

COLTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT BOUTH VILLAGE HALL ON MONDAY 24th JUNE 2024

Present: Cllr Bennett, (Chair), Cllr Dickinson, Cllr Dudson, Cllr Oates and J Hendry (Clerk: clerk@coltonparishcouncil.org.uk)

In attendance: No members of the public were in attendance

Minute no	Action Point	Person
14/2024	Election of Chair for the Parish Council Year 2023/2024: The Parish Council unanimously voted for Cllr Bennett to remain as Chair for the year 2024/25 and who then signed the Declaration of Acceptance of Office form.	
15/2024	Apologies: None received	
16/2024	Appointment of Vice-Chair for the Parish Council Year 2023/2024: The Parish Council unanimously voted for Cllr Dudson to act as Vice-Chair for the year 2024/25 and who then signed the Declaration of Acceptance of Office form.	
17/2024	Minutes of Last Meeting The Chair was authorised to sign the minutes of the Annual Parish meeting held on 20 May 2023 and the Parish Council meeting held on 22 April 2024 as true records of what was discussed.	
18/2024	Declarations of interest in respect of items on this agenda: None received	
19/2024	Requests for dispensations: None received	
20/2024	Register of Members' Interests: The Declarations of Members' Interests were signed by Councillors present.	
21/2024	Public participation: a. Community participation: No members of the public attended. b. Unitary Authority update: None provided	
22/2024	Update on actions from the previous meeting: a. 2024 Parish Council election update: The Parish Clerk advised that the PC is now quorate due to the election of three additional Councillors and that co-options would now take place to fill the remaining five seats. There were a number of electors in the Parish who had expressed interest in being co-opted and who would be invited to the next PC meeting. b. Hulleter farm works update: Cllr Bennett updated the meeting on recent concerns expressed by members of the public regarding the quarrying and building works taking place on the farm and of recent visits to the farm by members of the Planning Enforcement team. Cllr Bennett requested that if any future concerns arise that they be logged to capture the key themes and areas of concerns and to keep W&F updated as to these.	JH
23/2024	Chair's report for 2023/24: The Chairs report was previously sent to Councillors and no further questions were asked in relation to the content.	
24/2024	Annual report from the Chair of the Bouth Village Green Advisory Committee: No comments were made on the report which was previously circulated.	
25/2024	Colton Parish community and environmental matters: a. Community Plan update: Cllr Bennett requested that from September the agenda should reflect the 4 items highlighted in the Community Plan,	JH

COLTON PARISH COUNCIL

	<p>namely; Communities, Wellbeing and Resilience, Climate Emergency and the Environment, Highways and Housing and Planning</p> <p>b. Defibrillator in Finsthwaite: The Parish Clerk updated the meeting advising that the defibrillator had been installed. Cllr Dudson asked where the private defibs are located. The Parish Clerk agreed to locate and share the list with Councillors.</p> <p>c. Rusland Show: Cllr Bennett advised that the show would take place on 17th August. The Parish Clerk agreed to book a table and Cllrs Dickinson and Dudson offered to assist on the day. Space has been offered at Rusland Reading Rooms to store “show items” and the Booking Secretary agreed to send the key code so that the PC can begin to use the space and the Parish Clerk agreed to advise about how they should invoice the PC for the cost of room hire.</p> <p>d. YMCA Lakeside North Camp sale and community vision for the site: Cllr Bennett updated the meeting on the status of the status of the site referring to the letter sent from Sarah Speicher. It was suggested that CPC ask SWSC to see their constitution to provide assurance of environmental and accessibility elements of their organisation, SWSC. It was also agreed that Sarah would be invited to attend a future PC meeting.</p> <p>e. Support from Colton Parish for local food bank appeals: Cllr Bennett update the meeting of the role that CPC play in supporting the Barrow Food Bank. Cllr Oates agreed to speak to the local coordinators and to update at the next meeting.</p> <p>f. Support to Colton Parish Council offered from Rookhow: Cllr Bennett reported that the Chair of Trustees at Rookhow attended the Open Meeting and advised that they offered the use of the venue once per year. This was welcomed and would be taken into consideration when the next meeting calendar was being drawn up.</p>	<p style="text-align: right;">JH</p> <p style="text-align: right;">JH</p> <p style="text-align: right;">JH</p> <p style="text-align: right;">JH</p> <p style="text-align: right;">JH</p> <p style="text-align: right;">WO</p>
26/2024	<p>Highways and lengthsman</p> <p>a. Issues for reporting to Highways and Parish Lengthsman: None to report</p>	
27/2024	<p>Planning</p> <p>a. To consider and respond to the following planning applications: NIL received.</p> <p>b. Planning applications responded to, awaiting LDNPA decision: The list as posted on the meeting agenda was noted by the PC.</p> <p>c. LDNPA decisions: The list as posted on the meeting agenda was noted by the PC.</p>	
28/2024	<p>Finance, Accounts, Assets and Audit:</p> <p>a. The following payments were approved:</p> <ul style="list-style-type: none"> i) Lengthsman payment (May) £240 ii) Clerk salary (May) £500.97 iii) Charlene Iredale, internal audit, £100 iv) Carole Dickinson, catering for Annual Parish meeting, £120 v) Cumbria Clock Company, Finsthwaite Clock servicing, £234 vi) FLVH, installation of defibrillator, £348 vii) Community First, PC Insurance, £424.78 viii) Cllr Bennett, Open Meeting expenses, £35 ix) Clerk salary (June) £500.97 x) Clerk Q1 expenses, £112.37 xi) HMRC Q1 payment, £480.76 	

COLTON PARISH COUNCIL

	<p>b. The PC noted that a duplicate salary payment of £500.97 was made in error, by the bank, to the Parish Clerk. The bank has been informed of the error and they advised that this had now been rectified and the £500.97 refunded as a banking error. The Parish Clerk has also refunded the salary overpayment to the PC bank account and expects the S/O to be corrected by the bank for the June salary.</p> <p>c. The PC agreed to receive the Annual Internal Audit Report 2023/24</p> <p>d. The PC received and approved section 1 Annual Governance Statement 2023/24</p> <p>e. The PC received and approved section 2 Accounting Statements 2023/24</p> <p>f. Colton Parish Council declared that they are exempt from sending the completed AGAR to the external auditor for a limited assurance review as all the qualifying criteria are met as outlined in the Certificate of Exemption.</p> <p>g. The PC agreed that the period for the exercise of public rights will be held between 26th June and 6th August and that this information will also be published on the website and Parish noticeboards</p>	<p>JH</p> <p>JH</p>
29/2024	Correspondence shown below was noted by the Council (relevant documents were previously circulated): NIL received	
30/2024	<p>Items for the next PC agenda</p> <p>a. Co-option of additional Councillors</p> <p>b. Review of PC working groups and their membership</p> <p>c. Approval of Councillor Allowances Policy</p> <p>d. Location of Lakeside noticeboard: Cllr Oates</p> <p>e. Noticeboard upkeep volunteers sought</p> <p>f. Rusland Show update</p>	
31/2023	<p>Date and time of next meeting</p> <p>The next meeting will take place on Monday 22nd July 2024 at 7pm at Oxen Park Reading Room.</p>	ALL