

Minutes of the Meeting of Bolton Parish Council
Monday 18th November 2024, 7.30pm in Bolton Memorial Hall

Present: Roger Bird (RB), Chairman

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

Newly co-opted Councillor Bill Ingham (BI)

In attendance Parish Clerk Shelagh Leyland (SL), and 0 members of the public

ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE	
077/24/25	The Chairman welcomed everyone for attending Apologies from Neil McCall, Unitary Councillor	
	DECLARATIONS OF INTEREST	
	Item 5.1 PS	
ITEM 2	TO ACCEPT AND AUTHORISE THE MINUTES OF THE PARISH COUNCIL MEETING 16th September 2024	
078/24/25	RESOLVED that the minutes of the Parish Council Meeting on 16 th September 2024 be confirmed as a true record and signed by the Chairman.	
ITEM 3	UNITARY COUNCILLOR'S REPORT	
079/24/25	Not present	
ITEM 4	COUNCILLOR REPORTS	
080/24/25	4.1 Co-option of new Councillor and acceptance of office No requests for election were submitted, and the C has been given permission to coopt. PS proposed, and RB seconded, that Bill Ingham be co-opted as Parish Councillor, unanimously accepted by the PC. RESOLVED that Bill Ingham be co-opted as councillor. BI signed the Acceptance of Office, to complete the Registration of Interests RESOLVED to complete formalities, organise training and induction package	SL
081/24/25	4.2 Willows Trust Update Unfortunately the representative was again unable to attend	
082/24/25	4.3 Up-date on the Hall Extension project(WH) Depending on the response from the Heritage Lottery about funding, the plan to do the drains first might need a rethink. WH is meeting the architect to review the phasing of the project and discuss costings. Two residents are working with the church to set up a youth club in the old WI room in the hall. The Trustees have applied for a grant from the W&FC Community fund to refurbish the room, fix the electrics and purchase some equipment. This will help support grant applications for the extension project	
083/24/25	4.4 Defibrillator at North End MF has identified a suitable site. RESOLVED to find out from Appleby First Responders what the PC needs to do to progress installation	SL
084/24/25	4.5 Update on Flood Resilience Planning No further progress	
085/24/25	4.6 WFC response to road safety queries from PC The request for a mirror at the bridge was rejected - Highways does not regard them as safe. They did not offer alternative suggestions to improve safety. The request for centre road markings at corners and warning signs about single carriageway at Oustenstand bridge have been passed to the relevant departments for consideration.	
086/24/25	4.7 Bonfire night report	

	<p>The evening was again a success, good weather, good attendance and no untoward events.</p> <p>£200 was donated to the hall for hire and cost of electricity'</p> <p>£500 was given to BFA as their share of the gate takings.</p> <p>£2298 was banked on 14th November out of which £1560 will be paid for the fireworks. Together with carry over from last year, the fund stands at £3412.</p> <p>RESOLVED that part of this fund could be used to support community initiatives, such as the new youth Club</p>	
087/24/25	<p>4.8 GDPR/gov.uk issues</p> <p>SL followed up on this to ensure that the village web-site is compliant with the new GDPR rules. Active Council (registered as a Domain Registrar with the Parish Council Domain Helpers Service} checked the web-site and advised that it is compliant. However they strongly advise that councillors should have a council-specific email address</p> <p>RESOLVED that all councillors set up a council specific email address and inform the Clerk</p>	all
088/24/25	<p>4.9 Strimming round the pump track</p> <p>No response from \rotary, so Mark Hill was asked to strim it as last year To be paid out of the project pump track fund. Discussion about dealing with nettles and thistles in spring.</p> <p>RESOLVED contact Cumbria Wildlife Trust for advice</p>	SL
089/24/25	<p>4.10 Biomass boiler and kiln</p> <p>See item 7</p>	
ITEM 5	NEW BUSINESS	
090/24/25	<p>5.1 Complaint about councillor</p> <p>It was agreed by the PC that there are no grounds for the complaint - no rules were broken, the code of conduct was not breached, the Councillor was doing his duty as fact finder.</p> <p>RESOLVED that there is no case for further action</p>	
091/24/25	<p>5.2 To approve Bolton PC Complaints Procedure</p> <p>The lack of an approved complaints procedure was highlighted during investigation of the above complaint</p> <p>RESOLVED to approve the formal Complaints Procedure, signed by the Chairman</p>	
092/24/25	<p>5.3 Response to CALC surveys</p> <p>None of the Councillors had any comments. SL to respond</p>	
093/24/25	<p>5.4 WFC's footway lights recharging plans</p> <p>The latest information is that the new streetlights policy being introduced by WFC will propose recharging PCs for the electricity and maintenance costs from 2026/27, and not as previously communicated in 2025/26. No cost data has been produced.</p> <p>RESOLVED that although we do not need to budget for this next year, it would be prudent to include an incremental increase in the precept to avoid a large hike in 2026/27. This will be partly offset by the rise in the Council Tax Base.</p>	SL/ PS
094/24/25	<p>This led to further discussion about WFC's attempts to unify the policies of the three previous councils, whose differing policies had arisen from the unique characteristics of each council. It was surmised that WFC is unifying these policies in an attempt to reduce costs. As there are Local teams based on previous districts, it was felt that variation in policies at this level could still be maintained.</p> <p>RESOLVED to request CALC to take up the issue with WFC. SL and PS to draft letter</p>	SL/ PS
095/24/25	5.5 WFC Highways and Parish Council communication issues	

	WFC Highway's "one door" communications policy means that all communications (from both public and PCs) must go through the on-line enquiry form or phone contact. The response is usually vague and non-specific (e.g. "we have dealt with your enquiry") from a no-reply email, so any further questions we have must to go through the same procedure again. It is impossible to have a discussion with any of the technical team RESOLVED to submit a formal complaint to Highways, suggesting it devises an alternative communication mechanism with Parish Councils which allows a two-way communication process. MF's interaction with other PCs at a recent Highways consultation event indicates that this is a common complaint throughout WFC. RESOLVED to request CALC's assistance to disseminate and support the PC position	SL SL/ MF SL/ MF																		
096/24/25	5.6 Consultation about waste recycling in Unitary Council WFC has launched a public consultation survey about recycling to create "consistent waste and recycling services across the whole of Westmorland and Furness". The same sentiments were voiced as in 094/24/25 above. RESOLVED to share the link to the survey and date for public consultation with residents via email & Whats App	SL																		
097/24/25	5.7 To approve the salary increase for the Clerk as per Government approved rates. Taking into account government approved rates plus salary scale progression, it is proposed that the salary for the clerk for 2024/25 be increased from £ 3775.75 to £ 4081.00 (detailed calculation in Appendix 1). This is within the £4135 that was budgeted RESOLVED to accept the increase in salary for 2024/25 backdated to April 2024	SL																		
ITEM 6	PUBLIC FORUM : No members of the public present																			
ITEM 7	PLANNING MATTERS																			
098/24/25	2024/1612/FPA Broad Oaks, Bolton: Retrospective erection of two wood drying kilns and the formation of an access track. The PC has now received the retrospective planning application, for both the latest kiln and the previous one which did also did not have planning permission. Since the complaint about the noise level (see Sept minute 067/24/25), this has been substantially reduced by the placement of logs around the kiln. RESOLVED that there are no grounds for objection so long as this noise level is maintained.																			
ITEM 8	TO RECEIVE ACCOUNTS AND APPROVE PAYMENTS																			
099/24/25	8.1 To review and accept current bank account balances <table><tr><td>Business Current Account 50276162</td><td>50.00</td></tr><tr><td>Business Savings Account 60834513</td><td>10,040.52</td></tr><tr><td>Community Account (project) 03750396</td><td>5499.50</td></tr></table> <table><tr><th colspan="4">Breakdown of project account</th></tr><tr><td>Bolton in Bloom 507.20</td><td>Bonfire 2648.99</td><td>Pump Track 1793.46</td><td></td></tr><tr><td>SHLF 419.58</td><td>Environment 60.25</td><td>VE75 70.02</td><td></td></tr></table> RESOLVED to accept current bank account balances	Business Current Account 50276162	50.00	Business Savings Account 60834513	10,040.52	Community Account (project) 03750396	5499.50	Breakdown of project account				Bolton in Bloom 507.20	Bonfire 2648.99	Pump Track 1793.46		SHLF 419.58	Environment 60.25	VE75 70.02		
Business Current Account 50276162	50.00																			
Business Savings Account 60834513	10,040.52																			
Community Account (project) 03750396	5499.50																			
Breakdown of project account																				
Bolton in Bloom 507.20	Bonfire 2648.99	Pump Track 1793.46																		
SHLF 419.58	Environment 60.25	VE75 70.02																		
100/24/25	8.2 To receive and approve bank reconciliation for Q2. See appendix 2 RESOLVED to approve bank reconciliation for Q2.																			

Appendix 1

CLERK'S SALARY 2024 – 2025, 2025-26

The Government has announced the salary uplift for local government staff, back-dated to April 2024. I have been paid on the Local Government SCP 12 scale since 2021-22. During 2024-25 the hourly rate was £13.73 per hour. I am contracted to work for 275 hours per year, so annual pay for 24-25 was £3775.80. The new SCP 12 rate for 24-25 is £14.36 per hour, annual pay £3949.

However, I forgot that I should have progressed along the SCP scale every year, which would have me on SCP 15 for 2024/25 (new rate £15.08/hour). I propose that I should be paid at SCP 14 for the year 2024-25: £14.84 per hour, claiming back only to April this year. This will bring the clerk salary bill for 2024/25 to £4081, within the budgeted £4135.

Clerks salary 2025/25

This will be on SCP15 at £15.08 per hour, annual amount £4147. Allowing for pay rise, suggest budget £4260.

The cost implications (based on 275 hours per year) are:

	Initial 23/24 rate on SCP 12	Revised 23/24 rate at SCP 14	25/26 rate on SCP 15
Per hour	13.73	14.21	15.08
Per month	314.65	340	345.60
Per year	3775.75	4081	4147.00

Appendix 2: Bank Reconciliation Q2 2024-25

Bank reconciliation Q2 2024-25		
Prepared by Shelagh Leyland, Clerk and Responsible Financial Officer		
Balance as of 4 July 2024		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	13774.78	
Community Account (project) 03750396	5205.83	
unpresented cheques	0.00	
Net Balance		19030.61
Balance as of 30 September 2024		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	10040.52	
Community Account (project) 03750396	5499.50	
unpresented cheques	0.00	
Net Balance		15590.02
Reconciliation of net balance with receipts and payments		
Opening balance	19030.61	
Add receipts	446.56	
Less payments	3887.15	
		15590.02

Reconciled from 4th July 2024 – 30 Sept 2024

.....

Date.....

RECEIPTS Q2		
PRECEPT ACCOUNT 50276162		
19-Sep	Donation for grass cutting	400.00
BUSINESS ACCOUNT 608834513		
02-Sep	Interest	46.56
PROJECT ACCOUNT 03750396		0.00
	total Q2	446.56

PAYMENTS Q2				
PRECEPT ACCOUNT 50276162				
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
				3887.15

Appendix 3: Expenditure against budget and preliminary suggestions for precept 2025-26

Exp vs budget 24/25 (includes todays payments)							
	Budget	exp 18 Nov 24	Balance	additional spend	Anticipated total spend	expected balance	suggested precept
Clerk salary	4135.00	2589.60	1545.40	1582.00	4171.60	-36.60	4500.00
office Expense	250.00	249.48	0.52	0.00	249.48	0.52	250.00
Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CALC subs	200.00	207.77	-7.77	0.00	207.77	-7.77	240.00
Insurance	560.00	642.93	-82.93	0.00	642.93	-82.93	680.00
Fellrunner	475.00	460.00	15.00	0.00	460.00	15.00	480.00
Grass cutting	3600.00	3684.00	-84.00	0.00	3684.00	-84.00	3400.00
Celebrations	200.00	0.00	200.00	0.00	0.00	200.00	200.00
training	100.00	0.00	100.00	60.00	60.00	40.00	100.00
meetings	150.00	125.00	25.00	50.00	175.00	-25.00	150.00
Election	200.00	0.00	200.00	0.00	0.00	200.00	200.00
Maintenance	200.00	0.00	200.00	100.00	100.00	100.00	200.00
B in B	100.00	13.50	86.50	50.00	63.50	36.50	100.00
Footway lights	0.00	0.00	0.00	0.00	0.00		
Contingency	500.00	599.99	-99.99	0.00	599.99	-99.99	500.00
	10870.00	5927.98	2097.73	1842.00	10414.27	255.73	10800.00

Notes:

Grass cutting - VAT reclaim for 2024/25 £614