



**Minutes of the Annual Meeting of Duddon Parish Council
Held at Duddon St. Peter's School
on Monday 11th May 2016**

Present

Cllr G Goulbourne Chairman
Cllr C Cummins
Cllr A Green
Cllr J Warburton
Cllr J Leather

Mrs Sandie McBennett Clerk to Duddon Parish Council

11.05.01 ELECTION OF CHAIRMAN

Cllr Warburton proposed Cllr Goulbourne as Chairman of Duddon Parish Council; Cllr Green seconded.

Resolved: that Cllr G Goulbourne be elected Chairman of Duddon Parish Council for the year 2016/17.

11.05.02 ELECTION OF VICE CHAIRMAN

Cllr Green proposed Cllr C Cummins as Vice Chairman, Cllr Warburton seconded.

Resolved: that Cllr C Cummins be elected Vice Chairman of Duddon Parish Council for the year 2016/17.

11.05.03 APOLOGIES FOR ABSENCE

No apologies received.

11.05.04 DECLARATIONS OF PECUNIARY INTERESTS

No declarations of pecuniary interest received.

11.05.05 MINUTES OF THE MEETING HELD ON 4th APRIL 2016

Resolved: that the minutes of the meeting held on 4th April 2016 be confirmed as a correct record and signed by the Chair.

11.05.06 MATTERS ARISING FROM THE MINUTES

Pinch Points:

Clean Pathways: The Clerk had surveyed the village for Dog Litter Bins and found the amount provided adequate. The Clerk would seek further information from residents on an on-going basis.

Dog Nuisance: The Clerk had written to the owners of the dogs involved. No further incidents had been reported.

11.05.07 PUBLIC PARTICIPATION

Members of the public were able to address the Parish Council or ask a question.

Points of interest: -

- No members of the public were in attendance.
- PCSO Ryan Reid was not in attendance to report on Traffic Monitoring and Calming.

11.05.08 ANNUAL BUSINESS

Review of Standing Orders

Resolved: That the Council agreed there should be no change to Standing Orders.

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 & Company Insurance Services.

Resolved: That the Council agreed current protection against risks was adequately provided for and that an assessment of the relevant issues was complete.

- 11.05.09 ANNUAL STATEMENTS OF ACCOUNTS AND GOVERNANCE**
Appointment of RFO
Resolved: that Councillors agreed to appoint the Clerk as the RFO.
Appointment of Internal Auditor
Resolved: that Councillors agreed to appoint Mrs H Cooper as Internal Auditor.
 The Clerk outlined the Annual Statements of Accounts and Governance to Cllrs and gave an overview of the Annual Audit for the year 2015-16 prepared for external auditors BDO.
 The Clerk gave a report on the bank reconciliation and accounts prepared for audit with an explanation of the completed audit form.
 Cllr G Goulborne proposed to accept the accounts for the year 2015-2016, Cllr A Green seconded.
Resolved: that the Annual Accounting and Governance Statements be approved and signed by the Chairman and the Clerk.
- 11.05.10 BOROUGH COUNCILLOR'S REPORT**
 Councillor Leather reported on Cheshire West & Chester matters of interest.
 Cllrs asked Cllr Leather for his advice on changing the name of the Parish Council to "Duddon and Burton Parish Council".
 Cllr Leather advised evidence would be required to show the change was acceptable in the form of a public survey
Action: The Clerk would carry this action forward and compile a short survey.
 The pot holes reported at the last meeting of 04.04.16 had been repaired, bar one which at the time was thought not significant enough. It had since worsened and required repair. Cllr Leather used the app called Smyle which enable him to take a photo which is then uploaded to be submitted to CWAC. It had been very effective in resolving the problems.
- Cllr Leather reported there was much consultation in the Council; services for 0-19 year olds; consultations on household waste recycling; and faster broadband and coverage, views welcomed. Antoinette Sandbach is championing this issue. Broadband issues were still being experienced; no fibre optic was in the village to date. In addition, a consultation regarding the use of body cameras by the Police. Housing allocations policy review was on-going; the criteria for allocation was under consultation. Some discussions had been held about gypsy and traveller sites. A firm of consultants has done some research. When information is received, it would be passed to the Clerk. Cllrs thanked Cllr Leather for his report.
- 11.05.11 PLANNING APPLICATIONS**
a) Planning Application 16/00918/OUT 14 Laurel Park Duddon
 Extension to existing dwelling and conversion to two dwellings.
 Demolition of existing outbuilding and erection of single storey dwelling.
b) Planning Application 16/01908/REM Land to rear of Beechcroft, Back Lane, Duddon
 Approval of reserved matters,
Resolved: that the Cllrs wished to note no objections to the above planning applications.
- 11.05.12 AUTHORISATION OF PAYMENTS**
 The Parish Council was asked to authorise payment of the following accounts: -
- | Date | Cheque No | Payee | Details | Amount |
|----------|-----------|--------------------------|--------------------------|---------|
| 18.04.16 | 100631 | Duddon St Peter's Church | Graveyard Fund | £800.00 |
| 11.05.16 | 100632 | Came & Company | Parish Insurance Premium | £412.12 |
| 11.05.16 | 100633 | H Cooper | Internal Audit | £30.00 |
- 11.05.13 TRANSPARENCY FUND UPDATE**
 The Clerk reported grant from the Transparency Fund had been credited to the PC bank account directly.
- 11.05.14 CORRESPONDENCE**
 The Clerk reported on the following correspondence: -
- PCSO Ryan Reid was not in attendance. He would be invited to the next meeting.
 - The Clerk had been in touch with the Cheshire Footpath Society and liaised with the members regarding public rights of way in Duddon. Cllr Goulborne would provide larger scaled map to aid noting of public rights of way in the Parish.
 - An invitation to attend a luncheon for the new May Elect of Frodsham had been received. Cllr Goulborne was unable to attend; the Clerk would respond.
- 11.05.15 ANY OTHER BUSINESS**
 None reported.
- 11.05.16 DATE OF NEXT MEETING – THE ANNUAL MEETING OF THE PARISH COUNCIL**
 The next meeting of the Parish Council would be held on Wednesday 9th August 2016 at Duddon St Peter's School at 7.30pm.