



MIDDLETON PARISH COUNCIL, LOW ROAD, MIDDLETON, LA3 3LG

Date of Meeting: Monday 13th October, 2025 at 6.30pm.

Venue: Middleton Parish Hall, Low Road, Middleton.

Minutes

**Present, Chair T Porter (TP); Vice-Chair D Hoyle (DH); W Doyle (WD); N Shacklady (NS);
P Shacklady (PS); L Salem (LS)**

Apologies, T Smith (TS); D Bogucki (DB); Cllr G Austen, Lancashire CC.

Welcome from the Chair. (TP)

Declarations of interest and Dispensations. None

Matters arising and confirmation of minutes from last meeting on 15th September 2025. **None**
Any items from member of the public.

One item was raised by a member of the public. This has now been confirmed as an “exempt item” which will be followed up by the Chair and Clerk.

Max Salem also attended regarding repairs to the broken main hall window.

Paul Salem also attended regarding parking matters around the village hall

1, ref 10/25/01, Parish Hall, Snooker Room, Community Hub. (All)

David provided an update on the drain repairs and all agreed the costs of £6K are confirmed and the works will be completed asap with minimum disruption to the hall access. DH to confirm with the contractor.

Max Salem will replace the broken window in the fire door and sent the invoice to the Clerk. Paul reminded everyone that it is not illegal for people to park outside the Parish Hall, but Lisa has received complaints about photos being taken and emailed to her directly. If DB wishes to take photos he must do so and ensure pictures do not include any member of the dance school. Cleaner to be contacted and informed her services are no longer required.

The Chair wishes to look at employing a Caretaker for the hall and will look at a job specification and advert for members to consider at a future meeting.

LS has agreed to carry out weekly fire checks and fridge temperature control records.

WD to contact John and ask him to remove his horsebox which is being parked in the rear car park.

A box of toilet rolls need ordering through Amazon.

A request has been received for a NYE party in the village hall. TP will discuss with DB.

2, ref 10/25/02, Sports Field, Tennis Courts and Grounds Maintenance (TS/WD)

No update. United Utilities (UU) have asked for access to replace the water meter. WD to contact UU.

3, ref 10/25/03, Playground (DH) New Lease agreement.

NS reported that on going damage to the new playground is very disappointing. All members asked to be extra vigilant and keep a record of all damage. TP to ask DB to carry out a weekly inspection and maintain a record of all damage and faults and to report at each PC meeting.

The Clerk continues to liaise with LCC reference the new lease agreement.

4, ref 10/25/04, Planning (All) No updates or responses required.

5, ref 10/25/05, Traffic Calming/Controls and Parking (All) No further update to that already discussed earlier in this meeting.

6, ref 10/25/06, Grant Funding Updates (All) £25,000 access fund update. DH has the quote for repairs to the toilet areas and will forward to everyone.

Deadline for completion of this work is March 2026.

TP remains in contact with Kevin Goodall of Lancaster City Council and is meeting with him in Thursday.

7, ref 10/25/07, Website, Training and NALC/LALC (TP)

Upcoming training course dates have been circulated to all members. Any training required can be booked via the Clerk.

8, ref 10/25/09, Bank, (NatWest/Lloyds), AGAR and VAT reclaims (Clerk) Bank charges as of 10th December. £8.50/month, plus various transaction fees. AGAR external auditor work completed. 6 month interim audit is now due.

All noted and agreed the new bank charge was acceptable.

Any items of urgent business. Fire extinguisher safety testing to be scheduled for the 29th October, Clerk to reschedule the date from the 3rd November, with Walker Fire Services.

Exempt Items

Dates of note for 2025. Christmas Party, 14th December.

Date and time of next meetings: **10th November and 8th December 2025**

Accounts, Invoices and Payments, October 2025

1, Clerk October 2025, £329.64p, BACS, 31/10/2025

2, HMRC PAYE September 2025, £82.20p, BACS 19/11/2025

Other expenditure

1, Octopus Energy, DD, Parish Hall £342.92p. Sports Pavilion £47.42

2 Water-plus, DD, Parish Hall £29.74p. Sports Pavilion £14.62p

3, A Barr, Gardening Services,

4, Isabella Stretch, Cleaning Services

5, PKF Littlejohn, External Auditor AGAR, £252.00, BACS payment 3/10/25

6, Accounts Matters, HMRC reclaim, £72.00, BACS payment 13/10/25

Expenditure September 2025, (Lloyds) £530.51, (NatWest) £248.23 **Total, £778.74p**

Income September 2025, (Lloyds) £7,072.64, (NatWest) £0 **Total, £7,072.64p**

Lloyds Balance as at 30th September 2025 £30,110.45

Income Total £7,072.64, (HMRC £5,471.64p)

Dance School £682.50 x 2 £1,365 (August and September), Bowling Club £126, Hall Hire £110,
Other £5471.64

Expenditure. £530.51

NatWest Balance as at 2nd October 2025 £4,571.62p

Income £0

Expenditure £ 248.23, LCC NNDR £105, LCC Refuse £98.87, Water Services Pavilion £14.62,
Parish Hall £29.74

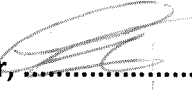
Breakdown of Bank Balance

Middleton Parish Council £24,592.03

Playground Fund £9,994.85

Dong Fund -£156.81

Minutes approved

Tomos Porter, Chair, , 10th November 2025

Shaun Ward, Clerk, , 10th November 2025