

**Minutes of the Ulley Parish Council Annual General Meeting**

**held at the Village Hall, Ulley at 7.00 pm on 22nd May 2024**

Members: Cllrs: R Robson (Chairman), S Hubbard, C Myers, W Cooper

Apologies: None

In attendance: Sarah Whitaker (Clerk)

 7 members of the public

A public session of 15 minutes was held prior to the formal Council meeting, in accordance with Section 3 of the Council’s Standing Orders.

1. **RMBC Grass cutting** – A member of the public was disappointed that RMBC had been stopped from cutting a communal area. – Work is ongoing by the Parish Council to determine responsibility of maintenance in the village.
2. **Chainsaw Chains –** A query was raised relating to chainsaw chains purchased. – Clarified that the chains are for a multi tool not a chainsaw.

**1/24 To elect a Chairman of the Council**

**Resolved: Cllr R Robson be elected Chairman for 2024/25. The Declaration of Acceptance of Office (Chairman) was duly signed by Cllr R Robson**

**2/24 To elect a Vice Chairman of the Council**

**Resolved: Cllr C Myers be elected Vice Chairman for 2024/25. The Declaration of Acceptance of Office (Vice Chairman) was duly signed by Cllr C Myers.**

**3/24 To receive and approve any apologies for absence.**

There were no apologies for absence.

**4/24 To consider and agree representation on outside bodies.**

**Resolved:**

Penny Hill Wind Farm Liaison Committee – Cllr C Myers

RMBC Joint Working Group – Open

Aughton & Swallownest CAP Meeting – Cllr S Hubbard/Cllr C Myers

**5/24 To confirm the schedule of meetings for the following year.**

**Resolved:**

14th August 2024

27th November 2024

26th February 2025

21st May 2025 (Joint Annual Parish Meeting & Annual General Meeting)

**6/24 To note any declarations of interest on items to be discussed at this meeting.**

There were no declarations of interest.

**7/24 To consider any matters to be excluded from the public.**

There were no matters to exclude.

**8/24 To approve and sign the minutes of the Parish Council meeting held on 27th March 2024.**

**Resolved: The minutes of the meetings be approved as a true record.**

**09/24 To discuss the Councillor Vacancy.**

**Resolved: Clerk to contact RMBC to advertise the Councillor vacancy.**

**10/24 To receive a report from the Millennium Trust**

1. **Replace Flooring** – The carpet has been replaced making it warmer and removing the dance floor.
2. **Re-pointing work –** Work has commenced, access issues to brewery side of the building. Contractor to complete all work they can access, and MT has asked UPC to act as liaison/adviser with brewery to help complete the work.

**11/24 To discuss the Village Hall Repairs**

**Resolved: UPC will act as liaison/adviser to MT to help complete work, represented by Cllr Hubbard and Cllr Cooper.**

**12/24 To consider any issues arising from the management of the Play Area.**

1. **Monthly Inspection report -** Nothing new to report.
2. **Weekly Inspection report and responsibility –** Nothing new to report. **Resolved Cllr Myers will continue to inspect.**
3. **Basket Swing –** Bid has been agreed by HEUVG, however, due to the time lapse the quote has increased by £132.73. **Resolved – Clerk to order the basket swing and the price increase will be funded by the ringfenced money held by UPC for the play area.**
4. **Hags Warranty -** Missing hand grip will be replaced on 7th June by Hags.

**13/24 To receive an update on the new shed for storage of equipment.**

The shed can be ordered once the base has been installed.

**Resolved – Cllr Robson and Clerk to obtain quotations for the base. Clerk to review the price of the shed and the cost to have it installed.**

**14/24 To receive an update on Speeding and Highway matters.**

1. Traffic Calming – This will be discussed at the next Walkabout when the traffic officers will be present – date TBC.

**15/24 Grounds Maintenance**

1. **Maintenance Support from RMBC in the Play Area –** a bid has been submitted to HEUVG for one-off work to trim back the hedges in the play area – await decision.
2. **RMBC current maintenance schedule –** There is some confusion surrounding the areas of the village maintained by RMBC. **Resolved – Cllr Hubbard to detail a table setting out areas of the village maintained by volunteers and RMBC.**

**16/24 To receive an update on the phone box.**

An article will be published in the next village newsletter requesting historic photos and volunteers to help manage the phone box.

**17/24 To note any Planning Applications received since the last meeting.**

* 1. RB2023/1493 - 18 Turnshaw Road Ulley - Single storey front and rear extensions, erection of detached garage, increase in height of boundary wall and erection of gates – Granted Conditionally
	2. RB2023/1495 - 18 Turnshaw Road Ulley - Listed Building Consent for single storey front and rear extensions, erection of detached garage, increase in height of boundary wall and erection of gates – Granted Conditionally
	3. RB2024/0532 - Turnshaw Farm Turnshaw Road Ulley - Application to undertake works to a tree(s) within Ulley Conservation Area – Granted

**18/24 To receive a financial update including;**

1. **To receive the final year end accounts to 31st March 2024** – Total Income £23,619, Total Expenditure £19,432, this includes the VAT payments for the Play Area. £12,126.35 has been brought forward this financial year which includes £8,450.48 in the current account and £3,675.87 in reserves.
2. **To receive the Internal Audit Report –** The internal audit was carried out by FH Accountancy Services. All points raised in the last audit were addressed and all points raised in this audit are being remedied.
3. **Annual Governance and Accountability Return**

The Clerk asked that consideration be given to the approval of the Annual Governance and Accountability Return.

**Resolved: That the Certificate of Exemption, Annual Government Statement section 1 and The Accounting Statements section 2 2023/24 be formally approved and signed for presentation to the external auditors – PKF Littlejohn LLP**

1. **To receive a report to 28th April 2024, including Bank Reconciliation, Payments for Authorisation & Budget vs Actuals.**

**Resolved: The following items were authorised for payment:**

|  |  |  |  |
| --- | --- | --- | --- |
| 05/03/24 | HMRC | Clerks Tax Feb 24 |  £ 59.40  |
| 26/03/24 | EDF Energy | Electricity Village Hall |  £ 115.93  |
| 02/04/24 | YLCA | Subscription |  £ 65.00  |
| 02/04/24 | Whitaker, S | Clerks Salary Mar 24 |  £ 457.60  |
| 04/04/24 | HMRC | Clerks Tax Mar 24 |  £ 114.40  |
| 16/04/24 | Clear Insurance | Insurance |  £ 792.95  |
| 23/04/24 | EDF | Electricity Village Hall |  £ 100.50  |
| 26/04/24 | YLCA | Cllr Training |  £ 35.10  |
| 30/04/24 | Whitaker, S | Clerks Salary Apr 24 |  £ 238.04  |

**Balance – Current £11,669.61 Reserve - £3,705.62**

1. **To note insurance renewal –**3 year contract agreed with EDF estimated annual cost of £1,212.38pa.
2. **Review Bank Mandate for Signatories** - **Resolved – No changes to be made.**
3. **To note regular payments and bank mandates - Resolved – Agreed to make regular payments to EDF – Village Hall Electricity, Business Stream – Village Hall Water, Clerks salary & tax.**
4. **To note ring fenced funds -** £2,218 remains ring fenced for play area.
5. **To review reserves - Resolved – Transfer £500 from current account to reserve account.**
6. **To agree to appoint FH Accountancy Services for the internal audit 2024/25 - Resolved – Agreed.**

**19/24 To consider a review of policies, including:**

1. Freedom of Information – **Resolved – Agreed**
2. Anti Bullying & Harassment Policy – **Resolved – Agreed**
3. Vexatious Policy – **Resolved – Agreed**
4. Code of Conduct – **Resolved – Agreed**

**20/24 To consider any general correspondence received, including:**

1. **White Rose Update** –Clerk to circulate ‘Good Councillor Guide’.
2. **CAP Meeting –** Damaged wall will be repaired. District Cllr Taylor has requested that Ulley Lane be resurfaced. The Shrine is to be removed.
3. **PC Network Meeting –** no update.

**21/24 To consider any agenda items and arrangements for the next Meeting of the parish council to be held on 14th August 2024 –** none.

The meeting closed at 8.20pm.

Signed …………………………(Chairman). Date: 14th August 2024