

## **BRIEF FOR REMOTE EXTRAORDINARY PARISH COUNCIL MEETING,**

**To be held on Zoom on Monday 8<sup>th</sup> June at 7pm**

**Item 3. Draft minutes of the last Parish Council meeting** on 16<sup>th</sup> March can be found on the parish web-site

<http://www.boltonvillage.org.uk/SiteFiles/ParishCouncil/MeetingMinutes/current.pdf>

**Item 4 Supplementary Standing Orders**: the PC is requested to adopt the Emergency Supplementary Standing Orders, allowing for the holding of Parish Council meetings remotely. Appendix One contains the template protocol suggested by CALC

**Item 5 To consider the application for an education grant from Bolton Primary School for 20 new laptop computers**, cost £339 each. The application can be found in Appendix 2. Alan (who works with the school on coding) confirms that the current lap tops are out-of-date and mostly not fit for purpose. The requested laptops are appropriate and a reasonable price. There is just over £18,000 in the Education Fund.

**To ratify the emergency grant on 21/4/20 to Bolton Primary School for the annual subscription of essential IT software** for home schooling due to Coronavirus lockdown: £600

### **Item 7 Planning Matters**

#### **New applications since last PC meeting**

**20/0200: Eden Grove, addition of rear extension to Gatehouses 1 & 2** - approval granted on 19/5/20

**20/0201: Eden grove, addition of front porch on Building K**, approval granted 29/5/20

**20/0202: Eden Grove, relocate & modify design of building O**, approval granted 29/5/20

#### **Decisions awaited**

**20/0290: Eden Grove: replacement of block CDEF with 110 detached dwellings, submitted mid-May,**

Bolton PC response on 26/5/20:

*"The PC remains of the opinion that this is an over development of a historic, atmospheric site, but appreciates the commercial realities of the development, and that permission has already been granted for 10 dwellings in the previous block CDEF. The PC is anxious to see the scheme completed, and therefore supports the application with a couple of caveats.*

*The proposal to convert the CDEF block into 10 detached dwellings appears to have a considerably larger footprint than the original plan, but measurements are not indicated. The PC would appreciate a comparison of the footprint of the two schemes, to determine the loss of green space.*

*The PC requests a visual impact statement from the perspective of the Memorial Field. The proposed dwellings are higher those originally planned: the new plans indicate more planting at the rear but there is no detailed landscaping plan or statement.*

*Finally, the proposed plans will command a higher market price than the original ones. It will also result in an increased number of residents, putting pressure on the existing social facilities. 15/0728 included an S106 agreement for a contribution to education and to a public footpath from the development to the village. The PC requests that an approval contains a condition for a contribution towards the extension and refurbishment of the village hall (see application 20/0225)."*

#### **19/0869 Retention of toilet facility: Methodist Chapel Bolton**

The Planning Officer recommends approval, but because of the PC's objection it has to go to the Planning Committee. The planned meeting was postponed

**20/0225 and 20/0226 Planning application submitted by Bolton Parish Council** on behalf of Bolton Memorial Hall, 7/4/20:

**Extension to Memorial Hall, change of use of annexe to domestic dwelling and change of use of part playing field to car park (plus listed building consent**

**New application:**

**20/0328 – WAYSIDE - Conversion of stone barn into annexe, demolition of existing lean-to barn and partial replacement with covered veranda.**

**Item 8 Accounts and Payments**

**8.1 Final Accounts and bank reconciliation, Annual Internal Audit 2019-20 – see Appendix 3**

**8.4 Insurance Cover:** the quote is for £488.48 (£475 last year). This is the final year of the long term agreement. Policy details available on request.

**8.5 Internal Auditor for 2020-21:** Alan McVitie

**8.6 Bank balances 5<sup>th</sup> June 2020**

Business Current Account	50276162	50.00
Business Savings Account	60834513	11600.53
Community Account (project)	03750396	22675.86

**Income 1 April – 5 June 2020****Precept account**

24 April 20	EDC precept	7026.00
	EDC footlight grant	605.00
May 20	HMRC Vat reclaim	565.90

**Project account:**

May 20	HMRC VAT reclaim	1137.02
	<i>Lottery fund -Stone bench )</i>	<i>611.70</i>
	<i>Playpark</i>	<i>11.79</i>
	<i>Bonfire night</i>	<i>212.92</i>
	<i>Education Fund</i>	<i>300.61</i>

**Breakdown of project account 5<sup>th</sup> June 2020**

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

**Expenditures To Approve****Precept account 50276162**

Coronavirus leaflet printing	<i>Retrospective:</i>	52.80
CALC, annual subscription	<i>Retrospective:</i>	151.07
S Leyland, Salary April/May	403.20	
<i>Reimbursement stamps &amp; photocopying</i>	19.80	423.00
HMRC, PAYE Q1		151.20
Data Protection Fee (direct debit)		35.00
Came & Company, insurance		488.48

**Project account 03750396*****Retrospective:***

Cumbria County Council, annual subscription for IXL software (education fund)	600.00
Siba Contracts, running track at school (Education fund)	4374.60

## APPENDIX 1

### Virtual Meetings

#### Template Protocol to add to Standing Orders (produced by CALC)

##### Attendance

1. To attend any virtual, electronic or digital meeting, a Member must be able at that time:
  - a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
  - b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
  - c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting

##### Protocol for the Meeting

2. Members should connect to the Meeting shortly before the allotted commencement time and check that their connection is operational.
3. Members should ensure that their microphone is muted other than when they are entitled to speak.
4. The Council's Standing Orders will apply as subject to the following amendments:
5. Members are only entitled to speak at the invitation of the Chair, other than to:
  - a. move a Motion or Amendment without Notice
  - b. second a Motion
  - c. move a Motion which may be moved during a debate
  - d. move a closure Motion
  - e. point of order
  - f. personal explanation
6. In any debate, the Chair of the Meeting will ask each Member in attendance, in turn, whether they wish to say anything as part of the debate. If a Member wishes to speak then this is the point at which they will so speak.
7. Once each Member has either spoken or indicated that they do not wish to speak then the relevant matter will be put to the vote.

8. Each vote will be a roll call vote or by a show of hands, while the minutes will record the decision of the meeting.

### **Members with a Disclosable Pecuniary Interest in a Matter**

9. Any Member with a Disclosable Pecuniary Interest in any particular matter must disconnect from the Meeting for that particular item. The Meeting will pause for up to ten minutes for the said Member to reconnect once the matter has been dealt with.

### **Confidential or Exempt Items or Issues**

10. When confidential, or “exempt” issues are under consideration. The Chair and Members should ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings. Any Remote Member should confirm, prior to participating in any confidential and/or exempt item of business, that they are in a secure private location and that no one else is able to hear the proceedings from the device being used by that Remote Member and that no recording is being made. Any member in remote attendance who failed to disclose that there were in fact persons present who were not so entitled will be in breach of their Code of Conduct responsibilities.

### **Connection Problems**

11. If, during the course of a Meeting, it becomes apparent that a Member is no longer in attendance, the Meeting will be paused for a period of up to ten minutes to re-establish their attendance.
12. After the ten minute period, if it has not been possible to re-establish the attendance of the particular Member:
  - a. If the Meeting remains quorate, the Meeting continues.
  - b. If the Meeting is inquorate, it will be adjourned until a suitable alternative time.
13. In circumstances when a Member rejoins part way through a re-commenced matter in a quorate Meeting and have missed part of the debate: councillors must take a view as to whether they are sufficiently informed to properly cast their vote.

### **Public/Other Participants**

14. For those meeting which require some public or other participation, at the relevant item, the Meeting will be paused until such time as those other involved persons are able to so participate.

If a technical matter prevents the relevant participant from attending then the Chair will make a decision as to whether they are able to put forward the person's contribution (e.g. a question).

## APPENDIX 2

### **BOLTON EDUCATIONAL FOUNDATION FUND** **GRANT APPLICATION FORM**

#### **1 About the applicant**

<b>Name:</b>	<b>Position:</b>	<b>Contact details</b>
Ruth Elstone	Head Teacher	head@bolton.cumbria.sch.uk

#### **2. Name of proposed project:**

Supply of 20 new laptops.

The laptops provided will have the following specification:

- Lenovo ThinkPad X260
- 12.5 inch HD display
- Intel Core i5-6300U processor
- Windows 10 operating system
- 8GB DDR4 memory
- 256Gb SSD storage

#### **3 Objective of proposed project**

To supplement the existing school laptops with 20 new ones with an improved specification. The existing laptops are several years old and while operational, there are often issues with internet connectivity and software operation. Lesson time can be lost due to these technical problems. The new laptops would be a significant upgrade and provide the teachers and children with a progressive teaching aid.

#### **4 Beneficiaries of the proposed project**

Bolton Primary School – Children and staff

#### **5 How will this project contribute to:**

**The objectives of the Fund: “to promote the education (including social and physical training) of beneficiaries”**

New laptops will provide the teachers and children with equipment that is modern and fit for purpose in an environment where there is an increasing reliance on technology. They will be utilised within lessons across all subjects.

#### **National Education Strategies**

New laptops will contribute towards the delivery of national strategies such as ‘Educational excellence everywhere’ allowing teachers and children the use of state of the art equipment and the opportunity to be a part of an improved learning experience.

## **The school's policies and priorities**

New laptops will provide teachers and children with enhanced learning aids. This will support a key policy of the school, which is the continual improvement on the quality of teaching and learning.

### **6. How will the project's impact be evaluated?**

The day-to-day benefits of new laptops will provide will be invaluable to the teachers, as lesson time will be saved, enabling more focus on teaching and less on equipment issues, which will be of a significant benefit to the children

### **7. What will the project cost?**

Each laptop will cost £399.

20 x £399 = £7,980

This quote has been provided by Cumbria County Council's preferred provider, Systems IT, who already have an IT contract with Bolton Primary School. As such, no other quotes have been obtained.

### **8. When will the funds be required?**

As soon as possible.

## APPENDIX 3

### Final Accounts 2019-20

<b>INCOME PRECEPT ACCOUNT 60834513</b>		
12-Apr-19	Eden District Council footlight grant	908.00
24-Apr-19	EDC precept & CTS	6,773.00
3-May-19	EDC balance of play park grant	2,500.00
7-May-19	VAT reclaim	1,904.08
3-Jun-19	interest	4.11
2-Aug-19	Grass cutting donation	400.00
2-Sep-19	Interest	5.13
2-Dec-20	Interest	4.19
9-Dec-20	Donation from Haytons for Xmas lights	142.49
2-Mar-20	interest	2.27
	<b>TOTAL INCOME</b>	<b>12,643.27</b>

<b>INCOME PROJECT ACCOUNT 03750396</b>			BinB	Bonfire	Playpark	Education Fund	VE75
1-Apr-19	Hill Top talk etc	100.20	100.20				
12-Jun-19	Bolton in Bloom donations	22.50	22.50				
8-Jul-19	open gardens proceeds	481.90	481.90				
2-Aug-19	Hall reimbursement overspend	382.14			382.14		
6-Sep-19	Skipton building soc, Bolton Education Fund (BEF)	1874.32				1874.32	
10-Sep-19	Butterworth, Santander shares (BEF)	306.01				306.01	
21-Oct-19	COIF (BEF)	17668.44				17668.44	
24-Oct-19	treasure hunt & portfolio sales	50.00	50.00				
24-Oct-19	Back interest COIF (BEF)	1607.14				1607.14	
25-Oct-19	HSBC BEF	5628.20				5628.20	
6-Nov-19	Bonfire night proceeds	1205.70		1205.70			
29-Nov-19	COIF Bolton Education Fund	135.17				135.17	
16-Dec-19	BFA contribution to hall hire	15.00		15.00			
2-Jan-20	Penrith BS (Willows trust) for VE day	500.00					500.00
	CCC grant VE75	300.00					300.00
18-Mar-20	Butterworth (Santander BEF)	499.66				499.66	
	<b>TOTAL INCOME PROJECTS</b>	<b>30776.38</b>	654.60	1220.70	382.14	27718.94	800.00

## EXPENDITURE PRECEPT ACCOUNT

DATE	To Whom	Details	Expenditure
20/05/2019	S Leyland	Salary	400.00
	Bolton M Hall	Hall hire 20/5/19	22.00
	CALC	Annual subs	144.67
	J Richardson	wood for planters	32.22
	j Hastwell	Reimburse materials B in B	77.31
	ICO	data protection fees	35.00
08/06/2019	Mark Hill	grass cutting	1331.10
	Alan Green	reimbursement web domain renewal	90.35
15/07/2019	S Leyland	Salary	400.00
	HMRC	PAYE 1st Q	150.00
	Came & Company	insurance	475.71
	Bolton Memorial Hall	Hall hire 15/7/19	22.00
30/09/2019	S Leyland	Salary Aug/Sept 400.00	493.57
		Reimbursement "Village survival guide" 9.24	
		reimbursement paint for public benches 84.33	
	HMRC	PAYE 2nd Q	150.00
	Bolton memorial Hall	Hall hire 30/9	22.00
	EDC	Election costs	105.00
	Fellrunner	contribution	250.00
	PKF	Audit fee	360.00
	R Hudson	painting public benches	206.00
25/11/2019	S Leyland,	salary Oct/Nov	400.00
	Bolton memorial Hall	hall hire	22.00
	HMRC	PayE	150.00
	CALC	training Alan Green, aspiring chairman	45.00
	Mark Hill	grass cutting	1331.10
20/01/2019	S Leyland	Salary Dec/Jan 400.00	720.13
		Reimbursement stationary 18.79	
		Reimburse present for internal auditor 22.00	
		Reimbursement battery for Xmas light 7.82	
		reimbursement control tube for lights 18.48	
		Reimbursement Xmas lights for hall 147.98	
		reimbursed Masterplug weather box 23.00	
		Reimbursement antiviral software 35.99	
		reimbursement stationary 46.07	
	Bolton memorial Hall	Hall hire	22.00
	EDC	Footway lights maintenance	798.12
16/03/2020	S Leyland	Salary Feb-Mar 400.00	
		reimbursement weedkiller for verges 19.34	419.34
	HMRC	PAYE Jan- Mar	150.00
	Low Howgill Ltd,	supplies for bacon buttie morning hall	52.88
	Bolton Memorial Hall	hall hire 16/3/20	22.00
23/03/2020	Cerberus printing	Coronavirus cards	52.80
			<b>8952.30</b>



EXPENDITURE PROJECT ACCOUNT 03750396								
			EXP	Bin B	bonfire night	playpark	heritage lottery fund	Education Fund
03/04/2019	WPS	Stone wall project	180.00				180.00	
20/05/2019	westmorland BC	cement & wheelbarrow SHLF	123.94				123.94	
	DSWA-GB	books/educational materials SHLF	160.00				160.00	
	S Leyland	reimbursement:	183.94					
		walling gloves 11.04					11.04	
		walling hammers 104.40					104.40	
		educational material 29.50					29.50	
		play park plants39.00				39.00		
	C Rose	reimbursement travel expenses (SHLF)	20.00				20.00	
10/06/2019	Russell Hogg	sand (SHLF)	144.00				144.00	
	Centrewire	latches & hinge (Play park)	70.74			70.74		
	R Dent	Stone (SHLF)	1200.00				1200.00	
	Boustead	Sorting & delivery stone (SHLF)	552.00				552.00	
	WBS	Cement (SHLLF)	68.61				68.61	
15/07/2019	S leyland	reimburse plants (SHLF) 92.02	285.62				92.02	
		reimburse recycled plastic wood (SHLF) 154.74					154.74	
		reimburse stationary (SHLF) 38.86					38.86	
	Val Corbet	copyright for photo	25.00				25.00	
	Johnson Tool Hire	hire concrete mixer (SHLF)	75.00				75.00	
	WBS	cement/sand/chippings (SHLF)	48.27				48.27	
	C Bulman	professional fees, stone wall 1200.00	1262.36				1200.00	

		reimbursement travel expenses 35.00					35.00	
		reimbursement cement & petrol 27.36					27.36	
	j woods	professional fees stone bench	800.00				800.00	
	CCC	stationary for school	200.03				200.03	
	R Hudson	fitting hinge & latches	132.50				132.50	
30/09/2019	Hannah Tyson	design of information board	100.00				100.00	
	S Leyland	reimbursement daffodil bulbs 16.95	986.61	16.95				
		Reimbursement tree guards 83.90					83.90	
		reimbursement info board 868.26					868.26	
		reimbursement leaflet holder 17.50					17.50	
25/11/2019	S Leyland	Reimbursement refreshments bonfire night	280.00		280.00			
	H Pigney	Fireworks	1000.00		1000.00			
	Herald	Advert bonfire night	18.80		18.80			
	S Leyland	Overtime, Bolton Education Fund work	200.00					200.00
20/01/2020	National Heritage lottery	repay balance of grant	350.00				350.00	
05/02/2020	Cumbria CC (for primary school)	early years play equipment donation	3025.00					3025.00
16/03/2020	S Leyland	Reimbursement wool for poppies 12.00	32.75					
		Reimburse memorabilia pack 20.75						
	System IT	projector, screen, installation etc school	1803.64					1803.64
TOTAL			<b>13328.81</b>	16.95	1298.80	109.74	6841.93	5028.64

<b>BOLTON PARISH COUNCIL, FINANCIAL YEAR ENDING 31 MARCH 2020</b>		
FINAL RECONCILIATION 2019-20		
Prepared by Shelagh Leyland, Clerk and Responsible Financial Officer		
date 10 May 2020		
<b>Balance as per bank statement end March 2019</b>		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	3445.93	
Community Account (project) 03750396	5518.63	
		<b>9014.56</b>
Unpresented cheques	0.00	
<b>Net Balance 31st March 19</b>		<b>9014.56</b>

<b>Balance per bank statements 31 March 20</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>30153.10</b>

<b>Reconciliation of net balance with receipts and payments</b>		
Opening balance	9014.56	
Add receipts	43419.65	
Less payments	22281.11	
		<b>30153.10</b>

#### **Breakdown of project account end March 2020**

Bolton in Bloom	987.55
Fireworks night	1987.76
Playpark	- 9.99
Shared heritage lottery fund	90.57
Bolton Educational Trust	23,994.28
VE75 day	800.00
	<b>27,850.17</b>

Reconciled from 1 March 2019 - end March 2020

John Cotter, Internal Auditor

..... Date.....