
QUERNMORE PARISH COUNCIL

G. Catterson
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The Barn
Narr Lodge
QUERNMORE
Lancaster, LA2 9EF

To: All Parish Councillors
10 January 2025

GC/QPC/25.01

Dear Councillor,

A meeting of Quernmore Parish Council will be held on Monday 20th January 2025 at 7.30pm at Quernmore Recreation Club. The agenda is set out below.

Yours Sincerely



G. Catterson, Clerk to the Council

AGENDA

25/001 APOLOGIES FOR ABSENCE (if any)

25/002 OPEN SESSION

25/003 MINUTES

The Minutes of the Parish Council meeting held on Monday 7th October 2024 will be submitted for confirmation as a correct record.

25/004 MATTERS ARISING & REVIEW OF ACTIONS – see Appendix 1

25/005 POLICE AND COMMUNITY – No reports received.

25/006 FINANCIAL MATTERS

The Balance remaining is £2576.03

Authority is requested for:

1. the payment of a direct debit to Easy Web Sites Ltd through GoCardless for the sum of £30.80 monthly for management of the Parish Council website.
2. The payment of £214 for reimbursement payment to Zurich Insurance

25/007 CLERK'S SALARY

Discussion of Clerks Salary - see Appendix 2

25/008 BUDGET AND PRECEPT – see Appendix 3

25/009 PLANNING MATTERS – see Appendix 4

Planning matters reported (as at 08.01.25):

25/010 DISTRICT COUNCILLORS' REPORTS

25/011 REVIEW OF THE NEW WEBSITE

Councillors are requested to visit the new website at <https://www.quernmore-pc.gov.uk/> before the meeting.

25/013 DOCUMENTS & CORRESPONDENCE RECEIVED – see Appendix 5

Correspondence that has been received since the last meeting up to 8 January 2025

25/014 ITEMS INTRODUCED BY MEMBERS (if any)

25/015 DATES FOR 2025 MEETINGS

If the usual pattern is followed the meetings will be held at 7.30pm on Mondays at Quernmore Recreation Club on:

APPENDIX 1 - MATTERS ARISING & REVIEW OF ACTIONS

Minute	Item	Responsible	Action
24/035	Upload minutes of the previous meeting to the website.	Clerk	Complete
24/040	Concrete and rubble being crushed on site at Old Parkside Farm	Clerk	Contacted Planning who were looking into this.
24/043	Blocked gully on Bay Horse Road at the entrance to Blackwood End	Clerk	Emailed Councillors on the 21/10/24 with numbers and locations.
24/045	Investigate possible options and costs of a tree guard for the Jubilee commemorative tree.	Clerk	Reported on 'Love Clean Streets' app.
24/045	Parking outside High on Bay Horse Road	Clerk	Email sent to owners and problem now resolved.
24/045	Increase in hare coursing	Clerk	Reported to PC Pete Haslam who is aware of the problem and is monitoring it.
24/046	Make necessary arrangements for the December meeting.	Clerk	QRC booked.

APPENDIX 2 – CLERK’S SALARY

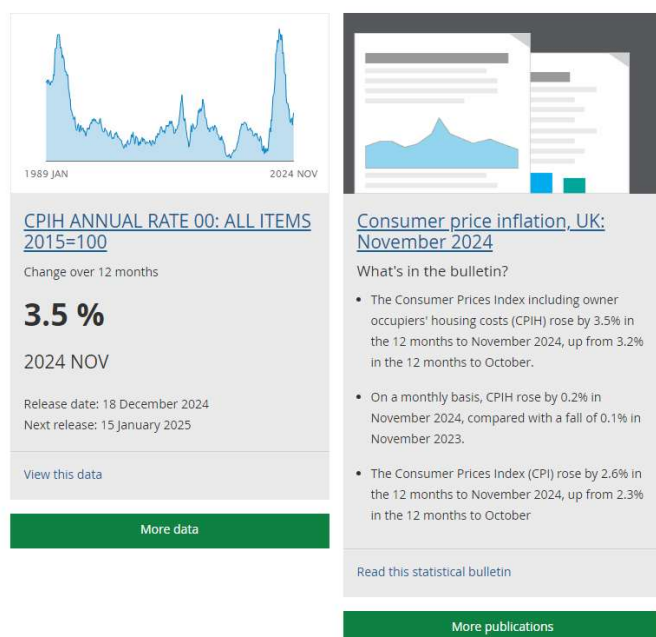
There are 3 possible salary options for Councillors to consider:

1. No increase for 2025/6. Salary would be £1410/annum
2. Apply the current annual rate of inflation of 3.5% (see evidence below). Salary would be £1459/annum
3. Apply the Local Government Services Pay Agreement (see letter and calculations below). Salary would be £1476/annum

There are 2 possible options for the Clerk’s Office Allowance for Councillors to consider:

1. No increase for 2025/6. Clerk’s Office Allowance would be £415.25
2. Apply the current annual rate of inflation of 3.5% (see evidence below). Clerk’s Office Allowance would be £429.75

Evidence of annual inflation rate taken from the Office for National Statistics (ONS) website:



Local Government Services Pay Agreement

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries

Mike Short, UNISON
Sharon Wilde, GMB

Address for correspondence
Local Government Association
18 Smith Square
London SW1P 3HZ
Tel: 020 7664 3000
info@local.gov.uk

Address for correspondence
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3560845
l.government@unison.co.uk

To: **Chief Executives in England, Wales and N Ireland
(to be shared with Finance Director and HR Director)
Regional Employer Organisations
Members of the National Joint Council**

22 October 2024

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2024** (covering the period 1 April 2024 to 31 March 2025). The new pay rates, each increased by £1,290 per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should be increased by 2.50 per cent, in accordance with Green Book Part 2 Para 5.4¹.

The new rates for allowances, uprated by 2.50 per cent, are set out at **Annex 2**.

Joint work

It has been agreed that there will be joint discussions on how the NJC can capture gender, ethnicity and disability pay gap information that will be of most benefit to the sector.

Backpay for employees who have left employment since 1 April 2024

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly.

¹ The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

Further detail is provided in [section 15 of the HR guide](#) and the [Backdated Pay Award FAQs](#), which are available on the [employer resources section](#) of www.lgpsregs.org.

Yours faithfully,

Naomi
Cooke

Naomi Cooke

M. R. Short

Mike Short

Sharon Wilde

Sharon Wilde

The NJC for local government services has issued the above agreed pay rates for 2024. See ANNEX 1 below followed by the accompanying letter. The closest approximation of the Clerk's salary is £14/hour (i.e. SCP 13/14)

The increase for Grade 13 is $14.60/13.93 = 4.8\%$

The increase for Grade 14 is $14.84/14.17 = 4.7\%$

Thus if 4.7% is used for the Clerk's salary it would increase from £1410 to £1476.27.

ANNEX 1

SCP	01-Apr-23		01-Apr-24	
	per annum	per hour	per annum	per hour
1	Deleted wef 01 Apr 23			
2	£22,366	£11.59	£23,656	£12.26
3	£22,737	£11.79	£24,027	£12.45
4	£23,114	£11.98	£24,404	£12.65
5	£23,500	£12.18	£24,790	£12.85
6	£23,893	£12.38	£25,183	£13.05
7	£24,294	£12.59	£25,584	£13.26
8	£24,702	£12.80	£25,992	£13.47
9	£25,119	£13.02	£26,409	£13.69
10	£25,545	£13.24	£26,835	£13.91
11	£25,979	£13.47	£27,269	£14.13
12	£26,421	£13.69	£27,711	£14.36
13	£26,873	£13.93	£28,163	£14.60
14	£27,334	£14.17	£28,624	£14.84

APPENDIX 3 – BUDGET AND PRECEPT

The options on the following spreadsheet are:

1. No increase in Clerk's salary or Office allowances. Inflation rate only applied to costs where no actual figure is available. No increase in Grants. No contingencies.
2. No increase in Clerk's salary or Office allowances. Inflation rate applied to costs and grants where no actual figure is available. No contingencies.
3. Clerks salary increased in line with Local Government Services Agreement, Office Allowance increased by rate of inflation. Inflation rate only applied to costs where no actual figure is available. No increase in Grants. No contingencies.
4. Clerks salary increased in line with Local Government Services Agreement, Office Allowance increased by rate of inflation. Inflation rate applied to costs and grants where no actual figure is available. No contingencies.

No contingencies have been applied to any of the budget options as the carry forward balance has increased to £2000 which would seem to be sufficient to cover contingencies.

There are of course many permutations of the various items and they are not all covered on the attached spreadsheet, but they give an indication of likely outcomes.

In summary, the major decisions are:

1. **Clerks salary and office allowance** (see Appendix 2)
2. **Whether to increase Grants by the rate of inflation**
3. **Whether to allow for rate of inflation to costs where no figure is available yet.**
4. **Whether to add a sum for Contingencies**

EXPENDITURE	Current Year	Option 1	Option 2	Option 3	Option 4
Fixed Items					
Clerk's Salary	£1,410.00	£1,410.00	£1,410.00	£1,476.00	£1,476.00
Clerk's Office Allowance	£415.25	£415.25	£415.25	£429.75	£429.75
Insurance	£214.00	£221.49	£221.49	£221.49	£221.49
Website Hosting & Management	£84.00	£443.52	£443.52	£443.52	£443.52
Room Rental	£60.00	£60.00	£62.10	£62.10	£62.10
Subscriptions LALC	£110.55	£114.42	£114.42	£114.42	£114.42
	£2,293.80	£2,664.68	£2,665.78	£2,747.28	£2,747.28
Others					
Rec. Club Grant	£400.00	£400.00	£414.00	£400.00	£414.00
Chapel Gravel	£400.00	£400.00	£414.00	£400.00	£414.00
St. Peter's Church Grant	£400.00	£400.00	£414.00	£400.00	£414.00
Grants to others (Air Ambulance etc)	£50.00	£50.00	£51.75	£50.00	£51.75
Contingencies	£250.00				
	£1,500.00	£1,250.00	£1,293.75	£1,250.00	£1,293.75
Total Expenditure	£3,793.80	£3,914.68	£3,960.53	£3,997.28	£4,041.03
		3.19%	4.39%	5.36%	6.52%
INCOME					
Vat Refund					
Bank Compensation Pay	£50.00				
PRECEPT	£3,863	£3,915	£3,961	£3,997	£4,041
Total Income	£3,862.99	£3,914.68	£3,960.53	£3,997.28	£4,041.03
Surplus/Deficit	£0.00	£0.00	£0.00	£0.00	£0.00
Balance Brought Forward	£1,863.83	£2,363.00	£2,363.00	£2,362.03	£2,362.03
Balance to Carry Forward	£1,863.83	£2,080.03	£2,080.03	£2,080.03	£2,080.03
Precept Calculations					
Total Forecast Spending	£3,862.99	£3,914.68	£3,960.53	£3,997.28	£4,041.03
Less Income	£0.00	£0.00	£0.00	£0.00	£0.00
=Precept	£3,862.99	£3,914.68	£3,960.53	£3,997.28	£4,041.03
Divide by Parish Tax Base	£246.64	£246.64	£246.64	£246.64	£246.64
Resulting Parish Tax Rate	£15.86	£15.87	£16.06	£16.21	£16.38
Increase on Current Year		1.34%	2.52%	3.48%	4.61%

APPENDIX 4 – 25/009 PLANNING MATTERS

The following are reported:

24/00324/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	No longer on the register
24/00120/DIS	Proposed Solar Farm Grimeshaw Lane Quernmore - Discharge of condition 4,5,6,7,8,9,10,11,12,13,14,15,16,19,20 on approved application 22/00017/FUL	Awaiting decision
24/00085/FUL	Land Alongside The Highway From Lancaster Sub Station To Proposed Solar Farm On Grimeshaw Lane, Quernmore - Installation of an underground electricity cable	Awaiting withdrawn
24/00708/LB	Clougha Cottage Quernmore Brow Quernmore - Listed building application for replacement of uPVC door and window with timber door and window	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 (pursuant to the removal of conditions 10 and 11 on planning permission 23/00583/FUL to allow for permanent occupation of the holiday cottage)	Application permitted
24/01223/ELDC	Redfields Wyresdale Road Quernmore - Existing lawful development certificate for the use of a building as a dwelling house	Lawful Development Certificate Granted
24/01394/FUL	Kilindi Denny Beck Lane Quernmore - Raising of roof ridge heights, removal of conservatory, installation of solar panels and roof light, rear dormer extension, alterations to windows/doors/external walls, conversion and alterations to existing garage to create new entrance/living accommodation	Awaiting decision

APPENDIX 5 - DOCUMENTS & CORRESPONDENCE RECEIVED

The following correspondence has been received since the last meeting up to 8 January 2025

1. Rural Services Network:

- 1.1. The Rural Bulletin – weekly
- 1.2. Rural Funding Digest – October 2024 to January 2025 Editions

2. Lancaster City Council:

- 2.1. URGENT Formal Notification: Street works at Denny Beck Lane, Quernmore 16-20/10/24
- 2.2. Winter gritting bulletins - October 2024 to January 2025
- 2.3. Parish and Town Council Forum 25 September 2024 Presentations (forwarded)

3. Lancashire County Council

- 3.1. Changes to Bus Services October to December 2024
- 3.2. Lancashire Trading Standards - Consumer Alerts – October 2024 to January 2025
- 3.3. 'Better Working Between Lancashire County Council and Parish and Town Councils: Parish & Town Council Charter 2022-2024' (forwarded)
- 3.4. Parish and Town Council Conference – Saturday 2nd November 2024 in Preston followed by LALC AGM (forwarded).
- 3.5. Parish and Town Council Newsletter
- 3.6. Winter Stakeholder Bulletin.
- 3.7. Be a Councillor toolkit - for general sharing.
- 3.8. Love to Ride Lancashire Poster
- 3.9. Age UK guide about safety advice in the home for people living with dementia.
- 3.10. Safeguarding Adults Week

4. Community Connectors

- 4.1. Eden Climate and Nature Strategy.
- 4.2. Information regarding Lancashire warm spaces grant scheme (forwarded).
- 4.3. Climate and Nature Strategy Community Conversations Invite (forwarded).
- 4.4. Living Well Together Across our District meeting.
- 4.5.

5. LALC

- 5.1. Notice of LALC AGM 2nd November 2024 (forwarded).
- 5.2. New Training dates available.
- 5.3. Local Government Services Pay Agreement 2024/25
- 5.4. Emergency communication on new NI increases
- 5.5. LALC/NALC member councils - new website, creating your account
- 5.6. Next Meeting of Lancaster Area Committee Wed. 15th January 2025 @ Morecambe Town Hall at 7 p.m.

6. Jenny Walmsley

- 6.1. Flooding advice and Flood Hub Newsletters
- 6.2. Horizon scan for the North of England - Storm Ashley (forwarded)

7. Other correspondence

- 7.1. Funding opportunity to be shared widely - North West Net Zero Hub has launched Round 4 of the Community Energy Fund (forwarded).
- 7.2. Forest of Bowland National Landscape funding opportunity - Diamond Landmark Trees (forwarded)
- 7.3. Zurich Insurance – Renewal Reminder – 7th October 2025 - £214
- 7.4. Lancashire Partnership Against Crime (LANPAC) leaflet.
- 7.5. Lancashire PCC - Launch of the Police and Crime Plan 2024 - 2029
- 7.6. Apology from Cherish Children's Care for parking problem.
- 7.7. Lune Ally Rural Housing Association Recruitment