

THURNHAM WITH GLASSON PARISH COUNCIL

Minutes for the PC meeting of 13th October 2025, 7PM @ Thurnham Institute

Present: Cllrs Ronson, Armer, Stevenson, McGrath, Smyth & Markham as well as the clerk

1. Apologies:

Cllr Ayrton

2. Declarations of Interest:

None

3. Minutes from last meeting:

Minutes signed as a correct record. The clerk was asked to remove a reference of emails being sent to Cllr Smyth under item 4 “Pedestrian access over swing bridge”.

4. Open Forum (public discussion):

No public present.

5. Matters arising (updates from previous meeting/s):

Refer item 7.

6. Lancaster CC & Lancashire County Council matters:

Update from Lancashire County Council

No report provided.

Update from Lancaster City Council

No report provided.

7. Items for discussion and decision (incl. from previous meeting/s):

1)Pedestrian access over swing bridge

The clerk reported the further response from C & R T Chris Brooke, customer Service Administrator on (26th Sept) clarifying the situation:

“I have discussed this with Liam Cooper and as stated in his letter to you dated 16th July, we must reiterate that the use of the footways over the locks is for operational use only and not for use by the general public. Whilst Aquavista are the operator at the bridge in question, the above remains Canal & River Trust policy.”

The PC stated that it was important to establish who the new area manager is as it is believed that Angela Parkinson -Green is no longer in post.

It was confirmed that the PC has been given conflicting information, twice that the public do not have access and the member of the public who was informed that access would be permitted.

RESOLVED: That the clerk email Jon Horsfall (Director, north west) and ask him to confirm who the new area manager is and for a representative to attend the November meeting to clarify the position due to conflicting information received. If the clerk does not receive a satisfactory outcome, she is authorized to escalate to the CEO.

2) Mooring jettys

The clerk reported the response from Lancaster CC (letter dated 11th Sept) confirming they have opened a planning enforcement case 25/00630/UNAUTD. She has had no clarification regarding the heritage asset status regarding the canal to date.

3) Closure of Glasson Grain

The clerk reported the response from Lancaster CC (regarding any replacement business) on 9th Sept. Business Support were unaware that this was closing but they are making enquiries and are awaiting confirmation. They said that they would try to contact the employer with a view to supporting staff at risk of redundancy to secure alternative employment in partnership with the job centre. They did not know at this stage whether the business premises will be taken over by another employer. The clerk has received an email update on 9th October to confirm that Business Support has been in contact with the HR Dept and offered support for the employees, by way of CV support, helping source new opportunities and giving benefit advice if it is required. Lyn has offered to go and see them. She is currently awaiting response.

4) Width restriction sign (Tithebarn Hill) causing access issues

The PC confirmed it had been reported that the position of the sign is impeding the landowner from being able to access to cut the hedge with the tractor.

RESOLVED: that the clerk contact Highways to request this sign be relocated to facilitate access.

5) "Village hall" sign pointing the wrong way

The PC discussed and agreed action.

RESOLVED: That Cllr Armer deal with this.

6) Unstable/leaning road signs junction A588 with B5290

The clerk reported that she has received a reference 692589 from Highways on 9th Sept. Since then on 6th October, she has received confirmation that an order has been raised to clear overgrowth and straighten once that are leaning. They are unable to provide a timescale as all work is done on a priority basis and timescales can change due to emergencies.

7) Trees (area opposite side of the road to Saltcote Ponds).

The PC discussed and agreed that Cllrs McGrath and Armer will assess.

RESOLVED: That Tostevin (lengthsman) should cut back trees that are obscuring signage.

8. Sea defences & Thurnham & Glasson Flood Forum matters:

The PC discussed the following:

Glasson Dock Gate Liaison Partnership Group

It was confirmed that there are Teams meetings planned as follows:

28th October 1.30PM – 2.30PM

25th November 3-4PM

27th January 2026 - 1.30PM – 2.30PM

Cockerham coastal project

It is the intention of the Lancashire Wildlife Trust (along with the Environment Agency, Defra & Natural England) to hold further meetings. Cllr Ronson confirmed that she will keep the PC informed of developments.

9. Finance:

Account update The clerk provided the balance @ 9th September as **£14,447.82.**

Items approved for payment:

Cllr McGrath garden supplies for Community Garden - £49.48

Items discussed:

Community Grant request

The PC discussed the request for funding for £50 for Glasson Singing Group for the purchase of a keyboard (total cost £300).

It was stated that PC's cannot use public money for private individuals but supported in principle a grant for the singing group.

RESOLVED: That the clerk contact the member of the public to establish whether this equipment is owned by the singing group. The clerk to confirm response prior to submission of payment.

Community Grant request

The PC discussed the request for funding for £50 for the table tennis club.

RESOLVED: That Cllr Markham confirm the type of account and account name prior to payment.

PC website compliance

The PC discussed the compliance issues with the current website and cllr Ronson explained the cost of a new site with James Reilly (£22.00 P/M excl VAT) total £316.80 (with VAT) P/A.

RESOLVED: That this cost should be included in the precept and replace existing Wix costs for hosting and domain.

Contact from Hills Consulting LTD

The clerk stated that she has received several email communications from this firm apparently relating to website costs which the PC stated that they are unaware of.

RESOLVED: That the clerk should contact the Thurnham (Maidstone) clerk to see if this relates to them and if not, to contacted Lancaster CC Trading Standards.

Preliminary precept figures

The PC discussed latest updated figures and decide what to add to next year's precept prior to formal discussion at the next meeting. Estimated precept for 2026-27 is £8,045.12.

RESOLVED: That the following items are changed/removed:

£316.80 for new website as above.

£1500.00 for total lengthsman costs (Saltcote and general lengthsman work).

Reduce garden supplies to £150.00.

On a trial basis, remove newsletter costs in favour of online publishing of news.

The amount for the clerk PAYE payable to Beckett Rawcliffe (relative to the clerk) was questioned. It was stated that this can be done cheaper and that costs have decreased with improved technology. The clerk confirmed that this amount has been charged for all parishes for several years without any change or increase. She is not prepared to undertake PAYE herself and stated that if this were taken on by a cllr, if they left, this would cause problems which she is not prepared to deal with. In conclusion, the PC requested the clerk ask whether costs could be reduced to £60P/A from £120.00P/A.

The clerk differentiated between reserves in accordance with an example of a PC general reserves policy. Currently this is:

£771.46 PRow grant. (ringfenced)

Designated amount from capital reserves £2000 for replacement benches (as per decision at meeting 15/05/23). (earmarked)

It was stated that £6,394.50 previous bus shelter allowance was classed as an earmarked reserve. The PC stated that this had been reclassified as a general reserve however, the clerk said that this had not been made clear previously and that her understanding was that this be left in abeyance for this purpose.

RESOLVED: That the £6394.50 bus shelter allowance now be reclassified as a general reserve.

10. Lengthsman & grounds maintenance:

Cllr McGrath provided a report:

- ❖ Lancaster C C undertook cutting to the usual areas.
- ❖ The lengthsman has cut the Lock Garden and strimmed round benches on Bodie Hill.
- ❖ He confirmed Tostevin's hourly rate is £15 per hour.
- ❖ The lengthsman has provided a verbal report about the overhanging community garden tree and has confirmed that this is firm.
- ❖ Cllr McGrath and his wife have replanted planters in the Lock Garden
- ❖ Cllr McGrath has also replanted planter at the buoy area and he also strims this regularly.
- ❖ He has replanted "Welcome to Glasson" areas.

The PC thanked Cllr McGrath for all his efforts.

11. Correspondence/circulated items:

Refer appendix 1. Item discussed:

LCC – ROW/3360001

The PC discussed the proposed plan to modify the Definitive Map and Statement of Public Rights of Way for the area, by adding a public footpath from the picnic site at Conder Green, Lancaster City (Grid Reference SD 4567 5610) along the marsh for a distance of 1600 metres to Nan Bucks Cottage, Thurnham, Lancaster City (Grid Reference SD 4570 5758).

The clerk confirmed that she has forwarded the email trail of communications on 9th October. It has been confirmed that the PC does not have to do anything at present.

12. Planning & decisions:

Plans to discuss:

Application number	Description	Resolved PC comments

Decision notices (status):

Application number	Description	Decision
25/00943/AD	Agricultural determination for the erection of a stell slurry storage tank with canopy @ Crook Farm, Slack Lane, Thurnham	Prior approval granted

13. Highways:

Cllrs reported any highways issues for discussion and decision:

Contacting Highways

The clerk stated that she has received an email about registering for a new enquiry system. She pointed out that in September 2024, Lancashire County Cllr Paul Rigby had been given a full background regards to previous procedures in contacting Highways and he agreed that clerks should still be able to email the district lead. The clerk believes that the latest development is a retrograde step. She has already tried to access a reference number but there seems to be no facility to do so. She read out the email send in response to Cllr Rigby's enquiry of the 23rd September 2024. She confirmed that this has not happened (getting timescales). She has also sent an email to all LCC district cllrs and received confirmation from one that this has been raised in the last week with the team leader.

The PC agreed that correspondence should be sent officially by the PC chair to Lancashire County Cllr Gina Dowding as well as the chair of the Highway committee highlighting the role of PCs as not just the public but an official body that requires answers. The clerk will forward Cllr Armer the details.

RESOLVED: That Cllr Armer communicate as stated above with LCC.

Moss Lane overgrown hedge (Briggs Brow)

This overgrowth is impeding sight lines on corner of moss Lane and the A588.

RESOLVED: That in the first instance, this should be reported via the "Love Clean Streets" App.

Potholes (Tarnwater Lane)

Cllr Smyth confirmed she had reported these via the "Love Clean Streets" App.

14. Health & Safety:

The PC raised any health and safety concerns & determine required action.

None

15. Additional cllr reports including engagement with other external partners:

Cllrs reported on any item not raised elsewhere on the agenda for decision at the next meeting.

None

Cllrs reported on any engagement with external partners not mentioned elsewhere on the agenda as follows:

Cllr Stevenson stated that Kirstie Banks Lyon (Lancaster CC) is meeting with 3 community groups on Saturday 25th October to test radios. She confirmed that this has been opened up to anyone in the community that is interested.

16. Date of next meeting: 17th November 2025 @ Thurnham Institute (PRECEPT)

As there was no further business, the meeting concluded @ 9.40PM

APPENDIX 1

Correspondence email and post

Date	Sender	Topic
27/08/25	LCC	Bus service changes Sept & Oct
28/08/25 04/09/25 11/09/25 18/09/25 25/09/25	NALC	Chief executives bulletin
01/09/25	South Lakes Housing	Lune Valley annual tenant report 2025
01/09/25 08/09/25 15/09/25 22/09/25	Lancaster CC	Weekly planning lists 29/8, 5/9, 12/9, 19/9
02/09/25	LCC	Kings award for voluntary service
03/09/25	LCC	Have your say on future of local council services
05/09/25	Glasson Partner Liaison Group	Cancelled meeting 30/9. Meeting 28/10.
05/09/25	LCC	Trading Standards consumer alerts Sept
08/09/25	Environment Agency	Glasson tidal outlook
08/09/25	Lancaster CC	Local Government reorganization – Lancashire stakeholder engagement
09/09/25	LALC	Local Government reorganization info
10/09/25	Environment Agency (EA)	Glasson tidal outlook
14/09/25	LALC Area committee	Devolution event 15/9
14/09/25	LALC Area committee	Invite to meeting 6/10
14/09/25	LALC Area committee	Lancaster CC survey
16/09/25	LCC	Info request for summer parish & town council newsletter
16/09/25	LALC	Annual meeting 1 st Nov
17/09/25	NALC	Nominations for 2025 governance elections
18/09/25	EA	Glasson Dock Gate Partner Liaison Group meeting 28/10

18/09/25	EA	Glasson Dock Gate Partner Liaison Group meeting future dates: 25/11 & 27/01/26
18/09/25	LCC	Parish & Town Council Conference 1/11
24/09/25	LCC	Bus service changes Nov
07/10/25	LCC	ROW/3360001