

Minutes of the Meeting of Bolton Parish Council
Monday 20th November 2023, 7.30pm in Bolton Memorial Hall

Present: Roger Bird (RB), Chairman

Councillors: Vice Chairman Peter Griffiths (PG), Martin Fagan (MF), Walter Head (WH), Susan Simpson (SS), Peter Smith (PS),

In attendance W&F Unitary Councillor Neil McCall (NMCC), Parish Clerk Shelagh Leyland (SL), and five members of the public

ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE	
064/23/24	The Chairman welcomed everyone Apologies: Jessica Scott with reason	
	DECLARATIONS OF INTEREST	
	None	
ITEM 2	TO ACCEPT AND AUTHORISE THE MINUTES OF THE PARISH COUNCIL MEETING 18th September 2023	
065/23/24	RESOLVED that the minutes of the Parish Council Meeting on 18 th September 2023 be confirmed as a true record and signed by the Chairman.	
ITEM 3	UNITARY COUNCILLOR'S REPORT	
066/23/24	NMcC: mentioned the "Place Action Group" proposed by Westmorland and Furness Council (W&FC) which is in the early stages of development. The group will be composed of community representatives to guide the disbursement of £125K worth of grants. More information is awaited.	
067/23/24	The cancellation of the HS2 northern line has resulted in a total of £156 million allocated to W&FC for pothole/road repair.	
068/23/24	The council tax increase for second homes is postponed till next F/Y to fit with notification deadlines.	
069/23/24	Extra funds have been received to support rural bus services, priority given to reinstating previous routes.	
070/23/24	The W&FC intends to object to the Government's plan to remove DVLA services from Post Offices to an on-line service RESOLVED to accept NMCC's report	
ITEM 4	COUNCILLOR REPORTS	
071/23/24	4.1 Up-date on the Hall Extension project (WH) Discussions are ongoing with the National Heritage Lottery Fund, for which applications will reopen in March 2024. Fundraising activities continue and some personal donations have been received. A new Health and Beauty service will open in the previous WI room, which will bring in extra income. SL has applied for a grant for phase 2, installation of drainage for the hall and extension, but is not hopeful.	
072/23/24	4.2 Bonfire night (SL) This year's event went without incident and was socially and financially successful, with approximately 700-800 attendees. This is attributed to good weather on the night, the lack of comparable local events and word of mouth from previous events. Gate and bar takings exceeded costs, so £100 was donated for the parish children's Xmas party, and £500 to the BFA to support the school. The PC agreed to a donation of £1000 towards the Hall fund RESOLVED to donate £1000 to the Hall Development Fund	SL
073/23/24	4.3 Bolton Local Resilience Forum A local resident is exploring the establishment of this group, which will come into play in the event of major events such as flooding, power/water supply failure, transport emergencies etc. The group will look at what can	

	realistically be done at local level, such as equipment supplies (sand bags, generators etc), and how to coordinate a community response especially for the most vulnerable. He is working on risk assessment etc. He proposes a dedicated Whats App group specifically for this purpose. RESOLVED to support and assist this worthwhile exercise as and when needed	
074/23/24	4.4 Grass cutting round pump track (SL) The grass cutting contractor agreed to did this for £180, which will be paid for from the Pump Track project account.	
075/23/24	4.5 Road Surface/pothole repairs (SL) Road resurfacing by Cross Rigg: this was not originally identified as a priority for W&FC resurfacing for 2023/24, but has now been put on the reserve list for next year. Carriageway repairs from Bolton Lane Ends to Temple Sowerby turnoff: weather permitting, this is scheduled to begin 4 th December with hopefully 2 weeks work completed before the Xmas,	
076/23/24	4.6 Response to request for stepping stones over River Eden This elicited a negative response. Countryside Access is not at all keen on stepping stones, they are very high maintenance and the EA would almost certainly not give permission.	
077/23/24	4.7 Land for Biodiversity Gain Nothing to report	
078/23/24	4.8 D-Day celebrations WH reported that there is little enthusiasm for such an event. It is difficult enough to mobilise volunteers for Field Day. He proposed that the DDay theme could be integrated into the Field Day Programme RESOLVED that the PC agreed that it would be preferable to wait until 2025 to celebrate the end of the war.	
ITEM 5	NEW BUSINESS	
079/23/24	5.1 To approve salary increase for the Clerk backdated to April 1 as per government approved rates This entails an extra £275 per year RESOLVED to approve salary increase as proposed.	
ITEM 6 080/23/24 081/23/24	PUBLIC FORUM A resident raised the issue of residents leaving rubbish bins/bags at the kerbside for prolonged periods. SL to check W&FC policy and possibly note it in the newsletter. The usual bin men are still on strike, W&FC's contractor is bringing in teams from outside the county, but they are missing the public bins which are mostly full of dog poo bags SL to report	SL SL
ITEM 7	PLANNING MATTERS	
082/23/24	<u>Approved</u> 23/0511 Brentwood, replacement conservatory with single storey extension <u>Pending decision</u> 22/0199 & 22/0200. Cross Rigg Hall, hotel & spa etc – on hold due to nutrient neutrality regulations 22/0941 Bolton Memorial Hall, variation of conditions 22/0484 Broad Oaks extension: revised design <u>New application</u> 23/0723 Revised plan for single garage Wayside – The PC has no objection	
ITEM 8	TO RECEIVE ACCOUNTS AND APPROVE PAYMENTS	
083/22/23	8.1 To receive Completion of Audit report and approve payment of fee	SL

	RESOLVED to accept Completion of Audit report and approve payment of fee																			
084/22/23	8.2 To review and accept current bank account balances and payments against budget <u>Bank balance</u> as of 18 November (excluding today's payments) Business savings account 60834513 £ 9156.82 Current Account 50276162 £ 50.00 Project account 03750396 £ 6728.76																			
085/23/24	<u>Payments against budget</u> See Appendix 1 <u>Significant overspends:</u> <ul style="list-style-type: none">• Clerks salary: due to underpayment of PAYE contributions 22/23 and higher than expected salary increase in 23/24• Audit fee to be shared between project funds• Grass cutting: WH confirmed that a donation from the hall of £400 would be forthcoming• The most concerning is the payment for footway lights: it is not clear what W&FC's policy is on this and whether we will be asked to contribute. RESOLVED to contact W&FC to establish position	SL																		
086/23/24	Breakdown of project account (includes todays payments) <table><tr><td>Bolton in Bloom</td><td>122.91</td><td>Bonfire</td><td>2541.65</td><td>Pump Track</td><td>2039.40</td></tr><tr><td>SHLF</td><td>419.58</td><td>BEFT</td><td>0</td><td>VE75</td><td>70.02</td></tr><tr><td>Environment</td><td>44.42</td><td></td><td></td><td></td><td></td></tr></table>	Bolton in Bloom	122.91	Bonfire	2541.65	Pump Track	2039.40	SHLF	419.58	BEFT	0	VE75	70.02	Environment	44.42					
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087/23/24	8.3 To receive and approve bank reconciliation for Q3 Copies not distributed at meeting but added as Appendix 2 RESOLVED to distribute reconciliation and approve at next PC meeting	SL																		
088/23/24	8.4 To Authorise Payments Precept: S Leyland <i>Salary Oct/Nov</i> 466.86 <i>Reimbursement printer ink</i> 38.47 <i>Reimbursement spare keys SID</i> 8.00 513.33 Bolton Memorial Hall Hall hire 25.00 Mark Hill Grass cutting 1680.00 Moore Audit fee 252.00 Project (Retrospective) Frankie Hayton, Reimbursement Fireworks 1399.95 Bolton Memorial Hall: Donation to extension fund 1000.00																			
ITEM 9	COUNCILLORS MATTERS None	.																		
ITEM 10	CONFIRM DATE OF NEXT MEETING																			
088/23/24	RESOLVED that the next Parish Council meeting will be held at 7.30pm on Monday 15 th January 2024																			

Signed as correct

Roger Bird , Chairman

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Appendix 1

Exp vs budget 2023/24 (includes todays payments)						
	Budget	exp end Nov 23	Current Balance	predicted additional	Predicted total	predicted balance
Clerk salary	3795.00	2363.51	1431.49	2155.00	4518.51	-723.51
office Expense	300.00	198.07	101.93	100.00	298.07	1.93
Audit	0.00	252.00	-252.00	0.00	252.00	-252.00
CALC subs	180.00	187.78	-7.78	0.00	187.78	-7.78
Insurance	550.00	541.51	8.49	0.00	541.51	8.49
Fellrunner	400.00	0.00	400.00	400.00	400.00	0.00
Grass cutting	3000.00	3360.00	-360.00	0.00	3360.00	-360.00
Celebrations	300.00	0.00	300.00	300.00	300.00	0.00
training	100.00	0.00	100.00	0.00	0.00	100.00
meetings	150.00	100.00	50.00	50.00	150.00	0.00
Election	150.00	0.00	150.00	0.00	0.00	150.00
Maintenance	350.00	38.00	312.00	50.00	88.00	262.00
B in B	100.00	30.99	69.01	69.00	99.99	0.01
Footway lights	1000.00	0.00	1000.00	?		
Contingency	500.00	618.00	-118.00	0.00	618.00	-118.00
	10875.00	689.86	3186.14			

to be shared amongst project

? Donation from hall
Dday?

Appendix 2

Bank reconciliation Q2 2023-24		
Prepared by Shelagh Leyland, Clerk and Responsible Financial Officer		
Balance as of 30 June 2023		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	15152.70	
Community Account (project) 03750396	4099.89	
unpresented cheques	0.00	
Net Balance		19302.59
Balance as of 30 September 2023		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	9156.92	
Community Account (project) 03750396	5650.71	
Net Balance		14857.63
Reconciliation of net balance with receipts and payments		
Opening balance	19302.59	
Add receipts	33.04	
Less payments	4478.00	
		14857.63

Reconciled from 31 June - 30 September 2023

..... Date.....

RECEIPTS Q2	
PRECEPT ACCOUNT 50276162	0.00
BUSINESS ACCOUNT 608834513	
04-Sep interest	33.04
PROJECT ACCOUNT 03750396	0.00
total Q1	33.04

PAYMENTS Q2				
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PRECEPT ACCOUNT 50276162				
Date	To Whom	For What		
17-Jul	S leyland	Salary June/July	467.06	
		Reimburse: tape	9.99	
		stamps	6.00	
		web-site		
		hosting	33.46	
		paper	28.09	544.60
	HMRC	PAYE Q1		174.80
	Bolton Memorial Hall	Hall hire		25.00
	Mark Hill	grass cutting, field	600.00	
		village	1080.00	1680.00
	S Ingham	reimburse plants		21.00
	Border Water technologies	site visit		390.00
18-Sep	S Leyland	Salary Aug/Sept		466.86
	Bolton Memorial Hall	Hall hire		25.00
	HMRC	PAYE Q2		174.90
	HMRC	PAYE overdue		145.97
				3648.13
PROJECT ACCOUNT 03750396				
17-Jul-23	Bolton nursery	donation		306.00
	bolton school	donation		306.00
18-Sep	S Leyland	reimburse daffodils		122.91
	Fiona Shoesmith	reimburse plants		94.96
				829.87
TOTAL PAYMENTS Q2				4478.00