

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>

1st July 2025

Dear Councillor,

You are summoned to attend a meeting of Beetham Parish Council to be held on 7th July 2025 at Beetham School at 7pm for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Your sincerely

J.A.Harvey (Clerk to the Council)

AGENDA

1. Declaration of acceptance of office

To receive signed declaration of office for the vice chairman

2. Apologies

To accept and record, with reasons, any apologies for absence

3. Declarations of Interest

To receive declarations, by elected and co-opted members, of interests in respect of items on this agenda.

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

To authorise the Chairman to sign, as a correct record, the minutes of the Meeting held 2nd June 2025.

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

To authorise the Chairman to sign, as a correct record, the minutes of the Meeting held 16th June 2025.

6. Announcements by the Chair

To receive any announcements to be made by the Chair

7. Progress reports

To receive information and/or determine action, as appropriate, on the items in the following reports: -

7.1 Cllr Phelan - Parish Land Working Group (PLWG) terms of reference (circulated)

7.2 Cllr Phelan – PLWG areas of concern (circulated)

7.3 Cllr Phelan – Pricing for replacement Parish noticeboards (circulated)

7.4 Cllr Duff – Book repository feasibility study (circulated)

8. Public Participation/Open Session

The Chairman will invite residents to make representations on any item on this agenda or to bring matters to the attention of the Council for consideration for inclusion in a future agenda.

District Councillor's Report

To receive, for information, items relevant to the Parish (Items raised for decision will appear on the agenda for the next meeting).

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

To decide whether there are any items of business which require exclusion of the press and public

10. Applications for Development (Appendix A)

10.1 To examine any applications for development and submit observations to the Planning Authority

10.2 To ratify any observations submitted by the clerk under devolved powers since the last meeting

10.3 To note any decisions of the statutory planning authority about recent applications

11. Personnel matters

To receive updates on the matters decided at the Extraordinary Meeting 16th June 2025

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12. Financial matters

- 12.1 To consider setting up a standing order to ensure timely payment of Scribe's monthly invoices
- 12.2 To approve payments detailed in Appendix B
- 12.3 To receive and note bank receipts and bank balances as at 30th June 2025 detailed in Appendix B
- 12.4 To note the cash book reconciled to the bank statement
- 12.5 To decide a process for making transfers and payments via the new online banking system

13. New matters for consideration

- 13.1 To elect a staffing committee and arrange a date for the clerk's skills audit
- 13.2 To discuss placing co-opted councillor vacancies on social media.
- 13.3 To clarify the situation regarding defibrillators owned by the Beetham Parish Council
- 13.4 To consider signing up to the Civility and Respect Pledge [Civility and Respect Pledge](#)

14. Clerk's report

To receive a summary of work undertaken by the clerk since the last meeting, issues outstanding, and to receive correspondence, with an opportunity for councillors to raise questions. (Circulated)

15. Councillor reports

To receive reports from representatives on outside bodies on matters relevant to the Parish.

16. Agenda for the next meeting

To receive notice of items to be included on the agenda of the next meeting

17. Date of the next meeting

To confirm that the date of the next meeting is scheduled for Monday 1st Sept, 7pm at Storth Church

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

Due to space restrictions in the notice boards, circulated reports are only available with the agenda on the website

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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 3 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 No 1 Rose Hill Grove

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

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

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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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Beetham Parish Council

Parish Land Working Group

Draft 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 groups effectiveness against the objectives.

Links to book repository report

https://1drv.ms/w/c/a14435b8e0708afc/ETr7h8NGYfVBt07_yxCHCboB2uYGpwVaExBBFa5zH8iPvg