



## **Melling with Wrayton Parish Council**

**Clerk: Claire Helme**

Burnside, Borwick, Carnforth, LA6 1JR

**Tel:** 07845 186958 **Email:** [mellingwithwraytonpc@gmail.com](mailto:mellingwithwraytonpc@gmail.com)

### **Annual Parish Meeting Tuesday 7 May 2024 at 6pm at Melling Village Hall**

#### **Agenda**

- 1 Apologies for absence
- 2 Approve the minutes of the previous meeting held 10 May 2023
- 3 Annual report from the Chairman of the Parish Council
- 4 Statement of accounts for the financial year ended 31 March 2024
- 5 Open forum:  
On which any resident on the electoral register may participate



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**I hereby give notice that the Annual Parish Council Meeting will be held on  
Tuesday 7 May 2024 at 6.30pm at Melling Village Hall.**

### Agenda

#### Open forum

- 1 Apologies for absence
- 2 Appointment of chairman
- 3 Appointment of vice-chairman
- 4 Appointment of representatives on sub-committees and outside bodies
- 5 Appointment of Responsible Financial Officer
- 6 To consider the co-option of David Gibson
- 7 To complete acceptances of office
- 8 Declarations of interest and dispensations
- 9 Minutes of the ordinary meeting held 27 February 2024

#### 10 Finance:

##### **AGAR:**

Internal Auditor's Report

Approval of Certificate of Exemption

Approval of Annual Governance Statement

Period of Commencement of the exercise of public rights

Approval of the end of year accounts

**Payments approved since last meeting:**

**£**

##### **February**

A J Carter, Melling Chronicle(March edition)

167.00

Unity Trust quarterly charge

18.00

Refund for 4 no gift vouchers (S Towers)

200.00

##### **March**

Parish Magazine Printing (March edition)

132.90

##### **April**

A J Carter, Melling Chronicle (April edition)

167.00

Parish Magazine Printing (April edition)

151.60

Lengthsman ditch clearing	840.00
<b>Standing orders</b>	
<b>March</b>	
P Williams	360.00
Clerk	278.20
<b>April</b>	
P Williams	360.00
Clerk	278.20
<b>May</b>	
P Williams	360.00
Clerk	278.20
<b>Receipts</b>	<b>£</b>
Lancaster City Council Precept	14,000.00
Chronicle advertisers	132.00

**11 To consider the Clerk's annual pay scale.**

**12 Administration:**

To consider renewal of the Lengthsman's contract/invoices

To consider insurance renewal Gallagher Insurance Brokers £718.31

To consider LALC annual subscription £55.33

**13 Planning:**

**24/00274/FUL 1 Melling Brow, Melling, LA6 2RR**

Installation of replacement windows and doors

**Tree works:**

**24/0046/TCA Wrayton Hall, Wrayton, LA6 2QU**

Ornamental ash – fell

**24/0048/TCA Wrayton Hall Farm, Wrayton, LA6 2QU**

Reduce 10 Cypress trees

**14 Parish management and maintenance:**

Melling Green

Mowing schedule/contract/maintenance

Selby Lane footpath

PROW grants

**15 Communication within the parish:**

St Wilfrid's School

Melling Village Hall

St Wilfrid's Church

**16 Communication outside the parish:**

LALC (Lancaster area meeting 22 May)

**17 Reports and correspondence**

**18 Date of next meeting**



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### **Minutes of the Annual Parish Meeting held on**

**Wednesday 10 May 2023 at 6pm at Melling Village Hall**

**Present:** Cllr Towers (Chair), Cllr Lewer, Cllr Nott, Cllr Jackson, Cllr Davies and the Clerk. One member of the public was present.

#### **23/1 Apologies for absence:**

None received

#### **23/2 Minutes of the previous annual parish meeting held on 5 May 2022**

The minutes of the meeting were approved and signed by the former Chair as an accurate record.

#### **23/3 Annual report from the Chair of the Parish Council:**

Councillor Towers reported that it had been a busy and successful year for the Parish Council and thanked all involved in making the work of the council run smoothly. The Parish Council was pleased to have co-opted Mary Jackson and Rob Davies as new councillors and wished them well in their new roles. She also expressed thanks to those councillors who had stood down during the year and wished them well for the future. She also thanked Cllr Nott for his dedication to the role of Chair during the last few years.

The Parish Council will continue to address issues raised by residents during the year such as flooding, safety barriers, speeding in the area and the mowing of the village green.

During the course of the year the Parish Council has received grants for work on footpaths, has conducted a tree survey to ascertain the health of trees on the village green, has helped to fund successful jubilee events in the village hall and the Chair has represented the parish council at Blackburn Cathedral for the jubilee.

#### **23/4 Statement of accounts for the financial year ended 31 March 2023:**

The Clerk outlined the statement of annual figures. Income received included the precept of £12,761, VAT recovery £2,130, Melling Chronicle advertisers £508, and PROW grant £500. Expenditure included staff costs of £3,114, mileage/incidentals £75, Chronicle printing £1,283 and editing £1,837, insurance £633, village contractor £3,450, grass/hedge cutting £900, culvert clearing £500, tree survey £400, Jubilee costs £250, audit £60, Unity Trust charges £36, LALC subs £53, fencing £1000 (from grant) and Lancashire Environment Fund £3,300 (for Melling Village Hall). The end of year balance stands at £2,483.

#### **23/5 Open Forum**

The mowing of the village green was discussed. Although residents do not expect the village green to be mown to 'bowling green' standard dissatisfaction was expressed about the bottom

area of the green where nettles are growing very high and the weeds around the steps.  
Councillors agreed to look into the issues raised.

**The meeting closed at 6.30pm.**

DRAFT