
QUERNMORE PARISH COUNCIL

G. Catterson
Clerk to the Council
E: gcatterson@hotmail.com
T. 07815 088269

The Barn
Narr Lodge
QUERNMORE
Lancaster, LA2 9EF

To: All Parish Councillors
12 January 2024

GC/QPC/24.01

Dear Councillor,

A meeting of Quernmore Parish Council will be held on Monday 22nd January 2024 at 7.30pm at Quernmore Recreation Club. The agenda is set out below.

Yours Sincerely



G. Catterson, Clerk to the Council

AGENDA

24/001 APOLOGIES FOR ABSENCE (if any)

24/002 OPEN SESSION

24/003 MINUTES

The Minutes of the Parish Council meeting held on Monday 4th December 2023 will be submitted for confirmation as a correct record.

24/004 MATTERS ARISING & REVIEW OF ACTIONS – see Appendix 1

24/005 POLICE AND COMMUNITY – No reports received.

24/006 FINANCIAL MATTERS

The Balance remaining is £1,842.82.

Authority is requested for the payment of the following: -

1. Krystal Web Hosting, 1 year @ £ 84.00 (paid by the Clerk, refund to be added to Clerk' offices expenses)
2. Bruce Alexander £178.99 (reimbursement for cost of the tree guard to protect the Coronation tree)

24/007 CLERK'S SALARY

Discussion of Clerks Salary - see Appendix 2

24/008 BUDGET AND PRECEPT – (Options attached for discussion)

24/009 PLANNING MATTERS – see Appendix 3

24/010 DISTRICT COUNCILLORS' REPORTS

24/011 NORTH WEST STAGES RALLY – MARCH 2024

This item may be moved to the start of the meeting to allow Mark Hothersall, the Event Director who will be attending, to leave as soon as possible.

24/012 EMERGENCY PLAN FOR CATON AND QUERNMORE NORTH – see Appendix 4

24/013 DOCUMENTS & CORRESPONDENCE RECEIVED – see Appendix 5

24/014 ITEMS INTRODUCED BY MEMBERS (if any)

24/015 DATE OF NEXT MEETING

If the usual pattern is followed the next meeting will be held on Monday, 6th May 2024 at 7.30 pm.

APPENDIX 1 - MATTERS ARISING & REVIEW OF ACTIONS

Minute	Item	Responsible	Action
23/147	Upload minutes of the previous meeting to the website.	Clerk	Complete
23/148	Contact Lancaster Police Station to get a contact to raise the issue of parking at Highwood.	Clerk	Obtained contact details for our Community Police Officer, Paul Shepherd, but no response to text or phone message left on his answer machine so far.
23/154	Email the Planning Department expressing a general concern about Old Parkside Farm which may be used mainly for industrial purposes.	Clerk	3 emails sent but no reply so far.
23/154	Investigate possible options and costs of a tree guard for the Jubilee commemorative tree.	Cllr Whittaker	Tree guard purchased for £178.99 (see 24/006)
23/155	Complete arrangements for the January 2024 meeting.	Clerk	Complete

APPENDIX 2 – CLERK’S SALARY

The table below shows the Clerk’s Salary and Office Expenses since 2008.

	Salary	Increase on previous year	Office Expenses Allowance	Increase on previous year
2008	£950		£275	
2009	£950	0%	£275	0%
2010	£950	0%	£275	0%
2011	£950	0%	£275	0%
2012	£950	0%	£275	0%
2013	£950	0%	£275	0%
2014	£950	0%	£275	0%
2015	£1,000	5%	£275	0%
2016	£1,000	0%	£275	0%
2017	£1,000	0%	£275	0%
2018	£1,000	0%	£275	0%
2019	£1,000	0%	£275	0%
2020	£1,000	0%	£275	0%
2021	£1,000	0%	£275	0%
2022	£1,000	0%	£275	0%
2023	£1,000	0%	£275	0%

Between 2008 and 2023, the Clerk’s salary rose by 5% (increase awarded in 2015) i.e. a reduction in real terms of approximately 41% over 15 years when considered against public sector pay (or 46% against inflation as measured by the Consumer Prices Index.)

Office expenses allowance rose by 0%, i.e. a reduction in real terms of 51% over 15 years against inflation as measured by the Consumer Prices Index.

APPENDIX 3 – 24/009 PLANNING MATTERS

The following are reported (as at 08.01.24):

23/00324/FUL	Land Adjacent To Grab Lane Lancaster - Demolition of Oatlands Farmhouse and associated outbuildings and erection of 232 dwellings with associated open space, landscaping, car parking, access and supporting infrastructure.	Awaiting decision
23/00627/FUL	Lune Aqueduct Car Park Caton Road Lancaster - Reconfiguration of existing car park, installation of 12 electric vehicle charging stations, construction of an area of hardstanding for associated infrastructure including substation and cabinets, construction of internal access road, new parking area and relocation of existing container, and erection of boundary fencing, gates, and lighting columns.	Awaiting decision
23/00584/LB	Dam Head Farm Procter Moss Road Ellel - Listed building application for the demolition of existing outbuildings to the rear, removal and relaying of stone flag floor, re-roofing of the barn, rebuilding of the shippon, erection of a double garage and high stone wall, installation of new window/door openings, rooflights, concrete yard, planting and new gate access to field.	Awaiting decision
23/00583/FUL	Dam Head Farm Procter Moss Road Ellel - Partially retrospective application for the conversion of existing barn and shippon to a dwelling (C3) and holiday cottage including reroofing of the barn, rebuilding of the shippon and erection of a double garage to the rear.	Awaiting decision
23/00746/LB	Quernmore Old School Bay Horse Road Quernmore - Listed building application installation of a package treatment plant, vent to the front elevation, insertion of pod to form bathroom/ kitchenette and associated landscaping.	Application Permitted
23/00746/FUL	Quernmore Old School Bay Horse Road Quernmore - Change of use of former school (f1) to a holiday let (sui), installation of a package treatment plant, vent to the side elevation and associated landscaping.	Application Permitted
23/00748/FUL	Stanley Farm Quernmore Road Quernmore - Change of use and conversion of agricultural building to 2 residential dwellings, including vehicular access works, parking provision, landscaping and boundary treatment, refuse storage, and package treatment plant.	Application Permitted
23/00904/FUL	Quernmore House Littledale Road Quernmore - Change of use of two dwellings (C3) and office (use class E) into one dwelling (C3) including demolition of conservatory and porch, erection of a two storey side extension, construction of a raised roof, installation of rooflights to the front and rear, conversion of detached building to create two storey ancillary accommodation, erection of detached garage, alterations to land levels, installation of sewage treatment plant, ground source heating system, creation of associated access and parking area.	Awaiting decision

23/01101/FUL	The New Bungalow Quernmore Road Quernmore - Installation of an air source heat pump to the rear.	Application Permitted
23/01202/FUL	Moorside Farm Grimeshaw Lane Quernmore - Demolition of existing farmhouse and link buildings to the attached stone barn, demolition of garage, erection of a replacement dwelling (C3) incorporating balcony, change of use of attached agricultural barn to ancillary domestic use (C3) and erection of a garage .	Awaiting decision
23/01312/FUL	Old Parkside Farm Denny Beck Lane Quernmore - Retrospective application for engineering works to form alterations of land levels.	Awaiting decision
23/01264/AD	Friars Moss Friars Moss Road Quernmore - Agricultural Determination for the replacement of two concrete yards.	Approval not required
23/01255/ADV	14 Mannin Way Lancaster - Advertisement application for the display of 3 externally illuminated fascia signs.	Application Permitted
24/0001/TPO	Stepaside Denny Beck Lane Quernmore - x1 Ash Tree, remove any dead and/or overhanging branches	Awaiting decision

APPENDIX 4 - 24/012 EMERGENCY PLAN FOR CATON AND QUERNMORE NORTH

Sent by email with the agenda. Not included with the papers as it comprises 33 pages in total. The Council have been asked to supply contact details of the Parish Clerk and one or two councillors to include in the list of emergency contacts so that, if there were to be an emergency involving our area, they can be contacted directly to activate the plan if required. Ideally some of these people might take part in some meetings and training on emergency preparedness locally.

APPENDIX 5 - 24/013 DOCUMENTS & CORRESPONDENCE RECEIVED

The following correspondence has been received since the last meeting up to 3 May 2023: -

- 1. Rural Services Network:**
 - 1.1. The Rural Bulletin – weekly
 - 1.2. Rural Funding Digest – December 2023 Edition
- 2. Lancaster City Council**
 - 2.1. Letter re Parish Precept (to be addressed under Item 24/008)
- 3. Community Connectors**
 - 3.1. Outcome Based Resourcing
 - 3.2. Food Futures, Where the Wildlings Are, Crowd Funder Campaign
 - 3.3. Weekend Events / About Communities Together
 - 3.4. Community Opportunities for January 2024
- 4. Jenny Walsley**
 - 4.1. Quernmore Parish Council - Emergency plan (addressed under Item 24/012)
- 5. Krystal Hosting**
 - 5.1. Invoice for hosting QPC Website (to be addressed under Item 24/006)