
QUERNMORE PARISH COUNCIL

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7 May 2026

All parish councillors are hereby summoned and members of the public are invited to attend the Annual Meeting of the Parish Council to be held on Monday 11 May 2026 at 7.30 at Quernmore Recreation Club.

AGENDA

26/013 APOLOGIES FOR ABSENCE (if any)

26/014 ELECTION OF OFFICERS

The following vacancies are to be filled: -

- a) Chair - (presently Cllr G Kelsall)
- b) Vice-Chair - (presently Cllr J Townley)
- c) Representatives to LAPTC - the Chair and Vice-Chair
- d) Responsible Financial Officer - (presently the Clerk)

26/015 OPEN SESSION

26/016 MINUTES

The Minutes of the Parish Council meeting held on Monday 19th January 2026 will be submitted for confirmation as a correct record.

26/017 POLICE AND COMMUNITY – Report received from Sgt Lindsay Brown confirming no incidents recorded for the parish.

26/018 AUDIT 2025/6 & Annual Governance and Accountability Return 2025/26 (AGAR) See appendix 1

The Audit this year is being conducted by PKF Littlejohn and QPC can certify s exempt from their review. Council is requested to appoint Mrs E. Eccleston to act as Internal Auditor.

26/019 RISK ASSESSMENT See Appendix 2

The Annual Risk Assessment to be approved by the Council.

26/020 GRANTS – No grant applications received to consider.

26/021 FINANCIAL MATTERS

The current balance is **£6138.08**
The precept (£ 5661.42) has been received and banked.

Authority is requested for the payment of: -

Purchase of Perspex to repair broken bus shelter	£	84.19
HMRC PAYE on Clerks Salary Q3&Q4 2025	£	121.48
Clerk's Salary Q1 Apr-June 2026 (payable 28 June)	£	400.99
HMRC PAYE on Clerks Salary Q1 (Pmt to be made by direct debit)	£	100.00
Clerk's Office Allowance (Q1 of annual allowance – payable June)	£	103.81
LALC Membership (1/4/26-31/3/27)	£	119.82
Service Charge Payment (per month)	£	7.00

26/022 PLANNING MATTERS

Planning matters reported:

Those highlighted, will be removed from the next meeting agenda.

25/01158/LB	Clougha Cottage Quernmore Brow Quernmore Lancaster Lancashire LA2 9EG Listed building application for the demolition of existing garage and erection of a two-storey side extension incorporating a garage, reconfiguration of internal floor plan to existing cottage and barn and installation of replacement windows and external doors and internal wall insulation	Application permitted
24/01068/FUL	Crook O Lune Holiday Park Lancaster Road Quernmore - Retrospective application for the siting of 7 holiday chalets and construction of associated access road/hardstanding and alterations to land levels, extension of existing bases to plots 5 & 41 and construction of a retaining wall	Awaiting decision
26/00099/FUL	Blackwood End Farm Bay Horse Road Quernmore LA2 0QL- Conversion of barns into additional accommodation to the existing farmhouse and erection of a single storey rear extension with attached canopy	Application permitted
26/00058/DIS	Land To The North East Of Kidds Transport Limited Caton Road Lancaster LA1 3PE - Discharge of condition 3 (Construction Environmental Management Plan) and 4 (details of fencing) on approved application 21/01351/FUL	Application permitted

26/023 DISTRICT COUNCILLORS' REPORTS

26/024 ITEMS INTRODUCED BY MEMBERS (if any) – appendix 3

Email from Mr Mark Potts (Service Manager for Development Management) relating to enforcement notice & subsequent quashed appeal and the clarification of solar panel residential installation approval.

APP/A2335/C/2 5/3366959	Hampsey Ltd, Long Lane, Quernmore, Lancaster LA2 9EE Enforcement notice issued - The breach of planning control alleged in the notice was: Without planning permission, the engineering development consisting of land level changes and creation of hardstanding areas.	The enforcement notice is invalid. It is quashed for uncertainty.
24/01301/FUL	Ty Nant Wyresdale Road Quernmore - Installation of ground mounted solar panels	Appeal refused

26/025 DATES FOR 2026 MEETINGS

If the usual pattern is followed the meetings will be held at 7.30pm on Mondays at Quernmore Recreation Club on: 6th October 2026, 7th December 2026, 10th May 2027. It is proposed that the January meeting is held too close to December to perhaps extend to 1st February 2027.

^{1.}
Appendix 1 26/018 - ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement to be approved by the Council – see attachment

^{2.}
Appendix 2 26/019 - RISK ASSESSMENT

As part of the Annual Audit the Parish Council must consider and minute that all risks to the Council have been reviewed and adequately insured against. These are as follows: -

1. Assets

- 1.1. Bus Shelter – Risk is nominal with monthly visual inspection. This has been repaired May 2026 due to broken lower pane.
- 1.2. Bench No.1 – Risk is nominal with monthly visual inspection.
- 1.3. Bench No.2 – Risk is nominal with monthly visual inspection.

2. Funds

- 2.1. Unity Bank Plc. Cheque payments approved at meetings or verified/approved on-line by 2 separate approved users. Cheques signed by two named Councillors. The Clerk cannot authorise payments only request.
- 2.2. Maximum funds in Bank account £ 6,500
- 2.3. No Petty Cash is held. Clerk pays from own pocket. Clerk is paid quarterly. Risk is nominal with Zurich Insurance

Date of Expiry	6th October 2026
Public Liability	£ 12m
Products Liability	£ 12m
Employers Liability	£ 10m

Appendix 3 & 3a 26/024 – EMAIL FROM MARK POTTS – see attachment