

Halton Holegate with Halton Fenside Parish Council

Minutes of the Annual Meeting of the Council held at Halton Holegate Methodist Chapel on **Thursday 9th May 2023** commencing at 7pm. These are notes of the meeting until approved as a true record.

Present:

Cllrs D Sisson (Chair), C Holmes (Vice-Chair), S Andrew, C Clare, C Edwards, and T Robson; and County Councillor W Bowkett.

Clerk - J Sargent.

There were two members of the public in attendance.

1. To elect a Chair of the Council for the forthcoming term of office.

With no other Councillors nominated, it was **resolved unanimously** to appoint Cllr Sisson as the Chair of the Council for the forthcoming term of office.

2. To receive the Declaration of Acceptance of Office of the elected Chair.

The Declaration of Acceptance of Office of Chair to the Council was signed by Cllr Sisson and the Clerk.

3. To elect a Vice-Chair of the Council for the forthcoming term of office.

With no other Councillors nominated, it was **resolved unanimously** to appoint Cllr Holmes as the Vice-Chair of the Council for the forthcoming term of office.

4. To receive the Declaration of Acceptance of Office of the elected Vice Chair.

The Declaration of Acceptance of Office of Vice-Chair to the Council was signed by Cllr Holmes and the Clerk.

5. Chairman's Welcome.

The Chairman welcomed all present, mentioned his disappointment at the poor attendance at the Annual Parish Meeting, which preceded the Annual Meeting of the Council, from members of the public and thanked Councillors for re-electing him as Chair.

6. Apologies.

It was **resolved unanimously** to accept apologies from Cllr J Vickers.

7. Declarations of Interest.

None received.

8. To confirm the minutes of the Council meeting held on Thursday 7th March 2024.

With no matters arising, it was **resolved unanimously** to accept the minutes from March as a true and accurate record.

9. Finances:

a. To approve the list of accounts submitted for consideration for March.

With no matters arising, it was **resolved unanimously** to accept the list of accounts submitted for consideration.

b. To receive an updated Bank Reconciliation for March.

The Clerk provided a bank reconciliation, to keep Councillors up to date on the Council's financial status, for information purposes only.

c. To approve the list of accounts submitted for consideration for April.

With no matters arising, it was **resolved unanimously** to accept the list of accounts submitted for consideration.

d. To receive an updated Bank Reconciliation for April.

The Clerk provided a bank reconciliation, to keep Councillors up to date on the Council's financial status, for information purposes only.

e. To approve outstanding invoices to be paid.

i. Zurich Insurance.

With no matters arising, it was **resolved unanimously** to approve payment of the insurance renewal invoice.

10. To receive a budget review for 2023-24.

The Clerk provided a budget review for the end of the financial year, to keep Councillors up to date on the Council's income and expenditure.

11. To approve the Annual Governance and Accountability Return (AGAR) for 2023-24:

a. To approve section 1, points 1 - 9 of the Annual Governance Statement for 2023-24.

The Clerk read points 1-9, it was **resolved unanimously** to agree to points 1-8 as correct and mark point 9 as N/A.

b. To approve section 2, Accounting Statement.

The Clerk explained the figures on Accounting Statement. Some figures need to be submitted with an explanation to the external auditor, as ELDC overpaid the precept in the previous financial year. It was **resolved unanimously** to accept the Accounting Statement and submit to the external auditor.

12. To consider feedback and recommendations from the Internal Auditor.

Cllr Sisson commented on ensuring that a mid-year audit will be conducted in October 2024, to help make the end of year internal audit easier. Issues with the website were also raised; the Clerk to liaise with LALC's webmaster to help tidy up the website. The recommendations also note that the Council should have Terms of Reference for the Personnel Committee. Cllr Holmes advised that there are already Terms of Reference in place.

Cllr Sisson advised that item 7 on the list regarding a copy of passwords, a procedure is in place and that Section 137 needs to be listed on the cashbook as well as logged on the budget, regardless of whether any funds are allocated to it. Cllr Sisson stressed the necessity to make sure the website was up to date and contained accurate information.

13. To receive reports from:

a. The Chair

Cllr Sisson circulated a report prior to the meeting via email.

b. The Clerk

The Clerk reported on recent time off through illness and annual leave, attending training for the CiLCA qualification and completing end of year financial information.

14. To receive notification of any planning permissions, refusals, withdrawals, or amendments.

a. Housing Development on Halton Road - 600 houses.

Cllr Sisson thanked Councillors for their comments and confirmed a response had been submitted to ELDC, which is available on ELDC's planning portal. Cllr Sisson recommended staying up to date with new information as and when it is provided.

Councillors suggested meeting with a representative from the developers again to discuss concerns. The Clerk to contact the developers to arrange.

b. The National Grid Pylon proposals, Grimsby to Walpole.

Cllr Sisson thanked Cllr Edwards for his contribution to the response which has been submitted. The Clerk confirmed that the National Grid have not confirmed receipt of the response.

c. The National Grid Eastern Green Link proposals

Cllr Edwards modified the response to accommodate further comments from Councillors, with approval to send on behalf of the Council. Cllr Sisson advised of further consultation events at villages nearby.

Cllr Sisson advised Councillors of a planning application for a property on Ashby Road, which falls within the parish boundary has received full planning permission, information circulated via email.

15. To appoint members to Committees of the Council

a. Personnel and Staffing Committee

It was **resolved unanimously** to appoint Cllrs Clare, Holmes, and Robson.

b. Grievance Committee

It was **resolved unanimously** to appoint Cllrs Andrew, Edwards, and Vickers.

16. To appoint members to serve as the Parish Council's representatives to outside bodies:

a. Halton Holegate & Alice Audley Jackson Trust

It was **resolved unanimously** to appoint Cllr Sisson as the Parish Council's representative on the Halton Holegate & Alice Audley Jackson Trust.

17. To appoint members to serve on additional responsibilities groups.

a. Agriculture, Water and Wildlife management including Tree Warden.

It was **resolved unanimously** to appoint Cllr Vickers.

b. Development and Planning

It was **resolved unanimously** to appoint Cllr Andrew.

c. Footpaths

It was **resolved unanimously** to appoint Cllr Edwards.

d. Finance

It was **resolved unanimously** to appoint Cllr Sisson.

e. Safeguarding Lead

It was **resolved unanimously** to appoint Cllrs Clare and Robson.

f. Website

It was **resolved unanimously** to appoint Cllrs Edwards and Robson.

18. To receive an update on highways, footpaths, and road closures.

a. To consider the problems with parking on Station Road including feedback from the Meeting held between the Chair, LCC Councillor, LCC Highways, and the local primary school.

Cllr Bowkett updated Councillors on a recent meeting with Highways officers, discussing amendments to the road markings, and monitor to assess whether more signs are needed.

Cllr Bowkett advised that school staff vehicles must be parked in the school's car park where possible.

Cllr Sisson expressed concerns over safety; Cllr Bowkett advised speed reduction would be the next step and recommended a community speedwatch group in Halton Hologate.

b. Issues to be reported or already reported to fix my street.

Cllr Sisson covered issues within his report and Cllr Bowkett's report.

19. To review policies:

a. Standing Orders

b. Code of Conduct

c. Financial Regulations

The Clerk mentioned updates to the Standing Orders to include criteria that is a legal requirement are written in bold.

Cllr Holmes mentioned that some updates to the Financial Regulations have been reported in the recent LALC newsletter. The Clerk to review and bring to Council if there are any updates.

It was **resolved unanimously** to adopt the policies that were tabled.

20. To consider action regarding the D-D lantern and anniversary commemoration.

Cllr Holmes advised that the lantern was not going to be purchased following discussions at the Working Party meeting held on 25th April 2024. The Church were willing to be custodians of the lantern but were unable to light the lantern on 6th June 2024 for the D-Day commemoration. The school did not wish to be part of the commemoration or be the custodians. Cllr Sisson advised of the offer from the Church to light the bell tower for the evening, and the Parish Council will contribute towards the costs.

21. To consider agenda items for the next meeting.

- Website
- Policies
- Emergency Plan

22. To confirm the date of the next meeting.

The date of the next meeting was confirmed as Thursday 11th July 2024

With no further comments, Cllr Sisson closed the meeting at 8:35pm.

Halton Holegate with Halton Fenside Parish Council

9th April 2024

Financial Report 2023-24

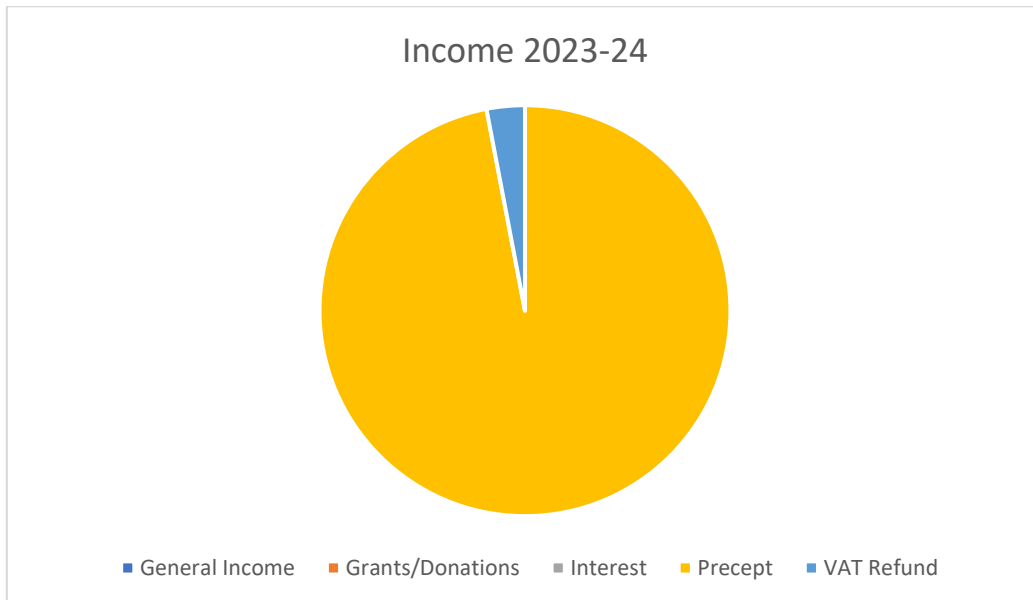
Income

Halton Holegate with Halton Fenside Parish Council income is derived mainly from Council Tax collected by ELDC, called the Precept and paid to the Parish Council. In 2023-24 there were 158 taxable properties in the parish.

A summary of income is shown below, along with the comparison from 2022-23.

	Item	2022-23	Anticipated 2023-24	Actual 2023-24	Variance
Inc					
1	General Income	£ 1,836.96	£ -	£ -	£ -
2	Grants/Donations	£ 1,286.00	£ -	£ -	£ -
3	Interest	£ -	£ -	£ -	£ -
4	Precept	£ 4,185.00	£ 4,500.00	£ 4,500.00	£ -
5	VAT Refund	£ -	£ 100.00	£ 139.49	£ 39.49
	Total	£ 7,307.96	£ 4,600.00	£ 4,639.49	£ 39.49

The income increased slightly, mainly due to an increase in the precept, this was to help with increased costs and rising inflation.



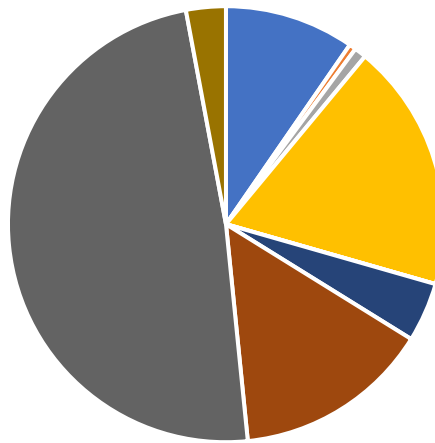
Expenditure

During the year, major items of expenditure included:

Item	2022-23	Anticipated	Actual	Variance	
Ladybug Garden Services	£ 465.00	£ 441.00	£ 525.00	£ 84.00	
Course and Conferences	£ -	£ 125.00	£ 27.60	-£ 97.40	
Election	£ -	£ -	£ 48.50	£ 48.50	
General Administration	£ 6,461.63	£ 1,555.89	£ 1,005.18	-£ 550.71	
Chairman's Allowance	£ -	£ -	£ -	£ -	
Parks and Open Spaces	£ 500.00	£ 100.00	£ -	£ -	
Room Hire	£ 300.00	£ 292.50	£ 240.00	-£ 52.50	
S137	£ 496.00	£ -	£ 795.00	£ 795.00	
Staff Costs	£ 1,221.64	£ 2,020.00	£ 2,654.77	£ 634.77	
Flood Relief	£ -	£ 400.00	£ 161.03	-£ 238.97	
Tourism and Events	£ -	£ -	£ -	£ -	
Sub-Totals:	£ 9,444.27	£ 4,934.39	£ 5,457.08	£ 622.69	
VAT	£ -	£ -	£ 70.44	£ 70.44	
Totals	£ 9,444.27	£ 4,934.39	£ 5,386.64	£ 552.25	

As detailed, expenditure was down significantly on the previous year.

Expenditure 2023-24



- Ladybug Garden Services
- Chairman's Allowance
- Staff Costs
- Course and Conferences
- Parks and Open Spaces
- Flood Relief
- Election
- Room Hire
- Tourism and Events
- General Administration
- S137

Balances for the Financial Year ending 31st March 2023:

Current Account: £7,069.33

Jack Sargent
Clerk to the Council
9th April 2024