

Tatham Parish Council

Minutes of the Annual Parish Meeting (APM) Tuesday 18th May 2021 St James the Less Church, Monks Gate, Tatham 7.30pm

Attendance:

Six parishioners (Cllr Harrison, Cllr Osborne, Cllr Taylor, Cllr Wilson, Cllr Stone and Cllr Ray) and the Parish Council Clerk.

21/1 - Apologies for absence.

None

21/2 - Minutes of previous meeting held on 21st May 2019.

The minutes of the meeting were approved and signed.

21/3 - Annual Report - Chairman of the parish council.

This report summarises the key activities and events over the past financial year.

Council Meetings

The Parish Council has met, as scheduled, on six occasions using Zoom. Whilst there has been a dearth of parishioners logging on, everyone is encouraged to attend future meetings and express any views they may have on the management of the parish.

Parish Clerk

The Parish Council wishes to thank its clerk, Carl Hunter, for his very committed and helpful service throughout the year.

Parish Councillors

Following the resignations of Cllrs Dawson, Winstanley and Mason, whose involvements and significant contributions were very much appreciated, we co-opted three new councillors to replace them. They are Richard Wilson, Kate Stone and Ben Ray, and all three have brought enthusiasm, energy and good ideas to the council, and have fully involved themselves from the outset.

Very recently we also lost the services of Cllr Bill Deller, and a replacement is currently being sought. Bill was a long serving and very well respected councillor, and the council will miss his involvement.

Councillor Roles and Responsibilities

The various roles and responsibilities were allocated as follows:

Community Emergency Plan: Cllr Ray for Higher Tatham, and Mark Woolham (a Tatham parishioner) for Lower Tatham.

Communications and Data Protection: Cllr Stone

Climate Change: Cllr Wilson

Website Development and Management: Carl Hunter (Parish Clerk) and Cllr Wilson

Lengthsman Liaison: Cllr Harrison

County Council Liaison for Highways and Footpaths: Cllr Osborne and Cllr Wilson

Health and Welfare: Cllr Osborne

Communications

To improve communications and engagement between the council and parishioners, a flyer was delivered to every home to explain the working of the Parish Council.

With the same intention, a bi-monthly newsletter has also been instigated, via e-mail, as well as an 'Update' for inclusion in the Wrayly Mail.

We are also looking to re-organise the provision of notice-boards. Repairs are to be carried out on the very basic board at Millhouses, as well as providing a further board for Parish Council information. The funding for this additional board is being mainly provided by a grant we have secured.

We are considering replacing the board in Lower Tatham in the next financial year. The existing one in the Bridge Inn car park area is rather out of the way, and often not easy to access.

Planning Applications

When acting as a consultee to Lancaster City Council on planning applications, we decided to dispense with our planning sub-committee as rapid internet communications between councillors made it redundant. We also decided to adopt a simple, yet comprehensive checklist of 'material planning considerations' when reviewing applications in an effort to bring consistency and relevance to our decision making.

Community Emergency Plan

After several discussions with Wennington Parish Council, we decided that we fully supported the current Wennington CEP in terms of the inclusion of Lower Tatham within the plan. We are represented by Mark Woolham, a Tatham resident who has an involvement with the Wennington plan.

We are yet to make a decision on how to move forward with a CEP for Upper Tatham as the needs there are considered a little different to those of Lower Tatham. Options may be that a separate plan is created, we join in fully with Wennington, or no plan is needed at all. Such emergency plans are not obligatory. A decision is intended to be made soon.

On-line Support Programs

To help us improve our management of parish matters, we have made two modest investments in computer packages,

'Parish on-line' is basically a mapping tool to help us better identify locations within the parish for a host of reasons such as planning applications etc. and the 'Scribe Accountancy Package' improves our efficiency with our financial record keeping.

Finances

Our primary source of income is the Lancaster City Council Precept which forms part of the Council Tax. We have again remained within the budget for 2020-21.

Each year the Parish Council compiles its Annual Governance and Accountability return (AGAR) and the way the council conducts itself is audited by an independent internal auditor. All the council accounts are available for public inspection during July each year. Details are published on our [website](#).

Parish Website

A lot of effort has gone into improving the parish website. It contains a wealth of information such as:

- Who are your parish councillors
- Where and when the Parish Council meets
- The minutes of meetings and the agenda for the next meeting
- Planning applications and decisions within the parish

and much more. I strongly recommend you take a look at it soon.

(www.tathamparishcouncil.org.uk)

Finally, I wish to thank my fellow councillors and clerk for all their work and enthusiasm over the last twelve months. We have all put in a lot of effort to improve the level of service we aim to provide for every parishioner.

21/4 - Open forum:

No issues were raised.

Meeting closed at 7.40pm.