

**Minutes of the Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall
on Monday 20th November 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: 2
CLERK: Mrs T Ryall-Harvey (Clerk)

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr T Lush (Ward Councillor).

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

An update on the management of the Duddon, Clotton and District Memorial Hall was received. Explaining that David Leadbetter had now transferred responsibilities to two residents who were looking to manage it jointly. There now needed to be a Committee Meeting organised to officially nominate a Chairman, Treasurer and Secretary, then this information can be passed to the Charity Commission etc.

The Village Hall Management Team have installed new lock-boxes at the gate and front door to allow access to hirers, and David Leadbetter reported that the Hall appears to be getting busier which was welcomed.

MINUTES OF THE MEETING

RESOLVED 23/025: That the minutes of the meeting held on 18th September 2023 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 11th November 2023 and noted the following application that had been received in since the last meeting:-

23/03155/DIS – Well House Farm, Duddon, Common Lane, Duddon CW6 0HG – Application to discharge conditions 4 (highways visibility splays) and 8 (Construction Environmental Management Plan) of planning permission 22/03072/FUL – it was noted that the Parish Council was not consulted on this planning consultation.

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

23/01869/FUL – Chestnut Grove, Tarporley Road, Duddon CW6 0HA – Modification of rear windows and side windows to existing garage, to facilitate the use as a home office/ancillary room – **Approved**.

ACCOUNTS

Cashbook

RESOLVED 23/026: that the YTD Cashbook dated 11th November 2023 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 23/027: that Cllr Cummins signs the Bank Reconciliation and Bank Statements.

Pay Scale Award

RESOLVED 23/028 that the proposed National Salary Award Scheme for 1st April 2023 be approved and the clerk be awarded backpay within the next available pay run.

Budget requirements for 2024-25

Items for consideration for inclusion in the budget for 2024-25 were sought from the Parish Council. Suggested items were:-

- Community Event for 2024 (Summer Fayre) - £500.
- Footpaths Orderly – budget £1,500 (to cover 10 hours per month, for 12 months at minimum wage)

The Parish Council discussed the reduction in services provided by CWaC and to this end, agreed to explore the option of including in the budget costs to cover tidying up of the village on a monthly basis.

PCSO joined the meeting.

The PCSO joined the meeting and highlighted that he intended to visit the Duddon, Clotton and District Village Hall on 2nd December 2023 between 10am and 11am and bring the Safety Bus. He asked that we advertise this Meet and greet via the Primary School and any social media opportunities the Parish Council had access to, so that all residents were aware and could drop in. The PCSO hope that the Safety Bus would be equipped with kit that children could play with and intended to supply goodie bags for anyone who came along.

PCSO left the meeting.

Authorisation of Payments

RESOLVED 23/028: that the following income and expenses be approved:-

Income

Bank Interest	£17.80 & £21.37
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Expenses

Clerk's Salary for Tax Point 7	£250.27
HMRC payment	£62.60
Clerk's Salary for Tax Point 8	£250.47
HMRC Payment	£62.40
CWaC – Council Fund (Fees and Charge for PC Election	£181.00
Twigtwister – Willow Workshop with Primary School	£500.00
PQR Limited (Payroll Services for second ½ of year)	£97.20
Claire M Fletcher (Festive Wreathmaking Workshop)	£576.00
Clerk's Expenses	£140.39
The Royal British Legion (Lamppost Poppies and Wreath)	£55.00

PARISH COUNCIL MATTERS

Draft Annual Plan 2024-25 – it was **RESOLVED 23/029** to adopt the draft Annual Plan for 2024-25.

Investment Policy – it was **RESOLVED 23/030** to bring a draft Investment Policy to the next Parish Council meeting for approve and following that start the process of opening an investment account with Skipton's Building Society

THE COMMUNITY

Playground Equipment - Cllr Green confirmed he would undertake the painting of the playground equipment when the weather warmed up and improved.

Duddon, Clotton and District War Memorial Hall – updated under Public Participation

CORRESPONDENCE

Police and Crime Commissioner / CWaC Parish Council Meeting on 29th November 2023 – the clerk sought clarification as to if any Councillors wished to attend the Police and Crime Commissioner joint meeting with the Town and Parish Councils.

CWaC Road Closures – details of up-coming road closures were circulated around the Parish Council and noted.

Email from resident with concerns over parking on Back Lane - the email was circulated and the Parish Council noted this concern.

CWaC Funding our Future - the details of this consultation were received, circulated around the Parish Council and noted.

Community Speed Watch – information from the local PCSO was received and shared with the Parish Council.

Police Crime Commissioner – Quarterly Review – July – September 2023 – a copy of the quarterly review was circulated around the Parish Council and noted.

Cheshire Fire Authority 2024-2028 Draft Community Risk Management Plan – this consultation was received, circulated around the Parish Council and noted.

Email from Resident with regards to Birch Tree on the Green Space off New Road – the email was circulated and it was noted that the Clerk had contacted CWaC. The response received from CWaC was:

CWaC have reviewed the email from the resident and given the size of these trees, their location, health and the fact that pollen production and dispersal is limited to a relatively short period of time during the year it was felt that the council would not support the removal of these trees.

As a Local Authority, CWaC are under pressure to not only increase canopy cover throughout the borough but to safeguard and promote those trees already established as these provide multiple benefits more so than newly planted saplings.

DATE OF NEXT MEETING

The dates for the future meetings were **RESOLVED 23/031** as follows:-

Monday 22nd January 2024

Monday 4th March 2024 – Parish Meeting

Monday 20th May 2024

Therefore, the next meeting of Duddon and Burton Parish Council would be held on Monday 22th January 2024 at 7.00pm at Duddon Clotton and District Memorial Hall.

Meeting finished: 19.52

Signed:..... Dated: 22-1-24