

Minutes of the Meeting of Bolton Parish Council
Monday 15th July 2024, 7.30pm in Bolton Memorial Hall

Present: Roger Bird (RB), Chairman

Councillors: Vice Chairman Peter Griffiths(PG), Susan Simpson (SS), Peter Smith (PS),

In attendance W&F Unitary Councillor Neil McCall (NMCC), Parish Clerk Shelagh Leyland (SL), and one member of the public

ITEM 1	WELCOME AND APOLOGIES FOR ABSENCE	
030/24/25	The Chairman welcomed everyone Apologies: Walter Head, Martin Fagan, Jessica Scott with reasons	
	DECLARATIONS OF INTEREST	
	None	
ITEM 2	TO ACCEPT AND AUTHORISE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING 20th November 2023	
091/23/24	RESOLVED that the minutes of the Parish Council Meeting on 20 th November 2023 be confirmed as a true record and signed by the Chairman.	
ITEM 3	UNITARY COUNCILLOR'S REPORT	
092/23/24	The W&FC has a balanced budget for 2024/25 and does not anticipate any major cuts to services. A bursary has been established to support school transport and £1.7 million has been set aside for public bus services. 60 new apprenticeships have been set up for W&FC and CC	
093/23/24	At Cliburn, a 40mph limit is being considered for a short length beyond the existing eastern, western and southern limits of the 30mph zone at Cliburn. Neil to find out more information RESOLVED to accept NMCC's report	
ITEM 4	COUNCILLOR REPORTS	
094/23/24	4.1 Up-date on the Hall Extension project (written report from WH) The agreement over the change in right of way to the property behind the Hall has still not been signed. W&FC assured the Hall Chairman that the change in position of the public right of way will be progressed. Fund raising events for the next step (drainage works) are planned, including the Field Day on 22 June. An application has been submitted to W&FC for a grant of £3000 towards the £46,000 cost. The Health and Beauty service will remain at the New Crown Inn for the time being.	
095/23/24	4.2 Place Action Groups PS indicated his interest in involvement but has not heard anything further. RESOLVED SL/PS to follow up.	PS SL
096/23/24	4.3 Up-date on pot-holes and road damage repairs The PC noted the good work done through the village, particularly the sealing off of new patches of tarmac. RESOLVED to communicate our thanks to W&FC Highways	SL
097/23/24	4.4 Local Resilience Forum No further progress though discussions ongoing	
098/23/24	4.5 Recharge for footway lights (SL) W&FC has decided that there will be no recharge for footway lights taken over by villages, either this year or next. This news came too late for the precept request, so council finances will benefit next year. A review of the lighting policy for the whole of W&F area will take place in 2024	
ITEM 5	NEW BUSINESS	
099/23/24	5.1 To approve the application to W&FC to be considered for a 20mph limit through the village	

	RESOLVED that the PC approves the application to be considered for a 20mph speed limit through the village. The outcome will be decided after further consultation between the PC, W&FC and residents	SL						
100/23/24	5.2 To discuss the need for additional Tree Preservation Orders in the parish At present TPOs exist on some trees at Eden Grove, and all the trees at Cross Rigg. The PC considered whether any further TPOs should be requested for statement trees (such as the one on the village green), groups of trees or woodlands. RESOLVED to consult residents via the newsletter RB to check ownership of Village green	SL SL RB						
101/23/24	5.3 To agree purchase of a replacement laptop for use by the Parish Clerk parish for council business The current laptop is 7 years old, limited RAM and processing power, and extremely slow despite being regularly maintained. The cost can be covered by the savings form the footway light recharge. RESOLVED to authorise purchase of a new laptop costing between £500-£600. SL to seek technical advice	SL						
102/23/24	5.4 To discuss agenda for the Annual Parish Meeting RESOLVED to present the consultation process for implementing a 20mph speed limit in the village.							
ITEM 6 103/23/24 104/23/24	PUBLIC FORUM A number of residents have received letters from W&FC reminding them that rubbish for collection must not be placed at the kerbside until after 5.30pm the evening before. A reminder will be included in the newsletter The Willows Trust: the lack information regarding the procedures and finances of the Trust were discussed. The Trust is a charity, and although it is not registered with the charity commission (presumably due to an income less than £5000 per annum), it still has to comply with Charity Law. The PC will write to the Trust to request copies of the governing documents, annual reports and accounts for the last five years.	SL SL						
ITEM 7	PLANNING MATTERS							
105/23/24	<u>Pending decision</u> 22/0199 & 22/0200. Cross Rigg Hall, hotel & spa etc – on hold due to nutrient neutrality regulations 22/0941 Bolton Memorial Hall, variation of conditions <u>Approved</u> 22/0484 Broad Oaks extension: revised design 23/0723 Revised plan for single garage Wayside 2024/0082/TPO: Reducing works to trees at Eden Grove <u>New applications</u> 2024/0399/TPO: Fell diseased beech tree at Eden Grove RESOLVED: no objection							
ITEM 8	TO RECEIVE ACCOUNTS AND APPROVE PAYMENTS							
106/22/23	8.1 To accept bank reconciliation for Q3 RESOLVED to accept bank reconciliation for Q3 (Appendix 1)							
107/22/23	8.2 To review current bank account balances <table border="1" data-bbox="359 1854 1173 1977"> <tr> <td>Business Current Account 50276162</td> <td>50.00</td> </tr> <tr> <td>Business Savings Account 60834513</td> <td>6744.87</td> </tr> <tr> <td>Community Account (project) 03750396</td> <td>5332.76</td> </tr> </table>	Business Current Account 50276162	50.00	Business Savings Account 60834513	6744.87	Community Account (project) 03750396	5332.76	
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108/22/23	8.3 To review payments against budget 2023-24 RESOLVED to accept payments against budget (see Appendix 2)																																					
109/23/24	<p>8.4 To approve payments</p> <p><u>Retrospective January payments</u> (meeting cancelled)</p> <p><u>Precept Account</u></p> <table> <tr> <td>S Leyland</td> <td>Salary Feb/March</td> <td>503.50</td> <td></td> </tr> <tr> <td></td> <td>reimburse plants</td> <td>68.00</td> <td>571.50</td> </tr> </table> <p><u>Project account</u></p> <table> <tr> <td>Mark Hill</td> <td>Pumptrack strimming</td> <td></td> <td>144.00</td> </tr> </table> <p>Fellrunner is requesting a donation of £475 (as opposed to budgeted £400). This takes account of 475 journeys by Bolton residents @ £1 a journey. As we no longer have to pay recharge for footway lights, the PC agreed to a donation of £475.</p> <p><u>Precept Account</u></p> <table> <tr> <td>S Leyland</td> <td>Salary Feb/March</td> <td>503.50</td> <td></td> </tr> <tr> <td></td> <td>reimburse plants</td> <td>68.00</td> <td>571.50</td> </tr> <tr> <td></td> <td>HMRC PAYE Q3 & Q4</td> <td></td> <td>404.80</td> </tr> <tr> <td></td> <td>Bolton Memorial Hall hire</td> <td></td> <td>25.00</td> </tr> <tr> <td></td> <td>Fellrunner Donation</td> <td></td> <td>475.00</td> </tr> </table> <p><u>Project account</u></p> <table> <tr> <td>S Leyland</td> <td>reimburse plants for field day</td> <td></td> <td>100.00</td> </tr> </table> <p>RESOLVED to accept payments</p>	S Leyland	Salary Feb/March	503.50			reimburse plants	68.00	571.50	Mark Hill	Pumptrack strimming		144.00	S Leyland	Salary Feb/March	503.50			reimburse plants	68.00	571.50		HMRC PAYE Q3 & Q4		404.80		Bolton Memorial Hall hire		25.00		Fellrunner Donation		475.00	S Leyland	reimburse plants for field day		100.00	
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110/23/24	<p>8.5 To agree on precept for 2024/25 (Retrospective)</p> <p>The PC meeting in January at which the precept should have been approved was cancelled due to illness. The PC unanimously agreed by email to increase the precept to £9,500 in anticipation of having to pay recharge on footway lights. As this charge has since been cancelled, we will have excess of budget so it is unlikely that the PC share of council tax will have to rise next year</p> <p>RESOLVED to accept the precept request of £9500.</p>																																					
ITEM 9	COUNCILLORS MATTERS None																																					
ITEM 10	CONFIRM DATE OF NEXT MEETING																																					
111/23/24	RESOLVED that the Annual Parish meeting will be held at 7.00 pm on Monday 6 th May 2024, followed by the Annual Parish Council meeting.																																					

Signed as correct

Roger Bird , Chairman

----Date

Appendix 1: Bank Reconciliation for Q3

BOLTON PARISH COUNCIL

Bank reconciliation Q3 (Sept - Dec 2023)

Bank reconciliation Q3 2023-24		
Prepared by Shelagh Leyland, Clerk and Responsible Financial Officer		
Balance 30th September 23		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	9156.92	
Community Account (project) 03750396	5650.71	
Net Balance		14857.63
Balance 31st December 23		
Business Current Account 50276162	50.00	
Business Savings Account 60834513	6718.94	
Community Account (project) 03750396	5728.76	
Net Balance		12497.70
Reconciliation of net balance with receipts and payments		
Opening balance	14857.63	
Add receipts	2510.35	
Less payments	4870.28	
		12497.70

Reconciled from 31 Sept - 31 December 2023

..... Date.....

RECEIPTS Q3		
PRECEPT ACCOUNT 50276162		0.00
BUSINESS ACCOUNT 608834513		
04-Dec	interest	32.35
PROJECT ACCOUNT 03750396		0.00
14 Nov	Fireworks night	2478.00
	total Q3	2510.35

PAYMENTS Q3					
PRECEPT ACCOUNT 50276162					
Date	To Whom	For What			chq no
20-Nov	S Leyland	Salary Oct/Nov	466.86		
		reimbursement keys SID	8.00		
		reimbursement printer ink	38.47	513.33	100575
	Bolton Memorial Hall	Hall hire		25.00	100576
	Mark Hill	Grass cutting		1680.00	100577
	Moore	Audit fee		252.00	100578
				2470.33	
PROJECT ACCOUNT 03750396					
05-Nov	Frankie Hayton	reimburse fireworks		1399.95	100155
20-Nov	Bolton memorial Hall	donation		1000.00	100156
				2399.95	
TOTAL PAYMENTS Q3				4870.28	

Appendix 2: Payments against budget, and budget for 2024/25

Exp vs budget 2023/24 (includes todays payments)				
	Budget	exp end March 24	Balance	Budget for 2024/25
Clerk salary	3795.00	3922.87	-127.87	4134.47
office Expense	300.00	198.07	101.93	250.00
Audit	0.00	0.00	0.00	0.00
CALC subs	180.00	187.78	-7.78	200.00
Insurance	550.00	541.51	8.49	560.00
Fellrunner	400.00	475.00	-75.00	475.00
Grass cutting	3000.00	3360.00	-360.00	3600.00
Celebrations	300.00	0.00	300.00	200.00
training	100.00	0.00	100.00	100.00
meetings	150.00	125.00	25.00	150.00
Election	150.00	0.00	150.00	200.00
Maintenance	350.00	38.00	312.00	200.00
B in B	100.00	98.99	1.01	100.00
Footway lights	1000.00	0.00	1000.00	0.00
Contingency	500.00	618.00	-118.00	500.00
	10875.00	9565.22	1309.78	10669.47