

Minutes of the Annual Meeting of Bolton Parish Council

Monday 21st May 2018 in Bolton Memorial Hall

Present: Mr Peter Griffiths (PG) Chairman, Mr Roger Bird, Vice-Chairman
Councillors: Alan Green (AG), Peter Smith (PS), Sheila Summerscales (SS), later joined by Laura Hall (LH) (see minute 007/18/19)

In attendance: County Councillor Neil Hughes (NH), Clerk Shelagh Leyland (SL), and 15 members of the public

ITEM 1 001/18/19	Election of chairman for 2018/19 Peter Griffiths was elected as Chairman, proposed by Peter Smith and seconded by Roger Bird RESOLVED that Mr Peter Griffiths be re-appointed as Chairman of Bolton Parish Council for the year 2018/19	
ITEM 2 002/18/19	Declaration of acceptance of office RESOLVED to receive the Declaration of Acceptance of Office signed by the Chairman.	
ITEM 3 003/18/19	Election of vice chairman Roger Bird was proposed by Peter Griffiths and seconded by Peter Smith RESOLVED that Mr Roger Bird be re-appointed Vice Chairman for 2018/19	
ITEM 4 004/18/19	RESOLVED to accept apologies from Parish Councillor Martyn Worrall (reason given and accepted) and District Councillor Joan Raine. There were no declarations of interest.	
ITEM 5 005/18/19	RESOLVED that the minutes of the Bolton Parish Council Meeting on 19 th March 2018 be confirmed as a true record and signed by the Chairman.	
ITEM 6 006/18/19	County Councillor's report NH: Reported on the multidisciplinary meeting he arranged in Bolton on 9 th May to explore ways of alleviating the impact of HGV traffic on villages and minor roads during unplanned closures of the A66 between Brough and Penrith. There is no easy solution. Possibilities include posting police at A66 junctions to prevent HGV access (insufficient resources to man every junction)=), stacking of HGVs on A66, and installation of Variable Message Signs on the A66. If a Bolton resident were to become a Special Constable, he/she could be called to the junction to prevent HGV traffic entering the village. SL will follow up once more information about the level of commitment is available. It is not yet clear how the proposed "Penrith Vision" plan will fit with the new Eden Local Plan, which is not yet passed. The different time-frames were noted. RESOLVED to accept the report of Councillor NH.	SL
ITEM 7 007/18/19	Co-option of new parish councillor EDC did not receive a request for an election, and has instructed the PC to co-opt. Laura Hall had communicated her interest to the PC, and agreed to be co-opted as the seventh councillor. RESOLVED to co-opt Laura Hall (LH) to the Parish Council. LH to sign the Declaration of Acceptance of Office and Declaration of Interests, & give to SL. SL to notify EDC. AG to add Laura's details to web-site	LH, SL AG
ITEM 8 008/18/19	To consider and decide whether to sign agreement concerning devolution of footway lights from EDC to PC EDC has sent a revised, more comprehensive agreement for the transfer of responsibility for the 10 agreed footway lights to the PC. The deadline for signing up (and still getting the 100% grant of £1,200 for year one) is now end of September 2018. EDC has agreed to manage the maintenance and electricity supply contracts	

	<p>on behalf of PCs until March 2022. The basis for assessing the running cost of the lights is unclear. PS suggested that we clarify this with EDC before signing in July. The new footway lights are estimated to last 20 years. The additional insurance premium to cover damage/loss would be £34.26.</p> <p>RESOLVED to sign the agreement once the cost is clarified.</p>	SL																		
<p>ITEM 9 009/18/19</p>	<p>To agree draft plan for compliance with General Data Protection Regulations</p> <p>The new bill (to be adopted later this month) has been amended to exempt town and parish councils from having to appoint a DPO. SL has registered with the ICO and the PC now needs to pay the current fee of £35. SL and MW to carry out data audit, identify and document the lawful basis for processing and retaining personal data, existing consents will be reviewed & updated, a GDPR Policy has been drafted and circulated to councillors, and a Privacy Notice will be posted on the web-site,.</p> <p>RESOLVED to accept the plan for GDPR compliance</p>	SL MW																		
<p>ITEM 10 010/18/19</p>	<p>To authorise placement of Community Speedwatch signs and permanent dog fouling signs</p> <p>About 8 residents have been trained in speed gun use, including AG and LH, and dates for its deployment have been arranged.</p> <p>RESOLVED to authorise placement of Community Speedwatch signs at the three village entrances, and a resident agreed to place the new dog fouling signs at hot spots.</p>																			
<p>ITEM 11 011/18/19</p>	<p>Planning applications APPROVED:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Application</th> <th>Date approved</th> </tr> </thead> <tbody> <tr> <td>18/0107</td> <td>Double garage & garden room, The Old Vicarage</td> <td>4 April 2018</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>No.</th> <th>Application</th> <th>Date received</th> <th>PC response</th> </tr> </thead> <tbody> <tr> <td>18/0157</td> <td>Two storey extension, 9 Stephenson Croft</td> <td>1 March</td> <td>WITHDRAWN</td> </tr> <tr> <td>18/0191</td> <td>Variation of previous application 12/0331, unit 3 South View</td> <td>12 March 18</td> <td>No decision yet</td> </tr> </tbody> </table>	No.	Application	Date approved	18/0107	Double garage & garden room, The Old Vicarage	4 April 2018	No.	Application	Date received	PC response	18/0157	Two storey extension, 9 Stephenson Croft	1 March	WITHDRAWN	18/0191	Variation of previous application 12/0331, unit 3 South View	12 March 18	No decision yet	
No.	Application	Date approved																		
18/0107	Double garage & garden room, The Old Vicarage	4 April 2018																		
No.	Application	Date received	PC response																	
18/0157	Two storey extension, 9 Stephenson Croft	1 March	WITHDRAWN																	
18/0191	Variation of previous application 12/0331, unit 3 South View	12 March 18	No decision yet																	
<p>ITEM 12 012/18/19</p> <p>013/18/19</p> <p>014/18/19</p> <p>015/18/19</p> <p>016/18/19</p> <p>017/18/19</p> <p>018/18/19</p>	<p>RESOLVED to receive, adopt and sign the annual governance statement, signed by PG and SL</p> <p>RESOLVED to receive, adopt and sign the annual accounts signed by John Cotter, internal auditor, and annual accounting statements, signed by PG and SL</p> <p>RESOLVED to confirm exemption from limited assurance review by external auditor, as neither income nor expenditure exceeded £25,000. SL to submit form</p> <p>RESOLVED to authorise clerk's salary of £2832.77 per annum (275 hours at SPC 20, £10.301 per hour)</p> <p>RESOLVED to adopt up-dated Risk Assessment</p> <p>RESOLVED to adopt up-dated Asset Register</p> <p>Insurance cover reviewed and considered. The PC accepted the policy recommended by Came and Company (Inspire via Axa) for £391.55 + £50 C & C admin fee. The PC agreed to sign up for the three year Long Term Agreement (LTA) which reduces the premium by 5% to £421.97 (including fee)</p> <p>RESOLVED to set up a three year LTA with Inspire.</p>	SL																		
		SL																		

019/18/19	RESOLVED to appoint John Cotter as internal auditor for 2018/19			SL
020/18/19	RESOLVED to authorise SL to apply for a £100 grant from CCC to support development of a Social Events page on the parish Web-site.			
021/18/19	RESOLVED to authorise the following payments: NB: Clerk's salary for December 2017 not paid by mistake			
PRECEPT account 50276162				
S Leyland	Salary Dec 17, April/May18	541.74		
	Reimbursement thank you present	17.75		
	Reimbursement stationery	24.41		
	Reimbursement dog fouling signs	20.32	604.22	
Memorial Hall	Hall hire 21 st May		22.00	
CALC	Annual Subs		165.00	
Came & Co	Annual Parish insurance premium		421.97	
ICO	Data protection fee (admin)		35.00	
J Richardson	Wood for pinfold gate (asset maintenance)		53.36	
J Richardson	Wood for planter (B in B)		55.75	
PROJECT account 03750396				
Cumberland & Westmorland Herald	Advert for Leo Houlding night (play park fund)		36.00	
S. Leyland	Reimbursement refreshments for auction of promises and Leo Houlding nights (play park fund)		360.60	
ITEM 12 022/18/19	Appointment of Committees and Parish Council representatives on external bodies Postponed until new councillor has settled in. Sheila Summerscales will continue to represent the PC on the Memorial Hall Committee			
ITEM 13 023/18/19	Date of next meeting Monday July 16th			

Signed as correct

..... date.....
Peter Griffiths, Chairman