

## Minutes of the Annual Meeting of Bolton Parish Council

Monday 20<sup>th</sup> May 2019 in Bolton Memorial Hall

**Present:** Peter Griffiths (PG) Chairman, Roger Bird, Vice-Chairman

Councillors: Alan Green (AG), Laura Hall (LH), Peter Smith (PS), Sheila Summerscales (SS), Martyn Worrall (MW)

**In attendance:** County Councillor Neil Hughes (NH), District Councillor Joan Raine (JR), Clerk & Responsible Finance Officer Shelagh Leyland (SL), and 16 members of the public

<b>ITEM 1</b> 001/19/20	<b>Election of chairman for 2019/20</b> Peter Griffiths was elected as Chairman, proposed by PS and seconded by RB <b>RESOLVED</b> that Mr Peter Griffiths be re-appointed as Chairman of Bolton Parish Council for the year 2018/19	
<b>ITEM 2</b> 002/19/20	<b>Declaration of Acceptance of Office</b> <b>RESOLVED</b> to receive and accept the Declaration of Acceptance of Office as Chairman for Bolton Parish Council signed by the Chairman.	
<b>ITEM 3</b> 003/19/20	<b>Election of vice chairman</b> Roger Bird was proposed by PG and seconded by PS <b>RESOLVED</b> that Mr Roger Bird be re-appointed Vice Chairman for 2019/20	
<b>ITEM 4</b> 004/19/20	There were no apologies or declarations of interest	
<b>ITEM 5</b> 005/19/20	<b>Councillors Acceptance of Office and Declarations of Interest</b> The election of Bolton Parish Councillors was uncontested, and all seven are returned to office. All councillors signed the Acceptance of Office forms. <b>RESOLVED</b> to note the Acceptances of Office. SL to submit Declarations of Interest and Expenditure Returns to Eden District Council (EDC)	<b>SL</b>
<b>ITEM 6</b> 006/19/20	<b>RESOLVED</b> that the minutes of the Bolton Parish Council Meeting on 6 <sup>th</sup> March 2019 be confirmed as a true record and signed by the Chairman.	
<b>ITEM 7</b> 007/19/20	<b>County Councillor's report</b> NH was delighted to be at the opening of the Play Park and praised Bolton for being the most active of the communities he represents. He will contact Highways about the proposed main street road closure that was not communicated to either himself or the PC. He will also remind them about resurfacing of the road near Cross Rigg. The Eden Local Committee hope to work closely with the new "rainbow coalition" Eden District Council for the benefit of the community. <b>RESOLVED</b> to accept the report of Councillor NH.	
008/19/20	<b>District Councillor's report</b> PG congratulated JR on being re-elected to EDC as Conservative councillor for Crosby Ravensworth Ward. JR: The composition of member of the new EDC is Independents x 9, Lib Dems x 11, Green Party x 2 and Labour x 2. They have entered into a "rainbow coalition" of 24, outnumbering the 14 Conservative members. As yet there is nothing to report. SL mentioned that, according to the article in the Herald, the new council intends to redress the number of services devolved to town and parish councils, including footway lights. This may affect devolution of the play park, but it's unlikely that our footway lights will revert to EDC as the agreement has been signed.	
<b>ITEM 8</b>	<b>Parish Council reports</b>	
009/19/20	<b>8.1 Pot-holes</b> SL has submitted photos of all the pot-holes in Bolton to CCC Highways. We have been informed that Bolton is on the list for repair. The very large and deep	

	<p>pot-hole opposite the nursery is in urgent need of repair as it is causing damage to vehicles and near accidents as drivers swerve to avoid it.</p> <p><b>RESOLVED:</b> NH to take this up with CCC Highways on our behalf</p>	NH
010/19/20	<p><b>8.2 A66 safety improvements and dualling</b></p> <p>Highways England has short-listed the options for dualling the remaining sections of single carriageway on the A66. (Non-statutory) public consultations will be held in Appleby and Penrith (dates distributed to each household). Highways wants responses from individuals who use and know the road well: residents are encouraged to either attend the consultations or respond on-line. The intention is to keep the current A66 near Bolton open for local access, tractors, and cyclists. Concern was expressed that Appleby Fair travellers might take advantage of this for parking up before the fair.</p> <p>The (separate) medium term A66 safety study identified a westbound deceleration lane on the A66 into Bolton as a possibility. Given the proposed dualling, this might not receive funding.</p>	
011/19/20	<p><b>8.3 Footway lights</b></p> <p>EDC has awarded the contract to install the remaining approved LED lights, with completion scheduled for end of August. The position of the new lights has been marked with green paint.</p>	
012/19/20	<p><b>8.4 Support for Village Hall Refurbishment (PG)</b></p> <p>The Hall Committee has nominated a sub-committee to take forward the refurbishment and extension of the Memorial Hall. Members include representatives of the Hall and the PC. Household and user group surveys will have to be repeated as the old ones are no longer valid. The Chairman of the Hall Committee urged residents to complete the questionnaires.</p>	
013/19/20	<p><b>8.5 Web-site up-date</b></p> <p>Progress is ongoing. It is acknowledged as a very useful information source for people intending to buy a house, and to provide evidence of community spirit and good PC governance to grant bodies. It is debatable how much residents use it: ways to make it more relevant were discussed. Facebook is a useful communication tool for some residents, and LH offered to set up a new Village page to replace the Bolton Bunch page. The clerk's email communications are also appreciated, as is the bi-monthly Parish Newsletter.</p> <p><b>RESOLVED</b> to set up a Village Facebook page</p> <p><b>RESOLVED</b> to review the layout, and information required and decide on web-site access and up-date arrangements</p>	LH SL/ AG/ LH
<b>ITEM 9</b>	<b>Accounting Matters</b>	
014/19/20	<b>RESOLVED</b> to receive and approve the <b>final accounts for 2018-19 and the final bank reconciliation, and the Annual Internal Audit carried out and signed by internal auditor</b> John Cotter on 15/4/2019.	
015/19/20	<b>RESOLVED</b> to receive, adopt and sign the <b>Annual Governance Statement, 2018/19</b> , signed by PG and SL	
016/19/20	<b>RESOLVED</b> to receive, adopt and sign the <b>Accounting Statements 2019/20</b> signed by SL and PG	
019/19/20	<b>RESOLVED</b> to adopt the <b>Risk Assessment</b> , but to review and update in the next F/Y.	LH
020/19/20	<b>RESOLVED</b> to accept and approve the updated <b>Asset Register</b>	
021/19/20	<p><b>Insurance cover</b></p> <p>PS has reviewed the cover and considers it adequate. The premium requested has been questioned by the Clerk as it differs from that quoted for the Long Term Agreement last year.</p>	

022/19/20	<p><b>RESOLVED</b> to await explanation for increased premium before authorising payment of invoice.</p> <p><b>Appointment of Internal Auditor for 2019/20.</b> John Cotter has indicated that he cannot commit to undertaking this role for the whole year. The PC suggested several alternative independent qualified persons to ask.</p> <p><b>RESOLVED</b> to explore possible options</p>	SL																																																												
023/18/19	<p><b>RESOLVED to authorise the following payments:</b></p> <p><b><u>Retrospective payments omitted in minutes January 2019</u></b></p> <p><b>Precept account</b></p> <table><tr><td>S. Leyland</td><td>Salary: Dec 18/Jan 19</td><td>377.72</td><td></td></tr><tr><td></td><td>Reimbursement cost of B in B paper</td><td>12.95</td><td>390.67</td></tr><tr><td>Eden District Council, footway lights supply &amp; maintenance</td><td></td><td></td><td>837.36</td></tr><tr><td>Memorial Hall hire</td><td></td><td></td><td>22.00</td></tr><tr><td>D Dewey, Reimbursement travel expenses (B in B awards)</td><td>35.00</td><td></td><td></td></tr><tr><td></td><td>Reimbursement trophy engraving (B in B)</td><td>20.00</td><td>55.00</td></tr><tr><td>Bolton Memorial Hall Committee, grant for external light fitting for defib</td><td></td><td></td><td>100.00</td></tr><tr><td>CALC, councillor training</td><td></td><td></td><td>45.00</td></tr><tr><td>HMRC, PAYE Q3</td><td></td><td></td><td>141.60</td></tr></table> <p><b>Project account</b></p> <table><tr><td>Pigney &amp; sons, Fireworks (retrospective)</td><td></td><td></td><td>700.00</td></tr><tr><td>AST grant acknowledgement sign for play park</td><td></td><td></td><td>265.75</td></tr></table>	S. Leyland	Salary: Dec 18/Jan 19	377.72			Reimbursement cost of B in B paper	12.95	390.67	Eden District Council, footway lights supply & maintenance			837.36	Memorial Hall hire			22.00	D Dewey, Reimbursement travel expenses (B in B awards)	35.00				Reimbursement trophy engraving (B in B)	20.00	55.00	Bolton Memorial Hall Committee, grant for external light fitting for defib			100.00	CALC, councillor training			45.00	HMRC, PAYE Q3			141.60	Pigney & sons, Fireworks (retrospective)			700.00	AST grant acknowledgement sign for play park			265.75																	
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024/19/20	<p><b><u>This month's payments:</u></b></p> <p><b>RESOLVED</b> to pay the Data Protection Registration Fee by Direct Debit to save £5.00. Form signed by PG and PS.</p> <p><b>Precept account</b></p> <table><tr><td>S. Leyland</td><td>Salary: April/May</td><td>400.00</td><td></td></tr><tr><td>Memorial Hall hire</td><td></td><td></td><td>22.00</td></tr><tr><td>CALC subscription</td><td></td><td></td><td>144.67</td></tr><tr><td>J Richardson &amp; Son, wood for planting boxes</td><td></td><td></td><td>32.22</td></tr><tr><td>J . Hastwell, Reimburse sand/cement for circular seat</td><td>57.01</td><td></td><td></td></tr><tr><td></td><td>Reimburse bolts for circular seat</td><td>20.30</td><td>77.31</td></tr><tr><td>ICO Data protection registration fee (Direct debit )</td><td></td><td></td><td>35.00</td></tr></table> <p><b>Project account</b></p> <table><tr><td>WPS Supplies Ltd, walling stone(SHL grant ) (retrospective)</td><td></td><td></td><td>180.00</td></tr><tr><td>Westmorland Building Centre, cement &amp; wheelbarrow (SHL)</td><td></td><td></td><td>123.94</td></tr><tr><td>Dry Stone Wall Association, educational materials for school</td><td></td><td></td><td>160.00</td></tr><tr><td>S. Leyland Reimbursement walling gloves (SHL)</td><td>11.04</td><td></td><td></td></tr><tr><td></td><td>Reimbursement walling hammers (SHL)</td><td>104.40</td><td></td></tr><tr><td></td><td>Reimbursement education materials (SHL)</td><td>29.50</td><td></td></tr><tr><td></td><td>Reimbursement plants (playpark)</td><td>39.00</td><td>183.94</td></tr><tr><td>Christine Rose, reimbursement travel costs to arrange stone (SHL)</td><td></td><td></td><td>20.00</td></tr></table>	S. Leyland	Salary: April/May	400.00		Memorial Hall hire			22.00	CALC subscription			144.67	J Richardson & Son, wood for planting boxes			32.22	J . Hastwell, Reimburse sand/cement for circular seat	57.01				Reimburse bolts for circular seat	20.30	77.31	ICO Data protection registration fee (Direct debit )			35.00	WPS Supplies Ltd, walling stone(SHL grant ) (retrospective)			180.00	Westmorland Building Centre, cement & wheelbarrow (SHL)			123.94	Dry Stone Wall Association, educational materials for school			160.00	S. Leyland Reimbursement walling gloves (SHL)	11.04				Reimbursement walling hammers (SHL)	104.40			Reimbursement education materials (SHL)	29.50			Reimbursement plants (playpark)	39.00	183.94	Christine Rose, reimbursement travel costs to arrange stone (SHL)			20.00	
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<b>ITEM 10</b> 025/19/20	<b>Appointment of Committees and Parish Council representatives on external bodies</b> This was briefly discussed but not finalised. LH would like responsibility for Education and Highways. She also expressed interest in liaison with the Memorial Hall Committee, as she is on the development sub-committee. To be agreed between SS & LH. SS requested that she be nominated as the liaison with CCC library service (to formalise the agreement). RB is willing to be the contact point for liaison with landowners about footpaths, but is unable to take on annual inspections (which have not been done for years). <b>RESOLVED</b> to finalise the list for the next meeting	SL
<b>ITEM 11</b> 026/19/20	<b>Date of next meeting</b> Monday July 15th	

Signed as correct

..... date.....  
Peter Griffiths, Chairman