

Minutes of the Annual Meeting of Bolton Parish Council

Monday 17th May 2021, 8.00pm in Bolton Memorial Hall

The Annual PC meeting followed the Annual Parish meeting.

Present: Councillors Roger Bird (RB), Alan Green (AG), Peter Griffiths (PG), Laura Hall (LH), Walter Head (WH), Anne Hogg (AH), Peter Smith (PS)

In attendance: County Councillor Neil Hughes (NH), District Councillor Joan Raine (JR), Parish Clerk Shelagh Leyland (SL), and 13 members of the public.

ITEM 1	ELECTION OF CHAIRMAN 2021/22	
001/21/22	Alan Green was nominated by LH and seconded by AH. Roger Bird was nominated by PG and seconded by PS. RB was voted as Chairman by four votes to three. RESOLVED that Roger Bird be appointed as Chairman of Bolton Parish Council for the year 2021/22	
ITEM 2	TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE	
002/21/22	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	
003/21/22	Peter Griffiths was nominated as Vice Chairman by WH and seconded by PS. RESOLVED that Peter Griffiths be appointed as Vice-Chairman of Bolton Parish Council for the year 2021/22	
ITEM 4	APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS	
004/21/22	No apologies LH declared an interest in item 7.4.	
ITEM 5	AUTHORISATION OF MINUTES OF PC MEETING ON 15TH MARCH 21	
005/21/22	RESOLVED that the minutes of the Bolton Parish Council Meeting on 15th March 2021 be confirmed as a true record and signed by the Chairman.	
ITEM 6	COUNTY AND DISTRICT COUNCILLORS' REPORTS	
006/21/22	NH: Although the government has not extended Councils' rights to hold meetings remotely, CCC and Eden Local Committee are uncomfortable with face-to-face meetings, so there will be fewer. NH has been liaising with CCC on behalf of the parish over issues such as footpaths and roads. CCC is providing free Lateral Flow Testing for Covid to all hospitality businesses, as well as carers schools etc. Relations between CCC and Trade Unions have been improving. A member of the public asked whether a permissive path could be arranged from the end of the path (308007) near the ford over the Eden to join up with the top of North End to make a circular walking route. SL replied that the landowner has been asked to allow a permissive path, but has refused. CCC have quoted £250,000 for a bridge over the ford.	
007/21/22	JR: Internal communication within EDC remains a problem. A position statement on devolution was presented to scrutiny on 1 st April expecting that that a task and finish group would be set up with the proposal to extend the completion timetable to March 23. Instead, the policy was reversed at full council. Unfortunately, those councils that have already taken over responsibility for services (such as Bolton) are "stuck with it", despite JR's	

	<p>protestations. There was some discussion about the historical context of footlight responsibility in the area.</p> <p>The Crosby Ravensworth Tree group is active outside their area, and would be pleased to help Bolton. SL to contact.</p>	SL
	RESOLVED to accept the reports of NH and JR	
ITEM 7	COUNCILLOR REPORTS	
008/21/22	<p>7.1 Registration of the New Crown Inn as an Asset of Community Value</p> <p>EDC has agreed to register the New Crown Inn as an ACV, although the official communication has not yet been received.</p>	
009/21/22	<p>7.2 Pinfold bench (SL)</p> <p>It has been suggested that instead of buying a new bench, we transfer the old wooden ones from the recreation field to the pinfold to see how well they are used. WH agreed that they could be transferred.</p> <p>RESOLVED to check the state of the benches and if feasible, refurbish and transfer them to the pinfold.</p>	SL
010/21/22	<p>7.3 Pump Track update (PG)</p> <p>We are waiting for Velosolutions to submit the final detailed plans and draft of the planning application</p>	
011/21/22	<p>7.4 Bolton Education FoundationTrust</p> <p>Discussion was deferred as no feasible suggestions have been made for a project for older children that will fulfil the objectives of the Trust.</p>	
012/21/22	<p>7.5 Feedback from Communications Seminar (LH and AG)</p> <p>The seminar proved to be predominantly about social media and more appropriate for a larger council, but there were some ideas that could be taken up.</p> <p>RESOLVED to develop a PC Communications Strategy that will include for example periodic/regular household surveys.</p>	AG/ LH
013/21/22	<p>7.6 Great Cumbria Litter Pick, 21st & 22nd May</p> <p>The school is very keen to join with the parish for this activity, so it will have to be a school day. There are several sources of picker sticks.</p> <p>RESOLVED to liaise with the school to fix dates.</p>	LH/ PG
ITEM 8	FINANCE AND ACCOUNTS	
014/21/22	8a) RESOLVED to receive and approve the final accounts and bank reconciliation for 2020/21 , and the Annual Internal Audit carried out and signed by internal auditor Alan McViety on 22/4/2021	
015/21/22	8b) RESOLVED to receive, adopt and sign the Annual Governance Statement, 2021/22 , signed by RB and SL	
016/21/22	8c) RESOLVED to receive, adopt and sign the Accounting Statements 2019/20 signed by RB and SL	
017/21/22	8d) RESOLVED to adopt the updated Risk Assessment	
018/21/22	8e) RESOLVED to accept and approve the updated Asset Register	
019/21/22	<p>8f) Insurance cover</p> <p>BHIB, a specialist parish council company, has recommended a policy from Aviva, for a total premium of £478.76 inclusive of 12% insurance premium tax. A 3 year Long Term Undertaking would reduce the annual premium tax £451.19 including insurance premium tax. PG and PS have reviewed & consider adequate. BHIB confirm that this will cover the pump track - £50,000 for playground equipment is standard cover and they regard pump tracks as standard playground equipment. It is also covered for public liability.</p> <p>Came & Company (our current broker) quotes £726.56, with an additional £452 for the pump track.</p>	

BOLTON PARISH COUNCIL, FINANCIAL YEAR ENDING 31 MARCH 2021		
Prepared by Shelagh Leyland, Clerk and Responsible Financial Officer 12th April 2021		
Balance as of 1 April 2020		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	3642.46	
Community Account (project) 03750396	26513.44	
		30205.90
Unpresented cheque no 100488	52.80	
Net Balance 1 April 20		30153.10
Balance as of 31st March 2021		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	3871.79	
Community Account (project) 03750396	8748.00	
		12669.79
Unpresented cheques	0.00	
Net balance 31 March 21		12669.79
Reconciliation of net balance with receipts and payments		
Opening balance	30153.10	
Add receipts	12867.75	
Less payments	30351.06	
		12669.79

Reconciled from 1 April 2020 - 31st March 2021

Signed:

.....Date.....

Peter Smith, Councillor, Financial management

.....
Date.....

Alan McViety, Internal auditor

BREAKDOWN OF PROJECT FUNDS end of 2020/21	
Bolton in Bloom	725.61
Bonfire	2200.68
BEFT	1625.09
Pump track	3101.80
Willows trust	125.00
VE day (CCC)	267.25
Shared heritage Lottery fund	702.57
	8748.00

TOTAL RECEIPTS 2020-21

PRECEPT ACCOUNT 60834513				
24-Apr-20	EDC precept	7,000.00		
24-Apr-20	CTS	26.00		
24-Apr-20	Footlight grant	605.00		
26-May-20	VAT reclaim	1,702.96		
8-Jun-21	interest	1.98		
7-Sep-20	interest	1.47		
3-Dec-20	Donation from Hall	400.00		
7-Dec-20	interest	0.20		
8-Mar-21	Interest	0.14		
	SUBTOTAL	9737.75		
PROJECT ACCOUNT 03750396				
			BinB	Pump track
07-Sep-20	Donation (B in B)	30.00	30.00	
03-Dec-20	Hadfield Trust (Rathbone)	1200.00		1200.00
1-Mar-21	H & M groundworks	300.00		300.00
5-Mar-21	CCS Ltd T//A C&C	750.00		750.00
8-Mar-21	FR Potts	350.00		350.00
9-Mar-21	GJ bell	200.00		200.00
14-Mar-21	D Taylor	100.00		100.00
	A3Performance	200.00		200.00
	SUBTOTAL	3130.00	30.00	1900.00
	TOTAL	12867.75		

PAYMENTS PRECEPT ACCOUNT 2020-21

Date	To Whom		Expenditure
22-Apr-20	CALC	Annual Subs	151.07
22-May-20	ICO	data protection fee (direct debit)	35.00
08-Jun-20	S leyland	<i>Salary Apr/May 403.20</i>	
		<i>Reimbursement stamps/photocopying 19.80</i>	423.00
	HMRC	PAYE Q1	151.20
	Came & Comp	insurance	488.48
20-Jul-20	S Leyland	<i>Salary June/July 403.20</i>	429.59
		<i>Reimbursement algae treatment for stone troughs 26.39</i>	
	Mark Hill	Grass cutting	1392.00
05-Oct-20	S Leyland	<i>Salary aug/Sept 436.80</i>	550.10
		<i>reimbursement present for councillor 12.75</i>	
		<i>reimbursement planting augers 61.91</i>	
		<i>reimbursement daffodil bulbs for planters 11.69</i>	
		<i>reimbursement printer ink 26.95</i>	
	Fellrunner	Donation	275.00
	HMRC	PAYE Q2	159.60
16-Nov-20	S Leyland	<i>Salary Oct/Nov 414.40</i>	
		<i>reimbursement stamps 7.80</i>	422.20
	Mark Hill	Grass cutting	1704.00
	CALC	VAT training seminar	30.00
18-Jan-21	S leyland	<i>Salary Dec/Jan 414.40</i>	564.40
		<i>Reimbursement Xmas packages 150.00</i>	
	EDC	Footlight maintenance & supply	715.20
	HMRC	PAYE Q3	103.60
	Memorial Hall	Hall hire for Covid support group	33.00
17-Mar-21	S Leyland	<i>Salary Feb/Mar 414.40</i>	704.17
		<i>Reimbursement printer cartridges 45.97</i>	
		<i>Reimbursement stationary 23.81</i>	
		<i>Reimbursement new printer 219.99</i>	
	CALC	training	40.00
	HMRC	PAYE	207.00
		SUBTOTAL	8578.61

PAYMENTS PROJECT ACCOUNT

21-Apr-20	CCC	Software subscription school (BEFT)	600.00
22-Apr 20	Siba Contracts	Running path school (BEFT)	4374.60
20-Jul-20	CCC	Donation for interactive TV (BEFT)	1351.00
	System IT Ltd	20 Laptops (BEFT) for school	9253.26
05-Oct-20	S. Leyland	reimbursement daffodils (BinB) 52.96	
		reimbursment Karcher strimmer (BinB) 119.98	172.94
	PKF Littlejohn LLP	Audit fee (BEFT)	240.00
19-Nov-20	Just Print	Interactive tilt table (BEFT) donated to nursery	3587.76
18-Jan-21	S Leyland	Reimburse projector costs (<i>donated to EVYF</i>) (BEFT) 299.99	
		Reimbursement Xmas package (WT) 114.98	414.98
26-Jan-21	Cumbria County C	Donation to school, interactive TV , (BEFT)	1658.91
15-Mar-21	S Leyland	Reimbursement wildflower plugs (BinB)	119.00
		SUBTOTAL	21772.45
		TOTAL **	30351.06

BEFT: Bolton Educational Trust Fund

BinB: Bolton in Bloom

WT: Willows Trust