

Minutes of the Annual Meeting of Bolton Parish Council

Monday 30th May 2022, 8.00pm in Bolton Memorial Hall

The Annual PC meeting followed the Annual Parish meeting.

Present: Councillors Roger Bird (RB), Martin Fagan (MF) Peter Griffiths (PG), Walter Head (WH), Peter Smith (PS),

In attendance: County Councillor Neil Hughes (NH), District Councillor Joan Raine (JR), Parish Clerk Shelagh Leyland (SL), and 6 members of the public.

ITEM 1	ELECTION OF CHAIRMAN 2022/23	
001/22/23	RB was nominated by PG, seconded by WH, and unanimously voted as Chairman RESOLVED that Roger Bird be appointed as Chairman of Bolton Parish Council for the year 2022/23	
ITEM 2	TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE	
002/22/23	RESOLVED to receive and accept the Declaration of Acceptance of Office as Chairman for Bolton Parish Council signed by the Chairman	
ITEM 3	ELECTION OF VICE-CHAIRMAN	
003/22/23	Peter Griffiths was nominated as Vice Chairman by PS, seconded by RB, and unanimously elected Vice Chairman RESOLVED that Peter Griffiths be appointed as Vice-Chairman of Bolton Parish Council for the year 2022/23	
ITEM 4	APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS	
004/22/23	Apologies from SS, reason given No declarations of interest	
ITEM 5	AUTHORISATION OF MINUTES OF PC MEETING ON 30th March 2022	
005/22/23	RESOLVED that the minutes of the Bolton Parish Council Meeting on 30 th March 2022 be confirmed as a true record and signed by the Chairman.	
ITEM 6	CONSIDER CO-OPTION OF A NEW PARISH COUNCILLOR	
006/22/23	Jessica Scott-Henker has expressed an interest in becoming a parish councillor. She gave a short introduction to herself and her background. As she is not well known to the Council, and has not attended a PC meeting before, it was agreed that she "sit in" on this meeting, and if still interested, co-option will be considered at the next meeting. RESOLVED JS to submit names of two references.	
ITEM 7	COUNTY AND DISTRICT COUNCILLORS' REPORTS	
007/22/23	NH: It is hoped that the contract the EDC signed for provision of maintenance and electricity for street lights will be honoured by the new Westmorland and Furness Council. The new Shadow Cabinet is working on a blueprint for the new council, by July there should be a better idea of future service provision. NH agreed that the PC should invite the two newly elected councillors to attend parish council meetings in an unofficial capacity until next May	
008/22/23	JR: JR remains Chairman of the scrutiny committee, currently working on the fate of 106 agreements. Some new information has come to light that needs follow up. JR is also still the "Older Person's Champion"	
	RESOLVED to accept the reports of NH and JR	

ITEM 8	COUNCILLOR REPORTS	
009/22/23	<p>8.1 Street light update (SL) <u>Replacement of sodium heads</u> The order for two LED heads has been placed with Urbaser, EDC's lighting contractor. No date has been given</p> <p><u>Additional light on Chapel Street</u> Unfortunately our further efforts have been unsuccessful. The landlord of the terraced house adjacent to the Methodist Chapel is not willing to provide the electricity connection, even with a separate meter.</p> <p>RESOLVED to monitor the sale of the Methodist Church and approach the new owners.</p>	SL
010/22/23	<p>8.2 Litter Pick report (PG) Apart from the school children and some residents of Croft House there was a poor turnout for the litter pick. The haul was moderate. The PC really appreciates residents who pick up litter on a day to day basis.</p>	
011/22/23	<p>8.3 Platinum Jubilee celebrations (SL) In view of the Hall Trustee's organised fundraising event in the field on 25th June, this will be an informal BYO drinks, food, blankets and chairs event in the field on Friday 3rd June at 3.30pm. The PC has not been asked to finance anything, although funds have been offered.</p>	
012/22/23	<p>8.4 Hall Extension and Car Park (WH) The legalities are now in place, and the trustees are waiting for more quotes for the construction of the Car Park as a first phase. Quotes so far have ranged from £65,000 – 85,000. Grant-seeking and fundraising will begin in earnest once the contractor has been identified.</p> <p>DEFRA has allocated £3 million for grants to 125 village halls. Details are not yet available, and it may not be accessible for the car park.</p>	
ITEM 9	TO DISCUSS POSSIBLE PURCHASE OF AN AUTO SPEED WATCH CAMERA	
013/22/23	<p>This discussion followed on from the presentation at the Annual Meeting by the Chairman of Clifton Community Council.</p> <p>Councillors and member of the public expressed interest in purchasing the equipment, despite a communication from the police's Community Speed Watch coordinator that it is not recommended by the Cumbria Road Safety Team and the Casualty Reduction and Safer Highways Group. It was felt that the evidence produced by the cameras would provide support for further traffic calming initiatives such as a 20mph speed limit through the village.</p> <p>Two cameras: £550 each (exc VAT) = £1,100. Three Auto Speed Watch signs: £48 each (exc VAT) = £144 <u>Total installation costs: £1,544</u></p> <p>The purchase of the unit includes the first year of data connectivity: in subsequent years this costs £148 (exc VAT) for each camera = <u>£296 per annum.</u></p> <p>RESOLVED in principle to consider the purchase of cameras, carry out further examination over next 2 months and hopefully reach a decision at next meeting.</p>	WH
ITEM 10 014/22/23	<p>To discuss web-site hosting service renewal and NALC guidelines about web-site and email addresses</p> <p>The web-site hosting service is due for renewal on 19th June.</p> <p>The options are to pay for three years (£57.31) or one year £28.88. The domain name (boltonvillage.org.uk) is due for renewal in November (£9.58pa).</p> <p>NALC recommends that councils use the Gov.uk domain, with linked email addresses for councillors. This domain costs £80 (+VAT) for the first two</p>	

	years, with a renewal fee of £40 every 2 years. There must be a trusted domain name administrator who has chosen a registrar. RESOLVED that there is insufficient information at present to make a decision on the gov.uk web-site, so the current hosting service will be renewed for one year whilst further investigation is carried out	SL									
ITEM 11 015/22/23	COUNCILLORS ACCEPTANCE OF THE REVISED CODE OF CONDUCT AND REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS SL has not yet had a chance to draft the new Code of Conduct, so this will be deferred. RESOLVED to confirm the Standing Orders and Financial Regulations	SL									
ITEM 12 016/22/23	FINANCE AND ACCOUNTS Balance as of 28th May 2022 Account no: 50276162 £ 50.00 Account no: 60834513 £ 13,116.20 Account no 03750396 £ 16,675.14 Breakdown of project account: <table border="1"> <tr> <td>Bolton in Bloom 765.44</td><td>Bonfire 2372.85</td><td>Pump Track 7591.36</td></tr> <tr> <td>SHLF 547.57</td><td>BEFT 1539.66</td><td>VE75 267.25</td></tr> <tr> <td>Gazebo 5693.98</td><td></td><td></td></tr> </table> NB the BEFT account actually has £665.70 less (i.e. £927.60) as the VAT from the Balance of the Trim Trail was mistakenly reclaimed twice: to be deducted from next year's claim.	Bolton in Bloom 765.44	Bonfire 2372.85	Pump Track 7591.36	SHLF 547.57	BEFT 1539.66	VE75 267.25	Gazebo 5693.98			
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017/22/23	RESOLVED that the funds remaining in the Pump Track fund (after the retention sum of £1062 has been paid) will be used for maintenance, ROSPA inspection, lessons and possibly for the play park.										
018/22/23	RESOLVED that the £5693.98 remaining in the gazebo fund be donated to the Hall Trustees towards the new car park (WH declared an interest and abstained from this vote). This will complement the hall and outdoor facilities and improve road safety.										
019/22/23	12.1 RESOLVED to receive and approve the final accounts and bank reconciliation for 2021/22 , and the Annual Internal Audit carried out and signed by internal auditor Alan McViety on 2/05/22										
020/22/23	12.2 RESOLVED to receive, adopt and sign the Annual Governance Statement, 2021/22 , signed by RB and SL										
021/22/23	12.3 RESOLVED to receive, adopt and sign the Accounting Statements 2021/22 signed by RB and SL										
022/22/23	12.4 RESOLVED to accept and approve the updated Asset Register										
023/22/23	12.5 RESOLVED to accept the insurance renewal quote and confirmed that the cover is adequate										
024/22/23	12.6 To appoint internal auditor RESOLVED to accept Alan McViety's offer to continue as internal auditor										
025/22/23	12.7 To Authorise Payments <u>Precept Account 50276162</u> Retrospective Eden Garage Batteries for SID 36.00 Information Commissioners office, data protection fee 35.00 BHIB Insurance 499.55										

	<p>New</p> <p>S Leyland, salary April/May 430.42</p> <p>reimbursement plants for jubilee 161.73</p> <p>reimbursement ink cartridges 40.49</p> <p>reimbursement print had cleaner kit £12.99 645.63</p> <p>CALC subscription 171.34</p> <p>Hall hire 25.00</p> <p><u>Project account 03750396</u></p> <p>Retrospective (all pump track)</p> <p>AST signs pump track acknowledgement sign 509.57</p> <p>UK Aggregates bike rack for pump track 73.96</p> <p>Relph & Sons fencing materials 591.84</p> <p>New</p> <p>S. Leyland reimburse grass seed pump track 49.99</p> <p>Reimburse plants pump track 78.00 127.99</p> <p>Keith Golding fencing round pump track 853.20</p> <p>Martin Fagan reimbursement for apple tree in pinfold (B in B) 34.99</p> <p>A J Hindson planting & weed removal pump track ares 150.00</p>	
ITEM 9 026/22/23	<p>APPOINTMENT OF COMMITTEES AND PC REPRESENTATIVES ON EXTERNAL BODIES</p> <p>There are no Committees. WH is the PC representative on the Memorial Hall Committee.</p>	
ITEM 10 027/22/23	<p>CONFIRM DATES FOR PC MEETINGS 2021/22</p> <p>RESOLVED to continue meeting on the third Monday of the alternate months in the Memorial Hall.</p> <p>The date of the next meeting is Monday July 18th</p>	

Signed as correct

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Roger Bird, Chairman