

**Minutes of the Annual Meeting of Duddon and Burton Parish Council
at Duddon and Clotton Memorial Hall
on Thursday 5th May 2022 at 7.00pm**

PRESENT:

Cllr G Goulbourne Chairman
Cllr J Warburton
Cllr Lightfoot
Cllr C Cummins

Cllr J Leather – CWaC Ward Councillor

Members of the Public: 0

CLERK: Mrs T Ryall-Harvey (Temporary Clerk)

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2022-23

RESOLVED 22/001 – that Geoff Goulbourne be elected as Chairman for 2022-23, proposed by Cllr Warburton, seconded by Cllr Cummins and unanimously agreed.

RESOLVED 22/002 – that Clive Cummins be elected as Vice-Chair for 2022-23, proposed by Cllr Warburton seconded by Cllr Goulbourne and unanimously agreed.

APPOINTMENT OF CLERK/RFO

RESOLVED 22/003: that the appointment of Mrs T Ryall-Harvey as Temporary Clerk and RFO for six months from 7th November 2021 be extended while the role is advertised, and the Parish Council recruits a permanent Clerk & RFO. Proposed closing date for applications 31st May, applications to be submitted to Cllr Goulbourne.

APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Harry Tonge (Ward Councillor), Cllr A Green due to ill health.

DECLARATION OF PECUNIARY INTERESTS

No declarations were received.

PUBLIC PARTICIPATION

Nothing raised.

ANNUAL BUSINESS

Policies

RESOLVED 22/004: that the policies be adopted and reviewed again in May 2023.

The Clerk highlighted several policies that she identified as being good practice for the Parish Council to review and adopt. It was agreed that these should be brought to future Meetings for adoption throughout the year.

RESOLVED 22/005: to adopt the Code of Conduct issued by Cheshire West and Chester Council.

Payments throughout the year

RESOLVED 22/006: to approve the payments in between meetings throughout the year for 2022-23 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 2022-23

RESOLVED 22/007: to continue with Shires Payroll Services for the period April 2022 – March 2023.

ANNUAL ACCOUNTS AND GOVERNANCE 2021-22

The Clerk provided the meeting with information with regards to the finances for 2021-22.

Summary Pack – the Parish Council received the end of year financial summary pack and **RESOLVED 22/008:**

That the Council note the significant variances as circulate.

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 22/009: was reviewed, completed and approved by the meeting and signed by the Chairman and Clerk.

Accounting Statement

RESOLVED 22/010: 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 22/011: that the Council accept the signing of the Notice of Public Rights

MINUTES OF THE MEETING OF 17th MARCH 2022

RESOLVED 22/012: That the minutes of the meeting of 17th March 2022 be confirmed as a correct record and signed by the Chairman.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 21st April 2022 and noted the following application that had been received in since the last meeting:-

22/00707/FUL – 29 Willington Road, Duddon CW6 0HD –Single storey extensions – the Parish Council agreed to submit no observations to this application.

22/01074/FUL – Duddon Mill, Mill Lane, Duddon, Tarporley CW6 0HA – Two Storey side and single storey extensions – amendment to application 19/04396/FUL – the Parish Council agreed to submit no observations to this application.

It was also reported that a large established Oak Tree had been removed from 12 New Road, Duddon – this had been brought to CWaC's attention and Planning Enforcement had undertaken to investigate further.

ACTION: The Parish Council requested what the consequences could be for this?

ACTION: The Parish Council agreed to review trees in the area and see if any required a TPO for protection in the future.

ACCOUNTS

Cashbook

RESOLVED 22/013: that the YTD Cashbook dated 27th April 2022 be approved.

Income Received it was reported that the following income had been received since the last meeting:-

CWaC - £1,648.38

HMRC VTR - £304.58

CWaC - £8,005.00 – precept

Community Fund - £4,850.00 for Jubilee Event

Authorisation of Payments

RESOLVED 22/014: that the following expenses be approved for payment:-

Clerk's Salary – Tax Point 1	£225.96
Clerk's Salary – Tax Point 2	£225.96
Clerk's Expenses	£111.02

Walkers Nurseries	£40.32
HSBC Banking Charges for March	£6.20
HSBC Banking Charge for April	£6.60
Morral Play Services – Playground Inspection	£54.00
Chalc Membership	£154.44
Sue Irlam – Internal Auditor	£50.00
St Peter’s Church, Duddon	£1,648.38
HMRC PAYE Q1	£169.40
The Cheshire Events Company	£205.00
The Spitting pig	£1,695.00
Ringwood Fencing	£28.08
St Andrew’s Church Churchyard Grant	£1,648.38
Data Protection Subscription	£40 per year

HSBC Bank Update

It was reported to the meeting that an application had been submitted to move the Parish Council bank account from HSBC to Lloyds.

Internal Auditor

The Clerk reported to the meeting that due to ill health Mr Sanders had not been able to undertake the Internal Audit. It was agreed that Mrs S Irlam be accepted to undertake the Internal Audit for 2021-22.

The comments of the Internal Auditor for 2021-22 were noted and agreed that the following actions be taken:-

- Bank reconciliations be undertaken on a 6 monthly basis
- VAT be itemised on the Clerk’s expenses.

ANNUAL PLAY INSPECTION

It was reported that Cllr Cummins and Cllr Goulbourne reviewed the Play inspection –

Access Gates x 2 – both gates are not self-closing – ACTION UNDERTAKEN adjusted and new catch fitted,

Timber Fencing – Support posts loose in ground - ACTION UNDERTAKEN replaced.

Timber slats missing – ACTION UNDERTAKEN – slates replaced.

Bench – bolts protruding out. – ACTION UNDERTAKEN - fit heat shrink sleeving – 8mm

Old Ownership information signpost – is loose in ground and is not required anymore – ACTION UNDERTAKEN has been removed.

Item 1 – nothing required

Item 2 – nothing required

Item 3 – nothing required

Item 4 - Yellow Climbing Frame – ACTION UNDERTAKEN - monitor.

Item 5 – Slide – barrier spacing – ACTION UNDERTAKEN - monitor

Item 6 – net climber and tunnel – ACTION UNDERTAKEN - to tape up and monitor

Gullwing Sea-Saw – ACTION UNDERTAKEN order two new seats and 8 new bolts – RP270 8/04 – 01757 703 620

Item 8 – footrest – fail ring gauge test – ACTION UNDERTAKEN - monitor

Item 9 – Spring Car – ACTION TO BE UNDERTAKEN - cleaning.

Item 10 – Roundabout – ACTION UNDERTAKEN - ground clearance between the underside - monitor

Item 11 - ACTION UNDERTAKEN -nothing required.

QUEENS PLATIUM JUBILEE

It was reported that following the Parish Council submitted a grant application on behalf of the Jubilee Planning Group for £4,850 to the Community Lottery Fund – this had been approved and confirmation of payment into the bank was being sought.

It was reported that following the contribution of £1,000 from Duddon and Burton Parish Council and £500 from Clotton Hoofield Parish Council that the total available budget for this event was £6,350.

Cllr Goulbourne on behalf of the Jubilee Group provided an update on preparations and a proposed budget for the event. A further meeting was schedule to take place on Friday 13th May.

RESOLVED 22/015: that the Parish Council approve the Jubilee Planning Group to spend up to the total amount available of £6,350 as per the budget provided to the meeting and set-out below:-

Activity	Quote 1	
	Company	Price
Alcoholic bar that's paid	The Bull	£250
Bouncy Castle	Cheshire Events Company	£205
Decorations for Village Hall	Amazon	£500
Picture mirror	Company Name to be confirmed	£400
Face Painter	TBC	£300
Chocolate fountain	The Big Chocolate Fountain	£350
Entertainer	alivenetwork.com - Juggler	£470
Picture with the queen	Amazon	£35
Pulled pork/hog roast	Spitting Pig	£1,700
Tea cakes in the hall	TBC - Asda or Tesco	£300
Public liability insurance		£100
	TOTAL	£4,610

PARISH COUNCIL MATTERS

CWaC Report It Items

A list of all items that had been reported to CWaC since the last meeting was circulated.

HW409038690 – Poor Road Surface and Potholes on Willington Road – this work had been completed.

SS409975979 – Fly Tipping on Back Lane near the junction of Willington – this had been removed.

All other items are outstanding, and it was noted that these items would be monitored by the Parish Council and a report of any improvements to the maintenance of the area would be brought to future meetings.

Website

It was reported that the renewal of the website was due in June and therefore if the Parish Council wanted to change websites this need to be completed prior to the renewal.

ACTION: Cllr Goulbourne to speak to Cllr Green to see if website designer in Clotton will undertake the work.

CORRESPONDENCE

Removal of Large Established Oak Tree – 12 New Road Duddon – correspondence from a concerned resident was circulated and it was noted that CWaC Planning Enforcement were looking into this.

NALC Sector Finance Survey 2022 – it was noted that a survey had been circulated from NALC and it was agreed that the Clerk be asked to complete on behalf of the Parish Council.

PCC Town and Parish Council Meeting – it was reported that the Police and Crime Commissioner was holding an engagement meeting on Tuesday 24th May 2022 from 7-9pm at Cheshire Police HQ in Winsford.

Duddon and Burton PC Ideas – it was noted that an email had been received from a resident following previous correspondence. The resident confirmed his willingness to assist the Parish Council in developing short- and medium-term goals to benefit the residents. The Parish Council noted this and asked for it to be brought to the next meeting.

Advance Plus – meeting – it was reported that correspondence had been received from Advance Plus regarding a consultation regarding the improvement of Wastewater Treatment Works in the area.

It was confirmed that a meeting with United Utilities and Advance Plus has been arranged for Friday 20th May at 10.30am to receive further information regarding this.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Thursday 14th July 2022 at 7.00pm at Duddon Village Hall.

Meeting finished: 19.51