

Minutes of the Annual Meeting of Bolton Parish Council
Monday 19th May 2025, 7.30pm in Bolton Memorial Hall

Present:

Councillors: Roger Bird (RB), Martin Fagan(MF), Walter Head (WH), Bill Ingham (BI) Peter Smith (PS)

In attendance Parish Clerk Shelagh Leyland (SL), and one member of the public

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| ITEM 1 | ELECTION OF CHAIRMAN FOR 2025/26 | |
| 001/25/26 | MF was nominated by PS, seconded by WH, and unanimously voted as Chairman RESOLVED that Martin Fagan be appointed as Chairman of Bolton Parish Council for the year 2025/26 | |
| ITEM 2 | TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE | |
| 002/25/26 | RESOLVED to receive and accept the Declaration of Acceptance of Office as Chairman for Bolton Parish Council signed by the Chairman | |
| ITEM 3 | ELECTION OF VICE-CHAIRMAN | |
| 003/25/26 | WH was nominated as Vice Chairman by RB, seconded by PS, and unanimously elected Vice Chairman RESOLVED that Walter Head be appointed as Vice-Chairman of Bolton Parish Council for the year 2025/26 | |
| ITEM 4 | DECLARATIONS OF INTEREST | |
| 004/25/26 | RB declared an interest in planning application 2025/0793/LBC, Byre at Birdby House | |
| ITEM 5 | APOLOGIES FOR ABSENCE | |
| 005/25/26 | W&F Unitary Councillor Neil McCall | |
| ITEM 6 | TO ACCEPT AND AUTHORISE THE MINUTES OF THE PARISH COUNCIL MEETING on 24th March 2024 | |
| 006/25/26 | RESOLVED that the minutes of the Bolton Parish Council Meeting on 24 th March 2024 be confirmed as a true record and signed by the Chairman. | |
| ITEM 7 | UNITARY COUNCILLOR REPORT | |
| 007/25/26 | Apologies sent | |
| ITEM 8 | COUNCILLOR REPORTS | |
| 008/25/26 | 8.1 Resignation of Councillor Susan Simpson has resigned due to work commitments. The PC thanked her for her services, and wished her well. RESOLVED to inform the WFC to trigger the replacement process | SL |
| 009/25/26 | 8.2 Update on Hall Extension (WH) The Trustees are awaiting the outcome of the application for National Lottery Heritage funding. A decision may be made at the end of June, if not September. If this is not forthcoming, there is a Plan B which WH will communicate if it is found to be necessary. £711 was raised from the film night and car Raleigh. This has been used to replace the insecure bottom front door, the entry point for the Youth Group. £4000 was granted from WFC for the previous drain plan, hopefully this can be reallocated rather than returned. | |
| 010/25/26 | 8.3 Footway Lights Update At the last meeting, it was resolved to return the footlights to WF&C. They now want to now whether the residents want to a) Dim the lights 50% between 21.00 and 06.00 or b) Part night switch off between midnight and 5 am. | |

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| | <p>A poll of residents (Whats App and email) revealed a preference for option a) (45 responses) versus option b) (39).</p> <p>RESOLVED to respect the poll and request option a). However the Clerk was instructed to find out if this could be changed if found unsuitable.</p> | SL |
| 011/25/26 | <p>8.4 Litter pick outcome</p> <p>BI reported a poor turnout (only 4 adults and one child). However they collected 20 bags of rubbish plus other debris. The PC thanked BI and the other participants.</p> | |
| 012/25/26 | <p>8.5 WFC refuse and recycling collections plans</p> <p>WFC is adamant that the system be consistent throughout the Unitary Council, despite the disparity of locations. It is likely that there will be a charge for green bin collection (either partial or full). PS is concerned that the recycling centres such as the one at the Hall might be scrapped. Public consultation on the options is ongoing.</p> <p>RESOLVED to urge residents to respond to the survey (via the Newsletter).</p> | SL |
| 013/25/26 | <p>8.6 Place Action meeting feedback (PS)</p> <p>The allocation for community projects for our group (Bolton, Morland and Crosby Ravensworth) has increased from £4000 last year to £7,000 this year. The Youth Group has applied for funding.</p> <p>RESOLVED that Councillors should think about possible projects, and put out a call for ideas in the Newsletter. PS is the link man</p> | SL/ PS |
| 014/25/26 | <p>8.7 - Defibrillator North End</p> <p>No resident wants a solar panel in eyeshot. MF has therefore offered to host the defibrillator on the wall of his garage, as the electricity required is negligible. A wayleave agreement will have to be drawn up.</p> <p>RESOLVED to contact Appley First Responders to take this forward.</p> | MF |
| 015/25/26 | <p>8.8 Weedkilling pump rack area</p> <p>The Rotary volunteer did the first round of weedkilling. MF and SL did another round to "mop up" a few weeks later. Almost all the nettles and docks have disappeared, a few more thistles have grown.</p> <p>RESOLVED to repeat the spraying after the next rainfall and as necessary after that.</p> <p>RESOLVED to consider sowing a native perennial wildflower seed mix when the weather is suitable</p> | SL/ MF |
| 016/25/26 | <p>8.9 WFC Local Plan</p> <p>This is expected to be a slow process given, amongst others, the challenge of meeting housing targets, particularly affordable housing. MF pointed out that there is little point in wasting time discussing this as the PC is only marginally involved in the process.</p> | |
| | ANNUAL BUSINESS | |
| ITEM 9 017/25/26 | <p>Review and adoption of Standing Orders and Financial Regulations</p> <p>RESOLVED to accept the updated Standing Orders and Financial Regulations</p> | |
| ITEM 10 018/25/26 | <p>To review and approve updated asset register and risk management assessment</p> <p>RESOLVED to approve updated asset register and Risk management assessment</p> | |
| ITEM 11 019/25/26 | <p>9.3 To review renewal of insurance policy and authorise payment of premium</p> <p>The underwriter has changed again from Aviva to Ecclesiastical Insurance Office plc. I have queried the premium as their invoice states £816.19, whereas the quote says £766.19. Both are significantly above last year's £643.</p> | |

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| | RESOLVED to clarify premium and ask if there is any way to reduce any unnecessary cover. | SL |
| ITEM 12 020/25/26 | FINANCE 12.1 To receive, adopt & sign the final bank reconciliation (Appendix 1), internal audit report, and the Certificate of Exemption for external audit 2024/25 The PC thanked Alan McVitie for carrying out the internal audit. Neither income nor expenditure exceeded £25,000 so the PC is exempt from external audit RESOLVED to accept the final bank reconciliation, and Internal Audit report. The Certificate of Exemption was signed by the Chairman and RFO and will be sent to the external auditor | SL |
| 021/25/26 | 12.2 To approve and sign the Annual Governance Statement for 2024/25 RESOLVED to approve and sign the Annual Governance Statement, 2024/25 , signed by the Chairman and the Clerk | |
| 022/25/26 | 12.3 To receive, accept and sign the Accounting Statement for 2024/25 RESOLVED to receive, accept and sign the Accounting Statement 2024/25 signed by the Chairman and the Clerk | |
| 023/25/26 | 12.4 To appoint Internal Auditor for 2025/26 Alan McVitie has kindly agreed to be the internal auditor again for 2025/26 RESOLVED to appoint Alan McVitie as internal auditor | |
| 024/25/26 | 12.5 To receive Bank statements as of end of April 2025 Business Current Account £ 50.00 Business Savings Account 60834513 £ 14,861.88 Community Account (projects) 03750396 £ 6,045.48 | |
| 025/25/26 | 12.6 To authorise payments S. Leyland: <i>Salary April/May</i> 553.00 <i>Reimburse stamps</i> 6.80 <i>Reimburse paper</i> 24.54 £ 584.34 Bolton Memorial Hall, hall hire £25.00 CALC subscription £213.70 ICO data protection fee (DD) £47 Clear Insurance Management awaiting confirmation * | |
| ITEM 13 026/25/26 | Councillors matters A planning application was received after the agenda was set. 2025/0793/LBC, Byre at Birdby House - reroof and build up stone wall gable The PC has no objection | |
| ITEM 14 027/25/265 | CONFIRM DATES OF PC MEETINGS 2024/25 Confirmed that the PC will continue to meet on the third Monday of every other month. Next meeting: 21 st July 2025 | |

*The insurance premium was reduced to £736.46

Signed as correct

Martin Fagan , Chairman

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Appendix 1

BOLTON PARISH COUNCIL

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| Final Bank reconciliation 2024-25 | | |
| Prepared by Shelagh Leyland, Clerk and Responsible Financial Officer | | |
| Balance as of 1st April 2024 | | |
| Business Current Account 50276162 | 50.00 | |
| Business Savings Account 60834513 | 5268.57 | |
| Community Account (project) 03750396 | 5232.76 | |
| unpresented cheques | 0.00 | |
| Net Balance | | 10551.33 |
| Balance as of 31 March 2025 | | |
| Business Current Account 50276162 | 50.00 | |
| Business Savings Account 60834513 | 5976.95 | |
| Community Account (project) 03750396 | 6045.48 | |
| unpresented cheques | | 12072.43 |
| 100604 Bolton Memorial Hall | 25.00 | |
| 100605 HMRC | 204.00 | |
| 100606 Richard Hudson | 91.00 | |
| 100607 CALC | 60.00 | |
| | 380.00 | |
| Net Balance | | 11692.43 |
| Reconciliation of net balance with receipts and payments | | |
| Opening balance | 10551.33 | |
| Add receipts | 13356.05 | |
| Less payments | 12214.95 | |
| | | 11692.43 |
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Reconciled from 1 April 24 - 31 March 2025

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Date.....

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| TOTAL RECEIPTS 2024-25 | |
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| PRECEPT ACCOUNT 50276162 | | |
| 15-May | VAT return | 995.44 |
| 19-Sep | Donation for grass cutting | 400.00 |
| BUSINESS ACCOUNT 608834513 | | |
| 26-Apr | Precept | 9500.00 |
| 10-May | CTRS | 17.00 |
| 01-Jun | Interest | 34.60 |
| 02-Sep | Interest | 46.56 |
| 02-Dec | Interest | 38.17 |
| 03-Mar | interest | 25.64 |
| | total | 11057.41 |
| PROJECT ACCOUNT 03750396 | | |
| 14-Nov | bonfire proceedings | 2298.64 |
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| | TOTAL RECEIPTS 2024-25 | 13356.05 |

| TOTAL PAYMENTS 2024-25 | | | | |
|---------------------------------|----------------------|-----------------------------------|---------|---------|
| PRECEPT ACCOUNT 50276162 | | | | Amount |
| 06-May-24 | S Leyland | Salary April/May | 503.50 | |
| | | reimburse laptop | 599.99 | |
| | | reimburse ink cartridge | 26.64 | 1130.13 |
| | Memorial Hall | hire 6 may | | 25.00 |
| | CALC | subs | | 207.77 |
| | CLEAR | insurance | | 642.93 |
| 23-May | ICO | data protection | | 35.00 |
| 15th July | S Leyland | Salary June/July | 503.50 | |
| | | reimburse web-site charges | 66.89 | |
| | | ink cartridge | 22.46 | |
| | | paper | 24.94 | |
| | | Plants for village green | 13.50 | 631.29 |
| | Mark Hill | grass cutting field | 630.00 | |
| | | village | 1140.00 | 1770.00 |
| | memorial Hall | Annual parish meeting 30 may | 25.00 | |
| | | PC meeting 15th July | 25.00 | 50.00 |
| | HMRC | PAYE Q1 | | 188.70 |
| 16-Sep | S. Leyland | Salary Aug/Sept | 503.50 | |
| | | reimburse ink cartridge | 22.46 | |
| | | presents and card for councillors | 47.50 | 573.46 |
| | Bolton Memorial Hall | hire | | 25.00 |
| | HMRC | PAYE Q2 | | 188.70 |
| | Fellrunner | donation | | 460.00 |

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| 18-Nov | S.Leyland | Salary Oct/Nov&Backpay from April | 701.70 | |
| | | Reimburse envelopes | 3.59 | 705.29 |
| | Bolton Memorial Hall | Hire 18 Nov | | 25.00 |
| | Mark Hill | Grass cutting field | 630.00 | |
| | | village(incl pump track) | 1284.00 | 1914.00 |
| 20-Jan | S. Leyland | Salary Dec/Jan | | 544.00 |
| | HMRC | PAYEQ3 | | 243.20 |
| | Bolton memorial Hall | Hall hire 20 Jan | | 25.00 |
| 24-Mar | S. Leyland | Salary Feb March | 544.00 | |
| | | Reimbursements: solar lights | 37.47 | |
| | | Box for newspapers | 124.98 | |
| | | Plants for village/field day | 53.97 | |
| | | printer ink | 30.47 | 790.89 |
| | Bolton Memorial Hall | hire 24 March | | 25.00 |
| | HMRC | PAYE Q4 | | 204.00 |
| | Richard Hudson | repair notice board | 46.00 | |
| | | install newspaper box | 45.00 | 91.00 |
| | CALC | councillor training | | 60.00 |
| | | | | |
| | | TOTAL | | 10555.36 |
| PROJECT ACCOUNT 03750396 | | | | |
| 06-May | S.leyland | reimburse plants field day | | 26.93 |
| 18-Nov | S Leyland | Reimburse fireworks | | 1559.89 |
| 24-Mar | S Leyland | Reimbursment weedkiller for pump track | | 72.77 |
| | | | | 1659.59 |
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| | | TOTAL PAYMENTS 2024-25 | | 12214.95 |