

**Minutes of the Annual Meeting Duddon and Burton Parish Council
at Duddon, Clotton & District Memorial Hall
on Thursday 11th May 2023 at 7.00pm**

PRESENT:

Cllr G Goulbourne - Chairman
Cllr M Lightfoot
Cllr C Cummins
Cllr A Green

Cllr K Warburton

Members of the Public: 6

CLERK: Mrs T Ryall-Harvey (Clerk)

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2023-24

RESOLVED 23/001 – that Geoff Goulbourne be elected as Chairman for 2023-24, proposed by Cllr Cummins, seconded by Cllr Green and unanimously agreed.

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

APOLOGIES FOR ABSENCE – The Parish Council received and accepted the apologies of Cllr T Copper (Ward Councillor).

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

A resident commented in relation to the amount of money that had been spent on the community within the last 12 months which was a lot less than that was spent on Staff and Admin. The Parish Council highlighted that they had specifically sought additional funding from grants for the Queens Jubilee so that it did not come from the precept. The resident said he was interested to hear about the council's plans for the future. He suggested that the Parish Council should be considering looking at replacing the play area, other residents at the meeting commented that they considered the play area to be adequate and not requiring replacement. The Parish Council felt that if the Play Equipment were to be replaced that this should not solely come from the precept and that additional funding/fundraising should be sought. The resident queried if the Parish Council had any problems if he looked to raise the money to replace the play equipment. The Parish Council said they would review this if he could confirmed what he was looking to replace the play equipment with as there would be ongoing maintenance and insurance considerations that the Parish Council would need to look at before confirming this.

A resident raised concern about the amount of litter on the field and asked if additional bins could be installed on the field.

ACTION: the Parish Council asked the Clerk to seek confirmation from CWaC as to how regularly the current bin gets emptied and also if it would be possible to have a further bin on the field?

A resident raised concern about the state of the Wildflower patch this year. The Parish Council reported that they had already asked CWaC to look at the site, they had visited two weeks ago and stated that there were wildflowers growing – therefore they did not want to mow over the site and re-sow. The Parish Council therefore agreed to wait and see for this summer if the wildflowers do grow back, if not then they would review options in the Autumn.

A resident brought up the possibility of merging Clotton and Hoofield Parish Council with Duddon Burton Parish Council in the future and if this would allow more funding to be available. The Chairman reported that this had been looked at for many years and in the past Clotton Hoofield Parish Council had been against the merger as they wanted to ensure that their funds were spent within their area. It was therefore suggested that more joint working could be looked at.

A representative from the Duddon, Clotton and District Memorial Hall reported that things are going steady for the Hall, they have recently been trying to resolve the problem with the flooring and had been in contact with the insurance company and flooring company.

Coronation Event – it was reported that the total raised was £897 on the day was.

Costs incurred that are to be split between Duddon and Burton Parish Council and Clotton Hoofield Parish Council are:-

£250 for Band	Items for Bran Tub £55.00
Tree and Compost £45.50	BBQ Items and Drinks £525.58
Bouncy Castle £215.00	Insurance £117.60

Outstanding bills for the Parish Council £993.68 to be split between the two Parish Council.
It was noted that Clotton Hoofield had already paid for the Bouncy Castle

Items donated to the school were valued at £80.41 and included:-

96 x Buns £16.80
72 x Finger Rolls £13.20
61 x Cans of Coke £18.91
8 x Cans of 7Up £2.80
18 x Burgers - £16.20
50 x Sausages - £12.50

ACTION: It was reported that the committee organising the event were planning to have a debrief meeting on Thursday 18th May when they would make a recommendation about how the money raised was to be split between the Memorial Hall and the PTFA.

It was noted that comments had been received from residents who very much appreciated the two Parish Council's supported this event.

MINUTES OF THE MEETING

RESOLVED 23/003: That the minutes of the meeting of 27th March 2023 be confirmed as a correct record and signed by the Chairman.

GENERAL POWER OF COMPETENCE

RESOLVED 23/004 – That the council hereby confirms it meets the eligibility criteria for adoption of the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and as such adopts the General Power of Competence.

ANNUAL BUSINESS

Policies

RESOLVED 23/005: that the policies be adopted and reviewed again in May 2024.

Payments throughout the year

RESOLVED 23/006: to approve the payments in between meetings throughout the year for 2023-24 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 2023-24

Quotes from Shire Accountancy, Autela Payroll and Atkinson's Accountancy had been sought and it was **RESOLVED 23/007**: to continue with Shires Payroll Services for the period April 2023 – March 2024.

It was noted that Shire's services for 2023-24 had increased as set-out below:-

Service	2022/23	2023/24
Cost per employee per month Duddon and Burton	£7.50 plus VAT	£8.25 plus VAT
Backpay calculations/adjustments (per employee)		£15.00 plus VAT
Pension re-enrolment (required every 3 years)	£30.00 plus VAT	£55.00 plus VAT
Year-end payroll submission and P60's (P35)	£25.00 plus VAT	£30.00 plus VAT
Set-up of new employees	£5.00 plus VAT	£6.00 plus VAT

ANNUAL ACCOUNTS AND GOVERNANCE 2022-23

The Clerk provided the meeting with information with regards to the finances for 2022-23.

Summary Pack – the Parish Council received the end of year financial summary pack and **RESOLVED 23/008**: that the Council note the significant variances as circulate.

Certificate of Exemption – **RESOLVED 23/009**: 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 23/010: was reviewed, completed and approved by the meeting and signed by the Chairman and Clerk.

Accounting Statement

RESOLVED 23/011: 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 23/012: that the Council accept the signing of the Notice of Public Rights

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 24th April 2023 and noted the following application that had been received in since the last meeting:-

23/01021/FUL – Land Adjacent to Duddon Hall, Tarporley Road, Tarvin, Chester – Proposed change of use of machinery and produce store to incorporate loose housing for livestock - It was confirmed that the Parish Council had no objections to this planning application.

It was noted that the following planning applications had been determined since the last meeting:-

22/03613/FUL – Burton House, Burton Road, Burton, Chester – Single Storey rear extensions – **Approved**.

22/03186/FUL – Holly Bank, Duddon, Chester CW6 0HG – Replacement Dwelling - **Approved**

ACCOUNTS

Cashbook

RESOLVED 23/013: that the YTD Cashbook dated 24th April 2023 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 23/014 – that Cllr Warburton signs the Bank Reconciliation and Bank Statements.

Internal Auditor

The comments from the Internal Auditor for 2022-23 below were noted:-

I have completed the audit of the paperwork in respect of Duddon and Burton Parish Council. I can confirm that the paperwork is clearly presented and appears to be in order.

- VAT in respect of the Clerks expenses is now shown as a separate column on the spreadsheet; this is good practice.
- Periodic bank account reconciliations are also carried out now following my recommendation for the period 2021 - 2022.

Other than the above comments and observations I have nothing further to add.

Authorisation of Payments

RESOLVED 23/015: that the following income and expenses be approved:-

Income

Bank Interest	£4.93
CWaC – Precept Payment	£8,405.00
CWaC – Ward Members Grant Contribution towards	£320.00
Wildflower sowing for Kings Coronation	

Expenses

Clerk's Salary for Tax Point 1	£250.47
HMRC payment	£62.60
Clerk's Salary for Tax Point 2	£250.27
HMRC Payment	£62.60
Clerk's Expenses	£133.11
ICO Data Protection Subscription	£40.00
CHALC Annual Subscription	£158.73
Mid-Cheshire Footpath Society Annual Subscription	£8.00
Sue Irlam – Internal Auditor	£50.00
Gallaghers Insurance	£1,043.42

CORRESPONDENCE

Annual Inspection of Duddon Close Play Area – the report following the inspection of the Duddon Close Play Area was received and noted and any actions would be brought for discussion to a future meeting.

ACTION: It was reported that one swing had been removed from the site to allow replacement bushes to be sought and Cllr Goulbourne and Cllr Cummins undertook to replace all bushes on the swings.

It was noted that the inspector had found the access gates to not be self closing – the Parish Council reported that the catches had been removed as concern had been made that children could trap their fingers in the self closing gates.

ACTION: Cllr Green undertook to arrange to paint the corrosion on the Yellow Climbing Frame and the Net Climber & Tunnel

ACTION: Clerk to seek costs for replacement Yellow Climbing Frame and Net Climber and Tunnel so that the Parish Council can consider if they wished to look to replace these items in the future.

It was reported that the 5 Communities Fibre Upgrade Update had been received and confirmation that this project was now moving forward.

DATE OF NEXT MEETING

Provisionally meeting dates for the Parish Council for 2023 were agreed as:-

Monday 24th July

Monday 18th September

Monday 20th November

The next meeting of Duddon and Burton Parish Council would be held on Monday 24th July 2023 at 7.00pm at Duddon Clotton and District Memorial Hall.

Meeting finished: 20.04