

Minutes of the Meeting of Bolton Parish Council

Monday 19th November 2018, 7.30pm in Bolton Memorial Hall

Present: Peter Griffiths (PG) Chairman, Roger Bird (RB) Vice Chairman
Councillors: Alan Green(AG), Peter Smith(PS), Sheila Summerscales (SS), Martyn Worrall(MW)

In attendance: District Councillor Joan Raine (JR), the Parish Clerk Shelagh Leyland (SL), and 8 members of the public.

The Chairman welcomed everyone.

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| ITEM 1 | APOLOGIES FOR ABSENCE | |
| 062/18/19 | Laura Hall, reasons given County Councillor Neil Hughes | |
| | DECLARATIONS OF INTEREST | |
| | RB declared a non-pecuniary interest in agenda item 7 | |
| ITEM 2 | TO ACCEPT AND AUTHORISE THE MINUTES OF THE PARISH COUNCIL MEETING OF 17th September 2018 | |
| 063/18/19 | RESOLVED that the minutes of the Parish Council Meetings on 17 th September be confirmed as a true record and signed by the Chairman | |
| ITEM 3 | COUNTY and DISTRICT COUNCILLOR REPORTS | |
| 064/18/19 | <p>COUNTY COUNCILLOR'S REPORT: NH: (by email) Cumbria County Council faces ongoing budget constraints, with a further £40m needing to be saved in 2020-21. Next year's budget is notionally balanced as long as the local NHS hands over £17m it allegedly owes CCC. Implementation of on-street parking charges in Eden are unlikely county-wide during 2019-20, though owing to the overall revenue position might have to be considered in the future.</p> <p>DISTRICT COUNCILLOR'S REPORT: JR reported on the controversial Penrith MasterPlan engagement including the opposition from Friends of the Beacon. The traffic model and the flood assessment have not been received. A request for a scrutiny review has been rejected due to time constraints and the size of the document. The recently adopted Eden Local Plan calls for 242 new houses per year to be located only in the four 4 main towns (Penrith, Alston, Appleby and Kirkby Stephen). EDC will meet to identify ways to address the very high percentage of uncontested councillors at district and parish level: inflexible meeting times has already been identified as one critical factor hindering participation. Eden Carers plans a presentation to discuss the lack of respite care in the district. JR stated that EDC opposes (on-street) car parking charges RESOLVED to accept the reports of NH and JR</p> <p>The Clerk asked JR if she had any more information about the Herald article stating that recycling had cost EDC £23,000 in the last six months. The reasons given were a reduction in garden waste collection and reduction in the value of recyclable material. A resident stated that all the plastics collected by EDC were going to landfill. SL will request more information from the relevant portfolio holder at EDC</p> | SL |

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| ITEM 4 | PARISH COUNCIL REPORTS | |
| 065/18/19 | <p>4.1 Progress with adherence to GDPR (MW/SL) Councillors noted and signed the GDPR Awareness Checklist for Councillors.</p> <p>RESOLVED to accept and adopt the following documents:</p> <ul style="list-style-type: none"> • Privacy Notice for the web-site • Document Retention Policy • Subject Access Request Policy & Subject Request Access Form, • Compliance Statement for PC communications <p>All will be posted on the web-site in due course</p> | AG |
| 066/18/19 | <p>4.2 Up-date on playpark and future plans (PG) The plans have been finalised with Wicksteeds, and a total of £71,802 has been paid to EDC to enable it to process the order (£31,802 from PC project account and £40,000 grant money held by Bolton Memorial Hall). The implementation schedule has been delayed for various administrative reasons: completion is now scheduled for early February 2019. The Cumbria Waste Management Grant of £20,000 will not be released until the work is completed. Plans for use of any surplus funds are postponed until final costs are known</p> <p>RESOLVED to clarify responsibility for providing statutory signage with EDC</p> | SL |
| 067/18/19 | <p>4.3 Bolton in Bloom (BinB) Awards (SS) The PC congratulated BinB on again achieving multiple awards. Bolton has been requested to enter the Britain in Bloom competition, but the committee has decided to decline the offer. BinB will also take a break from entering the CinB competition next year but will continue its year-round activities to keep Bolton blooming.</p> | |
| 068/18/19 | <p>4.4 EDC grant for footway lighting (SL) The PC has now received the EDC grant of £1,210 towards management of the 10 LED footlights that we now own. We expect to be invoiced by EDC for £698 for electricity costs and maintenance for this F/Y. We anticipate that this annual cost will decrease when all lights are converted to LED. CCC has offered to contract management service on behalf of parishes after 2022 - CALC is exploring this option in more detail.</p> | |
| 069/18/19 | <p>4.5 CCC grant for software for new Web-site (AG) “Lifetime” licence for plug-in software has been purchased for £150.85 (exc VAT). New web-site should be up & running by New Year. Current host now requesting payment for hosting (previously free).</p> <p>RESOLVED to explore alternative free hosting sites</p> | AG |
| 070/18/19 | <p>4.6 Bonfire night (AG) Health & Safety was greatly improved due to better planning, actions triggered by revision of Risk Assessment and establishment of Standard Operating Procedures for the bonfire & fireworks. Good community support to set up and run. Income reduced due to bad weather but just about covered PC costs.</p> | |
| 071/18/19 | <p>4.7 Shared Heritage Lottery Fund Grant (SL) The PC has been awarded £6,800 towards the creation of a sheepfold-inspired, dry stone wall bench in the recreation field. The project will be jointly managed by the PC, Bolton Memorial Hall Committee and BinB.</p> | |
| 072/18/19 | <p>4.8 Feedback from Bolton Memorial Hall rep (SS) SS reported on events planned by the Hall Committee, including the proposed Village Hall promotion day on 26th January to celebrate National Village Hall’s Week and encourage people to get involved. The PC has been invited to man a stall.</p> <p>RESOLVED to support the promotion day financially (e.g. covering the cost of bacon butties) and two councillors will man the PC stall.</p> | SL/ PG |

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| | The Hall has requested that the PC cover the cost of providing a spotlight over the defibrillator keypad, cost estimated at £100. RESOLVED to support the cost of the defibrillator spotlight on receipt of a formal quotation. | SL |
| 073/18/19 | 4.9 Eden Local Plan (ELP) (PS) The ELP has now been formally adopted by EDC. New development outside of Penrith and the key hubs is restricted to infill and rounding off only, partly due to poorly controlled overdevelopment in rural locations in recent years. Work continues to clarify the appropriate mix of new housing on identified sites in Penrith & key hubs. | |
| ITEM 5 074/18/19 | PUBLIC FORUM A resident reported that, as a result of recent A66 closures and diverted traffic through Bolton, the grass verge on Church Brow (in front of the diamond planter) has been significantly encroached. SL will take photos & report to Highways. The grass verge opposite the entrance to the Atkinson building site (Lambert Close) on the Colby Road has been damaged by construction traffic. SL to request Atkinsons to repair. | |
| ITEM 6 | NEW BUSINESS | |
| 075/18/19 | 6.1 To finalise PC representation at the ELP training event in Appleby SL and LH have agreed to go. Other councillors will try to attend events planned next year. | |
| 076/18/19 | 6.2 To discuss timing of devolution of playground management from EDC to the PC The PC can see no advantage in taking over responsibility before the cut off date of 2022. RESOLVED to inform EDC that the PC will take over management responsibility in April 2022. | SL |
| ITEM 7 | PLANNING MATTERS | |
| 077/18/19 | No new submissions 18/0629 - land to the north east of Lyvennet bridge, application for approval of outstanding reserved matters. The PC objected to this application on the grounds that it had objected to the original application. It went to Committee on 15 th November. | |
| ITEM 8 | TO RECEIVE ACCOUNTS AND APPROVE PAYMENTS | |
| 078/18/19 | 8.1 Bank Accounts 31st October 18 Business current account: £ 50.00 Business saving account: £ 7,986.85 Community (project) account: £ 33,619.32 Breakdown of Project funds: Playpark £31,742.73 Bolton in Bloom -£47.90 (VAT of £69.80 to be reclaimed) Bonfire night £ 1,924.49 The audited bank reconciliation for 2 nd Quarter was presented and accepted by the PC | |
| 079/18/19 | 8.2 To review and discuss expenditure against budget See accompanying table. Overall expenditure is within the original budget, and we should have approximately £4000 surplus in March 2019 | |

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| 080/18/19 | <p>8.3 Approval of Expenditures</p> <p>Precept account</p> <p>S. Leyland Salary: oct/nov 18 £ 377.72</p> <p>Reimbursement postage stamps £ 6.96</p> <p>Reimbursement pots and pans for Hall £ 100.00</p> <p>Reimbursement printer cartridges £ 50.85</p> <p>Reimbursement stationary £ 39.56</p> <p>Reimbursement Web software £181.02</p> <p>CALC £ 756.11</p> <p>Memorial Hall hire £ 114.00</p> <p>Mark Hill Grounds Maintenance £ 22.00</p> <p>£ 1,331.10</p> <p>Project account</p> <p>S. Leyland</p> <p>Reimbursement flame retardant hi viz vests (bonfire) £ 32.26</p> <p>Reimbursement Luminescent First Aid sign(bonfire) £ 27.20</p> <p>£ 59.46</p> <p>Eden Waste Management (retrospective) Contributing third party £ 1,200.00</p> <p>Eden District Council (retrospective) playpark installation £31,802.00</p> <p>Eden Waste Management Balance of Contributing Third Party £ 800.00</p> | |
| | <p>8.4 Precept 2019/20</p> <p>Audit fees will have to be included next F/Y as overall turnover this year has exceeded £25,000. Election costs will need to be included. PS & SL to work on budget</p> | PS /S L |
| ITEM 9 | COUNCILLORS MATTERS | |
| | None | |
| ITEM 11 | CONFIRM DATE OF NEXT MEETING | |
| 061/18/19 | RESOLVED that the next Parish Council meeting will be on Monday 21st January 2019 | |

Signed as correct

Peter Griffiths, Chairman

Date

Expenditure against budget 2018/19

| | Budget 18-19 | Exp up to Nov | Balance | Additional predicted exp | Predicted balance |
|----------------|-----------------|-----------------|-----------------|--------------------------|-------------------|
| Clerk salary | 2,833.00 | 1957.90 | 875.10 | 755.44 | 119.66 |
| office Expense | 200.00 | 275.87 | -75.87 | 0.00 | -75.87 |
| Audit | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CALC subs | 170.00 | 165.00 | 5.00 | 0.00 | 5.00 |
| Insurance | 400.00 | 421.97 | -21.97 | 0.00 | -21.97 |
| Fellrunner | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 |
| Grass cutting | 2,300.00 | 2,262.20 | 37.80 | 0.00 | 37.80 |
| Celebrations | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 |
| training | 200.00 | 114.00 | 86.00 | 86.00 | 0.00 |
| meetings | 160.00 | 88.00 | 72.00 | 44.00 | 28.00 |
| Election | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Maintenance | 300.00 | 242.91 | 57.09 | 100.00 | -42.91 |
| B in B | 200.00 | 0.00 | 200.00 | 200.00 | 0.00 |
| | 7,063.00 | 5,727.85 | 1,335.15 | 1,285.44 | 49.71 |
| Footway lights | 1,210.00 | | | 698.00 | 512.00 |
| | 8,273.10 | 5,727.85 | 1,335.15 | 1,983.44 | 561.71 |

Footway lights not included in original budget, added later

Overspends:

office expenses - purchase of web software package, & data protection fee

Maintenance: overspend if PC pay for light over defib

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| Surplus 1st April 2018: | £ 3,513.77 |
| Total income 18-19 | £ 8,249.34 |
| Total funds available | £11,763.11 |
| Predicted total expenditure | £ 7,711.29 |
| Predicted surplus March 30 2019 | £ 4,051.82 |