

**Minutes of the Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall on
Monday 4th March 2024 at 7.00pm**

PRESENT:

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

Cllr T Lush – Ward Councillor
Members of the Public: 1
CLERK: Mrs T Ryall-Harvey

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr T Cooper (Ward Councillor) and PCSO James Hannath.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

A representative of the Duddon, Clotton and District War Memorial Hall confirmed that following receipt of the grant from Cllr T Cooper (Ward Members budget monies) they will now be in a position to move forward and install the heating control system that can be controlled from a mobile app.

Additionally, it was reported following the issues the hall had experienced from the flooring company they had recently visited the company's premises and the company have now committed to arrange a site meeting to find a solution to the damp proofing issue under the floor.

It was also reported with regards to the management of the hall the original two ladies were not able to take on the project and Mr Leadbetter is planning to meet with two other local residents who are looking to discuss the process with him prior to agreeing if they are able to hand over. He is hopeful that they may be able to provide a solution to the management and running of the hall.

Cllr T Lush reported that he had circulate the Cheshire West budget and how he had voted with regards to this for the Parish Council's information.

Cllr Lush also reported that following additional money received from Central Government towards dealing with potholes, he was disappointed to announce that only one site in his ward had been approved for works to be undertaken and this was Chester Road, Kelsall. Cllr Lush went on to report that a further pot of money would be available for the next year financial year and no decisions had yet been made on how this money will be assigned. Cllr Lush reported that a further £168,399,000 had been committed from Central Government to be allocated annually for Transport from 2025 -2032.

MINUTES OF THE MEETING

RESOLVED 23/043: That the minutes of the meeting held on 22nd January 2024 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 27th February 2024 and it was noted that the following planning applications had been determined since the last meeting:-

23/03155/DIS – Holly Bank, Duddon Common Lane, Duddon CW6 0HG – Discharge of conditions 3 (materials), 4(car and cycle parking), 5 (EV charging), 9 (RAMS) and 11 (trees and hedgerows of planning permission 22/03186/FUL – approved.

ACCOUNTS

Cashbook

RESOLVED 23/044: that the YTD Cashbook dated 27th February 2024 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 23/045: that Cllr Green signs the Bank Reconciliation and Bank Statements.

Savings Account

It was reported that following the request to open a Skipton's Savings Account, that this account had now been opened and it was **RESOLVED 23/046** to move £10,000 into this account.

Internal Auditor

It was reported that the Clerk has contacted three people to look to undertake an Internal Audit for 2023-24. It was recommended by the Clerk that Mr Phil Sanders undertake the audit this was unanimously **RESOLVED 23/047.**

VAT Rebate for 2023-24

The Clerk reported that currently there was £67.72 available to claim and therefore a claim could only be submitted after 12 months of submitting the last claim. It was therefore **RESOLVED 23/048** that a claim be submitted until 29th February 2024.

Authorisation of Payments

RESOLVED 23/049: that the following income and expenses be approved:-

Income:-

Bank Interest	£21.44
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Expenses made between meeting for approval:-

Clerk's Salary for Tax Point 11	£264.00
HMRC payment	£66.00
Clerk's Training	£81.60

Expenses not yet paid for approval:-

Clerk's Salary for Tax Point 12	£264.20
HMRC Payment	£66.00
Clerk's Expenses	£82.05
Peter Lightfoot (Hedgecutting)	£60.00
Duddon, Clotton and District Memorial Hall	£90.00
Duddon St Peter's Primary School	£500.00

PARISH COUNCIL MATTERS

Asset Register

RESOLVED 23/050 to approve the Asset Register for 2024.

ACTION: Cllr Goulbourne to check to see if the goal posts are still on the Green Space in Duddon, otherwise it was agreed that this should be removed from the Asset Register.

Risk Assessment

RESOLVED 23/051 to approve the Risk Assessment as circulated with the Parish Council papers for 2024.

Training and Development Policy - it was **RESOLVED 23/052** to adopt the Training and Development Policy presented to the meeting.

Annual Report – it was **RESOLVED 23/053** to approve for presenting the Annual Report for 2023-24 that was presented at the meeting.

Local Council Award Scheme

The Clerk proposed the Parish Council move forward and apply for the Foundation Level of the Local Council Award Scheme at a cost of £50 to the Parish Council, this was unanimously **RESOLVED 23/054**. It was therefore also **RESOLVED 23/055** that the Council confirms that it meets all the requirements in the LCAS document circulated prior to the meeting, and that all documentation and information is in place for the Foundation Award.

RESOLVED 23/056 that the Council confirms that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has all the relevant documentation and information in place to meet the criteria to apply for the Foundation level of the Local Council Award Scheme.

Duddon St Peter's Primary School

It was reported that following the last meeting were Cllr Cooper outlined that there was ward members money available, that the Primary School had submitted a request and was unfortunately unsuccessful, the clerk therefore ask the Parish Council if they would consider supporting the request from the Primary School towards resources to include DT, Cookery and Arts and Crafts equipment. It was unanimously **RESOLVED 23/057** to support this to the value of £500.00.

THE COMMUNITY

Playground Equipment – The Clerk confirmed that she had spoken with the Inspector and he would be completing his survey of the Play Ground Equipment for 2023/24 in the next few weeks.

CORRESPONDENCE

CWaC Highways - following the last meeting when a resident has requested the Parish Council ask CWaC if they would install yellow lines on Willington Road near the Junction of A51, Cheshire West and Chester Highways team had attended the site on a number of occasions and could find no evidence that would necessitate double yellow lines being installed.

ACTION: Cllrs to take picture evidence and forward to Highways.

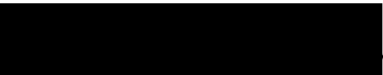
CWaC Highways – Road Surface/Potholes Update – The information was presented to the meeting and noted. The Parish Council thanked Cllr Lush for forwarding this update.

Tarvin Educational Foundation - the information in relation to grants being provided for 2024 was circulated and it was agreed that this should be put on the Parish Council website and also on the local Facebook page.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 20th May 2024 immediately after the Parish Meeting which would take start at 7.00pm and take no-longer than 30 minutes at Duddon Clotton and District Memorial Hall.

Meeting finished: 19.38

Signed:  Dated: 16 - 5 - 24