

## **BARTON PARISH COUNCIL**

**Meeting Date:** Tuesday 29<sup>th</sup> May starting at 7.00pm

**Present:** Cllr Parker (Chairman) M Thorpe (clerk)

### **Councillors:**

T Tomlinson

H Lees

Roger Hacking

**In attendance:** Parishioners as per attendance book.

- 1. ELECTION OF CHAIRMAN** – Cllr G Jolliffe was proposed by Cllr Tomlinson and seconded by Cllr Lees.
- 2. ELECTION OF VICE CHAIR** – Cllr J Parker was proposed by Cllr Tomlinson and seconded by Cllr Hacking.

### **3 APOLOGIES FOR NON ATTENDANCE**

Cllr S Thompson, Cllr J Bleasdale, Cllr S Whittam, Cllr G Jolliffe

### **4 APPROVAL OF THE MINUTES OF BARTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 28th MARCH 2018**

The minutes of the previous meeting of Barton Parish Council held on 28<sup>th</sup> March 2018 were approved as a true and accurate record subject to it being noted that Cllr Tomlinson had sent his apologies for the last meeting. *Proposed by Cllr Lees, seconded by Cllr Tomlinson.*

### **5 DECLARATION OF PERSONAL AND PREJUDICIAL INTERESTS & ANY WRITTEN REQUESTS FOR DISPENSATIONS -**

There were no personal or prejudicial interests declared or any written request for dispensations.

### **6 APPOINTMENT OF REPRESENTATIVES**

#### **6.1 Preston City/Joint Consultative Committee**

Cllr Bleasdale was reappointed to this committee

#### **6.2 BB&M War Memorial Committee**

Cllr Lees and Cllr Tomlinson agreed to continue as representatives

### **7 ADMINISTRATION**

Members present confirmed that meetings will continue to be held at Barton St Lawrence School, Barton Village Hall or Barton Bowling Club at least 6 times a year to include an AGM and Parish Meeting.

## **8 GDPR UPDATE**

The clerk confirmed that all personal details had been removed from the community group and local business page of the website and only generic contact emails remained.

All parish councillors had confirmed that they were happy for their details to remain on the website so that parishioners could continue to contact them.

The clerk had sent an email to everyone whose names were on the parish mailing list and informed them that they would be removed from the list on the 25<sup>th</sup> May unless they responded to say that they wanted to continue to receive updates. The list has now been updated and everyone has been informed of what information we hold and for what it will be used.

The clerk would like as much as possible for the parish council to become paperless but proposed that a newsletter be produced externally and mailed to residents 3-4 times a year to keep them up to date with things going on in the village. All councillors present agreed. Quotes will be gathered.

## **9 PUBLIC PARTICIPATION**

The question was asked about progress on the Fields in Trust Application. The clerk informed parishioners present that Cllr Whittam had been liaising with Preston City Council to try to progress the application. Cllr Whittam and the clerk had both requested an invoice be raised for the fee and sent to the parish council as soon as possible for payment.

*Action: BPC will continue to chase Preston City Council on the matter and will update the Neighbourhood Plan group when it hears back.*

## **10 PLANNING APPLICATIONS**

There were no planning applications to consider or provide a response to at this meeting.

Cllr Parker informed Councillors and parishioners present that a planning application for Land South of Station Lane, Off Garstang Road had been submitted and was due to be considered at planning committee on Wednesday 6<sup>th</sup> June at 2.30pm. Cllr Parker asked the clerk to register the parish council to speak at committee.

*Action: MT to register BPC to speak at planning committee*

## **11 BARTON PARISH COUNCIL FINANCIAL STATEMENT & END OF YEAR ACCOUNTS**

The Chairman and Councillors present verified that the finance and bank statements have been reconciled for the year ended March 31<sup>st</sup> 2018 and signed the finance book alongside the clerk.

## **12 ACCOUNTS FOR PAYMENT AND RECEIPT**

Councillors agreed the following payments:

Zurich Insurance 2018-19 **£357.66** by direct bank transfer

Payment to clerk for Laminator and Stationary for the parish meeting **£47.22**

Members were requested to note receipt of the Precept of **£10,400** and CIL payment of **£65,164.11**

### **13 BALANCE OF BARTON PARISH COUNCIL ACCOUNTS AS AT 18<sup>TH</sup> MAY 2018**

Balance of accounts as @ 18/5/18

Current Account: **£76291.91**

NS & I: **£7648.91**

### **14 INTERNAL AUDIT REPORT**

Councillors present were requested to consider the contents of and approve the internal audit report prepared for the 2017/18 financial year.

Councillors considered the points raised by the internal auditor which will be attached with the minutes.

The clerk talked through the various points made and it was agreed that the clerk would produce an action plan to address the issues raised.

The internal auditor agreed with the total figures shown in the bank reconciliation but amendments had been made to the individual transaction figures shown in some cases especially where VAT had not be separated out in some cases.

The internal auditor confirmed that in her opinion an appropriate accounting system was in place and appropriate records had been properly kept throughout the financial year.

**Action:** *Councillors present agreed to receive and note the annual internal report and agreed for it to be sent on to the External Auditors.*

**Action:** *MT to create an action plan to deal with any issues highlighted through the internal audit.*

### **15 ANNUAL GOVERNANCE STATEMENT 2017/18 FOR BARTON PARISH COUNCIL**

Councillors were asked to receive and consider approving the Annual Governance Statement for 2017/18 (section 1)

The clerk distributed copies of the Annual Governance Statement to councillors present.

The clerk gave an explanation as to why point 4 which related to the proper opportunity during the year for the exercise of electors rights had been answered as No. This was due to Barton Parish Council not having provided the proper opportunity during the year 2017/18 for the exercise of electors rights in accordance with the requirements of the Accounts and Audit Regulations. This year the parish council have ensured that the proper opportunity is being provided. Councillors were happy with this explanation.

Councillors approved the Annual Governance Statement for 2017/18 for Barton Parish Council and the chairman signed the Annual Governance Statement.

## **16 EXTERNAL AUDIT ACCOUNTING STATEMENTS 2017/18 FOR BARTON PARISH COUNCIL**

Councillors present received the Accounting Statements (Section 2) for Barton Parish Council.

After a short discussion the Councillors accepted and approved the Accounting Statements for 2017/18.

The chairman signed the Accounting Statements.

## **17 2018-19 INSURANCE**

Councillors approved the Zurich Insurance quote for 2018-19 and agreed to make the payment of £357.66.

## **18 NOTE NEW CORRESPONDENCE**

Councillors present approved a payment of £33 for the clerk to attend a new councillor/clerks training course on the 14<sup>th</sup> July.

## **19 AOB**

Councillors discussed the recent CIL payment received and it was agreed that the parish council would look to use some of the current CIL to fund a parish lengthsmen.

The clerk had spoken with Greg Robinson who was keen to explore the opportunity to become parish lengthsmen for Barton and had some hours available. Councillors present agreed to meet with Greg to discuss they type of jobs that could be covered and to discuss further what Greg might be able to offer.

Cllr Parker and Anne O'Neill updated the meeting on progress with the Neighbourhood Plan. A bid for funding of £9000 had been submitted on 22/5/18 and a decision is expected in 30 days. The funding that has been bid for would help to cover the cost of various elements of delivering the plan.

The parish council have agreed to pay £40 for room hire for the groups meetings.

Neighbourhood Plan Parish questionnaires are still coming in and once all of the questionnaires are in they will be analysed to feed into the process.

***Action:** MT to speak to Greg Robinson to arrange a meeting*

## **20 DATE OF NEXT MEETINGS**

The following dates were proposed for Barton Parish Council Meetings subject to checking with the councillors not present at the meeting.

Tuesday 17<sup>th</sup> July

Tuesday 18<sup>th</sup> September

Tuesday 20<sup>th</sup> November

Tuesday 15<sup>th</sup> January 2019

Tuesday 19<sup>th</sup> March 2019

Tuesday 21<sup>st</sup> May 2019 –**PARISH MEETING & AGM**