

## **Minutes of the Meeting of Bolton Parish Council**

**Monday 20<sup>th</sup> July 2020, 7.30pm, held remotely on Zoom**

**The meeting was held remotely due to the national restrictions on public meetings imposed as a result of the Covid-19 pandemic. Voting was by raised hand.**

**Present:** Peter Griffiths (PG) Chairman, Roger Bird (RB) Vice Chairman  
Councillors: Alan Green(AG), Laura Hall (LH), Peter Smith (PS), Sheila Summerscales (SS), Martyn Worrall (MW).

**In attendance** District Councillor Joan Raine (JR), Parish Clerk Shelagh Leyland (SL), and 2 members of the public (including the Chairman of the Hall Committee WH).

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.

<b>ITEM 1</b>	<b>APOLOGIES FOR ABSENCE</b>	
23/20/21	Neil Hughes, County Councillor	
	<b>DECLARATIONS OF INTEREST</b>	
24/20/21	LH declared an interest in item 4.4.	
<b>ITEM 2</b>	<b>TO ACCEPT AND AUTHORISE THE MINUTES OF THE REMOTE EXTRAORDINARY PARISH COUNCIL MEETING OF 8<sup>TH</sup> JUNE 2020</b>	
25/20/21	Acceptance proposed by MW, seconded by SS <b>RESOLVED</b> that the minutes of the Parish Council Meeting on 8th June 2020 be confirmed as a true record and signed by the Chairman	
<b>ITEM 3</b>	<b>COUNTY and DISTRICT COUNCILLOR REPORTS</b>	
26/20/21	<b>DISTRICT COUNCILLOR'S REPORT (JR):</b> EDC will be holding a remote meeting on devolution on 21 July. <b>RESOLVED</b> to accept the report of JR	
<b>ITEM 4</b>	<b>PARISH COUNCIL REPORTS</b>	
27/20/21	<b>4.1 Feedback from Hall Committee</b> SS has not taken part in any Hall Committee meetings since lockdown. WH reported that the Hall will hopefully be opened at the beginning of September with insurance and all COVID19 restrictions in place.	
28/20/21	<b>4.2 Update on Hall Extension Planning Application</b> WH reported that a lengthy objection was submitted from the owner of neighbouring property MidTown Cottage. The objections are: unsympathetic design; restriction of access to the back of the property and overbearing rear extension. EDC has confirmed that none of these are material planning considerations, and the Hall Development Team will not be amending the plans. SL reported that the Countryside Access Officer (CCC) had submitted a response concerning diversion of public footpath 308006, suggesting that the footpath diversion cannot be made by EDC under the Town and Country Planning Act, as part of the footpath lies outside the boundary of the planning application. RB explained the historical inaccuracy of footpath maps, and the possibility of contesting any attempt to insist on an expensive Order. <b>No action at present, await outcome</b>	

29/20/21	<p><b>Fundraising</b> SL suggested that a fundraising plan should be drawn up and initiated. WH would prefer to await confirmation of planning permission.</p>	
30/20/21	<p><b>4.3 Up-date on Pump Track project</b> <b>Management of project:</b> At the PC meeting in March, the terms of the agreement for use of part of the recreation field for a pump track were discussed (131/19/20). It was agreed that the wording be revised and circulated, the results of a PC email vote will be accepted, and formally recorded at the next PC meeting. <b>RESOLVED</b> to accept the revised agreement (see Appendix 1) and submit to the Hall Committee. A formal Adoption agreement will be drawn up in due course. <b>Fundraising:</b> CCC has awarded a grant of £5,000 to the Hall for the project. PG, SL and a resident are preparing applications to British Cycling and EDC for additional grants.</p>	SL
31/20/21	<p><b>4.4 Bolton Educational Trust Fund update</b> <b>Grants:</b> A summary of supported projects can be found in Appendix B. £7,412.05 remains in the bank, with VAT of £2,271.31 to be reclaimed = £9,683.36. The Primary School is extremely grateful for this support.  <b>Future grants</b> At the PC meeting in March it was agreed that the PC would consider project proposals to support post-primary children (125/19/20). This was communicated via the Parish Newsletter. No proposals have yet been received. The PC briefly discussed possible ways to channel this support, but agreed that is up to applicants to propose projects. <b>RESOLVED</b> to issue a further request for proposals in the next newsletter.</p>	SL
32/20/21	<p><b>4.5 Repair of pinfold wall</b> Someone has temporarily replaced most of the stones, but they are not mortared in. We are informed that Keith Hogg will repair it. Failing this we will need to consider paying a waller.</p>	
33/20/21	<p><b>4.6 Up-date on road works</b> The A66 resurfacing work is ahead of schedule and will be completely finished by 31st July. The drainage works at Lane Ends are underway, the road will be temporarily closed from tomorrow to install the drainage channels.</p>	
<p><b>ITEM 5</b> 34/20/21</p>	<p><b>PUBLIC FORUM</b> A resident has submitted a complaint to be aired at the PC meeting. This concerns distress caused by the proximity of the goal posts on the playing field, excessive noise from the playing field and play park, concern about the impact of the proposed hall extension and car park on her house, and the development of various initiatives without due consultation. The issue of the goal posts has been referred to the Hall Committee (they have since been moved as far away as logistically possible). Neither the Hall Committee nor the PC has the power to limit numbers and or admission times to the playpark as suggested. The Hall extension, car park and pump track are/will be subject to planning permission and objections can be submitted by any member of the public. The PC considers that the development of community facilities is essential to maintain the sustainability and vitality of a rural working village, and recognises that not all developments will be to everyone's liking. SL to respond on behalf of the PC</p>	

<b>ITEM 6</b>	<b>NEW BUSINESS</b>	
35/20/21	<b>Resignation of Councillor Worrall</b> MW regrets that due to other commitments he no longer has time to do justice to his role as councillor. PG thanked him for the years of service and support he has given to the PC. <b>RESOLVED</b> to inform EDC of the resignation and initiate the replacement process	SL
36/20/21	<b>6.2 Proposed Sports and Leisure Development Plan</b> See minute 121/19/20 of March meeting. The proposal is that this is a Parish level plan which will complement and feed into the Hall Development Plan. The Primary School is very interested in helping to formulate it. <b>RESOLVED</b> to form a group comprising representatives from the PC, Hall Committee, school and residents representing a wide age group to take the plan forward.	SL
37/20/21	<b>6.3 Dog poo</b> The universal perennial problem. Even in the Playpark - netting has now been fixed at the base of the gates. <b>RESOLVED</b> to repeat the information about reporting miscreants to EDC in the Parish Newsletter.	SL
38/20/21	<b>6.4 Litter pick September</b> <b>RESOLVED</b> to encourage residents to pick litter on their walks during the national litter week. PG will provide picking sticks and bags, pickers to use own gloves and hand sanitiser.	PG
39/20/21	<b>6.5 Web-site Accessibility</b> All public sector websites need to be compliant with the government's new accessibility regulations by 23 September 2020. Small councils can carry out an assessment and state that it is a disproportionate burden to comply with all the criteria are on the website. <b>RESOLVED</b> to assess current accessibility of parish web-site and the burden of complying fully.	AG
<b>ITEM 7</b>	<b>PLANNING MATTERS</b>	
40/20/21	<u><b>Approvals granted:</b></u> <b>20/0132 –Site Adjacent to Marmion, Bolton, Appleby-In-Westmorland, CA16 6AW –Variation of Condition No. 2 (plans compliance) in respect of design and layout attached to approval 12/0141</b>  <b>19/0869 Retention of toilet facility: Methodist Chapel Bolton</b> AG attended the remote planning committee meeting to defend the objection. As a result permission was granted for only two years, and additional screening is required.	
41/20/21	<u><b>Decisions awaited</b></u> <b>20/0290: Eden Grove: replacement of block CDEF with 10 detached dwellings, submitted mid-May</b> The contractor supplied some answers to the questions raised by the PC which were accepted. The developer & architect are extremely frustrated with EDC who have promised them a decision for the last couple of weeks. They are in danger of losing their contractor.	
42.20/21	<u><b>Adherence to approval, South View, Bolton, 12/0331.</b></u> A neighbour has complained that an unauthorised pedestrian gate has been installed in the front wall of the new development at South View. The resident is concerned that this will result in cars being parked on the road, causing an obstruction and making it difficult for her to manoeuvre her car and trailer out of her drive. Reported to EDC on 12 June	

<b>ITEM 8</b>	<b>TO RECEIVE ACCOUNTS AND APPROVE PAYMENTS</b>	
43/20/21	<b>8.1 To review and accept current bank account balances</b> <u>Balance as of end June 20</u> Business Current Account 50276162 50.00 Business Savings Account 60834513 10,539.83 Community Account (project) 03750396 22,675.86  <b>Breakdown of project account end June 2020</b> Bolton in Bloom 987.55 Fireworks night 2200.68 Playpark 1.80 Shared heritage lottery fund 702.27 Bolton Educational Trust 18016.01 VE75 day 767.25	
44/20/21	<b>8.2 To Receive Bank Reconciliation for Q1</b> See Appendix 3 <b>RESOLVED</b> to accept the (unaudited) bank reconciliation for Q1	
45/20/21	<b>8.3 To Approve Expenditures</b> <b>Precept account 50276162</b> S Leyland, <i>Salary June/July</i> 403.20 <i>Reimbursement algae treatment for stone troughs</i> <u>26.39</u> 429.59  Mark Hill, grass cutting 1,392.00  <b>Project account 03750396</b> (BEFT) Cumbria County Council, Donation towards interactive TV 1,351.00 System T Ltd, 20 Laptops 9,253.26	
<b>ITEM 9</b> 46/2/021	<b>COUNCILLORS MATTERS</b> It was agreed that the notice board at the old garage will not be replaced when it has reached the end of its life.	
<b>ITEM 10</b>	<b>CONFIRM DATE OF NEXT MEETING</b>	
47/20/21	<b>RESOLVED</b> that the next PC meeting will take place as scheduled on 21 <sup>st</sup> September, either remotely or in the hall	

## APPENDIX A

### Agreement for the use of part of the Memorial Hall Field for a Pump Track

- 1. The Parish Council (PC) is responsible for the management of the construction process including landscaping along with all the necessary insurances etc. The Clerk will take overall responsibility for management of the construction process, coordinating as necessary with the appropriate bodies/experts.*
- 2. The boundaries for the pump track will be agreed in consultation with the Hall Committee during the design phase.*
- 3. The Bolton Bunch/Parish Council will apply for additional funding. The Hall Committee would like if possible to include a covered area e.g. pavilion/shelter.*
- 4. The PC agrees to adopt the pump track on the same basis that the play park has been adopted by Eden District Council, which will include insurance, maintenance, and regular inspections etc. The cost of ongoing maintenance and insurance of the pump track will preferably be sought by grant application or fundraising by the user group. If the PC eventually takes on devolved responsibility for the playpark from EDC, the pump track will be included.*
- 5. The adoption of the pump track by the PC will either be on completion of the project or alternatively if EDC were prepared to adopt the pump track on completion, the PC would adopt the pump track at the same time as the responsibility for the play park is devolved to the PC*

## APPENDIX B:

### Primary School projects supported by the Bolton Educational Foundation Trust

Project	Cost	Exc VAT	VAT reclaim
Donation towards early Learning equipment	3,025.00	3,025.00	0
Projector and screen etc	1,803.64	1,503.03	300.61 (reclaimed)
Donation towards annual subscription for IXL software	600.00	600.00	
Mile a Day running track	4,374.60	3,645.50	729.10
Donations towards an interactive TV	1,351.00	1,351.00	
20 Laptops	9,253.26	7,711.05	1,542.21
	20,407.50	<b>17,835.58</b>	2,271.31

Total remaining in bank £7,412.05  
VAT to be reclaimed £2,271.31  
**Total left to spend £9,683.36**

### **APPENDIX 3**

<b>BOLTON PARISH COUNCIL, FINANCIAL YEAR ENDING 31 MARCH 2020</b>		
<b>Bank reconciliation Q1 (1 April – 30 June 20)</b>		
Prepared by Shelagh Leyland, Clerk and Responsible Financial Officer		
<b>Balance as of 1 April 2020</b>		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	3642.46	
Community Account (project) 03750396	26513.44	
		<b>30205.90</b>
Unpresented cheque no 100488	52.80	
<b>Net Balance 1 April 20</b>		<b>30153.10</b>
<b>Balance per bank statements end June 20</b>		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	10539.83	
Community Account (project) 03750396	22675.86	
		<b>33265.69</b>
Unpresented cheques	0.00	
<b>NET BALANCE 30 June 2018</b>		<b>33265.69</b>
<b>Reconciliation of net balance with receipts and payments</b>		
Opening balance	30153.10	
Add receipts	9335.94	
Less payments	6223.35	
		<b>33265.69</b>

<b>INCOME 19/20 Q1</b>		
<b>PRECEPT ACCOUNT 50276162</b>		
24-Apr-20 EDC precept		7026.00
24-Apr-20 Footlight grant		605.00
26-May-20 VAT reclaim		1,702.96
<b>BUSINESS ACCOUNT 608834513</b>		
8-Jun-20 interest		1.98
<b>TOTAL</b>		<b>9,335.94</b>

<b>Expenditure Q1</b>			
<b>PRECEPT ACCOUNT 50276162</b>			Amount
22-Apr-20	CALC	Annual Subs	151.07
22-May-20	ICO	data protection fee (direct debit)	35.00
08-Jun-20	S leyland	Salary <i>403.20</i>	
		Reimbursement stamps/photocopying <i>19.80</i>	423.00
	HMRC	PAYE Q1	151.20
	Came & Co	insurance	488.48
			<b>1248.75</b>
<b>PROJECT ACCOUNT 03750396</b>			
21/04/2020	CCC	Software subscription school	600.00
22/04/2020	Siba Contracts	Running path school	4374.60
			<b>4974.60</b>
		<b>TOTAL EXPENDITURE Q1</b>	<b>6223.35</b>

Signed as correct

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Peter Griffiths, Chairman