver Arboriculturist 19/6/2025 and he agreed to include a visit to the site when he does his Tree Survey (July/August)
- Householder updated 19/6/2025

Clerk's Report to the meeting held on Monday 7th July 2025

Correspondence received since last meeting: For Information Only

| FROM | TOPIC | ACTION |
|----------------------------|----------------------------------|----------------------------|
| CALC | VARIOUS BRIEFINGS AND UPDATES | CIRCULATED |
| W+F COUNCIL | VARIOUS BRIEFINGS AND UPDATES | CIRCULATED |
| SOLICITORS | CLAIM AGAINST BPC | RE-DIRECTED TO W+F COUNCIL |
| PARISHIONER | SAFETY OF WALL | REFERRED TO PLWG |
| PARISHIONER X2 | ROAD SAFETY IN BEETHAM/SLACKHEAD | REFERRED TO CLLR AUDLAND |
| SOLICITORS | BOUNDARY VEGETATION | CIRCULATED |
| PARISHIONER | PLANS FOR SHIP INN, SANDSIDE | REFERRED TO CLLR AUDLAND |
| STORTH COMMUNITY TRANSPORT | ANNUAL ACCOUNTS | CIRCULATED |

Clerk's actions from previous meeting

| MINUTE NUMBER | ACTION | COMPLETE |
|---------------|--|------------|
| 9.1/8/9/10 | Documents approved for website | ON WEBSITE |
| 9.4/5/6/7 | Audit documents send to external auditor and publish on website and relevant information on noticeboards | COMPLETED |
| 10 | Work with Parish Steward on scope of work | ONGOING |

Other actions

Annual rental invoices sent out for Plot 4

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Parish Land Working Group

Terms of reference for Parish Land Working Group (PLWG)

1 Purpose and Scope

- To support Beetham Parish Council (BPC) in managing, maintaining, and developing land and property owned or overseen by the council, ensuring it aligns with community needs and legal responsibilities.
- PLWG has no delegated powers to make decisions on behalf of the Parish Council.
- The Group will propose and make recommendations on matters arising for decision making by (BPC)

2 Objectives

- Annually Review current land holdings and assets and assess usage, condition, and potential.
- Make recommendations on land and asset maintenance, development, or acquisition.
- Engage with the community via BPC Community Communication Lead and relevant stakeholders for input and collaboration.
- Monitor and support ongoing projects relating to parish land.
- Actively promote all the environmental aspects and benefits related to Parish Land.
- Provide a summary report for the Annual assembly meeting

3 Membership

The PLWG shall

- Consist of at least 2 Parish Councillors who shall be appointed each year at the Annual Parish Council Meeting.
- May include co-opted members from the community with relevant expertise.

4 Operating Procedures

- Will report directly to the Parish Council and submits written updates and recommendations at scheduled council meetings.
- Meet quarterly to assess progress against the annual review of land and assets
- Call Meetings as and when required in order to consider new matters relevant to the group's objectives.

5 Budget and Resource

- No specific budget is allocated to the wg within the financial year.
- Any recommendations made by the working group will detail the expected financial commitment for consideration by the council

6 Review and Evaluation

- These Terms of Reference will be reviewed annually or as required by the Council.
- Provide End of year Annual Report detailing activities undertaken throughout the year which can be used to measure the group's effectiveness against the objectives.