

Councillors you are duly summoned and members of the public are invited to attend a
Meeting of the Slyne with Hest Parish Council
on Monday 20 October 2025 at 7:00 pm at
The Memorial Hall for the purposes detailed in the following agenda.

October 2025

AGENDA

	Agenda Items	Documents
1.	<u>Apologies</u>	
2.	<u>Minutes</u> Chair to sign the minutes of the meeting held on <u>15 September 25</u> as a true record.	
3.	<u>Public participation</u> At the discretion of the Chairperson members of the public will be given the opportunity to speak, ask questions or raise matters of interest with regard to this agenda. <i>We expect some young people to attend the meeting to ask for the council members to consider a Pumptrack. The young people have been asking residents close to the Rec if they support their ideas. They have gathered signatures of support which they will deliver to the parish council at the meeting.</i>	
4.	<u>Reports</u> To receive any reports from Lancaster City Council or Lancashire County Councillors. To receive any updates from local groups including The Memorial Hall Committee ; Lapwing Fields; any other local group.	
5.	<u>Declaration of interests</u>	
6.	<u>New Items to consider for October</u> a. Correspondence received since our last meeting: PROW – hedges, a request to trim hedges has been received from a resident. HGV Parking – resident sent me a picture of a HGV parked outside the Rec on Manor Lane, saying its becoming a regular parking spot. Fallen tree on a PROW was reported, clerk has reported to correct people.	

	<ul style="list-style-type: none"> b. Chair's report c. Insurance Policy update. Policy has been paid. d. Zip Wire project update and snagging list. e. To consider the feasibility of installing a Pumptrack at the Rec in the future. f. To consider a Data Protection Policy for adoption in response to the changes to the Practitioners Guide around Assertion 10 Digital and data compliance. g. To consider an update our IT policy in response to the changes to the Practitioners Guide around Assertion 10 Digital and data compliance. h. To set a quarterly schedule to review personal data held by council in response to the changes to the Practitioners Guide around Assertion 10 Digital and data compliance. i. To point out free training opportunities available to councillors via the National Cyber Security Centre for the Public Sector. Also from https://www.ageuk.org.uk/information-advice/work-learning/technology-internet/, to keep pace with up to date advice on data security when using a device to access council data. This is in response to the changes to the Practitioners Guide around Assertion 10 Digital and data compliance. j. Conclusion of Audit 2024-2025. Notice of the conclusion of the audit received from PKF Littlejohn has been placed on the website and on our noticeboard on 3/10/2025. The due date is 30/9/2025. The information required was not received before the clerk left the country for a holiday. Both our external and internal auditors were made aware of the circumstances ahead of the deadline but returned the files whilst the clerk was abroad. k. Conclusion of audit, matters raised. The external auditors agreed with the internal audit report regarding the bank authorisation and disclosure of salaries. The matters raised have been resolved by opening a new bank account with Unity Trust Bank and adding in details of salary to the monthly finance list. A mistake in the breakdown of boxes 4 and 6 in 2023-2024 was raised. This was a simple mis calculation of what must be shown in each box and was pointed out in the documents submitted for audit by the clerk. All reports can be read on our website and have been published on our noticeboard during the correct notice period. The AGAR final documents are available to view by appointment with the Clerk. l. To discuss the Rec path from Manor Lane entrance. To consider a proposal to close of the Manor Lane entrance due to the unsafe pathway. To consider changes to the path and 	
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	<p>entrance to help mitigate the flooding onto the Rec during wet weather events. To consider changes to the entrance at Hanging Green Lane to allow better access, signage and lighting.</p> <p>m. To consider a quote to extend the CCTV around the Memorial Hall building to include all areas at a cost of £1,275 plus vat.</p> <p>n. Cemetery Training Course for Clerks. Cost of £100 plus vat, consider the course for Louise.</p> <p>o. Cllr Russell Walsh has suggested some tree planting on the City Council land at Manor Cres. He would like the support of the PC with the proposal. The trees would be supplied at no cost to the PC.</p> <p>p. The Memorial Hall noticeboard needs some remedial attention as the wooden backboard has rotten and fallen off.</p> <p>q. Memorial Hall Defibrillator housing cabinet. The equipment inside is in full working order, the electrical box has failed. Replacement is £395 plus vat.</p> <p>r. Cemetery maintenance contract is due for renewal. To consider a new proposal from our current supplier.</p> <p>s. To confirm a date for the clerks appraisal.</p> <p>t. To draw councils attention to a potential mole problem at the cemetery.</p> <p>u. To consider a request to mow a wildflower meadow on the shore close to Cheyette Fitness, quote expected from our usual contractor.</p> <p>v. Distribute the quarterly accounts.</p>	
7.	<p style="text-align: center;"><u>Ongoing items & 5 Year Plan items</u></p> <p><i>To receive any updates regarding ongoing items and agree any actions arising from them around the 2025-2026 projects of Repairs at The Rec ; Repairs on the Foreshore ; Improvements at Slyne Cemetery.</i></p> <p><u>Budget for future projects.</u></p> <p>Projects for 2026-2027 to be considered.</p> <ul style="list-style-type: none"> • Speed indicator device, expected costs, up to 10k • Newsletter, expected costs, up to 1k • Signage and noticeboard updates, up to 3k. (Each board would cost <i>up to</i> 1.3k with installation) • Wet pour flooring needs attention at the Rec • Extra play bark for the Play Tower is required 	
8.	<p style="text-align: center;"><u>Planning Applications</u></p> <p>To note that the following planning application(s) has been submitted to Lancaster City Council and circulated to members of the Council since the last meeting:</p> <p><i>25/00926 Ashton House Farm Paths</i></p>	

	25/01028 Turnpike Fold/Beaumont Gate Farm Decommission septic tank																																																																																						
	<p>To note, any planning applications received and circulated to members of the Council since publishing the agenda.</p> <p>To note, those planning applications that have been notified as approved/refused by Lancaster City Council since the last meeting. The following were; Permitted/Approved</p> <p><i>Nothing to report.</i></p>																																																																																						
9.	<p style="text-align: center;">Finance</p> <p>i) To note there have been £419.24 receipts since our last meeting</p> <p>ii) A bank transfer of £50,000 has been made from Nat West to Unity Bank</p> <p>iii) To note on 30/09/2025 the balance of the Reserve Bank account is £34,953.28 and interest applied to the account of £66.64 on 30/09/2025. To note the balance of the Nat West Current account is £5,826.75. To note the balance of the Unity Trust bank account is £73,229.59.</p> <p>iv) To note any receipts since publishing the agenda</p> <p>v) To approve the following payments and receipts, including any retrospective items listed.</p> <p style="text-align: center;">Budget 2025-2026</p> <p>I) To discuss the budget for the next financial year, review any budget lines and agree future project budget.</p> <p>II)</p> <table> <tr> <td>Regular Payments</td><td>£</td><td>Receipts</td><td>£</td></tr> <tr> <td>Bank Charges</td><td>£6.70</td><td>Res bank interest</td><td>£66.64</td></tr> <tr> <td>Printing</td><td>£9.99</td><td>Stripe (MUGA)</td><td>£12.60</td></tr> <tr> <td>Mobile Phone</td><td>£6.25</td><td>Cemetery</td><td>£340.00</td></tr> <tr> <td>Salaries / Pensions</td><td>£2,057.62</td><td></td><td></td></tr> <tr> <td>Eon Next (muga)</td><td>£40.62</td><td></td><td></td></tr> <tr> <td>Broadband</td><td>£44.45</td><td></td><td></td></tr> <tr> <td>Easy Website</td><td>£36.96</td><td></td><td></td></tr> <tr> <td>HMRC (Quarterly)</td><td>£1098.84</td><td></td><td></td></tr> <tr> <td>Rydal Comms</td><td>£46.78</td><td></td><td></td></tr> <tr> <td>DC Garden</td><td>£300.00</td><td></td><td></td></tr> <tr> <td>Envirocare</td><td>£955.82</td><td></td><td></td></tr> <tr> <td>Other payments</td><td></td><td></td><td></td></tr> <tr> <td></td><td>£16,664.9</td><td></td><td></td></tr> <tr> <td>Proludic - zip line</td><td>5</td><td></td><td></td></tr> <tr> <td>Proludic - groundworks</td><td>£420.00</td><td></td><td></td></tr> <tr> <td>Amazon Tablets</td><td>£679.96</td><td></td><td></td></tr> <tr> <td>Duncan Ross</td><td>£1,278.10</td><td></td><td></td></tr> <tr> <td>Insurance renewal</td><td>£1,472.48</td><td></td><td></td></tr> <tr> <td>Topiamour - Cemetery (2nd half)</td><td>£5,220.00</td><td></td><td></td></tr> <tr> <td>Bank Transfer</td><td>£50,000</td><td></td><td></td></tr> </table>		Regular Payments	£	Receipts	£	Bank Charges	£6.70	Res bank interest	£66.64	Printing	£9.99	Stripe (MUGA)	£12.60	Mobile Phone	£6.25	Cemetery	£340.00	Salaries / Pensions	£2,057.62			Eon Next (muga)	£40.62			Broadband	£44.45			Easy Website	£36.96			HMRC (Quarterly)	£1098.84			Rydal Comms	£46.78			DC Garden	£300.00			Envirocare	£955.82			Other payments					£16,664.9			Proludic - zip line	5			Proludic - groundworks	£420.00			Amazon Tablets	£679.96			Duncan Ross	£1,278.10			Insurance renewal	£1,472.48			Topiamour - Cemetery (2 nd half)	£5,220.00			Bank Transfer	£50,000			
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	To note; Payment to Proludic held until the equipment is inspected.	
10.	<p style="text-align: center;"><u>Open Spaces</u></p> <p>To record the regular weekly inspection of our two playgrounds and any issues found. Mrs Ash conducted the inspections on the following dates; 19 September and 14 October To discuss any report on the condition of any other parish assets or land; for example bins, benches, grassland, trees. The 3 year Tree Survey report is expected this month The annual inspection of the Parks by an independent inspector has taken place and any remedial work required will be listed in due course.</p>	
11.	<p style="text-align: center;"><u>Biodiversity and Climate Matters</u></p> <p>A new hedge is to be planted at the Cemetery of English Holly. This evergreen plant is considered a native species. It will provide a good habitat for wild birds and is low maintenance once established making it an ideal hedge to sperate areas of the cemetery.</p>	
12.	<p style="text-align: center;"><u>Parish Events</u></p> <p>Next event is Remembrance Day.</p>	
13.	<p style="text-align: center;"><u>To receive any items for a future agenda</u></p> <p>Conservation areas, consider adding parts of the village.</p>	
14.	<p style="text-align: center;"><u>Date and time of the next meeting</u></p> <p>Monday 17 November at 7:00pm at the Memorial Hall</p>	

Louise Ash Clerk to the Council, The Memorial Hall, Hanging Green Lane, LA2 6JB,
Clerk@slynewithhest-pc.gov.uk, 07767 628 999

Louise Ash