



**Minutes of the Annual Meeting of Duddon Parish Council
Held at Duddon St. Peter's School on 8th May 2017**

Present

Cllr G Goulbourne Chairman
Cllr C Cummins
Cllr J Warburton
Cllrs J Leather

Mrs Sandie McBennett Clerk to Duddon Parish Council

08.05.01 ELECTION OF CHAIRMAN

Cllr Warburton proposed Cllr Goulbourne to be Chairman. Cllr Cummins seconded.

Resolved: That Cllr Goulbourne be elected Chairman of Duddon Parish Council for the year 2017/18.

08.05.02 ELECTION OF VICE CHAIRMAN

Cllr Warburton proposed Cllr Cummins to be Vice Chairman. Cllr Goulbourne seconded.

Resolved: That Cllr Cummins be elected Vice Chairman for the year 2017/18.

08.05.03 APOLOGIES FOR ABSENCE

Apologies from Cllr Green and Cllr Lightfoot had been received by the Clerk.

Resolved: That apologies be accepted.

08.05.04 DECLARATION OF PECUNIARY INTERESTS

Cllr Goulbourne wished to note his interest in two planning applications; Holly Bank and The Stables, Brook House as they were both near neighbours.

Resolved: That Cllr Goulbourne's declaration be accepted and noted.

08.05.05 PUBLIC PARTICIPATION

No members of the public were present.

08.05.06 ANNUAL BUSINESS

Review of Policies

Resolved: That the Council reviewed and agreed the Policies currently adopted by the Parish Council.

Risk Assessment.

The risk assessment for the Council was outlined to Cllrs by the Clerk; covering Physical, Financial and Policy.

Cllrs had sight of the Policy Documents providing cover from Came & Co Insurance Services.

Resolved: That the Council agreed current protection against risks was adequately provided for.

08.05.07 ANNUAL STATEMENTS OF ACCOUNTS AND GOVERNANCE 2016/17

a) Annual Governance Statement.

The Clerk outlined the Annual Statements of Accounts and Governance to Cllrs and gave an overview of the Annual Audit for the year 2016-17 prepared for external auditors BDO.

Resolved: that the Cllrs agreed there was a sound system of internal control.

b) Accounting Statement

The Chairman read out the Governance criteria to Cllrs.

The Clerk gave a report on the bank reconciliation and accounts prepared for audit with an explanation of the completed audit form.

Resolved: That the Annual Accounting and Governance Statements be approved and signed by the Chairman and the Clerk.

c) Appointment of RFO

Resolved: that Councillors agreed the Clerk, Mrs S McBennett be appointment Responsible Financial Officer for the year 2017-18.

d) Appointment of Internal Auditor

Resolved: that Councillors agreed to the appointment of an Internal Auditor; Mrs Hayley Cooper for the year 2017-2018.

- 08.05.08 MINUTES OF THE MEETING OF 27th FEBRUARY 2017**
Resolved: That the minutes of the meeting of 27th February 2017 be confirmed as a correct record and signed by the Chairman.
- 08.05.09 MATTERS ARISING**
Change of Parish Name
The request had been put on the Agenda of Cheshire West and Chester Council of 18th May 2017.
Play Area
The Clerk had requested a revised lease agreement and terms required from CWAC.
- 08.05.10 BOROUGH COUNCILLOR'S REPORT**
Councillor Leather reported on the Electoral Review of Cheshire West and Chester: Warding Arrangements. Councillors welcomed the opportunity to comment and agreed; Duddon Parish was well served with the current provision of Cllr J Leather as Ward Councillor.
- 08.05.11 PLANNING APPLICATIONS**
a) 16/02493/FUL Home Farm, Burton Road, Burton - Appeal
b) 16/05315/FUL Holly Bank, Duddon Common Lane – Appeal
Resolved: Cllrs wished to note there had been no objections to the planning application; no small dwellings or affordable houses to purchase were available in the village.
c) 17/01416/FUL Land adjacent to the Old Bakery, Tarporley Road, Duddon
d) 17/01480/FUL The Stables, Brook House, Duddon Common Lane, Duddon – splayed sufficiently for visibility,
Resolved: No objections were raised for applications c and d.
- 08.05.12 AUTHORISATION OF PAYMENTS**
The Parish Council was asked to authorise payment of the following accounts: -
- | Date | Cheque No | Payee | Details | Amount |
|----------|-----------|-------------|-----------------|---------|
| 23.03.17 | 100652 | S McBennett | Salary | £480.13 |
| 23.03.17 | 100653 | HMRC | NI & Tax | £120.20 |
| 08.05.17 | 100654 | Came & Co | Insurance | £429.96 |
| 08.05.17 | 100655 | CHALC | Affiliation Fee | £150.15 |
| 08.05.17 | 100656 | MCFS | Donation | £8.00 |
| 08.05.17 | 100657 | SPS | Payroll Admin | £11.50 |
| 08.05.17 | 100658 | H Cooper | Internal Audit | £30.00 |
- Resolved:** that the above payments be agreed.
- 08.05.13 CORRESPONDENCE**
PCSO Ryan Reid had held 2 Beat Meetings in the village. A few complaints from residents were noted regarding a particular group of youths causing ASB. Speeding through the village and on the A51 was also noted. CWaC Localities had circulated information about a Community Speedwatch initiative.
- 08.05.14 ANY OTHER BUSINESS**
- 08.05.15 DATE OF NEXT MEETING**
The next meeting would be held on 3RD July 2017 at 7.30pm at Duddon St Peter's School.