

Minutes of the Meeting of Bolton Parish Council
Monday 20th January 2025, 7.30pm in Bolton Memorial Hall

Present: Roger Bird (RB), Chairman

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

In attendance Westmorland and Furness Unitary Councillor Neil McCall (NM), Parish Clerk Shelagh Leyland (SL), and 1 member of the public

ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE	
106/24/25	The Chairman welcomed everyone for attending No apologies	
	DECLARATIONS OF INTEREST	
	None	
ITEM 2	TO ACCEPT AND AUTHORISE THE MINUTES OF THE PARISH COUNCIL MEETING 18th November 2024	
107/24/25	RESOLVED that the minutes of the Parish Council Meeting on 18 th November 2024 be confirmed as a true record and signed by the Chairman.	
ITEM 3	UNITARY COUNCILLOR'S REPORT	
108/24/25 109/24/25	Both Cumberland and Westmorland & Furness Councils have agreed to further exploration of the government proposal for a combined Mayoral strategic authority for Cumbria. NM stressed that this was not a firm commitment to the combined authority, merely a commitment to consider it. Although Bolton Parish's request to be considered for a 20mph speed limit has been accepted, consultation will not take place until 2026/27. This will give us the opportunity to assess the outcome in other villages.	
ITEM 4	COUNCILLOR REPORTS	
110/24/25	4.1 Up-date on the Hall Extension project (WH) The Hall Committee has abandoned the proposal to install the drainage first, preferring to do the whole project in one phase. A revised estimate for the total cost is £890K including 10% contingency and VAT. An application will be submitted to the Heritage Lottery. If this does not materialise, plan B is to construct the new toilet block and kitchen and demolish the old toilet block as Phase 1. The new Youth Club is on track, thanks to a grant from WFC. The next meeting of the Hall Committee is February 3 rd – open to the public	
111/24/25	4.2 Willows Trust Update Unfortunately, the representative was again unable to attend. RESOLVED RB to chase up	RB
112/24/25	4.3 Update defibrillator North End (MF) Appleby First Responders have confirmed that they will take full responsibility for installation and maintenance. When they have confirmed a date for installation, residents will be informed. First aid/defibrillator training for residents (SL) A resident (also an AFR) has offered to run a free session for residents. SL to confirm date and publicise	MF SL
113/24/25	4.4 Communication with Highways (MF and SL) See minute 095/24/25, November 24 Highways continues to maintain that the only route for communication is through the one-door on-line HIAMS portal, for PCs and the public alike. SL has contacted CALC for support in lobbying for a separate communication pathway for PCs. NM to raise the issue with W&FC.	NM

114/24/25	<p>4.5 WFC's Footway lights recharging policy update</p> <p>WFC scheduled on-line engagement with PCs for 7th January. The day before, a difficult-to-digest draft policy was distributed stating that PCs who owned their own footway lights would be recharged from 2026/27. However, at the session 24 hours later, there had been a rethink, and a further policy option (that WFC take back responsibility for all footway lights) had been added. Whether PCs can choose which option they prefer, or whether there will be "one-for-all" has not been decided.</p> <p>This vacillation/uncertainty makes it difficult to budget especially for PCs with a small precept: the 2023/24 recharge, before it was cancelled, was going to be £1169 + VAT per annum, a substantial amount for a small parish.</p> <p>PS emphasised the urgent need for a clear policy that will remain in place for a number of years.</p> <p>NM was requested to feedback the PC's thoughts to the WFC</p>	
115/24/25	<p>4.6 Councillors email addresses</p> <p>One councillor still needs to create a PC-specific email address to ensure private correspondence is separated from PC business</p>	PS
116/24/25	<p>4.7 Landscaping round the pump track</p> <p>Refer minute 088/24/25 November meeting</p> <p>The Cumbria Wildlife Trust suggests pulling the nettles and thistles out by hand and reseeding with one of their Cumbria-specific perennial wild life seed mixes. Given the extent of the the PC prefers a nature friendly weedkiller, followed by reseeding. A member of the Appleby Rotary Club had offered to spray the weeds: this needs to be done in spring.</p> <p>RESOLVED BI will follow up with the Rotary Club, SL and MF to follow up</p>	BI, SL, MF
ITEM 5	NEW BUSINESS	
117/24/25	<p>5.1 Repair of notice board window and fixing of coping stones at bus shelter</p> <p>A local handyman has repaired the broken perspex in one window door and mortared the coping stones</p> <p>RESOLVED to authorise payment for repairs on receipt of invoice</p>	
118/24/25	<p>5.2 Replacement of newspaper box at old pumps</p> <p>The plywood box is dilapidated & not waterproof, it needs replacing</p> <p>RESOLVED to look into options for replacement</p>	SL
119/24/25	<p>5.3 Roadside lighting outside nursery and school</p> <p>The PC has been requested to help improve roadside lighting outside the nursery and primary school. The kerbs are difficult to see when picking up children in the winter months. SS confirmed that this is also a problem for customers of the mobile Chippy Van. There is no prospect of adding any standard footway lights, but the PC agreed to fund solar powered motion sensitive lights mounted on the fences/walls around the school</p> <p>RESOLVED to confirm the proposal with nursery and school and purchase if agreed</p>	SL
120/24/25	<p>5.4 Request from Community Foundation for donation under section 137</p> <p>RESOLVED not to donate</p>	
ITEM 6 121/24/25	<p>PUBLIC FORUM :</p> <p>Problems with Highways were raised again, especially concerning signages about road closures. The problem is mainly due to tasks being allocated to different agencies and poor communication.</p> <p>It was noted that some of the new poles erected by EDC have been sited in such a way that the hinge (used for changing the bulb) will not operate.</p>	

	The PC was urged yet again to pursue information about the Willows Trust and its accountability to the parishioners. RB assured the member of the public that it would be pursued.																																				
ITEM 7	PLANNING MATTERS																																				
122/24/25	2024/2182/LDEX: Broad Oaks: Lawful Development Certificate issued for the continued mixed use of the site for agriculture and the processing, drying and storage of firewood across the whole site, and the building works associated with the siting of Building Pending decision: 2024/1612/FPA: Broad Oaks, Bolton: Retrospective erection of two wood drying kilns and the formation of an access track.																																				
ITEM 8	TO RECEIVE ACCOUNTS AND APPROVE PAYMENTS																																				
123/24/25	<div>8.1 To review and accept current bank account balances</div> <table><tr><td colspan="2">Balance as of 31 Dec 2024</td><td></td></tr><tr><td>Business Current Account</td><td>50276162</td><td>50.00</td></tr><tr><td>Business Savings Account</td><td>60834513</td><td>7434.40</td></tr><tr><td>Community Account (project)</td><td>03750396</td><td>6238.25</td></tr><tr><td>Net Balance</td><td></td><td>13722.65</td></tr></table> <div>*£120 since transferred from project to savings account for pump track strimming</div> <table><tr><td colspan="4">Breakdown of project account</td></tr><tr><td>Bolton in Bloom</td><td>507.20</td><td>Bonfire</td><td>3384.74</td></tr><tr><td></td><td></td><td>Pump Track</td><td>1793.46</td></tr><tr><td>SHLF</td><td>419.58</td><td>Environment</td><td>60.25</td></tr><tr><td></td><td></td><td>VE75</td><td>70.02</td></tr></table> <div>RESOLVED to accept current bank account balances</div>	Balance as of 31 Dec 2024			Business Current Account	50276162	50.00	Business Savings Account	60834513	7434.40	Community Account (project)	03750396	6238.25	Net Balance		13722.65	Breakdown of project account				Bolton in Bloom	507.20	Bonfire	3384.74			Pump Track	1793.46	SHLF	419.58	Environment	60.25			VE75	70.02	
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124/24/25	<div>8.2 To receive and approve bank reconciliation for Q3.</div> <div>See appendix 1</div> <div>RESOLVED to approve bank reconciliation for Q3.</div>																																				
125/24/25	<div>8.3 To approve payments</div> <div>Precept account:</div> <table><tr><td>S. Leyland</td><td>Salary Dec/Jan</td><td>544.00</td></tr><tr><td>HMRC</td><td>PAYE Q3</td><td>243.20</td></tr><tr><td>Bolton Memorial Hall</td><td>Hall hire 20 Jan</td><td>25.00</td></tr></table> <div>RESOLVED to approve payments</div>	S. Leyland	Salary Dec/Jan	544.00	HMRC	PAYE Q3	243.20	Bolton Memorial Hall	Hall hire 20 Jan	25.00																											
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126/24/25	<div>8.4 To Review Expenditure Against Budget</div> <div>(includes today's payments)</div> <div>Within budget</div> <div>See Appendix 2</div>																																				
127/24/25	<div>8.5 To agree on precept request</div> <div>For workings see Appendix 3</div> <div>The Council Tax Base for Bolton PC has increased from 220.48 to 226 (mainly due to the second home premium, which for Bolton is 8 x Band D equivalents). Consequently we are able to reduce the contribution of residents' Council Tax.</div> <div>RESOLVED to request £8500 precept for 2025/26</div>																																				
Item 9	<div>COUNCILLORS MATTERS</div> <div>WH confirmed that the Field Day will be held on Saturday 28th June.</div>																																				

ITEM 10	CONFIRM DATE OF NEXT MEETING	
128/24/25	RB requested that the next meeting scheduled for 17th March be changed to 24th March. SL to check hall available (since confirmed) RESOLVED that the next Parish Council meeting will be held at 7.30 pm on Monday 24 th March 2025	

Signed as correct

 Roger Bird , Chairman

----Date

Appendix 1: Bank reconciliation Q3 2024-25

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
Balance as of 31 Dec 2024		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	7434.40	
Community Account (project) 03750396	6238.25	
unpresented cheques	0.00	
Net Balance		13722.65
Reconciliation of net balance with receipts and payments		
Opening balance	15590.02	
Add receipts	2336.81	
Less payments	4204.18	
		13722.65

Reconciled from 1 Oct - 31 December 24

..... Date.....

RECEIPTS Q3		
PRECEPT ACCOUNT 50276162		
BUSINESS ACCOUNT 608834513		
02-Dec	Interest	38.17
PROJECT ACCOUNT 03750396		
14-Nov	Bonfire night proceeds	2298.64
TOTAL RECEIPTS Q3		2336.81

PAYMENTS Q3				
PRECEPT ACCOUNT 50276162				Amount
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
				2644.29
PROJECT ACCOUNT 03750396				
18-Nov	S Leyland	Reimburse fireworks		1559.89
		TOTAL PAYMENTS Q3		4204.18

Appendix 2: Expenditure against budget

Exp vs budget 24/25 (includes payments on 20th Jan)							
	Budget	exp 20Jan 24	Balance	additional spend	Anticipated total spend	expected balance	suggested budget 2025/26
Clerk salary	4135.00	3376.80	758.20	680.00	4056.80	78.20	4260.00
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	40.00	40.00	60.00	60.00
meetings	150.00	150.00	0.00	25.00	175.00	-25.00	150.00
Election	200.00	0.00	200.00	0.00	0.00	200.00	0.00
Maintenance	200.00	0.00	200.00	200.00	200.00	0.00	300.00
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		0
Contingency	500.00	599.99	-99.99	0.00	599.99	-99.99	500.00
	10670.00	9384.47	1285.53	995.00	10379.47	290.53	10620.00

Appendix 3: Precept calculation

	Budget 24-25	expected balance	suggested budget 25/26
Clerk salary	4135.00	78.20	4260.00
office Expense	250.00	0.52	250.00
Audit	0.00	0.00	0.00
CALC subs	200.00	-7.77	240.00
Insurance	560.00	-82.93	680.00
Fellrunner	475.00	15.00	480.00
Grass cutting	3600.00	-84.00	3400.00
Celebrations	200.00	200.00	200.00
training	100.00	60.00	60.00
meetings	150.00	-25.00	150.00
Election	200.00	200.00	0.00
Maintenance	200.00	0.00	300.00
B in B	100.00	36.50	100.00
Footway lights	0.00		0
Contingency	500.00	-99.99	500.00
	10670.00	290.53	10620.00

Carry forward from 2023-24	5318.57
income 2024/25	
Precept	9517.00
VAT reclaim	701.77
interest	120.00
Donation from hall	400.00
TOTAL FUNDS 24/25	16057.34
Expected total expenditure 24/25	10379.47
Probable surplus/reserves end March 25	5677.87
PRECEPT CALCULATION 2025/26	
Predicted carry over from 24/25	5677.87
VAT reclaim expected	622.00
Donation grass cutting	400.00
	6699.87
Predicted spend	10620.00
+reserves	4000.00
Total requirement	14620.00
Shortfall	7920.13

			Options		
	23/24	24/25	25/26	25/26	25/26
Precept	8750	9500	9738.34	8500	9000
Council Tax Base	221.42	220.48	226	226	226
Council tax band D	39.52	43.09	43.09	37.61	39.82