

Minutes of the Annual Meeting of Bolton Parish Council

Monday 15th May 2017 in Bolton Memorial Hall

Present: Mr Peter Griffiths (PG) Chairman, Mr Roger Bird, Vice-Chairman
Councillors: Barbara Butterworth (BB), Alan Green (AG), Peter Smith (PS), Martyn Worrall (MW), later joined by Sheila Summerscales (see minutes)

In attendance: District Councillor Joan Raine (JR), Clerk Shelagh Leyland (SL), and 7 members of the public

ITEM 1 001/17/18	Election of chairman for 2017/18 Peter Griffiths was unanimously elected as Chairman, proposed by Roger Bird and seconded by Martyn Worrall RESOLVED that Mr Peter Griffiths be Chairman of Bolton Parish Council for the year 2017-18	
ITEM 2 002/17/18	Declaration of acceptance of office RESOLVED to receive the Declaration of Acceptance of Office signed by the Chairman.	
ITEM 3 003/17/18	Election of vice chairman Roger Bird was proposed by Peter Griffiths and seconded by Barbara Butterworth RESOLVED that Mr Roger Bird be re-appointed Vice Chairman for 2017-18	
ITEM 4 004/17/18	RESOLVED to accept apologies from County Councillor Neil Hughes (NH) who had to leave early to attend another PC meeting, so gave his report at the earlier Annual Parish Meeting, minuted here for consistency. There were no declarations of interest.	
ITEM 5 005/17/18	RESOLVED that the minutes of the Bolton Parish Council Meeting on 20 th March 2017 be confirmed as a true record and signed by the Chairman.	
ITEM 6 006/17/18	County Councillor's report PG congratulated Neil on his re-election as County Councillor NH: Role of local councils changing all the time - moving towards asset-based community-led development (fixed and human assets). 10 days post-county elections there is no overall party in control in Cumbria; leaders waiting for general election before any coalition is formed, probably late June. Meantime CCC is continuing normal day to day duties. RESOLVED to accept the report of Councillor NH.	
007/17/18	District councillor's report JR: has stepped down as Deputy Chairman of the Council but is still Chair of the Housing and Communities Scrutiny Committee, Standing Deputy on the Planning Committee and "older people's representative". Mary Robinson is the new Chairman, William Patterson is deputy. The new "Heart of Cumbria" has appointed some "good people" as directors and is working alongside the EDC Business Plan. Local Plan still waiting for inspector's approval. New enforcement officer in the planning department. JR mentioned the grants available from EDC and Cumbria Communities Foundation. RESOLVED to accept the report of Councillor JR	
008/17/18	Parish councillor reports BB: Parking near the bridge has improved since the Penrith & Appleby Anglers Associations were contacted. BB followed up reports of poorly maintained bridleways in Bolton District. She has contacted the relevant landowners and asked them to fulfil their duties. SL reported that the Bolton Walking Groups have offered to undertake a comprehensive survey of footpaths on Bolton & she will prepare a template in due course.	SL

009/17/18	<p>MW: has made enquiries about the dyslexia project that the PC was requested to support. Given that there are many definitions of “dyslexia”, and the local school is already well served, he does not recommend that the PC support the project.</p> <p>RESOLVED not to offer financial support to the dyslexia project.</p>	
<p>ITEM 7 010/17/18</p>	<p>Co-option of new parish councillor No-one requested an election. Sheila Summerscales has agreed to be co-opted onto the Council and signed the Acceptance of Office Form at the meeting. Declaration of Interests to be completed and submitted to SL.</p> <p>RESOLVED to co-opt Sheila Summerscales as seventh parish Councillor</p>	SS
<p>ITEM 8</p>	<p>Public Forum No comments from public JR clarified that Croft House has now been sold. BB reported that the new owners have a Facebook site which explains that it will be used for young adults with learning disabilities, to provide supported and independent living, and respite accommodation. SL to contact the owners to invite them to next PC meeting</p>	SL
<p>ITEM 9</p>	<p>New business none</p>	
<p>ITEM 10</p>	<p>Planning applications</p>	
011/17/18	<p>17/0036: New garage at Orchard House - A new application was submitted at EDC’s request, with modification to height & materials. After consulting with councillors, the Clerk advised EDC that there were no objections.</p>	
012/17/18	<p>17/0282: Proposed rear garden room extension, 14 Hall Grange. After consulting with councillors, the Clerk advised EDC that there were no objections.</p>	
013/17/18	<p>17/0306: proposed new dwelling on Silver Street, adjoining Glyn. Two storey house being built by owner of Glyn in his garden, for his son’s family, who currently rent in the village. RESOLVED: EDC to be informed that the PC has no objection</p>	SL
014/17/18	<p>Portaloo outside the Methodist chapel: EDC confirmed that the PC can submit the planning application on behalf of the Chapel – their administrators will be in touch when they have prepared the documents.</p>	
<p>ITEM 11</p>	<p>Financial matters and accounts</p>	
015/17/18	<p>RESOLVED to accept and approve the annual governance statement, signed by PG and SL.</p>	
016/17/18	<p>RESOLVED to accept and approve the internal audited accounts signed by the internal auditor PS (Councillor responsible for finance) and the annual accounting statements signed by PG and SL.</p>	
017/17/18	<p>RESOLVED to accept the progression of the Clerk to Salary Point 19 as per contract and new pay scale as per National Salary Award, i.e hourly rate increased from £9.20 to £9.743. Hours remain the same, 253.37 hours over 52 weeks = £2468.58 per annum</p>	
018/17/18	<p>RESOLVED that the updated Risk Assessment Register be accepted and approved</p>	
019/17/18	<p>RESOLVED that the updated Asset Register be accepted and approved</p>	

020/17/18	RESOLVED that the new quote for Aviva Insurance cover provided through Came and Company Insurance brokers be accepted and Insurance cover renewed	SL																																																																								
021/17/18	RESOLVED to appoint John Cotter as internal auditor for 2017-18. Auditing will continue to be done on a quarterly basis.																																																																									
022/17/18	<p>RESOLVED to authorise the following payments:</p> <table border="1"> <thead> <tr> <th colspan="4">PRECEPT account</th> </tr> </thead> <tbody> <tr> <td>S Leyland</td> <td>Salary April/May 2017</td> <td>13.20</td> <td></td> </tr> <tr> <td></td> <td>Reimbursement postage stamps</td> <td>7.56</td> <td></td> </tr> <tr> <td></td> <td>Reimbursement road sign</td> <td>10.98</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>429.98</td> </tr> <tr> <td>Memorial Hall</td> <td>Hall hire 23 May</td> <td></td> <td>22.00</td> </tr> <tr> <td>CALC</td> <td>Annual Subs</td> <td>160.14</td> <td></td> </tr> <tr> <td></td> <td>Good Councillor books</td> <td>7.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>167.14</td> </tr> <tr> <td>Came & Co</td> <td>Annual Parish insurance</td> <td></td> <td>376.49</td> </tr> <tr> <td>Peter Griffiths</td> <td>Rimbursement thank you gifts for ex-councillor & web-site manager</td> <td></td> <td>27.50</td> </tr> <tr> <th colspan="4">PROJECT account</th> </tr> <tr> <td>S. Leyland</td> <td>Reimbursement Bolton in Bloom items</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Fuel cans for strimmer,</td> <td>7.98</td> <td></td> </tr> <tr> <td></td> <td>Sand & padlock for shed</td> <td>28.63</td> <td></td> </tr> <tr> <td></td> <td>Spade, fork, rake</td> <td>55.65</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>92.26</td> </tr> <tr> <td>Christine Rose</td> <td>Reimbursement Bolton in Bloom items: Paint for recycling bike</td> <td></td> <td>19.48</td> </tr> </tbody> </table>	PRECEPT account				S Leyland	Salary April/May 2017	13.20			Reimbursement postage stamps	7.56			Reimbursement road sign	10.98					429.98	Memorial Hall	Hall hire 23 May		22.00	CALC	Annual Subs	160.14			Good Councillor books	7.00					167.14	Came & Co	Annual Parish insurance		376.49	Peter Griffiths	Rimbursement thank you gifts for ex-councillor & web-site manager		27.50	PROJECT account				S. Leyland	Reimbursement Bolton in Bloom items				Fuel cans for strimmer,	7.98			Sand & padlock for shed	28.63			Spade, fork, rake	55.65					92.26	Christine Rose	Reimbursement Bolton in Bloom items: Paint for recycling bike		19.48	
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ITEM 12 023/17/18	Appointment of Committees and Parish Council representatives on external bodies Sheila Summerscales was nominated as the PC representative on the Memorial Hall Committee. SL to inform Hall Committee.	SL																																																																								
ITEM 13 024/17/18	Date of next meeting Monday July 17th																																																																									

Signed as correct

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