

Minutes of the Meeting of Bolton Parish Council

Monday 5th October 2020, 7.30pm, held remotely on Zoom

The meeting was held remotely following NALC recommendations on PC meetings during the Covid-19 pandemic. The Public were invited to attend by requesting a link to join.

Present: Peter Griffiths (PG) Chairman,
Councillors: Alan Green (AG), Laura Hall (LH), Peter Smith (PS), Sheila Summerscales (SS),
later joined by new councillor Walter Head (WH)

In attendance Parish Clerk Shelagh Leyland (SL), and 5 members of the public

The Chairman welcomed everyone and explained the etiquette of the remote meeting. He thanked AG for hosting and setting it up. The meeting was recorded for the purposes of minute taking, but will be deleted after 24 hours.

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| ITEM 1 | APOLOGIES FOR ABSENCE | |
| 48/20/21 | Councillor Roger Bird (unable to access internet), Neil Hughes County Councillor , Joan Raine District Councillor | |
| | DECLARATIONS OF INTEREST | |
| 49/20/21 | LH declared an interest in item 8.1 and will abstain from discussion and voting | |
| ITEM 2 | TO ACCEPT AND AUTHORISE THE MINUTES OF THE REMOTE PARISH COUNCIL MEETING OF 20th July 2020 | |
| 50/20/21 | Acceptance proposed by PS, seconded by LH RESOLVED that the minutes of the Parish Council Meeting on 20 th July 2020 be confirmed as a true record and signed by the Chairman | |
| ITEM 3 | Erroneously omitted | |
| ITEM 4 | CO-OPTION OF NEW PARISH COUNCILLOR | |
| 51/20/21 | The PC was authorised to co-opt the seventh councillor as no requests for election were received by EDC. Two residents submitted expressions of interest. As agreed by the majority of councillors, voting was by anonymous ballot papers opened by the clerk during the meeting. The candidates received three votes each, Walter Head being appointed by casting vote of the Chairman. RESOLVED to co-opt Walter Head (WH) on to the Parish Council. SL to arrange relevant paperwork, briefing pack & inform EDC PG to inform the other candidate | SL PG |
| 52/20/21 | NB: AG objected to the “secret ballot” method of voting and lack of opportunity for open discussion about the candidates before voting. All other councillors present felt that in a small village where candidates may be neighbours and friends, this is not a desirable/acceptable option. | |
| ITEM 5 | COUNTY and DISTRICT COUNCILLOR REPORTS | |
| 53/20/21 | County Councillor’s report (NH) by email CCC has submitted a proposal for a single unitary council for Cumbria as required by the government. District Councils are waiting the government’s response to the acceptability of more than one unitary council, bearing in mind the number of residents. Holding elections for a unitary council next year, as notionally proposed by the government is probably too tight a schedule. The drainage works at Bolton Lane Ends are complete, and proved to be effective during the last heavy rainfall. | |

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| 54/20/21 | <p>District councillor's report (JR) by email</p> <p>JR reported a breakdown of communication between the EDC executive and councillors. Recent upheavals and events have been reported in the local press and need not be recorded here. On-line training and scrutiny meetings concerning the Zero Carbon policy are planned.</p> <p>RESOLVED to accept the reports of NH and JR</p> | |
| ITEM 6 | PARISH COUNCIL REPORTS | |
| 55/20/21 | <p>6.1 Feedback from Hall Committee</p> <p>WH reported ambiguous COVID 19 regulations for attendees booking into activities in the hall (QR code or written record of attendees). The QR code can easily be generated on-line and downloaded for display. Hall hire T & Cs have been modified. The Hall itself does not need a code unless it organises an event.</p> <p>Door locks changed to ensure more robust security</p> | |
| 56/20/21 | <p>6.2 Update on Hall Extension Planning Application</p> <p>Report by member of the public, Alan McViety, Chairman of the Hall Development sub-Committee</p> <p>The planning officer intends to recommend approval to his line manager, so hoping for a decision to be made tomorrow. Several onerous but manageable conditions attached.</p> <p>SEE POSTSCRIPT</p> <p>The Hall Trustees have received a letter from a neighbour's solicitor concerning their vehicular right of access behind the hall. If building is started according to plans, the neighbour will seek an injunction to stop construction. The Hall trustees will discuss the need to seek legal advice at the Hall Committee meeting next week.</p> <p>ACT has advised that there may be some Lottery funding for the next phase of the project (professional services for detailed design and contract process).</p> | |
| 57/20/21 | <p>6.3 Up-date on Pump Track project (PG/SL)</p> <p>Grant applications have been submitted to British Cycling, the Postcode Lottery and the Hadfield Trust. The Postcode Lottery grant requires that planning permission has already been granted, and EDC will not consider the application without three detailed quotes: neither of these conditions can be satisfied until after the tender is awarded.</p> | |
| 58/20/21 | <p>6.4 Web-Site issues (AG)</p> <p>AG reported changes to GDPR regulations concerning transfer of data between the UK and the US in the "Privacy Shield". AG concludes that no further action is required by the PC to ensure GDPR compliance.</p> <p>Web-site Accessibility: there are a few technical issues to fix before the draft policy statement can be finalised and approved. The PDF Accessibility guide is finalised</p> <p>RESOLVED to approve and accept the PDF Accessibility Guide</p> <p>AG to publish on web-site</p> | AG |
| 59/20/21 | <p>6.5 Repair of pinfold wall</p> <p>Keith Hogg has repaired the wall for which the Council extends its thanks. The Clerk has offered to reimburse cost of materials.</p> | SL |
| ITEM 7 | PUBLIC FORUM | |
| | Nil | |
| ITEM 8 | NEW BUSINESS | |
| 60/20/21 | 8.1 To discuss applications for, and authorise grants from the Bolton Educational Foundation Trust | |

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| | <p>Four applications were considered: Bolton Primary School (interactive TV £1660), Appleby Grammar school (IT equipment £4,400), Bolton Nursery (subsidise Forest School £1260) and Eden Valley Young Farmers (computer & projector approx. £700).</p> <p>The PC agreed that, whilst all projects had merit, funds could not be granted to any of the projects given the information submitted. The projects either failed to demonstrate a long term benefit for young residents of Bolton (as per the constitution) or were insufficiently justified.</p> <p>RESOLVED that feedback should be given to all applicants and that the EVYF, Primary School and Nursery should be invited to resubmit applications, justifying the project more fully in terms of long term benefit to young Bolton residents.</p> | SL |
| 61/20/21 | <p>8.2 To agree and authorise the Fellrunner contribution</p> <p>RESOLVED to increase donation from £250 to £275</p> | SL |
| 62/20/21 | <p>8.3 To authorise increase in Clerk's Salary as per National Salary Award 2020-21.</p> <p>RESOLVED to authorise increase in salary from £11.00 to £11.30 per hour (SCP11) back dated to April 2020.</p> | |
| 63/20/21 | <p>8.4 To discuss renewal of registration of the New Crown Inn as an Asset of Community Value</p> <p>Registration is time-limited and lapsed in September this year. Whilst there is no immediate need to safeguard the future of the pub, the PC agreed that this is a desirable backstop to have in place.</p> <p>RESOLVED to reapply</p> | SL |
| 64/20/21 | <p>8.5 To discuss proposed changes to Local Government Organisation (Unitarisation)</p> <p>See minute 53/20/21.</p> <p>The PC has reservations about the proposal, but has insufficient information to comment further on the proposal.</p> <p>RESOLVED to await further information</p> | |
| 65/20/21 | <p>8.6. To discuss and agree on PC response to White Paper "Planning for the Future"</p> <p>The PC has major reservations about some of the policies, in particular:</p> <ul style="list-style-type: none"> • those impacting on the supply of affordable housing in rural areas, • the apparent focus on development in the South East, • the consequence of relaxation of planning conditions, and • the possible changes in housing needs due to shift to working from home <p>It is not clear if the Eden Local Plan will have to be revised, or if the new policies refer only to new LPs.</p> <p>RESOLVED that PS will draft a response tailored to the specific questions in the White Paper and circulate for comments before submission.</p> | PS |
| 66/20/21 | <p>8.7 To discuss unused VE day grants</p> <p>The PC received two grants towards the VE day celebrations (£500 Willows Trust and £300 CCC). The celebrations were cancelled due to the CV pandemic. It is unlikely that another VE day celebration will take place in the near future. £32.75 was spent before lock down (a historical info pack & wool for poppies), £767.25 remains.</p> <p>CCC has been contacted about returning the grant, but no response so far.</p> <p>RESOLVED to:</p> <ul style="list-style-type: none"> • chase up the CCC grant • contact the Willows Trust <p>LH wondered if the parish could use the funds to support a "virtual remembrance day" in any way: to discuss with the church, CCC and the Willow Trust.</p> | SL |

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| 67/20/21 | <p>8.8 To discuss an additional annual grass cut to an extended area in the Recreation Field</p> <p>The grass in a large proportion of the recreation field has not been cut for years: it is unsightly, conceals dog waste and inhibits the growth of native wildflowers essential for pollination. An annual cut in July-Sept is advised for management of wildlife-friendly grassland.</p> <p>Off-site disposal of the cuttings is prohibitively expensive.</p> <p>In consultation with the Hall Committee and Bolton in Bloom, the current contractor for the rest of the field has quoted £260 (+VAT) to cut and collect long grass in a specified area. The cuttings will be added to the compost bins to capacity, then distributed evenly around the stone wall boundaries of the field.</p> <p>Payment options include:</p> <ul style="list-style-type: none"> • splitting the cost between the Hall, Bolton in Bloom and possibly the PC • requesting financial support from the Willows Trust <p>RESOLVED to</p> <ul style="list-style-type: none"> • authorise the contractor to go ahead with the grass cut • request the Willows trust to support the cost | SL | | | | | | | | | |
| 68/20/21 | <p>8.9 To discuss the fate of the Annual Bonfire Night Celebrations</p> <p>RESOLVED to cancel the event this year due to the Covid pandemic restrictions on mass gatherings</p> | | | | | | | | | | |
| 69/20/21 | <p>Additional discussion:</p> <p>North West Electricity (NWE) have funds to support the cost of converting sodium lights to LEDs. Two sodium lights in the village were not approved by EDC for retention - outside Russel House (western entrance on main road), and the top of North End (new development after EDC survey -local pressure to retain).</p> <p>NWE want detailed tech specs for the lights, SL to follow up with EDC</p> | | | | | | | | | | |
| ITEM 9 | PLANNING MATTERS | | | | | | | | | | |
| 70/20/21 | <p>Decisions received</p> <p>Approved:</p> <p>20/0328 –WAYSIDE - Conversion of stone barn into annex, demolition of existing lean-to barn and partial replacement with covered veranda.</p> <p>Awaited:</p> <p>20/0290 Eden Grove – still waiting for S106 to be agreed with CCC.</p> <p>Compliance with conditions:</p> <p>19/0869 Retention of toilet facility: Methodist Chapel Bolton</p> <p>AG requested the clerk to chase up the condition to improve screening</p> | SL | | | | | | | | | |
| ITEM 10 | TO RECEIVE ACCOUNTS AND APPROVE PAYMENTS | | | | | | | | | | |
| 71/20/21 | <p>10.1 To accept Completion of Audit report and approve payment of fee</p> <p>The only issue raised in the audit was the one we admitted to, namely that the Bolton Education Fund is not held in a separate account that does not go through the PC books. The PC is required to rectify this.</p> <p>Due to Covid, it was impossible to open a new trust account in April/May.</p> <p>RESOLVED to open a separate account for the remaining Education Fund</p> <p>RESOLVED to pay the fee from the BEFT project fund, as previously agreed.</p> | SL | | | | | | | | | |
| 72/20/21 | <p>10.2 To review and accept current bank account balances</p> <p><u>Balances at end of September 20</u></p> <table> <tr> <td>Business Current Account</td> <td>50276162</td> <td>50.00</td> </tr> <tr> <td>Business Savings Account</td> <td>60834513</td> <td>8,719.71</td> </tr> <tr> <td>Community Account (project)</td> <td>03750396</td> <td>12,101.60</td> </tr> </table> <p><u>Breakdown of project account 03750396 end Sept 2020</u></p> | Business Current Account | 50276162 | 50.00 | Business Savings Account | 60834513 | 8,719.71 | Community Account (project) | 03750396 | 12,101.60 | |
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| | Bolton in Bloom | 987.55 | |
| | Fireworks night | 2200.68 | |
| | Playpark | 1.80 | |
| | Shared heritage lottery fund | 702.27 | |
| | Bolton Educational Trust | 7411.75 | |
| | VE75 day | 767.25 | |
| 73/20/21 | 10.3 To review expenditure against budget See Appendix 1, includes bank reconciliation Q2. RESOLVED to accept the (unaudited) bank reconciliation for Q2 and expenditure against budget figures | | |
| 74/20/21 | 10.4 To Approve Expenditures Precept account 50276162 | | |
| | S Leyland | <i>Salary</i> 436.80 <i>reimbursement present for councillor</i> 12.75 <i>reimbursement planting augers</i> 61.91 <i>reimbursement daffodil bulbs</i> 11.69 <i>reimbursement printer ink</i>26.95 | 550.10 |
| | HMRC | PAYE Q2 | 159.60 |
| | Fellrunner | Donation | 275.00 |
| | Project Account 03750396 | | |
| | S. Leyland | <i>reimbursement daffodil bulbs</i> 52.96 <i>reimbursement Karcher strimmer</i> 119.98 | 172.94 B in B |
| | PKF | | 240.00 |
| | Littlejohn | Audit | BEFT |
| ITEM 11 75/20/21 | COUNCILLORS MATTERS LH: CCC Highways gully cleaning vehicles obstructed the road near the school at picking-up time, causing cars to mount pavements, & obstructing pedestrians. Reported to CCC, investigating Dinsdale's wagons were perilously near electricity cables as well as obstructing the road near the school. Reported to Dinsdale & awaiting response. SL to follow up if inadequate response to complaints | | |
| | | | SL |
| ITEM 12 | CONFIRM DATE OF NEXT MEETING | | |
| 76/20/21 | RESOLVED that the next PC meeting will take place as scheduled on 16 th November, either remotely or in the hall | | |

POSTSCRIPT

56/2/21: 6.2 Update on Hall Extension Planning Application

EDC has realised that they forgot to consult with Sports England about the loss of recreation field space, so the planning decision is deferred. However the listed building approval has been granted.

Signed as correct

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 Peter Griffiths, Chairman