

**Minutes of the Annual Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall on
Thursday 16th May immediately after the Parish Meeting which started at 7.00pm**

PRESENT:

Cllr G Goulbourne - Chairman
Cllr C Cummins
Cllr A Green
Cllr K Warburton

Members of the Public: 2
CLERK: Mrs T Ryall-Harvey

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2024-25

RESOLVED 24/001 – that Geoff Goulbourne be elected as Chairman for 2023-24, proposed by Cllr Green, seconded by Cllr Warburton and unanimously agreed.

RESOLVED 24/002 – that Clive Cummins be elected as Vice-Chair for 2022-23, proposed by Cllr Green seconded by Cllr Warburton and unanimously agreed.

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr M Lightfoot due to ill health, Cllr C Cummin due to family commitment and Cllr T Lush and Cllr T Cooper due to previous commitments.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

A resident raised concern on speeding on A51, had made contact with the PCSO and was keen to work together on finding ways to make things better for all residents. She was interested in hearing the Parish Council's views on utilising the Speed Box, Community Speed Watch and Portable Speed Indicator Device that were all resources accessible via the PCSO. The Parish Council were sympathetic and shared the concerns of the residents and suggested that the Police Speed Monitoring Van be encouraged to attend as residents had not seen this in the area for a number of months. The Clerk also undertook to find out about the Roundel and Dragon's Teeth that the resident mentioned Cllr Cooper had discussed with her. The Clerk suggested that if the resident wished to set up a Community Speed Watch Group then this is also something that the PCSO can organise.

ACTION: Clerk to request the Police Traffic Van be scheduled to attend the A51.

ACTION: Clerk to check when the work Cllr Cooper had mentioned to the resident in regards to the implementation of Dragons Teeth and Roundels on the A51 was scheduled.

1 resident left the meeting.

A representative from the Memorial Hall presented the Village Hall's accounts for the year. He reported that the Village Hall had recently had fibre installed and it now working which has allowed them to install an adjustable thermostat for the heating, and hoped to have this up and working over the next few days. It was also reported that a member of the community had brought to the Memorial Hall a request from the Tarvin Youth Football Club for the installation of a defibrillator. The Village Hall Committee suggested that the Tarvin Youth Football Club contact them directly to discuss further.

ACTION: Clerk to pass on the details of the Treasurer of the War Memorial Hall to the Tarvin Football Club.

MINUTES OF THE MEETING

RESOLVED 24/003: That the minutes of the meeting held on 4th March 2024 be confirmed as a correct record and signed by the Chairman.

ANNUAL BUSINESS

Policies

The Clerk reported that NALC had issued updated Financial Regulations and it was agreed that the Clerk review these and compare them to the Parish Council's current Financial Regulations and bring a recommendation to the next meeting.

RESOLVED 24/004: that all the policies apart from the Financial Regulations be adopted and reviewed again in May 2025.

ACTION: Clerk to review revised Financial Regulations and bring to the next meeting a recommendation.

Payments throughout the year

RESOLVED 24/005: to approve the payments in between meetings throughout the year for 2024-25 against the following budget headings and in-line with the budgets allocated: -

- | | |
|------------------------------|----------------------------|
| ▪ Salary | ▪ Insurance |
| ▪ HMRC | ▪ Website Subscriptions |
| ▪ Expenses | ▪ Subscriptions |
| ▪ Training | ▪ Village Hall & Room Hire |
| ▪ Payroll | ▪ Maintenance of Assets |
| ▪ Internal & External Audits | |

Payroll Provider for 2024-25

It was **RESOLVED 24/006:** to continue with Shires Payroll Services for the period April 2024 – March 2025.

It was noted that Shire's services for 2024-25 had increased as set-out below:-

Service	2023/24	2024/25
Cost per employee per month Duddon and Burton	£8.50 plus VAT	£8.75 plus VAT
Backpay calculations/adjustments (per employee)	£15.00 plus VAT	£17.50 plus VAT
Pension re-enrolment (required every 3 years)	£55.00 plus VAT	£55.00 plus VAT
Year-end payroll submission and P60's (P35)	£30.00 plus VAT	£32.50 plus VAT
Set-up of new employees	£6.00 plus VAT	£6.50 plus VAT

Dates for meeting for 2024-25

It was **RESOLVED 24/007** that the dates for future meetings would be:-

Monday 22nd July at 7.00pm

Monday 23rd September at 7.00pm

Monday 25th November at 7.00pm

Monday 27th January 2025 at 7.00pm

Monday 26th May 2025 at 7pm

ANNUAL ACCOUNTS AND GOVERNANCE 2024-25

The Clerk provided the meeting with information with regards to the finances for 2023-24.

Summary Pack – the Parish Council received the end of year financial summary pack and **RESOLVED 24/008:** that the Council note the significant variances as circulate.

Certificate of Exemption – **RESOLVED 24/009:** That the Council wish to certify themselves as exempt from a limited assurance review.

Annual Internal Audit Report – it was noted at the meeting the Annual Internal Audit Report that was completed by the Internal Auditor.

Annual Governance Statement

RESOLVED 24/010: was reviewed, completed and approved by the meeting and signed by the Chairman and Clerk.

Accounting Statement

RESOLVED 24/011: was reviewed and approved by the Parish Council and signed by the Responsible Financial Officer and Chairman of the meeting.

Notice of Public Rights and Publication of Annual Governance & Accountability Return

RESOLVED 24/012: that the Council accept the signing of the Notice of Public Rights and agreed to the publication period of 3rd June to 13th July 2024.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 7th May 2024 and it was noted that the following planning applications had been received since the last meeting:-

- 24/00825/LDC – Honeysuckle Farmhouse, Burton Road, Bruen Stapleford, Chester CW6 0ES – the application seeks lawful confirmation that the change of use of Honeysuckle Farmhouse from residential to a holiday let is lawful – the Parish Council has no objections to this consultation.

ACCOUNTS

Cashbook

RESOLVED 24/013: that the YTD Cashbook dated 7th May 2024 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 24/014: that Cllr Warburton signs the Bank Reconciliation and Bank Statements.

Internal Auditor

The comments from the Internal Auditor for 2023-24 below were noted:-

Audit is now complete with no major issues to highlight. Just a few minor housekeeping items to note please.

1. In the absence of an Invoice/Receipt please include an explanatory note for any items of personal expenditure being claimed back. E.g. Printing of Agendas. – *Clerk noted.*
2. VAT of £10.20 was not claimed back for Shires Invoice for £61.20 from June 2023 (item 19). This can be added on to this years' claim. – *Clerk has updated the records.*
3. Please amend the Minutes in respect of the following Authorised Payments - September page 25. Payment to Linux was for £28.78, not £27.28; November page 27. Payment to Clerk re Expenses was for £141.39, not £140.39; January page 30. Payment to Clerk re Expenses was for £132.32, not £140.39. Manual amendments, initialled by the Chairman, will be fine. – *these have been updated.*
4. On the "Explanation of Variances" Sheet please amend Line 8 as indicated – *Clerk has amended.*
5. I recommend that the date (4 March 2024) the Parish Council confirms the accuracy of the Asset Register is added to the document. As you already do with the Risk Assessment Document – *Clerk has amended this.*
6. I note that the Asset Register includes a column for Insurance Valuation Purposes, the figures listed being the same as purchase costs. Please review your current Insurance Policy to ensure that all items are insured at reinstatement value, not purchase price – *Clerk undertook to do this.*
7. On the "Explanation for High Reserves" sheet the total of the reserves is greater than the total funds held. Please review. – *Clerk has amended this.*
8. On your Web Site the home page is slightly out of date. Please review. – *Clerk has amended this.*
9. I would recommend setting up email addresses that are linked to your web site address, e.g. clerk@duddonandburtonpc.co.uk. These are usually more secure than those with gmail, hotmail etc. – *Parish Council noted this recommendation.*

22-7-24³⁶

Authorisation of Payments

RESOLVED 24/014: that the following income and expenses be approved:-

Income received since the last meeting for noting:				Gross Amount	Comment
09/04/2024	Lloyds Bank			9.77	Bank Interest
27/03/2024	Skiptons			21.65	Compound Interest
27/04/2024	Skiptons			30.56	Compound Interest
10/04/2024	CWaC			8825	Annual Precept Payment
Payments made since the last meeting for approval					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/04/2024	CHALC	£161.12	£0.00	£161.12	Affiliation Fees
19/04/2024	Mid-Cheshire Footpath Association	£8.00	£0.00	£8.00	Subscription for 2023-24
19/04/2024	Phil Sanders	£57.00	£0.00	£57.00	Annual Internal Audit
19/04/2024	PQR Limited	£54.00	£10.80	£64.80	Payroll Services Apr - Oct
25/04/2024	Clerk's Salary	£264.20	£0.00	£264.20	Tax Month 1
29/04/2024	HMRC	£66.00	£0.00	£66.00	PAYE for Tax Month 1
30/04/2024	NALC	£50.00	£10.00	£60.00	LCAS Application
Payments not yet made for approval					
Payable to		Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey		£96.88	£9.66	£106.54	Clerk's Expenses
HMRC		£66.00	£0.00	£66.00	PAYE for Tax Month 2
Mrs T Ryall-Harvey		£264.20		£264.20	Salary Tax Month 2
Ringwood Fencing		15.04	3.01	£18.05	2 x 1800 x 100 x 75 Posts

THE COMMUNITY

It was noted that the Annual Inspection of the Playground Equipment still had not been received and the Clerk had chased the provider.

Cllr Goulbourne reported that he had repaired the fence around the play equipment and installed four new posts.

CORRESPONDENCE

Email from Resident – it was noted that the Parish Council had been copied into an email from a resident who had concerns about Speeding in Duddon. This had been discussed under Public Participation.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 22nd July at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.52

Signed:

Dated: 22.7.24